

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
5	13 March 2024	Strategic Risk Register	The Head of Assurance and Compliance would consider the introduction of measures to monitor progress towards reaching the target risk score in the strategic risk register in discussions with the executive and senior leadership teams in April 2024 to develop the strategic risk register for 2024-25.	Head of Assurance and Compliance	18/09/2024	The strategic risk register has been updated to clearly link the workplan updates to how they will mitigate the risk. Feedback from the Committee on the updated strategic risk register is welcomed. Subject to the Committee's agreement, this action is completed.	Open
9	19 June 2024	Annual Information Governance Report 2023-24	Given the small number of late responses to FOI requests (nine in total), it was requested that the number of requests as well as the percentage was included in future reports when providing any breakdown of the reasons for this.	Information Governance Manager	01/06/2025	There were 248 FOI requests in 2023-24, with nine late responses. The number of requests will be included in the Annual Information Governance Report 2024-25 when any breakdown is provided.	Open
10	19 June 2024	Annual Information Governance Report 2023-24	The Head of Assurance and Compliance would work with the Chief Information Security and Risk Officer to review the categorisation and the reasons for these incidents and ways to identify and address the underlying causes of these.	Head of Assurance and Compliance/ Chief Information and Security Risk Officer		Following a discussion, a matrix approach will be taken with the reasons for the information incident reports to allow for two root causes, giving us more nuance and clarity. Clearer definitions will be applied to each root cause.	Open
11	19 June 2024	Internal audit recommendations tracker	a. The Executive Director of Education, Registration and Regulatory Standards would provide further granularity for the Committee about the progress of the recommendation relating to policies, procedures and guidance, in response to the internal audit of regulatory policy. This would also be included in the next update and would include a description of the document(s) being produced and the plan to create or update this.	Executive Director of Education, Registration and Regulatory Standards	18/09/2024	This information was provided to the Committee Chair via email and has been incorporated into the internal audit recommendations tracker submitted to the September Committee meeting. Action completed.	Open
12	19 June 2024	Internal audit recommendations tracker	b. The commentary in the internal audit recommendations tracker should also give an indication of whether the recommendations had or would be completed by the agreed timescale.	Compliance Officer	18/09/2024	This information has been provided in the internal audit recommendations tracker submitted to the Committee in September. Action completed.	Open
13	19 June 2024	Annual report and accounts 2023-24 update including draft annual report 2023-24	Committee members agreed to provide any specific feedback on areas of the annual report, including any typographical errors that they had spotted during their review by 4 July 2024.	Committee members	05/07/2024	No feedback received. The draft annual report and accounts was circulated to Committee members on 29 July 2024 with further feedback requested by 27 August 2024.	Open