

South Ayrshire Council

**Report by Chief Internal Auditor
to Audit and Governance Panel
of 7 September 2022**

Subject: Internal Audit – Progress Report

- (i) Progress of Annual Internal Audit Plan 2021/22**
 - (ii) Progress of Annual Internal Audit Plan 2022/23**
 - (iii) Implementation of Internal Audit Action Plans**
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1. Purpose

- 1.1 The purpose of this report is to advise Members of internal audit's progress regarding the 2021/22 internal audit plan, progress regarding the 2022/23 internal audit plan, and directorate progress in regard to the implementation of action plans.

2. Recommendation

- 2.1 **It is recommended that the Panel considers the content of this report.**

3. Background

- 3.1 Progress against the Internal Audit annual plan and implementation of action points is reported to the Audit and Governance Panel on a quarterly basis. The last quarterly progress report was reported to Panel on 23 February 2022 and included progress for the quarter up to 31 December 2021. The annual report was presented to this Panel on 22 June 2022 and included the progress against the 2021/22 Internal Audit Plan up to 31 March 2022.
- 3.2 This report provides an update on the progress of the 2022/23 Annual Internal Plan for the first quarter to 30 June 2022 and the progress of the 2021/22 Internal Audit Plan and the implementation internal Audit Actions to 3 August 2022.

4. Proposals

4.1 *Progress of Internal Audit Plan 2021/22*

- 4.1.1 A summary of all 2021/22 assignments can be found in [Appendix 1](#). Nineteen final reports for audit assignments for 2021/22 have been issued, four of which have been issued since the annual report in June 2022 and are included in the table below. A further one draft report (Museums - Stores Control) has also been issued since the last update in June and is currently being cleared with service management:

Ref	Assignment	Assurance	No of Actions
2022-24	AVJB - New Core System	Substantial	0
2022-25	IJB - Risk Management	Reasonable	3
2022-10	Contact Audit (Capital Contract SPP)	Reasonable	4
2022-18	Controls Around Fuel	Limited Assurance	7

4.1.2 Testing is now complete for all assignments included the 2020/21 internal audit plan.

4.2 **Internal Audit Annual Audit Plan 2022/23 Progress**

4.2.1 A summary of all 2022/23 assignments can be found in [Appendix 2](#).

4.3 **Performance Indicators 2022/23**

4.3.1 Four performance indicators are included in the plan for 2022/23:

- Productivity/utilisation (para 4.3.2);
- Percentage of reviews completed in audit plan (para 4.3.4);
- Number of ad-hoc requests and investigations (para 4.3.5); and
- Time spent on audits/time taken to complete audits (para 4.3.6).

4.3.2 As at 30 June 2022, direct audit time for 2022/23 was as follows:

	2022/23	2021/22	2020/21
Direct	86%	80%	77%
Indirect	6%	13%	18%
Management	8%	7%	5%
	100%	100%	100%

4.3.3 It is usual for direct audit time to be high at this stage of the year due to the time spent closing 2021/22 assignments as well as planning assignments for 2022/23.

4.3.4 The internal audit plan for 2022/23, approved by the Panel on 22 June 2022, includes 27 deliverable assignments. A summary of the 2022/23 plan completion as at 30 June 2022 is included in the table below:

Status	No. of Deliverables	Percentage
Complete	0	0%
Work in progress	4	15%
Not started	23	85%
Total	27	100%

- 4.3.5 Three anonymous whistleblowing complaints were received during the period. One investigation has been concluded by Internal Audit and the complaint was not substantiated. The remaining two investigations are currently ongoing and are being completed by the relevant service with input from Internal Audit where required.
- 4.3.6 Advice and guidance is provided throughout the year on an ad-hoc basis as required. Advice in relation to service users' cash was provided by Internal Audit during the first quarter on 2022/23.
- 4.3.7 Management information is retained for all assignments which tracks progress of the assignment from the terms of reference at the outset through to the issue of the draft report, and ultimately to the issue of the final report. This management information is used to review progress of the assignment against the budgeted audit days in the plan, assign work within the team and track overall completion of the plan.

