

Action Log – Audit and Corporate Services Review Committee

ID	Meeting Date	Minute Ref	Action Required	By whom	Timescale	Progress
1030	13/11/2024	8	Provide update regarding the sourcing of tier 2 child protection/adult protection refresher training	TJ	31/12/25	Completed. Tier 2 training completed January 2026
1031	13/11/2024	14	Consideration to be given to identification of future issues/horizon scanning with regard to Risk before the next meeting	TJ	01/02/26	Focus has been on updating risk documentation and this will be included on future documents
1062	19/02/2025	7	Incorporate update on deep dives undertaken as part of cover report to risk register	TJ	01/01/26	Completed. See report on Risk.
1064	19/02/2025	11	Grouping of incidents included in Incident report and provide learning, particularly on RIDDOR incidents	JA	30/7/25	This will be achieved in the timescale with the introduction of a new incident report format
1074	19/03/2025	6	To identify 'fragile services' for further discussion.	JA	30/3/26	Transferred from People Services Review Committee. This will be included in the planned work around a staffing plan and establishment
1086	23/07/2025	9	Sickness absence - include comparisons for last year, also any information on stress/mental health support offered to staff.	JA	12/11/25	Completed. The information on staff wellbeing and mental health support was reported at the meeting on 12 November. Comparison sickness absence data was also reported at the last meeting and will be reported going forward
1092	12/11/2025	7	Include prior year figures in People services report for comparison	JA	25 02 26	Completed. See report to the meeting.
1093	12/11/2025	7	Explanation for sickness absence in June and August 2025 requested	JA	25/02/26	Completed. Sickness absence is monitored monthly with HR support given to line managers and individuals. The absence in June and August has been reviewed again

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						and there is no pattern or trend of note for these months
1094	12/11/2025	8	Request for individual Members to receive a list of training attended during the year	CL	25/02/26	Completed. 6 monthly report circulated, however will be included in Annual WG PDR form if adopted.