

Audit and Governance Panel

Agenda Item No. 4

Action Log

No	Date of Meeting	Issue	Actions	Assigned/ Re-assigned to	Update	Completed
1.	4 September 2024	Internal Audit – Progress Report (Quarter 1 2024/25)	Briefing Note to be provided on Oracle Fusion	Chief Financial Officer	To be provided to Members by mid-October	NO
2	4 September 2024	Treasury Management and Investment Strategy Quarter 1 Update Report 2024/25	Reflect AGP comments on Council borrowing cost implications in the TM report being referred to September Cabinet	Chief Financial Officer	TM report updated to reflect AGP comments and referred to September Cabinet for consideration	Yes

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Work Programme 2024

No	Issue	Actions	Assigned To	Due Date to Panel	Latest update
1.	Best Value Action Plan - Progress Report	Report to this Panel	Depute Chief Executive and Director of Education	2 October 2024 (Quarterly)	Report to this Panel
2.	Accounts Commission Annual Report 2023/24	Report to this Panel	Chief Financial Officer	2 October 2024 (Annually)	Report to this Panel
3.	Audit Scotland: Local Government in Scotland Overview 2024	Report to this Panel	Depute Chief Executive and Director of Education	TBC	Awaiting publication
4.	External Audit Reports – Progress to 31 September 2024	Report to Panel	Chief Financial Officer	November 2024 (Quarterly)	Being drafted
5.	Internal Audit Progress Report Quarter 2 (including Mid-year Review)	Report to this Panel	Chief Internal Auditor	November 2024 (Quarterly)	Being drafted
6.	Internal Audit Plan 2024/25 – Midyear Review	Report to this Panel	Chief Internal Auditor	November 2024 (Biannually)	Not yet started
7.	Audit and Governance Panel – 2024 Annual Self-Assessment Outcome	Report to Panel	Chief Financial Officer/ Chief Governance Officer	December 2024 (Annually)	Not yet started
8.	Corporate Fraud Team - Activity Report and Update on National Fraud Initiative	Report to this Panel	Chief Internal Auditor	December 2024 (Biannually)	Not yet started
9.	Treasury Management and Investment Strategy Mid-Year Update Report 2024/25	Report to Panel	Chief Financial Officer	December 2024 (Quarterly)	Not yet started

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No	Issue	Actions	Assigned To	Due Date to Panel	Latest update
10.	Internal Audit – Progress Report Quarter 3	Report to this Panel	Chief Internal Auditor	February 2025 (Quarterly)	Not yet started
11.	Treasury Management and Investment Strategy Quarter 3 Update Report 2024/25	Report to Panel	Chief Financial Officer	February 2025 (Quarterly)	Not yet started
12.	Best Value Action Plan - Progress Report	Report to this Panel	Depute Chief Executive and Director of Education	February 2025 (Quarterly)	Not yet started
13.	Annual Audit Plan 2024/25	Report to Panel	Chief Financial Officer	March 2025 (Annually)	Not yet started
14.	Proposed Internal Audit Plan 2025/26 (including Annual Review of Internal Audit Charter)	Report to Panel	Chief Internal Auditor	March 2025 (Annually)	Not yet started
15.	Strategic Risk Management	Report to this Panel	Chief Governance Officer	March 2025 (Biannually)	Not yet started
16.	Audit and Governance Panel – 2023/24 Annual Report	Report to this Panel	Chief Financial Officer/ Chief Governance Officer	May 2025 (Annually)	Not yet started
17.	Annual Accounts 2023/24	Report to this Panel	Chief Financial Officer	June 2025 (Annually)	Not yet started
18.	Delivering Good Governance – 2023/24 Assessment	Report to Panel	Chief Governance Officer	June 2025 (Annually)	Not yet started
19.	Internal Audit Annual Report 2023/24	Report to Panel	Chief Internal Auditor	June 2025 (Annually)	Not yet started

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20.	Treasury Management Annual Report 2023/24	Report to Panel	Chief Financial Officer	June 2025 (Annually)	Not yet started
21.	Corporate Lets	Report to Panel	Director of Communities and Transformation	June 2025 (Annually)	Not yet started
22.	IJB Finance and Performance Report 2024 – Audit Scope	Report to this Panel	Chief Financial Officer	September 2025 (Annually)	Not yet Started
23.	Internal Audit – Progress Report Quarter 1	Report to this Panel	Chief Internal Auditor	September 2025 (Annually)	Not yet started
24.	Audit Scotland: Integration Joint Boards – Finance and Performance 2024	Report to Panel	Chief Internal Auditor	September 2025 (Annually)	Not yet started