4.4 **Resourcing**

- 4.4.1 There continued to be staff resourcing issues for the internal audit during the first quarter of 2022/23 as a result of the Senior Auditor vacancy and auditor maternity leave. However the auditor returned from maternity leave mid-August and the recent recruitment exercise in July 2022 identified potential candidates for the Senior Auditor and Auditor roles. Interviews were carried out on 16 and 17 August and, subject to the usual recruitment checks, there is now a full complement of audit staff.

4.5 **Implementation of Internal Audit Action Plans**

- 4.5.1 Nine follow up assignments are included in the 2022/23 internal audit plan. One follow up assignment is currently in progress. The remaining assignments will be programmed into the Internal Audit work plan in line with agreed action implementation dates.
- 4.5.2 The follow up of all other audit action points is undertaken through review of Pentana, where all recommendations are uploaded for management action. Quarterly alerts are issued from Pentana to action owners requesting action status to be updated.
- 4.5.3 Details of all outstanding action points either overdue or due within the next six months are included in [Appendix 3](#).

5. **Legal and Procurement Implications**

- 5.1 There are no legal implications arising from this report.
- 5.2 There are no procurement implications arising from this report.

6. **Financial Implications**

- 6.1 Not applicable.

7. Human Resources Implications

7.1 Not applicable.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

8.1.1 There are no risks associated with adopting the recommendations.

8.2 *Risk Implications of Rejecting the Recommendations*

8.2.1 Audit reports include, in the action plans, a separate risk assessment detailing the risk of not implementing each of the Internal Audit recommendation.

9. Equalities

9.1 The proposals in this report allow scrutiny of performance. The report does not involve proposals for policies, strategies, procedures, processes, financial decisions and activities (including service delivery), both new and at review, that affect the Council's communities and employees, therefore an equality impact assessment is not required.

10. Sustainable Development Implications

10.1 ***Considering Strategic Environmental Assessment (SEA)*** - This report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy or strategy.

11. Options Appraisal

11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

12. Link to Council Plan

12.1 The matters referred to in this report contribute to Commitment 1 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness.

13. Results of Consultation

13.1 There has been no public consultation on the contents of this paper.

13.2 Consultation has taken place with Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and ICT, and the contents of this report reflect any feedback provided

Background Papers [Internal Audit Annual Report 2021-22](#)

[Proposed Internal Audit Plan 2022-23](#)

[Public Sector Internal Audit Standard](#)

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Date: 26 August 2022

Progress Against 2021/22 Internal Audit Plan

	Audit Area	Indicative Days	Revised Days	Link to Council Plan	Audit objectives	Progress
1	Payroll	10	9	1	Follow up of 2020/21 Findings	Complete 2022-01
2	Customer Invoicing	3	0	1	Follow up of 2020/21 Findings	Withdrawn
3	Main accounting	5	0	1	Follow up of 2020/21 Findings	Not due
4	Benefits	15	0	1.4	Universal Credit advice and guidance	Withdrawn
5	Benefits	3	1	1.4	Follow Up of 2020/21 SWF Findings	Deferred
6	Housing rents	15	15	1.3	Rent Accounting	Complete 2022-06
Sub-Total		51	25			
7	Mobile devices	25	4	6.2	Review process and controls over mobile devices	Deferred
8	PCI DSS	25	25	6.2	Compliance	Complete 2022-08
Sub-Total		50	29			
9	Contract audit	20	20	4.3	Revenue contract to be selected to test controls over the awarding and managing of contracts	Complete 2022-09
10	Contract audit (SPP)	20	30	5.2	Capital contract to be selected to test controls over the awarding and managing of contracts	Complete 2022-10
11	Review of key corporate governance arrangements	25	8	4.2	Review controls and governance arrangements over transformation projects and change management	Complete 2022-11
12	Review of key corporate governance arrangements	20	5	1	Strategic recovery from COVID-19	Complete 2022-12
13	Following the public pound	15	8	4.1	Ayrshire Growth Deal - review of internal governance arrangements	Complete 2022-13
Sub-Total		100	71			
14	People	15	9	5.3	Implementation of new communication's strategy	Complete 2022-14
15	People	10	4	2.3	Education Maintenance Allowance	Deferred
16	People & Place	15	5	2.4/6.2	Controls around hall letting process	Complete 2022-16
17	Place	20	20	5.2	Scottish Housing Regulator - Annual Assurance Statement - Governance Framework	Complete 2022-17

