

**Blaenau Gwent County Borough Council**

**Action Sheet**

**Governance & Audit Committee – 21<sup>st</sup> September, 2022**

<b>Item</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Action Taken</b>
5	<p><u>Action Sheet</u></p> <p>A member requested that a review of the current formatting of the Action Sheet be undertaken to ensure that ongoing matters are reported until actions taken had been completed.</p>	Head of Democratic Services, Governance & Partnerships	<p>A review of the format of the action sheet, used by all committees, has been undertaken. A date will now be included to state when the action has been completed.</p> <p><b>Action complete: 18.10.2022</b></p>
8	<p><u>Forward Work Programme</u></p> <p>A member requested that a mapping exercise be undertaken to ensure cross reference between the Terms of Reference and the Forward Work Programme.</p>	Audit & Risk Manager	<p>A mapping exercise is being undertaken the results of which will be forwarded to all committee members via a briefing note.</p> <p><b>Action complete: Ongoing</b></p>
10	<p><u>Annual Governance Statement</u></p> <p>The Chair requested that updates be included where necessary and Members be kept up to date on progress of the Statement of Accounts.</p>	Chief Officer Resources	<p>Action noted. The Statement of Accounts have been forwarded to all committee members.</p> <p><b>Action complete: 10.10.2022</b></p>

Item	Action to be Taken	By Whom	Action Taken
12	<p data-bbox="297 236 891 304"><u>The Annual Letter Of The Public Services Ombudsman For Wales 2021/2022</u></p> <p data-bbox="297 347 1037 523">A member requested that details of the complaints process and the approach to supporting people with complaints be included on the Complaints Report (Qtr 1 &amp; Qtr 2) being presented to the next meeting of the Committee.</p>	<p data-bbox="1070 347 1301 451">Head of Legal &amp; Corporate Compliance</p>	<p data-bbox="1355 347 2078 563">Action noted for future quarterly reports. Copy of the Corporate Complaints Policy will be submitted with the Qt1 &amp; Qt2 2022/2023 complaints information report that is being presented to the Governance and Audit Committee in November.</p> <p data-bbox="1355 603 1783 635"><b>Action complete: 16.11.2022</b></p>