Minute no	Item	Action Items remain until action complete	Who	Outcome
Meeting date: 16 July 2026 (additional meeting)				
17	**BCP FuturePlaces (FPL) Investigation Report - Final Summary**	Arrange a briefing on the recruitment process of corporate directors, including the various interview panels (to understand policies and ensure it would be applicable and appropriate for Council owned company director recruitment.)		
		Chair to write formally to Standards Committee requesting that consideration be given to the treatment of ongoing negotiations capable of creating future financial interests and the arrangement for addressing potential standards concerns after individuals have left office, with a view to informing wider discussions through the Local Government Association.	Chair	
		Include the matter of Councillors as Company Directors for future consideration and potential recommendations to Council following the briefing on Council owned companies in September.		
		Keep MPs informed of the issues raised in the review, while recognising that any changes to legislation would be a matter for Parliament and Government.		
Meeting date: 28 May 2026 (core meeting)				
7	**Action Sheet**	In relation to items added to the Forward Plan, contact lead Director to check progress of report on Governance of Lower Central Gardens (currently scheduled for November)	HAMA	Report confirmed (NB November committee date rescheduled to 10 December 2026)

Minute no	Item	Action Items remain until action complete	Who	Outcome
9	**External Auditor – Audit Progress & Sector Update**	Committee requested that further information be provided on the financial assumptions underpinning the SEND reform programme	CFO	Chair updated at 30 July meeting, committee to review action in September
11	**Governance Process for Regeneration (Carter's Quay)**	The Committee agreed that further questions and proposed recommendations would be submitted to officers, copying all Committee Members	Committee	Questions were received by the officer which will be reviewed and feed into a future report. Additional briefings could be considered.
		Officers would respond to those points	DID & MO	Report to be submitted to next appropriate meeting in consultation with Chair and Monitoring Officer
		Following consultation with the Committee, the Chair would prepare a report setting out the Committee's findings and recommendations	Chair	
		It was further agreed that officers would review that report to confirm what information could be released into the public domain	MO	
Meeting date: 19 March 2026 (core meeting)				
113	**External Audit – Auditor's annual report 2024/25 final**	Committee agreed that it would be helpful to track the recommendations in the report by receiving an update on progress in the summer.	EA & CFO	CFO in conjunction with other officers to bring an update report for the Sept / Oct meeting
Meeting date: 26 February 2026 (non-core meeting)				
101	**External Audit Finding report and SoA 2024/25**	Consider adding an item to the Forward Plan on cybersecurity	Committee	The Chair has agreed a briefing paper will instead be circulated later in the year (approx. Sept26) due to the sensitive nature of this subject matter

Minute no	Item	Action Items remain until action complete	Who	Outcome
103	**Risk Management Policy**	Raise awareness of new Risk Management Policy with Overview and Scrutiny Chairs	Chair	To be completed after July 2026 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
Meeting date: 16 October 2025 (core meeting)				
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	Chairs have discussed with each other and with officers the most effective way of facilitating. Actions now being addressed as part of SEND reform programme (see 9.above) Action in relation to CR02: invite Director to 15 October 2026 meeting as part of next Corporate Risk register report
Meeting Date: 24 July 2025 (core meeting)				
21	**Information Governance**	Update committee on the review by leadership team of the function of IG Information Governance within BCP Council	MO	Scheduled in Forward Plan for Oct26

Minute no	Item	Action Items remain until action complete	Who	Outcome
33	**Forward Plan**	Liaise with Chair on scheduling of Ombudsman reports	MO	Scheduled in Forward Plan for Oct26

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
DID	Director of Investment and Development

Minute no	Item	Recommendation made *items remain for monitoring until implementation is complete or committee agree to remove.	Assigned to and target date
Recommendations from Committee meeting – 16 July 2026 **(Note: recommendations annotated as 'a' are those amended or added by the committee to the recommendations in the HAMA's report** **The following recommendations will be submitted by the A&G committee to Full Council for approval on 13 October 2026.**			
17	**BCP FuturePlaces (FPL) Investigation Report - Final Summary**	Recommendation 1: As a matter of formal policy, senior* company executive directors should be appointed via Council instigated open advertising, which should be live for at least 15 working days (3 weeks) *the Council should pick a grade or £ salary banding to define senior, say above £75,000?	Head of Paid Service, (or delegate) Immediately
		Recommendation 2: Company executive directors should be selected using the same selection/interview process adopted for Council Corporate Directors	Head of Paid Service, (or delegate) Immediately
		Recommendation 3: Councillors who are also company directors may proffer evidence or advice to the council (when and if invited to do so) but must not be a party to (take part in voting) making a decision of the Council affecting the company.	Monitoring Officer, Immediately
		Recommendation 4: For all existing Council companies ensure that the required/approved/agreed governance documents are actually in place and up-to-date.	Company Secretary/Company link officers, 01/04/2026