	Audit Area	Indicative Days	Revised Days	Link to Council Plan	Audit objectives	Progress
18	Place	15	15	6.1	Controls around fuel systems	Complete 2022-18
19	Place	15	0	1	Controls around management of school crossing patrollers	Deferred
20	H&SCP	30	12	3.1	CareFirst	Draft Issued
21	H&SCP	20	0	3.2	Fostering & Adoption	Deferred
22	H&SCP	8	7	3.2	Follow Up - Kinship Care Payments	Complete 2022-22
23	Finance, Economic Dev, Regulatory	25	4	4.4	Review of COVID-19 business grants	Complete 2022-23
Sub-Total		173	76			
24	AVJB	25	22	-	New Core System	Complete 2022-24
25	IJB	25	22	-	Risk Management	Complete 2022-25
Sub-Total		50	44			
26	Schools	5	1	1	Internal Control Self-Assessment Toolkit - Initial Rollout and Management of the Annual Process	Complete (no report required)
27	Social Work Locations	2	2	3	Internal Control Self-Assessment Toolkit - Management of the Annual Process	Complete 2022-27
28	Continuous auditing	20	13	1	Download and analyse data looking for unusual transactions or trends in core systems	Complete 2022-28
29	Grants - LEADER	5	5	4.4	Audit of claims and annual review	Complete 2022-29
30	Cash checks at council premises	5	0	1	Unannounced spot checks at Council premises	Deferred
31	Stores control	10	7	5.4	Museums	Draft issued
Sub-Total		47	28			
Total - Deliverables		471	271			
32	Investigations and client requests	30	13	-	Allowance for investigations of irregularities. client requests, advice and consultancy	Complete
33	Contingency	30	8	-	Contingency budget for unplanned commitments arising during the year	Complete
34	Closure of prior year assignments	15	33	-	Allowance of time for the closure of prior year audit work into 2021/22	Complete
35	Management and Audit development	35	22	-	Internal Audit planning, annual reporting, and quarterly reporting	Complete

	Audit Area	Indicative Days	Revised Days	Link to Council Plan	Audit objectives	Progress
36	EQA2	10	8	-	South Ayrshire Council independent review of Renfrewshire Council's compliance with PSIAS	Deferred
37	QAIP	5	2	-	Annual self-assessment of compliance with PSIAS	Complete
Sub-Total (Non Deliverables)		125	86			
GRAND TOTAL		596	359			
-	Follow Up – Roads Bonds					Complete
-	Follow Up – Roads Maintenance – Materials and Stores					Complete

PROGRESS AGAINST INTERNAL AUDIT PLAN 2022/23

Appendix 2



No	Audit Area	Objectives	Link to Council Plan	Link To Risk Register	Estimated Days	Progress
Key Corporate Systems						
1	Main Accounting	Anti-Fraud Review - NDR Relief Review (Joint review between Internal Audit and Corporate Fraud)	4.4	4	15	Not started
2	HR and Payroll	Conflict of Interests - Review of arrangements in place to ensure conflict of interests are declared. (consider using NFI report for sample checking).	1.2	3/10	15	Work In Progress
Governance/Best Value						
3	Following the Public Pound	Ayrshire Growth Deal Testing of internal governance arrangements	4.1	1	20	Not started
4	Contract Audit	Review of arrangements in place around the use of HubSW	5.2	9	20	Not started
5	Transformational Change	Follow up of the 2021/22 Change Management assignment - review of progress of the South Ayrshire Way Change Programme specifically in relation to transformational change projects and COVID recovery.	1/2.5/4.2	1	20	Not started
6	National Fraud Initiative	Commencement of 2022/23 Data Matching exercise	-	4	10	Not started
ICT Auditing						
7	System Access Control	Review process and controls over granting and removing access to Council System and Data.	6.2	11	30	Work In Progress
Directorates						
8	Place	Void Repairs - Procedural Review	1.3/5.2	12	25	Not started
9	H&SCP	Fostering & Adoption Payments	3.2	5	15	Not started
10	People	Education Maintenance Allowance (Data Match)	2.3	5	5	Not started
11	H&SCP	Review of progress against implementation of Care Inspectorate/Scottish Government Improvement Plans	3	5	15	Not started

