

Meeting: Coast to Capital Audit and Risk Committee Meeting
Date: 12 November 2020
Report Title: Matters Arising Schedule
Report by: Hazel Nicholmann
Item No: 1 b)
Part: A

Meeting Reference	Action	Lead	Status
1). 15 September 2020 meeting minutes: Item 1c – Minutes & Matters Arising	Progress appointment of a new Accountable Body project following the launch of the Request for Quotation' on 15 September.	HN/KN	Working Group meetings held on 19 October and 4 November. See Item 5.
2). 15 September 2020 meeting minutes: Item 2 – Risk Management	Infection Control Plan to be added to the existing COVID-19 Office Risk Assessment	KN	Office Trial is now paused and the Risk Assessment will be reviewed.
	HSE guidance to be considered in relation to temporary working from home.	KN	HSE guidance considered by Office Manager.
3). 15 September 2020 meeting minutes: Item 3 – Close	Draft scopes, as part of the 2020/21 Audit Plan to be circulated to members and the Accountable Body for feedback by the end of September.	HN	Circulated on 15 September. No objections were received.
4). 24 June 2020 meeting minutes Item 4 - Governance	Statements to be sought from the respective Chairs of the LEP sub-Committees on the status of any risks surrounding investment funds which should be implemented ahead of the November Committee meeting.	CG	See item 2.