

Audit and Governance Panel

Agenda Item No. 4

Action Log

No	Date of Meeting	Issue	Actions	Assigned/ Re-assigned to	Update	Completed
1.	6 December 2023	Treasury Management and Investment Strategy Mid-Year Report 2023/24	Briefing Session to be organised to help Members understand the work of the Treasury Management Team	Head of Finance, ICT and Procurement	Members briefing took place on 7 February 2024	Yes
2.	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”	Head of Legal and Regulatory Services	To be provided by 1 March 2024	NO

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Work Programme 2023

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) Progress of the Annual Internal Audit Plan 2023/24 (iii) Implementation of Internal Audit Action Plans (iv) Quality Assurance and Improvement Programme Update	Report to Panel	Chief Internal Auditor	22 February 2024 (progress reported quarterly)	Report to this Panel
2.	Treasury Management and Investment Strategy Quarter 3 Report 2023/24	Report to Panel	Head of Finance, ICT and Procurement	22 February 2024 (Quarterly)	Report to this Panel
3.	Annual Audit Plan 2023/24	Report to Panel	Head of Finance, ICT and Procurement	20 March 2024 (Yearly)	Discussions commenced with External Audit
4.	Annual Internal Audit Plan 2024/25	Report to Panel	Chief Internal Auditor	20 March 2024 (Yearly)	Work underway
5.	Strategic Risk Management	Report to this Panel	Head of Legal and Regulatory Services	20 March 2024 (Biannually)	Work underway
6.	Best Value Action Plan 2023 – Progress Update	Report to this Panel	Director of Strategic Change and Communities	April 2024 (Quarterly)	Not yet started

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7.	External Audit Reports – Progress to 31 March 2024	Report to Panel	Head of Finance, ICT and Procurement	April 2024 (Quarterly)	Not yet started
8.	Corporate Fraud Team - Activity Report and National Fraud Initiative Update	Report to this Panel	Chief Internal Auditor	May 2024 (Biannually)	Not yet started
9.	Annual Accounts 2023/24	Report to this Panel	Head of Finance, ICT and Procurement	June 2024 (Yearly)	Not yet started
10.	Delivering Good Governance – 2023/24 Assessment	Report to Panel	Head of Legal and Regulatory Services	June 2024 (Yearly)	Not yet started
11.	Internal Audit Annual Report 2023/24	Report to Panel	Chief Internal Auditor	June 2024 (progress reported quarterly)	Not yet started
12.	Treasury Management Annual Report 2023/24	Report to Panel	Head of Finance, ICT and Procurement	June 2024 (Annually)	Not yet started
13.	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
14.	Accounts Commission Annual Report 2022/23	Report to this Panel	Head of Finance, ICT and Procurement	October 2024 (Annually)	Not yet started

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15.	Internal Audit Plan 2023/24 – Midyear Review	Report to this Panel	Chief Internal Auditor	November 2024 (Annually)	Not yet started
16.	Audit and Governance Panel – 2024 Annual Self-Assessment Outcome	Report to Panel	Head of Finance and ICT and Head of Legal and Regulatory Services	December 2024 (Annually)	Not yet started