No	Audit Area	Objectives	Link to Council Plan	Link To Risk Register	Estimated Days	Progress
12	Place	Review of Climate Change Public Sector Report (CCPSR) (Sample Check return to confirm supporting documentation available to support the contents)	6.1	1/3	20	Not started
13	Finance, Economic Dev, Regulatory	Review of COVID-19 business grants	4.4	4/9	10	Work In Progress
Regularity						
14	Schools	Internal Control Self-Assessment Toolkit - Initial Rollout and Management of the Annual Process	2	4	6	Not started
15	Social Work Locations	Internal Control Self-Assessment Toolkit - Management of the Annual Process	3	4	5	Not started
16	Continuous auditing	Development of Continuous Auditing to other key risk areas including procurement and payroll	1.3	4	20	Not started
Follow Up Reviews						
17	Main accounting	Follow up of 2020/21 Findings	1	9	3	Not started
18	Benefits	Benefits - Scottish Welfare Fund	1.4	9	2	Work In Progress
19	Following the Public Pound	Ayrshire Growth Deal	4.1	9	4	Not started
20	ICT Auditing	PCI DSS	6.2	11	3	Not started
22	Contract Audit	Capital contract	5.2	9	4	Not started
22	Directorate and other Systems	Controls around Hall letting Procedure	2.4/6.2	4	2	Not started
23	Directorate and other Systems	Controls around fuel systems	6.1	4	4	Not started
24	Directorate and other Systems	Carefirst	3	4	2	Not started
25	Regularity	Museums Stores	5.4	4	2	Not started
Other Entities						
26	AVJB	To be approved by AVJB	-	-	25	Not started

No	Audit Area	Objectives	Link to Council Plan	Link To Risk Register	Estimated Days	Progress
27	IJB	To be approved by IJB	-	-	25	Not started
Other						
28	Investigations	Allowance for investigations of irregularities.	-	4	20	Ongoing
29	Advice and Guidance	Client requests, advice and consultancy - including participation on working groups	-	-	15	Ongoing
30	Contingency	Contingency budget for unplanned commitments arising during the year	-	-	30	Not started
31	Closure of prior year assignments	Allowance of time for the closure of prior year audit work into 2021/22	-	-	50	Testing Completed
32	Management and Audit development	Internal Audit planning, annual reporting, and quarterly reporting	-	-	35	Ongoing
33	EQA2	South Ayrshire Council independent review of Renfrewshire Council's compliance with PSIAS	-	-	10	Not started
34	QAIP	Annual self-assessment of compliance with PSIAS	-	-	10	WIP
TOTAL					497	


Overdue Actions

IA2017/09 Museums and Galleries - Art Collection


Action	Due Date	Managed By	Assigned To	Latest Note	Status	Progress	Agreed Revisions
IA2017/09.02.EDL Responsibility for artefacts out with Museum collection should be established and recorded.	30-Jun-2022	Laura Kerr	Laura Kerr	02-Aug-2022 It has been agreed that the Libraries, Museums and Galleries service will be responsible for artefacts out with the Museum collection. Approval has been given for the appointment of an Intern to the service for a 12 month period whose responsibilities will include recording artefacts out with the museum collection. Ongoing responsibility will then transfer to a permanent member of the service as part of the implementation of the service review. An extension to the due date has been requested to allow for the appointment of the Intern and for the tasks to be completed		80%	1st extension granted- 31/3/2021 2 nd Extension granted 30/6/22 3rd Extension requested 30/6/23
IA2017/09.03.EDL The Museums Inventory should be updated on a continuous basis and shared with Asset Management.	30-Jun-2022	Laura Kerr	Laura Kerr	02-Aug-2022 Progress against updating the inventory has been impacted by staffing resources within the service. The duties of the Intern will include updating the inventory records as a priority An extension to the due date has been		90%	1st extension granted- 31/3/2021 2 nd Extension granted 30/6/22

				requested to allow for the appointment of the Intern and for the tasks to be completed			3rd Extension requested 30/6/23
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IA2019/27 Property Leases



