Action Log – Audit and Corporate Services Review Committee

ID	Meeting Date	Minute Ref	Action Required	By whom	Timescale	Progress
1031	13/11/2024	14	Consideration to be given to identification of future issues/horizon scanning with regard to Risk	TJ	11/11/26	Focus has been on updating risk documentation and this will be included on future documents
1064	19/02/2025	11	Grouping of incidents included in Incident report and provide learning, particularly on RIDDOR incidents	JA	11/11/26	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	24/2/27	Transferred from People Services Review Committee. This will be included in the planned work around a staffing plan and establishment
1118	22/07/2026	9	Pass on Members' thanks to staff for their work with Internal Audit - excellent annual report received	TJ	11/11/26	Complete
1119	22/07/2026	10	Cyber security training for Members to be scheduled	CL	24/02/27	Completion of online training module is low. Options being explored.
1120	22/07/2026	10	Response rate for the survey of project and volunteer participants recently undertaken by the Engagement and Inclusion team	LT		Complete. 35 Surveys were returned, however the return rate is unknown as the link to the survey is shared in different ways, by email or by scanning a QR code. Survey results will be referenced in a future Operational Review Committee.