

**Governance and Audit Committee Action List**  
**29<sup>th</sup> June 2023**

<b>Action</b>	<b>Subject/ Meeting</b>	<b>Officer</b>	<b>Outcome</b>	<b>By</b>	<b>Action Status</b>	<b>Recommended to close Action Yes/No</b>
1	Action List/14 <sup>th</sup> July 2022	Richard Jones/ Peter Davies/ Jan Furtek	Key Collaborations and Partnerships.	20 <sup>th</sup> September 2023	OPEN	Yes
2	Action List: Statement of Accounts 2021/22	Jon Davies	Finance Team capacity – verbal update on progress in filling vacancies and further information on which items were being de-prioritised	20 <sup>th</sup> September 2023	OPEN	No
3	Action List: Audit Wales Work programme: Council progress	Matthew Gatehouse/ Richard Jones/Hannah Carter	a) People Strategy and Asset Management Plan to be reported on separately in future. b) social enterprise (slippage of nearly a decade Wales-wide) – written response to Councillor Easson’s question.	a) 23 <sup>rd</sup> November 2023 b) 20 <sup>th</sup> September 2023	a) OPEN b) CLOSED	a) 23 <sup>rd</sup> November 2023 b) Yes
4	Action List: Whole authority Complaints report	Annette Evans/ Matt Gatehouse	A weighting system to be considered for future reports.	Next Report	OPEN	No
5.	Action List: Review of Strategic Risk Register	Matthew Gatehouse/ Richard Jones/ Hannah Carter/ Chair	Strategic Risk Register: refine the structure and contents of this paper so that it is more fully aligned to the responsibilities of the Committee	23 <sup>rd</sup> November 2023	OPEN	23 <sup>rd</sup> November 2023

6	Torfaen Internal Audit: SRS	Chair/ Jan Furtek/ Sian Hayward	How best to ensure that the Committee continued to have visibility over relevant matters pertaining to the Shared Resource Service. Consider as part of deliberations on report on key collaborations and partnerships	20 <sup>th</sup> September 2023	OPEN	Yes
7	Freedom of Information, Data Protection and Data Subject Access Requests	Kath Evans/ Sian Hayward	<p>a) Report of mandatory training completion rates broken down by service area</p> <p>b) Information was requested on governance arrangement for the policies for these areas.as the Committee has not received any policies for review and endorsement.</p> <p>c) Deputy Chief Executive to consider which corporate risk control policies (extending beyond IT and data protection) that the Committee should periodically review and recommend for approval across the authority.</p>	<p>a) 20<sup>th</sup> September 2023</p> <p>b) 20<sup>th</sup> September 2023</p> <p>c) 20<sup>th</sup> September 2023</p>	<p>a) CLOSED</p> <p>b) OPEN</p> <p>c) OPEN</p>	<p>a) Yes</p> <p>b) Yes</p> <p>c) Yes</p>
8	IA Annual Report	Jan Furtek	Tintern Old Station: CIA to check if card payments are accepted	20 <sup>th</sup> September 2023	OPEN	a) Yes
9	Draft Operational Plan	Peter Davies/Jan Furtek	<p>a) Committee requested to be consulted on proposed delivery models</p> <p>b) Update on capacity</p>	<p>a) 20<sup>th</sup> September 2023</p> <p>b) 20<sup>th</sup> September 2023</p>	<p>a) OPEN</p> <p>b) OPEN</p>	<p>a) No</p> <p>b) No</p>
10	Draft Annual Governance Statement	Jan Furtek	<p>a) Identify potential misconduct - Liaise with HR if there are any instances/examples</p> <p>b) Consider adding observations from Committee Annual Report to Annual Governance Statement</p>	<p>a) 20<sup>th</sup> September 2023</p> <p>b) 20<sup>th</sup> September 2023</p>	<p>a) OPEN</p> <p>b) OPEN</p>	<p>a) Yes</p> <p>b) Yes</p>

11	Governance and Audit Committee Annual Report	Clerk/Jan Furtek	<p>a) Schedule Report to Council</p> <p>b) Make arrangements for the Committee to meet to undertake self-assessment. Jan to liaise with Chair on timescales</p>	<p>a) 21<sup>st</sup> September 2023 (Council)</p> <p>b) as agreed with the Chair</p>	<p>a) OPEN</p> <p>b) OPEN</p>	<p>a) Yes</p> <p>b) No</p>
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