

Minute no	Item	Action Items remain until action complete	Who	Outcome
Meeting date: 15 January 2026 (Core meeting)				
81	External Audit finding report and Statement of Accounts 2024/25	Circulate finalised Information Technology findings report with management response	Assistant CFO	Circulated on 30.1.26
82	External auditor – Audit Progresss and sector update	Circulate details of EA After the Backstop webinar on 10.10.26	EA/Democratic Services	Circulated on 16.1.26
84	Fire Safety Annual Update	Provide follow up response on number of formal meetings with COO since appointment	Fire Safety Service manager	
87	Risk Management – Corporate Risk register Update	CR27 – circulate response on whether cliff management strategy and risk register had now been developed and target score updated	COO and Director of Commercial Pperations	To be included in quarterly update 19 March26
Meeting date: 3 December 2025 (Additional meeting) - Draft BCP FuturePlaces Investigation Report (Scope Items 1 to 8)				
74	Scope 6. Council oversight of BCP FuturePlaces Ltd	6.1 Officers to seek clarification on the circumstances when draft documents are / are not exempt from FOI requests	MO	Shared with Joshua Darbo – IG to give guidance and wording
		6.4.11 - 6.4.13 Add to Forward Plan an update on the progress of shareholder governance arrangements and lessons learnt, following on from 2 October 2024 Cabinet update report on Council Owned Companies Shareholder Governance Review	HAMA / MO?	Ongoing – updates to follow
	Scope 8. Lesson Learnt Update	Same as 6.4.11 - 6.4.13 above		
	Next Steps	<ul style="list-style-type: none"> Committee Members to send questions for relevant stakeholders involved in FuturePlaces to the Chair asap Chair to seek advice of the Monitoring Officer on the phrasing of questions and 	Committee Members / Chair in consultation with MO	In progress – Chair has updated Members on amended timescale for issuing questions to be after

Minute no	Item	Action Items remain until action complete	Who	Outcome
		<p>then arrange for final list to be circulated to Committee</p> <ul style="list-style-type: none"> Issue written questions to the relevant stakeholders week ending 12 December 2025 and seek written responses by mid January 2026 		the Christmas/New Year period
		<ul style="list-style-type: none"> A final report to be presented to the Committee in early 2026, comprising a Forward from the Chair (a draft of which to be shared with the committee), the draft Internal Audit investigation report and a compilation of responses from relevant stakeholders Recommendations to be finalised and agreed by the Committee and referred to Cabinet and Council 	Chair / Committee	
Meeting date: 27 November 2025 (non-core meeting)				
66	External Auditor (EA) – Auditor's Annual report 2024/25 (Value for Money arrangements report)	Liaise with Chief Financial Officer on whether more regular VFM updates required	EA	Review after March 2026 committee
		Review DSG related chart on page 20 to make comparative data more meaningful	EA	EA confirmed will appear in future reports
68	Action Sheet	Arrange for Improvement Recommendation 2 (Governance) in External Auditor's Value for Money arrangements report to be referred to Constitution Review Working Group.	Chair	
Meeting date: 6 November 2025 (Additional meeting) - Draft BCP FuturePlaces Investigation Report (Scope Items 1 to 8)				

Minute no	Item	Action Items remain until action complete	Who	Outcome
60	Scope 5. Items requiring specific assurance	5.5 Seek clarity on when exactly a councillor's term of office ends after an election.	MO	
Meeting date: 16 October 2025 (core meeting)				
47	Treasury Management Monitoring update for Quarter 2, 2025/26	Provide breakdown of debt in diagrammatic/chart form in future reports. Chair to collate suggestions from committee and discuss with Assistant CFO a resource appropriate way of presenting.	Chair/Assistant CFO	Complete - Included as part of the January 2026 Treasury Management report
		Consider whether further letters to MPs and the Government are required, including the offer of support from the Audit and Governance Committee, as part of management reflection on the current position in relation to the DSG and SEND	CFO	Ongoing consideration as part of 2026/27 Budget process and regular finance reports to Cabinet.
49	Risk Management - Corporate Risk Register Update	Liaise with Chair of the Children's Services O&S Committee on arrangements for how DSG, high needs block and Corporate Risk CR02 are being monitored (possible forward plan item)* *At subsequent committee on 15.1.26 it was agreed to include the partial audit opinion on Out of Borough Placements in this discussion.	Chair	Initial meeting on 30.1.26. Chairs have since discussed further and another meeting arranged in March.
50	Health and Safety Update	Consider how the suggested pyramid approach to accident data could be incorporated into the next report.	Health and Safety Manager	Complete – pyramid approach to incident data will be incorporated into annual reporting in future
51	Emergency planning and business continuity annual report	Share with Chair the outcomes of South West Regional Cyber Crime Unit exercise to test	Emergency Planning and	Complete - Debrief held in January 2026.