Minute no	Item	Recommendation made *items remain for monitoring until implementation is complete or committee agree to remove.	Assigned to and target date
		Recommendation 5: For any new council company to be set up in future, all governance documents must be agreed and signed by the council and company representatives within six months of company incorporation date. Any exceptions must be escalated to the Shareholder Advisory Board by the shareholder representative and company secretary.	Shareholder representative and Company Secretary Immediately
		Recommendation 5a: The business case for any future Council owned company must set out what activity may take place in advance of governance documents being agreed and in advance of contractual arrangements and substantive funding commitments being made by the Council.	
		Recommendation 6: The Council should pre-define, in the Shareholder Agreement or other suitable governance document, what natural evolution of a project looks like and what is a more fundamental tangent sub-project (from any original Cabinet or Council agreed Commissioning Plan or Business Plan project).	Shareholder Advisory Board 01/04/2026
		Recommendation 7: Further, what is the trigger that means a decision is required from councillors (Cabinet) to materially evolve a project – this could be budget increase or decrease for example as a proxy.	Shareholder Advisory Board 01/04/2026

Minute no	Item	Recommendation made *items remain for monitoring until implementation is complete or committee agree to remove.	Assigned to and target date
		Recommendation 8a: As a matter of formal Policy the Council should determine whether, to evidence the Teckal decisive control test, council Teckal companies will follow all Council policies (unless explicitly agreed with the Council)	Shareholder Advisory Board 01/04/2026
		Recommendation 9: Publish (public reports) all BCP Council Teckal company Business Plans and financial information including budgets and financial outturn.	Company Secretary /Company link officers 01/04/2026
		Recommendation 9a: That the Audit & Governance Committee receive an annual report on the business plans, financial information, including budget and financial outturns of all BCP Council owned Teckal companies.	
		Recommendation 10: Full P&L accounts should be filed/delivered to the registrar (Companies House) to enhance transparency and public understanding.	Company Secretary With effect from 2025/26 reporting
		Recommendation 11: Any proposal or Business Plan where any bonus payment scheme is suggested must be firstly agreed by the Shareholder Advisory Board and then by Full Council.	Shareholder Advisory Board Immediately

Minute no	Item	Recommendation made *items remain for monitoring until implementation is complete or committee agree to remove.	Assigned to and target date
		Recommendation 12: Shareholder Agreement – Reserved matters pages may be enhanced by sub-sections; it may be appropriate that for certain reserved matters the approval by Full Council should apply, whereas other reserved matters may be approved by some other decision maker – proportionality being the driver for this decision.	Shareholder Advisory Board 01/04/2026
		Recommendation 13a: Council-owned Teckal companies must ensure that all employees and individuals otherwise engaged by the company must adhere to the BCP Council declarations of interest policy.	Shareholder Advisory Board Immediately
		Recommendation 14: Council companies should physically locate, as an office base, in a council owned property, the council must appropriately charge the company for that occupation. Any proposal to occupy third party premises must be firstly approved by the Shareholder Advisory Board and then Full Council.	Shareholder Advisory Board Immediately
		Recommendation 15a: Any Shareholder Agreement, should formally define the role and responsibilities of the shareholder representative.	Shareholder Advisory Board 01/04/2026
		Recommendation 16a: The Council must ensure a 'Reserved Matter log' be kept by the company secretary and or commissioning team which shows sequentially, by date, any reserved matter approval decisions and who or what Council entity made the decision.	Shareholder Advisory Board 01/04/2026

Minute no	Item	**Recommendation made** *items remain for monitoring until implementation is complete or committee agree to remove.	**Assigned to and target date**
		Recommendation 17a: An action plan be agreed by the Shareholder Advisory Board to progress the governance reviews of council companies as agreed in respect Cabinet and Audit & Governance – the action plan should specifically include the role of councillors as company directors.	Shareholder Advisory Board 01/04/2026
		Recommendation 18: Shareholder Advisory Board and Shareholder Operations Board meetings (x3 per year, minimum) to be added to the corporate calendar	Chief Executive Immediately