Action	Due Date	Managed By	Assigned To	Latest Note	Status	Progress	Agreed Revisions
IA2019/27/01 Review of leased property portfolio to ensure that agreements and supporting documents are available.	31-Mar-2022	Louise Reid	Tom Burns	2 12-Aug 2022 Legal have advised that due to Covid 19 and staff restrictions on access to offices and records the lease information is still in the process of being gathered together/sourced.		75%	1st extension granted - 31/3/2021 2nd extension granted - 31/3/2022 A minimum 6 month extension period is requested, until 31/03/2023

IA2022/22 Follow Up: Kinship Care Payments

Action	Due Date	Managed By	Assigned To	Latest Note	Status	Progress	Agreed Revisions
IA2022/22.02 Reconciliation of payments listing, tracker and Carefirst	01-Sep-2022	Fiona Macdonald	Julie Boyd; Elaine Mullin	21-Jul-2022 New Admin is currently working through the tracker to ensure dates are accurate. Admin worker as matter of course will enter all activities Kinship		90%	

				<p>Review / Financial Assessment / PVG and Medical as required by statute.</p> <p>6 weekly meeting has been established for review of tracker by Team Leaders.</p>			
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IA2020/45 Payroll Starters & Leavers

Action	Due Date	Managed By	Assigned To	Latest Note	Status	Progress	Agreed Revisions
IA2020/45/01 Procedures for transfers	30-Jun-2022	Catriona Caves	Wendy Wesson	15-Jul-2022 This area of activity is now being considered as part of the work around Oracle Fusion and our To Be Processes at Go Live.		90%	1st Extension granted - 30/6/22 2nd extension requested 30/12/22 or Oracle Fusion Go live date if later
IA2020/45/03 Recovery of assets	30-Jun-2022	Catriona Caves	Wendy Wesson	15-Jul-2022 This area of activity is now being considered as part of the work around Oracle Fusion and our To Be Processes at Go Live.		90%	1st Extension granted – 30/6/22 2nd extension requested 30/12/22 or Oracle Fusion Go live date if later

IA2021/36 Cyber Security





Action	Due Date	Managed By	Assigned To	Latest Note	Status	Progress	Agreed Revisions
IA2021/36/04 Exercise in a Box	31-Mar-2022	Stewart McCall	Anne Yeo	06-Jul-2022 No further action is expected until a programme of work can be defined. Information Security to undertake this activity but will not have resources available until early 2023.	On Hold	65%	1st Extension requested – 31/3/2023


IA2021/47 ICT Application Controls - Cash Receipting System

Action	Due Date	Managed By	Assigned To	Latest Note	Status	Progress	Agreed Revisions
IA2021/47.12 Suppliers of ICT related goods to be required to demonstrate information security posture. Contract award letters to confirm expectations re SAC's requirements and policies for remote access as appropriate.	31-Dec-2021	Donald Gillies; Stewart McCall	David Alexander; Anne Yeo	03-Aug-2022. ICT have been working with procurement, and continue to do so, looking at security issues related to the supply chain. The Scottish Government tool for allowing 3 rd parties to demonstrate security has been tested and we are now looking for an alternative as it proved to be cumbersome and challenging to use. We may have to design something for ourselves that takes the best from all the examples we have found. New procedures and documentation should be in place by 31 March 2023.		60%	1st Extension requested – 31/3/23


