

Audit and Governance Panel

Agenda Item No. 4

Action Log

No	Date of Meeting	Issue	Actions	Assigned/ Re-assigned to	Update	Completed
1	22/06/22	Corporate Lets	Corporate Lets Application Form and Note of Criteria for being awarded discretion to be issued to all Members	Co-ordinator (Destination, Promotion and Inclusive Participation)	Emails issued to members on 30 August and 2 September 2022.	Yes
2	22/06/22 and 01/09/22	Corporate Lets	Updated Application Form for a Corporate Let to be issued to all Members	Co-ordinator (Destination, Promotion and Inclusive Participation)	Email issued to members on 30 September 2022.	Yes
3	01/09/22 and 05/10/22	Equalities	01/09/22 - Equality and Diversity Forum to be requested to investigate training for Elected Members and Employees on Equalities; and the format that this should take. 05/10/22 – date of training to be provided to Panel	Service Lead – Policy, Performance and Community Planning	Equality and Diversity Forum to meet on the 15 th of November to discuss an updated terms of reference and training needs.	

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4	01/09/22 and 05/10/22	Best Value Action Plan 2021-22 – Update - when is the “appropriate time” for the engagement strategy to be developed and delivered through the Thriving Communities Team	01/09/22 - To be picked up with the Thriving Communities Team and to engage with the Administration to determine the priorities going forward 05/10/22 - Should not be delayed due to awaiting the Council Plan and should be progressed timeously	Director of Strategic Change and Communities	The Thriving Communities team are ready to support any consultation and engagement emerging from the development of the Council Plan and the associated financial planning that would support the delivery of the Council Plan objectives. A series of online videos have been developed and a communications plan is ready to be implemented at the appropriate time.	
5	01/09/22 and 05/10/22	Best Value Action Plan 2021-22 – Update – a number of targets 0% or 10% progress and the Best Value report required these to be addressed within the timescales	01/09/22 - This matter to be referred to Cabinet for the Portfolio Holders to ensure the appropriate actions are taken 05/10/22 – update to be provided to Panel at next meeting on 09/11/22	Chief Executive	Improvement Service briefing held on 11 October 2022 for all elected members and meeting with Administration scheduled for 10 November 2022. Meeting of Best Value Working Group scheduled for 1 November	
6	01/09/22	Internal Audit Progress Report	Members to receive Pentana Training	Service Lead – Policy, Performance and Community Planning	Training sessions have started.	Yes

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7	05/10/22	Audit Scotland : Fraud and Irregularity 2021/22	Discussions to take place with Chief Internal Auditor on whether anything further could be done on receipt of risk alerts	Head of Finance, ICT and Procurement	Discussions have taken place and current arrangements are considered sufficient to ensure information on specific frauds are shared with the relevant members of staff within the Council however a fraud bulletin is being developed to be circulated to staff during International Fraud Awareness week (13-19 November) to remind staff what type of frauds are investigated by the Corporate Fraud Team, how to report fraud and who to report it to.	In progress

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Work Programme 2022/23

No	Issue	Actions	Assigned To	Due Date To Panel	Latest update
1.	Internal Audit - Progress Report (i) Progress of Annual Internal Audit Plan 2022/23 (ii) Implementation of Internal Audit Action Plans	Report to Panel	Chief Internal Auditor	Quarterly reports throughout the year (Feb, May, Sept, Nov)	Report to this Panel
2.	External Audit Progress Reports	Report to Panel	Head of Finance, ICT and Procurement	Regular reports throughout the year	Deferred until the New Year pending outcome of item 9 below for any actions to be progressed.
3.	Corporate Fraud Team Activity Report	Report to Panel	Chief Internal Auditor	Six monthly (May and Dec)	Next report due 7 December 2022
4.	Strategic Risk Report	Report to Panel	Head of Legal and Regulatory Services	Six monthly	
5.	Best Value Assurance Report - Quarterly Updates on Progress against the Action Plan	Report to Panel	Assistant Director - Strategic Change	Quarterly reports throughout the year	
6.	Audit Scotland: Local Government in Scotland Overview 2022	Report to Panel	Depute Chief Executive and Director of Housing, Operations and Development	9 November 2022	Deferred to 7 December

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7.	Best Value Action Plan 2021-22 – Update	Report to Panel	Depute Chief Executive and Director of Housing, Operations and Development	9 November 2022	Report to this Panel
8.	Audit Scotland : Tackling Child Poverty	Report to Panel	Assistant Director - Strategic Change	9 November 2022	Deferred to 7 December
9.	Final Report on the 2021/22 Audit	Report to Panel	Head of Finance, ICT and Procurement	9 November 2022	Deferred to special meeting on 23 November
10.	Museums – Stores Control	Report to Panel	Director of Strategic Change and Communities	7 December 2022	
11.	Treasury Management Mid-Year Report 2022/23	Report to Panel	Head of Finance, ICT and Procurement	7 December 2022	
12.	Proposed Internal Audit Plan 2023/24 (including Annual Review of Internal Audit Charter	Report to Panel	Chief Internal Auditor	22 March 2023	