

**Audit Committee Action Points – February**

<b>Date of meeting</b>	<b>Action point</b>	<b>Responsible officer</b>	<b>Date action completed</b>	<b>Response</b>
14/02/24	M Kirk to provide a brief overview on the digital platform for the committee.	M Kirk	16/02/24	A summary report was provided by Yvonne Salvin, which I then forwarded to Nigel Howcutt & Fiona Jump.  Information circulated to members 12/03/24 (documents too large to add to this table).
14/02/24	M Kirk to provide information on the findings of the health and safety review.	M Kirk	06/03/24	A summary report was provided to SLT in February.  Information circulated to members 12/03/24 (documents too large to add to this table).
14/02/24	T Angel to add 'Review of Procurement Service' to the work programme for September, as requested by N Howcutt.	T Angel	06/03/24	Item added to the work programme for September.
14/02/24	N Howcutt to circulate recent Cabinet reports relating to the Procurement Review to the committee.	B Hosier / A Linden	13/03/24	Part 2 Report circulated to the committee.
14/02/24	The Chair asked for an update on the Independent Member at the next meeting.	F Jump	12/03/24	The revised timescale for the appointment of independent members is as follows:  April 2024 Roles advertised for a period of 1 month. May 2024 Shortlisting of candidates to take place, followed by panel interviews. Roles offered to successful candidates. July 2024 Independent person(s) commence membership of Audit Committee.