

Audit and Accounts Committee - Minutes Action Log

The minutes action log captures the actions arising at Audit and Accounts Committee meetings and updates the committee on progress.

Minutes – 23rd July 2025

Minute	Report title	Response requested from	Action	Update	Status Including expected completion date
24 & 31	Committee Agenda Plan	Mairead Claydon	The committee requested a copy of Internal Audit's report following its review of the council's relationship and governance in relation to This Land Ltd when this was available.	The report will be provided in due course. The draft report is expected to be issued in early February 2026.	Early February

Minutes – 28 November 2025

Minute	Report title	Response requested from	Action	Update	Status Including expected completion date
35.	Annual Whistleblowing Report	Mairead Claydon	A member asked if there was any evidence that staff were less confident whistleblowing where this might relate to an individual or political initiative. The committee learned that Internal Audit would be doing some focus groups in the new year and would report back on that.	Focus groups were planned to take place in January 2026 however the team experienced very low levels of sign-ups from officers, with only two officers signing up to attend, despite extensively advertising the planned focus groups via the officer newsletter, intranet and via staff	No further action

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				networks. In light of this and the findings from the employee engagement survey undertaken in 2025, which indicate good levels of confidence overall regarding whistleblowing and speaking up, with the agreement of the Chief Executive it has been decided not to run the focus groups this year. We will explore another attempt to run focus groups in the next financial year.	
35.	Annual Whistleblowing Report	Mairead Claydon	A member asked if it would be possible to broaden the methodology of the staff survey to separate results by grade to see if that showed up any issues. They were advised that this was not possible because the staff survey was anonymous. However, some focus groups were planned in the new year and the results from those could be brought back to the committee with more information on the grades of those involved.	See response re. focus groups above.	No further action
43.	Corporate Risk Register	Michael Hudson	The Chair proposed that an exempt report on risk management and cyber security should be added to the agenda for the next meeting.	Added to the agenda plan for March 2026.	March 2026

Minutes 19 February 2026

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47.	CCC Statement of Accounts and Audit Results Report	Tom Kelly	The Chair asked that details of the timetable for returning to full assurance could be shared with committee members once agreed by management and KPMG, together with agreed milestones.		
	Internal Audit Progress Report	Stephen Moir	To re-send a copy of the MHCLG preparatory checklist for local government reorganisation (LGR) to the Leader of the Council and share with any other interested committee members.	19.02.26: Re-sent to Cllr Nethsingha. 20.02.26: A copy of the checklist was shared with all Audit and Accounts Committee members for information.	Completed
	Executive Director's Assurance Report: Place and Sustainability	Lee Harris	<p>Members noted that the satisfaction survey relating to the street lighting PFI was moving in-house. Officers undertook to advise outside of the meeting whether it was proposed to survey more than the 500 people surveyed previously by Balfour Beatty.</p> <p>The Chief Executive advised that officers would need to check:</p> <ol style="list-style-type: none"> the contractual provisions of the street lighting PFI around the satisfaction survey. 	<p>04.03.26:</p> <ol style="list-style-type: none"> <u>The contractual provisions of the street lighting PFI around the satisfaction survey.</u> <p>The streetlighting team's contract manager has agreed a low value contract change to the streetlighting PFI contract with the streetlighting service provider to relieve the service provider of the obligation to carry out the Customer Satisfaction survey annually, as the Authority has taken the decision to internally administer and conduct the survey. As part of the contract change the PFI Contract service provider will annually each April make a payment to the County Council</p>	Completed

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			<ol style="list-style-type: none"> 2. the cost of bringing the assurance survey in-house. 3. whether the sampling size was correct and demographically representative. 	<p>to refund the charge that is now not due for the service provider conducting the Customer Satisfaction survey. This payment has been agreed with the streetlighting teams contract manager and reflects the time spent by the service providers project manager on this task.</p> <p>2. <u>The cost of bringing the assurance survey in-house.</u> The cost for bringing the assurance survey in-house is cost neutral as we will be receiving the annual payment from the streetlighting service provider that will cover the streetlighting teams time to carry out the streetlighting service stakeholder survey, which is carried out at the same time as the Highways stakeholder survey and which is sent to all County Councillors, Parish/Town Councils and District Councils in Cambridgeshire.</p> <p>3. <u>Whether the sampling size was correct and demographically representative.</u> We would note that the sampling size and demographic representation has increased significantly as the streetlighting customer satisfaction survey is now superseded by the Quality-of-Life Survey which covers a</p>	

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				<p>much wider audience at no additional cost to the Council. And as noted above the streetlighting service annual stakeholder survey covers all County Councillors, Parish/Town Councils and District Councils in Cambridgeshire which were not covered by the original streetlighting customer satisfaction survey, which means we now get additional feedback from residents, members, and Parish/Town Councils and District Councils, which ensures we get a more accurate reflection of the satisfaction levels for the street lighting service being delivered.</p>	
	Executive Director's Assurance Report: Place and Sustainability	Lee Harris	<p>The risk matrix score for adverse weather was 15. This seemed to imply that the council's risk appetite was lower for something over which it had no control. Officers undertook to clarify this outside of the meeting.</p>	<p>06.03.26: This was an error. The risk appetite for adverse weather has now been updated to reflect that risk likelihood is outside the Council's control.</p>	Completed
	Executive Director's Assurance Report: Place and Sustainability	Lee Harris	<p>The Chair asked what assurance processes were in place to provide confidence that the work being done to fix potholes was cost effective. The Executive Director for Place and Sustainability would provide a response outside of the meeting.</p>	<p>06.03.26: In accordance with the contract the Council pays for pothole repairs based on the actual costs of each repair. The Council is invoiced monthly. The Contract has a Schedule of Rates which provides a benchmark for costs. As a client, the Council works closely with the contractor to ensure the appropriate right repair method is</p>	Completed

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				<p>deployed for each highway defect or pothole.</p> <p>There is a quality control regime whereby a minimum 5% sample of pothole repairs are inspected. Any quality failures are required to be corrected at the contactor's expense within 28 days. Furthermore, pothole performance is reflected as a Key Performance Indicator which links to financial incentives/disincentives through an annual KPI-based 'pain/gain' calculation.</p>	