

Minute no	Item	Action Items remain until action complete	Who	Outcome
<b>Meeting date: 26 February 2026 (non-core meeting)</b>				
97	Action Sheet	Invite Cllr Bartlett to relevant meeting of Constitution Review Working Group	Chair / DS	
99	Two Riversmeet Studio	Members to email any questions on report to Chair for collation and forwarding to officers	Chair and committee members	
100	External Audit Finding report and SoA 2024/25	Consider adding an item to the Forward Plan on cybersecurity	Committee	
		Request Head of People and Culture to circulate to committee members details of six exit packages for the £200,001 cost band and above 2024/25	CFO / Asst CFO	
101	Artificial Intelligence – Governance and Risk Management	Request update in six months including update on development of governance and risk management policy	Director of IT & Programmes/ Head of IT Infrastructure	Complete - added to Forward Plan for non-core committee in November26.
102	Risk Management Policy	Raise awareness of new Risk Management Policy with Overview and Scrutiny Chairs	Chair	
<b>Meeting date: 15 January 2026 (Core meeting)</b>				
84	Fire Safety Annual Update	Provide follow up response on number of formal meetings with COO since appointment  <i>Response: As Fire Safety Service Manager, I meet regularly, most often weekly, with the Head of Facilities Management, during which fire safety matters, emerging issues, and</i>	Fire Safety Service manager	Complete – see response in middle column below the action.

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		<p>Items remain until action complete</p> <p><i>ongoing risks are routinely discussed. Where appropriate, these updates are escalated to the Director of Customer &amp; Property Operations through our established reporting arrangements and periodic review meetings.</i></p> <p><i>Matters requiring broader organisational visibility, strategic direction, or senior decision-making are then escalated to the Chief Operating Officer (COO). In circumstances where an issue requires more urgent engagement or presents a need for immediate senior oversight, this is brought directly to the COO without delay.</i></p>		
<b>Meeting date: 3 December 2025 (Additional meeting) - Draft BCP FuturePlaces Investigation Report (Scope Items 1 to 8)</b>				
74	<b>Scope 6. Council oversight of BCP FuturePlaces Ltd</b>	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	Complete - added to Forward Plan for 3 Sept 26 (non-core meeting)
	<b>Scope 8. Lesson Learnt Update</b>	Same as 6.4.11 - 6.4.13 above		Complete - added to Forward Plan for 3 Sept 26 (non-core meeting)

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	<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Committee Members to send questions for relevant stakeholders involved in FuturePlaces to the Chair asap</li> <li>Chair to seek advice of the Monitoring Officer on the phrasing of questions and then arrange for final list to be circulated to Committee</li> <li>Issue written questions to the relevant stakeholders week ending 12 December 2025 and seek written responses by mid January 2026</li> </ul>	Committee Members / Chair in consultation with MO	In progress – Chair has updated Members on amended timescale for issuing questions to be after the Christmas/New Year period
		<ul style="list-style-type: none"> <li>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</li> <li>Recommendations to be finalised and agreed by the Committee and referred to Cabinet and Council</li> </ul>	Chair / Committee	
<b>Meeting date: 27 November 2025 (non-core meeting)</b>				
66	<b>External Auditor (EA) – Auditor's Annual report 2024/25 (Value for Money arrangements report)</b>	Liaise with Chief Financial Officer on whether more regular VFM updates required	EA	Review after March 2026 committee
68	<b>Action Sheet</b>	Arrange for Improvement Recommendation 2 (Governance) in External Auditor's Value for Money arrangements report to be referred to Constitution Review Working Group.	Chair	

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<b>Meeting date: 6 November 2025 (Additional meeting) - Draft BCP FuturePlaces Investigation Report (Scope Items 1 to 8)</b>				
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	
<b>Meeting date: 16 October 2025 (core meeting)</b>				
47	Treasury Management Monitoring update for Quarter 2, 2025/26	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	This action is superseded by Government announced reforms of the SEND system and financing plans. Further representation may be required as details emerge.
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, will meet again on 10.3.26 and report back at March committee.
<b>Meeting date: 24 September 2025 (Additional) PART A – Draft BCP FuturePlaces Investigation Report (Scope Items 1 to 4)</b>				
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	Superseded by action 74

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		3.1 Consider questions sent from Committee Members.	Chair	Superseded by action 74
		3.2 Add to enquiry list a request for Future Places' Directors perspective on absence of commissioning contract and resource agreements.	Chair	Superseded by action 74
		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	Superseded by action 74
		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

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				reports should they be requested'.
<b>Meeting Date: 24 July 2025 (core meeting)</b>				
18	<b>Public Issues</b>	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	<b>Carters Quay update*</b> *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 – confirmed item for 28 May 2026
21	<b>Information Governance</b>	Update committee on the review by leadership team of the function of IG Information Governance within BCP Council	MO	
33	<b>Forward Plan</b>	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  
DS Democratic Services