

| No | Ref     | Date     | Topic                 | Action/Paper  | Owner | Due Date                 | Outcome   |
|----|---------|----------|-----------------------|---|-------|--------------------------|---|
| 1  | 40.2009 | 15/12/09 | F&CS Review           | The Force to bring a report on the F&CS review to the Committee once the work was completed.  | SB    | Ongoing                  | Verbal update will be provided at the June Committee  |
| 2  | 04.2010 | 18/03/10 | Annual Authority Plan | The Committee to have sight of the new terms of reference for the Audit Committee for comment.  | PC    | June Meeting             | Complete  |
| 3  | 04.2010 | 18/03/10 | Accounting Officer    | As soon as the Accounting Officer changes are completed the Financial Governance Framework must be updated to reflect this.   | PC    | Once AO changes approved | In progress   |
| 4  | 05.2010 | 18/03/10 | Tadworth              | An assurance report on the Tadworth exit to be brought to the June meeting covering all the issues that had previously been raised in the internal audit report.        | SB    | June Meeting             | Complete on agenda  |
| 5  | 05.2010 | 18/03/10 | Payroll               | An update on progress against the payroll findings recommendations to be provided to the June meeting.  | SB    | June Meeting             | Complete on agenda  |
| 6  | 06.2010 | 18/03/10 | Risk Management       | A meeting to be arranged to discuss the ownership of the strategic risks between BTP and BTPA for inclusion of BTPA risks onto the Strategic Risk Register by 29 April. | LP/SB | End of April             | Complete:<br>The split of ownership of Strategic Risks between BTP and BTPA is complete and incorporated in the current Strategic Risk Register |
| 7  | 06.2010 | 18/03/10 | Risk Management       | Closed risks to be removed from the Register presented to the Committee.  | KB    | From Next Meeting        | Complete:<br>Closed risks will now be held on an archive register by the Corporate Risk Team  |
| 8  | 07.2010 | 18/03/10 | SIC                   | The Statement of Internal Control for 2009/10 to be distributed offline to the Audit Committee once in final draft for comment.   | SB    | Mid April                | Complete: SIC was circulated to Members 16 April. Members comments were received on 3 <sup>rd</sup>   |

|    |         |          |                                 |   |           |                               |  |
|----|---------|----------|---------------------------------|---|-----------|-------------------------------|--|
|    |         |          |                                 |   |           |                               | May.   |
| 9  | 07.2010 | 18/03/10 | SIC                             | Further consideration to be given to the suggestion to develop the Statement of Internal Control earlier.                             | SB        | Verbal update to June meeting |  |
| 10 | 07.2010 | 18/03/10 | Internal Audit                  | Sample sizes to be included in the findings reported  | Tribal    | From Next Meeting             |  |
| 11 | 07.2010 | 18/03/10 | Protective Marking              | The Government Protective Marking Scheme to be applied to all audit reports.  | SB        | From June Meeting             | Complete, Tribal reports now have Government Protective Marking Scheme |
| 12 | 08.2010 | 18/03/10 | PwC outstanding recommendations | A final update on these recommendations would be brought to the October Committee   | Tribal/SB | October meeting               | Ongoing  |
| 13 | 09.2010 | 18/03/10 | Data security                   | A final verbal update to be provided to the September meeting.  | DCC       | September meeting             | Ongoing  |
| 14 | 12.2010 | 18/03/10 | NAO                             | Ms Angus to meet with Mr Coen for an exit discussion on governance matters and meet with the new Chief Executive once he was in post. | JA/PC     | Before 23rd April             | In place for 9 <sup>th</sup> April                                     |
| 15 | 09.2010 | 18/03/10 | Business Continuity             | A final update on progress in business continuity to be presented to September's meeting  | ACC ST    | September meeting             |  |

**Key**

|        |                        |
|--------|------------------------|
| DCC    | Deputy Chief Constable |
| ACC ST | Steve Thomas           |
| JA     | Janet Angus            |
| KB     | Kay Black              |
| SB     | Sharon Burd            |
| PC     | Paul Coen              |
| LP     | Liz Pike               |