

Matters Arising

The actions as agreed at the previous public meetings of the Committee are set out below. The Committee is requested to note the responses to the actions.

| Action no | Date of meeting | Agenda item | Action | Lead | Date due | Response | Status |
|-----------|-----------------|--|---|---|------------|---|----------------|
| 22 | 12 March 2025 | Draft internal audit strategy and plan | The Committee would review the position regarding the research and partners internal audit reviews at its meeting in November 2025. | Head of Governance | 13/11/2025 | Not yet due | Not yet due |
| 24 | 11 June 2025 | Strategic risk register | The Head of Assurance and Compliance to review the risk description and mitigations for risks 1-3 and consider the impact of feedback and complaints. | Head of Assurance and Compliance | 18/09/2025 | The mitigations for risks 1-3 have been reviewed and the ongoing improvement work has been included under strategic risk 1. | Propose closed |
| 25 | 11 June 2025 | Strategic risk register | Executive Director of Resources to provide an update on the timing of the biannual review of registration fees | Executive Director of Resources | TBC | The Executive Director of Resources will provide an update to the People and Resources Committee with full proposals submitted to the Council in due course. | Propose closed |
| 26 | 11 June 2025 | Strategic risk deep dive: Freedom to speak up | The Governance Team to allocate sufficient time for discussion of the freedom to speak up annual report when it is presented to the Committee on a date to be confirmed. | Head of Governance | 11/03/2026 | This will be actioned when the report is submitted to the Committee, which is anticipated to be in March 2026. | Not yet due |
| 27 | 11 June 2025 | Feedback and complaints update | Governance Team to circulate the feedback and complaints update slides. | Governance Manager | 11/06/2025 | The slides were uploaded to Committee members' iPads on 11 June. Action completed. | Propose closed |
| 28 | 11 June 2025 | Annual Information Governance Report 2024-25 | Chief Information Security and Risk Officer to review the categorisation table and incorporate policy compliance. | Chief Information Security and Risk Officer | 18/09/2025 | A new category will be established to cover combined human error including process weakness or not following the process exactly, and past events from 2025-6 will be evaluated. | Propose closed |
| 29 | 11 June 2025 | Unified assurance annual summary 2024-25 | Executive Leadership Team (ELT) to consider seeking BDO insights on the new assurance map. | ELT | 18/09/2025 | The Head of Assurance and Compliance will discuss with BDO a half day advisory review of the new approach to the assurance mapping in order to gain insight and assurance on the approach. | Propose closed |
| 30 | 11 June 2025 | Procurement policy | Executive Director of Resources to check the Procurement Manual regarding mandatory conflict of interest declaration, and update, as required and provide confirmation to the Committee of action taken. | Executive Director of Resources | 18/09/2025 | We are currently updating the procurement manual to make sure it is in line with the recent approved procurement policy. The procurement manual will reference the requirement for mandatory conflict of interest declarations in line with our policy. Confirmation will be provided to ARAC once the procurement manual has been completed. | Open |
| 31 | 11 June 2025 | Procurement policy | Executive Director of Resources to update the wording of the policy at paragraph 16.13 from: "Direct awards are reviewed by the Audit and Risk Assurance Committee" to "Direct awards are reported to by the Audit and Risk Assurance Committee". | Executive Director of Resources | 10/07/2025 | The draft policy was updated to reflect the Committee's feedback and was subsequently approved by the Council at its meeting on 17 July 2025. Action completed. | Propose closed |
| 32 | 11 June 2025 | External audit update | NAO to keep the Committee briefed on issues/delays that may necessitate a meeting of the Committee in person. | NAO | 18/09/2025 | This has been kept under consideration and an in person Committee meeting is not required. Action completed. | Propose closed |
| 33 | 11 June 2025 | Audit and Risk Assurance Committee annual report to the Council and the Accounting Officer 2024-25 | Governance Manager to include further detail on deep dives. | Governance Manager | 31/07/2025 | The topics for the 2024-25 strategic risk deep dives have been included in the draft report. Action completed. | Propose closed |
| 34 | 11 June 2025 | Internal audit progress report | Governance Team to circulate a link to the BDO global risk landscape report. | Governance Manager | 31/07/2025 | The link to view the report was circulated to Committee members on 22 July 2025. Action completed. | Propose closed |
| 35 | 11 June 2025 | Committee forward plan | Governance Team to add the complaints and feedback annual report to the Committee forward plan. | Governance Manager | 18/09/2025 | This has been added to the Committee forward plan. Action completed. | Propose closed |