Actions Due within Six Months of Progress Report

IA2021/40 Main Accounting System Review


Action	Due Date	Managed By	Assigned To	Latest Note	Status	Progress	Agreed Revisions
IA2021/40.02 Review to be conducted of old, unused account codes and cost centres surplus to requirements to streamline budget monitoring.	31-Dec-2022	Tim Baulk	Tom Simpson	12-Apr-2022 Work is currently progressing across all chart of account segments, with particular focus on cost centres and account codes at present. Work is expected to be completed ahead of the user acceptance testing (UAT) phase of the Oracle Fusion implementation project.		60%	
IA2021/40.06 Format of service level budget monitoring reports for all SAC services to be reviewed to include commitments and obligations to present complete spend against budget.	31-Dec-2022	Tim Baulk	Tom Simpson	12-Apr-2022 Reports are being identified and developed; further analysis and work is required in order to conclude the full suite of reports.		40%	
IA2021/40.10 Internal training to be made available to those with budget monitoring responsibilities to enhance their knowledge and skills to effectively manage their budget.	31-Dec-2022	Tim Baulk	Tom Simpson	12-Apr-2022 No further progress since last update due to competing priorities. However, plans are being developed in order to roll-out training to Elected Members.		35%	1 st Extension granted-31/12/22
IA2021/40.11 Format of budget monitoring reports to be reviewed to enable budget holders to drill	31-Dec-2022	Tim Baulk	Tom Simpson	12-Apr-2022 Format and content of reports remains under development but within timeframe. Number of available		10%	


down on the information presented. Consideration should be given to providing budget holders with real time budget and expenditure information.				licences is likely to impair budget holders' ability to access these reports in the system to enable drill-down facility.			
IA2021/40.15 Basis of internal recharges to be reviewed where based on historic pre-approved rates	31-Dec-2022	Tim Baulk	Tom Simpson	12-Apr-2022 Limited progress made since last update, due to competing priorities with more urgent deadlines.		10%	1 st Extension granted-31/12/22

IA2021/47 ICT Application Controls - Cash Receiving System






Action	Due Date	Managed By	Assigned To	Latest Note	Status	Progress	Agreed Revisions
IA2021/47.08 Application Access control standard to be created and communicated to all SAC application administrators	31-Dec-2022	Stewart McCall	Anne Yeo	17-Jan-2022 Password standard is now being enforced. AY to discuss with Denise how to expand to applications.		70%	

IA2022/01 Follow Up: Payroll (Starters and Leavers) & Payroll System Review





Action	Due Date	Managed By	Assigned To	Latest Note	Status	Progress	Agreed Revisions
IA2022/01/10 Update of SAC HR Policies	30-Sep-2022	Wendy Wesson	Noemi Cecconi	22-Jul-2022 The Travel and Subsistence policy is being reviewed as part of the		80%	

IA2022/01/13 Reminders re travel and subsistence claims	30-Sep-2022	Wendy Wesson	Noemi Cecconi	Future Operating Model. The section related to business mileage was deferred as the report for this has only just been submitted for Cabinet approval. Once approval has been received, Travel & Subsistence policy will be updated and reminders will be sent out.		80%	
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IA2022/08 Payment Card Industry Data Security Standard Compliance Management


Action	Due Date	Managed By	Assigned To	Latest Note	Status	Progress	Agreed Revisions
IA2022/08.02 Corporate Guide and Local Procedures Review and Update	31-Dec-2022	Stewart McCall	Anne Yeo	21-Jul-2022 Corporate Governance Document is ready for review by PCI DSS Champions Network. It will then be compared with local procedures and necessary updates will be made.		25%	
IA2022/08.03 PCIDSS Compliance Assessment and Assurance	31-Dec-2022	Tim Baulk	Stewart McCall	21-Jul-22 Not due to start		0%	
IA2022/08.04 Prepare and Maintain list of Merchant Terminals	31-Dec-2022	Stewart McCall	Anne Yeo	21-Jul-2022 PCI DSS Champions network has prepared a list of Merchant Terminals and will determine processes for ongoing review and management.		90%	
IA2022/08.05 Review Arrangements and Compliance of Third Parties	31-Dec-2022	Tim Baulk	Stewart McCall	21-Jul-22 Not due to start		0%	
IA2022/08.06 Review Procedures and Compliance with Training	31-Oct-2022	Stewart McCall	Deborah McVey; Anne Yeo	25-Jul-2022 PCI DSS Champions Network assigned action.		10%	

