

Action Log – Audit and Corporate Services Review Committee

ID	Meeting Date	Minute Ref	Action Required	By whom	Timescale	Progress
967	28/02/2023	9	Include start and end dates and separate near misses from incidents in next report	AF	Next meeting	Completed
988	15/05/2024		Provide examples of Value for money Strategies and advice on percentage increase in spend limits	Astari	Next meeting	Completed
989	15/05/2024		Circulate Auditor General Papers regarding Fraud to Committee	TJ	Next meeting	Completed. Papers sent 21/06/24
991	15/05/2024		Health Surveillance Arrangement ([R Ref: 2023_24: HS4] [PS Ref: 2517]) - ensure a plan in place when work will commence	MT	Next meeting	<p>Performance and Compliance Officer met with Head of People Services, HR Officer and Health and Safety Project Officer on 13/6/24 and the following was agreed to progress this work:</p> <ul style="list-style-type: none"> • Health and Safety Project Officer to look at HSE requirements across the different areas inc hearing, vibration, skin and respiratory health • HR team and Health and Safety Project Officer to develop table with each of the different areas, outlining HSE requirements, assessment of risk which may impact on frequency or need, scope of workers needing them linked to nature of work , what checks are required and their frequency. To look at <ul style="list-style-type: none"> ○ Benchmarking (Pre employment) ○ During employment ○ End of employment

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						<ul style="list-style-type: none"> HR Team to follow up with Caerau Health in terms of pre employment considerations Data will be recorded on Cezanne to ensure checks have been carried out in line with above table/ frequency required.
994	15/05/2024		Defibrillators - circulate link to location / map for information.	MT	Next meeting	Completed – information sent 12/07/24
995	15/05/2024		Ensure cash risk / safety of staff captured on sub-risk register	TJ	November 2024	Sub-risk registers discussed at Management Team