

ACTION SHEET – BCP AUDIT AND GOVERNANCE COMMITTEE

Updated – 4 July 2025

| Minute number | Item | Action* *Items remain until action completed. | Who | Outcome |
|----------------------------------|--|--|---------------|---|
| Meeting Date: 29 May 2025 | | | | |
| 8 | External Auditor – Audit Plan 2024/25 | Provide committee with written response to confirm the 2025/26 budget allocation for the fee for the external audit programme of work | Adam Richens | √ Email sent 30/5/25 |
| | | Provide the committee with a link to audit fee comparison information on PSAA website https://www.psaa.co.uk/wp-content/uploads/2023/08/Auditor-Directory-for-Website-2024-2025-as-at-16-05-2025-1.xlsx | Jill Holyoake | √ Email sent 3/6/25 |
| 9 | BCP FuturePlaces Investigation Scope | Invite Craig Beevers and Gail Mayhew to submit any evidence relevant to the scope of the investigation to the Head of Audit and Management Assurance (HAMA) | Jill Holyoake | √ Email sent 3/6/25 |
| | | Confirm date of additional meeting in August for interim report in consultation with Chair and HAMA | Jill Holyoake | √ Email sent 10/6/25 – date confirmed as Monday 18 August at 6.00pm |
| 10 | Carters Quay Report Update | Provide report to next meeting on 24 July detailing the background to the current position with a focus on process and governance | Amena Matin | √ Added to agenda for 24 July |

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| | | Circulate by email the update provided to this meeting and include the advice previously provided by the Monitoring Officer (MO) on what the committee can/cannot undertake at the present time | Jill Holyoake | √ Email sent 10/6/25 |
| 11 and 12 | Internal Audit – Audit Plan 2025/26 | Add to Forward Plan for a non core meeting a briefing on how Internal Audit decides on and 'gets comfortable' with its audit plan coverage | Nigel Stannard | √ Added to Forward plan for next non-core meeting – 4/9/25 |
| | | Provide committee with a written response (and include in the minutes) to comment made that one of the Council's corporate risks, CR27 does not seem to feature in the 2025/26 Audit Plan | Nigel Stannard | √ Email sent 3/6/25 |
| | | Consider order of agenda items on a meeting by meeting basis | Chair in consultation with officers. | √ Has been built into committee agenda planning and briefing cycle |