IA2022/10 Contract Audit Special Property Projects


Action	Due Date	Managed By	Assigned To	Latest Note	Status	Progress	Agreed Revisions
IA2022/10.01 Develop Risk Management Procedures	31-Dec-2022	Louise Reid	Derek Yuille	Update not yet due – report issued 28 July 2022 – next update due 27 September		0%	
IA2022/10.02 completion of Timeous contract documentation	31-Dec-2022	Louise Reid	Derek Yuille	Update not yet due – report issued 28 July 2022 – next update due 27 September		0%	
IA2022/10.03 Detailed financial information in Cabinet/Panel papers	31-Dec-2022	Louise Reid	Derek Yuille	Update not yet due – report issued 28 July 2022 – next update due 27 September		0%	
IA2022/10.04 Receipt of contract documentation prior to start of contract	31-Dec-2022	Louise Reid	Derek Yuille	Update not yet due – report issued 28 July 2022 – next update due 27 September		0%	

IA2022/12 Strategic Recovery from Covid 19




Action	Due Date	Managed By	Assigned To	Latest Note	Status	Progress	Agreed Revisions
IA2022/12.01 Monitoring Progress against recovery tracker	31-Dec-2022	Jane Bradley	Jane Bradley	06-Jul-2022 Service Leads are being asked to confirm recovery status on Pentana		10%	
IA2022/12.02 Update Pentana Triggers	30-Sep-2022	Mike Newall	Kevin Anderson			10%	

IA2022/12.03 Reporting Recovery from Covid 19	31-Dec-2022	Jane Bradley	Jane Bradley	06-Jul-2022 Paper under development for Cabinet in September 2022		10%	
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IA2022/22 Follow Up: Kinship Care Payments

Action	Due Date	Managed By	Assigned To	Latest Note	Status	Progress	Agreed Revisions
IA2022/22.07 Timeous completion of annual review meeting reminder	31-Dec-2022	Mark Inglis; Fiona Macdonald	Gary Hoey; Elaine Mullin	<p>30-Jun-2022 Drop down boxes have been created on Carefirst within the activities screen to schedule and capture required statutory checks and meetings respectively.</p> <p>91% of contacts and award letters have been sent out.</p> <p>First tranche of 6 weekly Kinship Tracker meetings have taken place and future meetings scheduled.</p> <p>New templates are in use</p>		80%	

IA2022/27 Social Care Internal Control Self-Assessment Toolkit

Action	Due Date	Managed By	Assigned To	Latest Note	Status	Progress	Agreed Revisions
IA2022/27.01 Participation in Self-Assessment Exercise	31-Dec-2022	Tim Eltringham	Lisa Duncan			0%	
IA2022/27.02 Refresher Training	31-Dec-2022	Tim Eltringham	Lisa Duncan			0%	
IA2022/27.03 Key Governance Reminders	31-Dec-2022	Tim Eltringham	Lisa Duncan			0%	

IA2022/16 Hall Letting - Procedures

Action	Due Date	Managed By	Assigned To	Latest Note	Status	Progress	Agreed Revisions
IA2022/16/01 Update of Legend and Lets Guidance	30-Sep-2022	Laura Kerr	Fiona Campbell	28-Jul-2022 The Legend and Lets Guidance updated on a regular basis as we continue to embed the new system and review/revise our procedures. Staff are alerted to changes and training is provided if required.		40%	
IA2022/16/03 Automate multiple booking charges	30-Sep-2022	Laura Kerr	Fiona Campbell	28-Jul-2022 Further discussions have taken place in relation to this action to identify the best solution. Works are ongoing and the target date will be met.		20%	
IA2022/16/04 Restrict Cancellations	30-Sep-2022	Laura Kerr	Fiona Campbell	28-Jul-2022 To be discussed with Ali Mutch/Laura Kerr.		10%	
IA2022/16/05 Training records	30-Oct-2022	Laura Kerr	Fiona Campbell	28-Jul-2022 Action on target.		20%	