

London Borough of Brent
Audit & Standards Advisory Committee – Action Log March 2026

Meeting Date	Agenda No.	Item	Actions	Lead Officer and Timescale	Progress
24 Mar 26	5	Performance & management of i4B Holdings Ltd and First Wave Housing Ltd	<ul style="list-style-type: none"> Update to be provided for members on the position for establishing a central register for smoke and carbon monoxide detectors outside of the meeting. 	Natoyah Vincent/Jon Cartwright	In progress
			<ul style="list-style-type: none"> Current Shareholder and guarantor reports to be circulated to members. 	Natoyah Vincent/Jon Cartwright	In progress
			<ul style="list-style-type: none"> To review the headings of columns in the risk registers to ensure that the post-mitigation score reflects that those mitigations may not yet be completed and represents the RAG rating for successful implementation of the mitigations 	Natoyah Vincent/Jon Cartwright	In progress
			<ul style="list-style-type: none"> To review number 13 of the i4B risk register in light of the latest information regarding discussions with developers and mitigations in place at the next risk register review. 	Natoyah Vincent/Jon Cartwright	In progress
24 Mar 26	7	Procurement Strategy Progress Review	<ul style="list-style-type: none"> For the Committee to receive a further progress update at a future meeting (date to be confirmed) addressing the following issues: <ul style="list-style-type: none"> to expand and provide further explanation on the Council's sustainability approach in the context of procurement and commissioning within section 13 of the report. 	Edwin Mensah/Rhodri Rowlands	In progress

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			<ul style="list-style-type: none"> - The strategy for sole sourcing in relation to section 7.5 of the report. - The total spend on procurement. - The work and progress in filling procurement support vacancies - Consideration to be given to the inclusion of Social Value & Community Wealth considerations within the Council's corporate report (identified as action 23 July 25) 		
24 Mar 26	9	Annual Review of the Member Learning & Development Programme	Feedback regarding the interactivity of member learning and development sessions to be incorporated in the new member induction process following the May 2026 elections.	Amira Nassr	Completed
3 Feb 26	6.	Member Complaints & Code of Conduct	Details provided on complaints received during the corresponding year as appendix to report to include whether submitted by members of public or other councillor for future reports	Marsha Henry/Biancia Robinson	In progress
3 Feb 26	7.	Update on the Response to Housing regulator findings and Brent graded at C3	(1) Future updates to include an outline of the dashboard being used to monitor progress in delivery of the compliance framework, workstreams and associated KPIs including relevant timescales and details on the structure of resources to support the work being undertaken.	Thomas Cattermole/ Spencer Randolph Thomas Cattermole/ Spencer Randolph	In Progress

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			(2) Further progress update to be provided at appropriate stage identified (within the next 6 months)		
3 Feb 26	10.	External Audit Progress Update	Members of the Committee to be informed when final sign-off of the Council's 2024-25 Statement of Accounts has been completed.	Ravinda Jassar/ Minesh Patel	Completed
3 Dec 25	8.	Treasury Management Mid-Year Report 2025-26	Officers to review and report back on any changes proposed under the Capital Receipts Regulations to enable more flexible use of receipts and the potential impact including any and whether this included any proposal to allow the contribution of up to 10% of receipts towards revenue	Amanda Healy/Oliver Simms	In Progress
3 Dec 25	8.	Treasury Management Strategy 2026-27	The Treasury Management Strategy 2026-27 to be circulated to all members of the Audit and Standards Advisory Committee once finalised	Amanda Healy/Oliver Simms	In Progress
25 Sep 25	7	Self-Referral to Regulator of Social Housing - September 2025 Update	(1) That the 'The Notice Board' newsletter be disseminated to all members of the Audit and Standards Advisory Committee, for reference and information. (2) Details on the governance structure relating to the Housing and Tenant Satisfaction Improvement Board be provided for members of the Audit and Standards Advisory Committee.	Spencer Randolph Tom Cattermole	Completed Completed
25 Sep 25	8	Strategic Risk Report	(1) Feedback in relation to Risk E: Climate and Ecological Emergency Mitigation be relayed to the relevant risk owners, with	Darren Armstrong	In progress

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			<p>a view to providing more specific updates on progress and outcomes.</p> <p>(2) Comments concerning the need for mitigation measures in the event of a decline in the independent sector, arising from increased pressures on the SEND system and growing reliance on independent provision be relayed to the relevant risk owners, with a view to providing more detailed updates and outcomes.</p> <p>(3) Comments regarding the implications of outsourcing cyber security services be relayed to the relevant risk owners.</p>		
25 Sep 25	10	London Borough of Brent Interim Auditor's Annual Report 2025	Existing formula for calculating recommended reserve levels be circulated to committee members.	Minesh Patel	In progress
23 Jul 25	10	Evaluating the Effectiveness of the Audit and Standards Advisory Committee	To consider development of the Committee work programme enable deep dives in specific areas, where identified. This to include the potential for ad hoc working group or additional members briefing sessions outside of the main Committee meetings.	Chair & Vice-Chair & lead officers	In progress
25 March 2025	11	Strategic Risk Report	<ul style="list-style-type: none"> To review Climate Change and Environmental considerations within future cover report to ensure they reflect 	Darren Armstrong	Ongoing

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			any related risks identified within the register		
04 Dec 24	9	Internal Audit Interim Report – 2024-25	<ul style="list-style-type: none"> In cases of specific non engagement in the audit process or where the risk identified in ongoing non implementation of the action was identified as critical, the risk owner/manager be formally required to attend the Committee. 	Darren Armstrong	Ongoing – implementation of outstanding actions subject to ongoing review. If required, arrangements to be made for risk owners/managers to be required to attend future meetings.
	11	London Borough of Brent Auditor's Annual Report 2023-24	An update be sought from the Director Strategic Commissioning & Capacity Building on progress in addressing the Improvement Recommendation included within the Annual Report in relation to review of the Council's Procurement Strategy.	Minesh Patel & Councillor Chan (Vice-Chair)	In progress
24 Feb 25			To consider how any areas of focus identified in relation to preparation of the Accounts need to be incorporated as part of the core assurance work within the Internal Audit Work Programme.	Rav Jassar/Darren Armstrong	In progress
6 February 24		Complaints Code of Conduct procedure	Committee to continue to monitor trends as part of future updates in terms of complaints and assurance around outcomes.	Debra Norman/Biancia Robinson	In Progress - To be included as part of future Annual Complaints report