

Audit and Governance Panel

Agenda Item No. 4

Action Log

No	Date of Meeting	Issue	Actions	Assigned/ Re-assigned to	Update	Completed
1.	22/3/23	Annual Audit Plan 2022/23	Chief Executive to ensure that staff were aware of the process of reporting concerns relating to fraud.	Eileen Howat	Reminder issued via Yammer and was also in Chief Executive's update.	Yes

Audit and Governance Panel

Work Programme 2023

No	Issue	Actions	Assigned To	Due Date To Panel	Latest update
1.	Audit Scotland: Integration Joint Boards - Financial Analysis 2021/22	Report to Panel	Head of Finance, ICT and Procurement	31 May 2023	Report to this Panel
2.	Corporate Fraud Team Activity Report	Report to this Panel	Chief Internal Auditor	31 May 2023 (Biannually)	Report to this Panel
3.	Audit Scotland - Resourcing the Benefit Service: A Thematic Study	Report to this Panel	Head of Finance, ICT and Procurement	31 May 2023	Report to this Panel
4.	Annual Accounts 2022/23	Report to this Panel	Head of Finance, ICT and Procurement	28 June 2023 (Yearly)	
5.	External Audit – Audit Dimensions and Best Value Report 2022/23	Report to this Panel	Head of Finance, ICT and Procurement	28 June 2023	
6.	External Audit Progress Reports – Progress to 31 March 2023	Report to Panel	Head of Finance, ICT and Procurement	28 June 2023 (Regular reports throughout the year)	
7.	Corporate Lets	Report to Panel	Director of Strategic Change and Communities	28 June 2023	
8.	Delivering Good Governance – 2022/23 Assessment	Report to Panel	Head of Legal and Regulatory Services	28 June 2023 (Yearly)	

Audit and Governance Panel

No	Issue	Actions	Assigned To	Due Date To Panel	Latest update
9.	Internal Audit Annual Report 2022/23	Report to Panel	Chief Internal Auditor	28 June 2023 (progress reported quarterly)	
10.	Treasury Management Annual Report 2022/23	Report to Panel	Head of Finance, ICT and Procurement	28 June 2023 (Annually)	
11.	Best Value Action Plan 2023/24 - Update	Report to this Panel	Director of Strategic Change and Communities	6 September 2023 (Quarterly)	
12.	Strategic Risk Management	Report to this Panel	Head of Legal and Regulatory Services	6 September 2023 (Biannually)	
13.	External Audit Reports – Progress to 30 June 2023	Report to Panel	Head of Finance, ICT and Procurement	6 September 2023 (Quarterly)	
14.	Internal Audit - Progress Report (i) Progress of Annual Internal Audit Plan 2022/23 (ii) Progress of Annual Internal Audit Plan 2023/24 (iii) Implementation of Internal Audit Action Plans	Report to Panel	Chief Internal Auditor	6 September 2023	
15.	Internal Audit Annual Update Report – Integration Joint Board (IJB) Performance and Audit Committee	Report to Panel	Chief Internal Auditor	6 September 2023	

Audit and Governance Panel

No	Issue	Actions	Assigned To	Due Date To Panel	Latest update
16.	Audit Scotland: Local Government in Scotland Overview 2023	Report to Panel	Director of Strategic Change and Communities	6 September 2023	
17.	Annual Audit Plan 2023/24	Report to Panel	Head of Finance, ICT and Procurement	March 2024 (Yearly)	