

Audit and Governance Panel

Agenda Item No. 4

Action Log

No	Date of Meeting	Issue	Actions	Assigned/ Re-assigned to	Update	Completed
1.	24 January 2024	Best Value Action Plan 2023 – Progress Update	To provide Members with details of the current position relating to the Action “Improve accuracy of recording attendance figures at Member briefings”	Chief Governance Officer	Response:- Procedure now in place to record take up of online training and role specific training for Members.”	YES

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Work Programme 2024

No	Issue	Actions	Assigned To	Due Date To Panel	Latest update
1.	Annual Audit Plan 2023/24	Report to Panel	Chief Financial Officer	20 March 2024 (Annually)	Report to this Panel
2.	Proposed Internal Audit Plan 2024/25 (including Annual Review of Internal Audit Charter)	Report to Panel	Chief Internal Auditor	20 March 2024 (Annually)	Report to this Panel
3.	Strategic Risk Management	Report to this Panel	Chief Governance Officer	20 March 2024 (Biannually)	Report to this Panel
4.	Audit Scotland: Workforce Innovation – How Councils are Responding to Workforce Challenges	Report to this Panel	Director of Communities and Transformation	20 March 2024	Report to this Panel
5.	Best Value Action Plan Quarterly Update	Report to this Panel	Director of Communities and Transformation	29 May 2024 (Quarterly)	Not yet started
6.	Audit and Governance Panel – 2023/24 Annual Report	Report to this Panel	Chief Financial Officer/ Chief Governance Officer	29 May 2024 (Annually)	In progress
7.	Corporate Fraud Team - Activity Report and Update on 2023/24 National Fraud Initiative	Report to this Panel	Chief Internal Auditor	29 May 2024 (Biannually)	Not yet started

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No	Issue	Actions	Assigned To	Due Date To Panel	Latest update
8.	Audit Scotland: Integration Joint Boards – Financial Analysis 2022/23	Report to this Panel	Chief Financial Officer	29 May 2024 (Annually)	Not yet started
9.	External review of Internal Audit compliance with Public Sector Internal Audit Standards	Report to this Panel	Chief Internal Auditor	29 May 2024 (Every five years)	In progress
10.	External Audit Reports – Progress to 31 March 2024	Report to Panel	Chief Financial Officer	26 June 2024 (Quarterly)	Not yet started
11.	Annual Accounts 2023/24	Report to this Panel	Chief Financial Officer	26 June 2024 (Annually)	Not yet started
12.	Delivering Good Governance – 2023/24 Assessment	Report to Panel	Chief Governance Officer	26 June 2024 (Annually)	Not yet started
13.	Internal Audit Annual Report 2023/24	Report to Panel	Chief Internal Auditor	26 June 2024 (Quarterly)	Not yet started
14.	External Audit – Audit Dimensions and Best Value Report 2023/24	Report to Panel	Chief Financial Officer	26 June 2024 (Annually)	Not yet started
15.	Treasury Management Annual Report 2023/24	Report to Panel	Chief Financial Officer	26 June 2024 (Annually)	Not yet started
16.	Corporate Lets	Report to Panel	Director of Communities and Transformation	26 June 2024 (Annually)	Not yet started

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No	Issue	Actions	Assigned To	Due Date To Panel	Latest update
17.	Internal Audit Annual Update Report – Integration Joint Board (IJB) Performance and Audit Committee (PAC)	Report to Panel	Chief Internal Auditor	September 2024 (Annually)	Not yet started
18.	Accounts Commission Annual Report 2022/23	Report to this Panel	Chief Financial Officer	October 2024 (Annually)	Not yet started
19.	Internal Audit Plan 2023/24 – Midyear Review	Report to this Panel	Chief Internal Auditor	November 2024 (Annually)	Not yet started
20.	Audit and Governance Panel – 2024 Annual Self-Assessment Outcome	Report to Panel	Chief Financial Officer/ Chief Governance Officer	December 2024 (Annually)	Not yet started