

Audit Committee Action Sheet – actions from meeting held on 20 January 2020.

Action number	Item/report	Action	Responsible officer(s)	Action taken / progress
1	10 – Statement of Accounts (SOA)	P.208 – Query re length of time MD of BE had been in post	M Pilcher	Clarified with BE and date amended to April 18.
2	10 – Statement of Accounts (SOA)	Officers to email AC final version of SOA and subject to no further queries the signing of the SOA be delegated to the Chair. Officers to arrange to meet with the Chair for signing off.	M Pilcher M Pilcher	Outstanding – a verbal update will be provided at the meeting.
3	11 - Whistleblowing	Consideration be given to rewording HR Code of Practice for Investigation procedure for disciplinary investigations with the following ‘in most circumstances will be provided with evidence regarding the allegations’ To provide an update to the March Committee.	Mark Williams Mark Williams	Note to be circulated to Audit Committee w/c 9 March
4	13 – Corporate Risk Report	To provide a ‘deep dive’ report on Flood Risk for the 16 March Committee	Alison Mullis	On the Agenda for 16 Mar