Minute no	Item	Action Items remain until action complete	Who	Outcome
		Council's cyber response plan and related business continuity arrangements on 9/12/25	Resilience Manager	
Meeting date: 24 September 2025 (Additional) PART A – Draft BCP FuturePlaces Investigation Report (Scope Items 1 to 4)				
39	Scope 3. Establishment and operation of BCP Future Places Ltd.	3.1 Invite former FuturePlaces officers to respond to targeted questions following conclusion of consideration of the HAMA's full report.	Chair on behalf of committee	
		3.1 Consider questions sent from Committee Members.	Chair	
		3.2 Add to enquiry list a request for Future Places' Directors perspective on absence of commissioning contract and resource agreements.	Chair	
		3.2 Clarify governance terminology in future documents to specify whether decisions lie with Cabinet, full Council, or shareholder representatives.	HAMA / MO	An agenda item for a future Shareholder Advisory Board decision. The Shareholder Operations Board will firstly discuss and formulate a proposal.
		3.3 Consider recommendation regarding a clear policy framework for Teckal companies regarding whether Council policies should be fully adopted or selectively applied.	HAMA / MO	An agenda item for a future Shareholder Advisory Board decision. The Shareholder Operations Board will firstly discuss and formulate a proposal.
		3.4/3.5/3.6 FPL Directors to be asked about items highlighted within this section, including relationship set up and expectations, provision of monthly management accounts and 'mission creep'.	Chair	

Minute no	Item	Action Items remain until action complete	Who	Outcome
		3.4/3.5/3.6 Recommendation to be considered regarding use and implications of the term 'draft' and the need to ensure progress could be monitored and scrutinised as appropriate.	HAMA / MO	An agenda item for a future Shareholder Advisory Board decision. The Shareholder Operations Board will firstly discuss and formulate a proposal. The proposal may be along the lines of, including in the shareholder agreement, 'shareholder will have access to all draft reports should they be requested'.
Meeting Date: 24 July 2025 (core meeting)				
18	Public Issues	Create landing page on Council website for interim and final reports on BCP Future Places investigation, including report appendices and all Freedom of information (FOI) information requests responses.	HAMA in consultation with the Chair	To be created after the meeting that is considered final.
19	Carters Quay update* *see also Forward Plan	Include revised list with information requested in next report to committee	Director, Investment & Development	Feb 2026 committee date to be revised
21	Information Governance	Update committee on the review by leadership team of the function of IG Information Governance within BCP Council	MO	
24	Risk Management – corporate risk register update	CR20 – check with risk owner on how risk is communicated to public and circulate response	Initially R&I Manager. HAMA (after specific questioning at	Complete - The risk owner provided an update in the report for the meeting on 15/1/26. After the specific questioning at that committee the report for meeting on

Minute no	Item	Action Items remain until action complete	Who	Outcome
			15/1/2026 meeting)	19/3/26 will include an expanded explanation.
33	Forward Plan	Liaise with Chair on scheduling of Ombudsman reports	MO	

RAG status:

RED Not yet started
 AMBER In progress
 GREEN Complete

List of Abbreviations:

CE Chief Executive
 CFO Chief Financial Officer
 COO Chief Operations Officer
 MO Monitoring Officer
 HAMA Head of Audit and Management Assurance
 R&I Risk and Insurance
 EA External Auditor