

Actions from Audit & Governance Committee meeting on 17th November 2025

	Action	Status / Update	Due Date	Responsible Officer(s)
1	<p>Minute 32 – Proposed Amendments to the Council’s Contract Procedure Rules</p> <p>Action for officers to provide a written response regarding the rationale for increasing the threshold for written contract performance reports from £85,000 to £1,000,000.</p>	<p>In hand</p> <p>A written response will be circulated in due course.</p>	19 January 2026	MG
2	<p>Minute 32 – Proposed Amendments to the Council’s Contract Procedure Rules</p> <p>Action for officers to provide a written response to outline the steps taken to improve accessibility to the In-Tend portal.</p>	<p>Complete</p> <p>A written response has been circulated.</p>	19 January 2026	MG
3	<p>Minute 32 – Proposed Amendments to the Council’s Contract Procedure Rules</p> <p>Action for officers to provide further detail on measures regarding the requirement of written quotations.</p>	<p>Complete</p> <p>A written response has been circulated.</p>	19 January 2026	MG

	Action	Status / Update	Due Date	Responsible Officer(s)
4	<p>Minute 33 - External Audit Completion Report 2024/2025 (ISA260)</p> <p>Action for officers to include a glossary of technical terms and acronyms in future audit reports to aid understanding.</p>	<p>Complete</p> <p>This has been noted.</p>	19 January 2026	JB / DW
5	<p>Minute 33 - External Audit Completion Report 2024/2025 (ISA260)</p> <p>Action for officers to provide a detailed response regarding the outstanding recommendation.</p>	<p>Complete</p> <p>This will be considered as part of the 25/26 year end process.</p>	19 January 2026	JB / DW
6	<p>Minute 33 - External Auditor's Annual Report 2024/25</p> <p>Action for officers to provide a written response regarding the Council's year-end cash position compared to the previous year.</p>	<p>Complete</p> <p>A written response has been circulated.</p>	19 January 2026	JB / DW
7	<p>Minute 35 - Financial Statements 2024/25</p> <p>Action for officers to provide a written response regarding a breakdown of the proportion of expenditure on salaries and pensions.</p>	<p>Complete</p> <p>A written response has been circulated.</p>	19 January 2026	ES

	Action	Status / Update	Due Date	Responsible Officer(s)
8	Minute 35 - Financial Statements 2024/25 Action for officers to provide clarification on the total amount of government funding received under the Boston Partnership initiative.	Complete A written response has been circulated.	19 January 2026	PSPS
9	Minute 35 - Financial Statements 2024/25 Action for officers to provide comparative figures and trends in relation to collection rates for Council Tax and Business Rates.	Complete A written response has been circulated.	19 January 2026	PSPS
10	Minute 37 - Quarter 2 25/26 Risk Report Action for officers to provide an update regarding the delay to the IT server room upgrade project.	Complete This will be included in the Q3 report.	19 January 2026	SR
11	Minute 37 - Quarter 2 25/26 Risk Report Action for officers to include the Landlords Reform Bill in the next review.	Complete This will be included in the Q3 report.	19 January 2026	SR

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12	<p>Minute 38 - 2025/26 Mid-Term Treasury Report</p> <p>Action for officers to provide an update regarding the changes to Section 106 financing and the timing of receipts from the M&G property fund liquidation.</p>	<p>Complete</p> <p>A written response has been circulated.</p>	19 January 2026	SH
13	<p>Minute 38 - 2025/26 Mid-Term Treasury Report</p> <p>Action for officers to prepare a report to Full Council in January 2026.</p>	<p>Complete</p> <p>The report will be considered by Full Council on 12th January 2026.</p>	19 January 2026	SH
14	<p>Minute 39 - Counter Fraud, Bribery and Corruption Policy</p> <p>Action for officers to review and strengthen the policy wording accordingly.</p>	<p>Complete</p> <p>Wording has been reviewed and strengthened with removal of “we aim” from the introductory line.</p>	19 January 2026	RS
15	<p>Minute 40 - Information Governance Annual Update 2024/25</p> <p>Action for officers to confirm whether any requests had been redacted for health and safety reasons.</p>	<p>Complete</p> <p>A written response has been circulated.</p>	19 January 2026	RS

	Action	Status / Update	Due Date	Responsible Officer(s)
16	<p>Minute 41 - Work Programme</p> <p>Action for officers to incorporate training opportunities where appropriate.</p>	<p>Complete</p> <p>All opportunities for training will be annotated into the Work Programme.</p>	19 January 2026	ALL
17	<p>Additional</p> <p>Action for Democratic Services to submit the Minutes to a future Full Council meeting.</p>	<p>Complete</p> <p>The draft minutes will be considered by Full Council on 12th January 2026.</p>	19 January 2026	RF