

Audit and Governance Panel

Agenda Item No. 4

Action Log

| No | Date of Meeting | Issue | Actions | Assigned/ Re-assigned to | Update | Completed |
|----|-----------------|-------|-------------------|--------------------------------|--------|-----------|
| | | | NOTHING TO REPORT | | | |

Audit and Governance Panel

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 | Director of Communities and Transformation | 29 May 2024 (Quarterly) | Report to this Panel |
| 2. | Audit and Governance Panel – 2023/24 Annual Report | Report to this Panel | Chief Financial Officer/ Chief Governance Officer | 29 May 2024 (Annually) | Report to this Panel |
| 3. | Corporate Fraud Team - Activity Report and Update on 2023/24 National Fraud Initiative | Report to this Panel | Chief Internal Auditor | 29 May 2024 (Biannually) | Report to this Panel |
| 4. | External Review of Internal Audit Compliance with Public Sector Internal Audit Standards | Report to this Panel | Chief Internal Auditor | 29 May 2024 (Every five years) | Report to this Panel |
| 5. | External Audit Reports – Progress to 31 March 2024 | Report to Panel | Chief Financial Officer | 26 June 2024 (Quarterly) | Currently being drafted |
| 6. | Annual Accounts 2023/24 | Report to this Panel | Chief Financial Officer | 26 June 2024 (Annually) | Currently being drafted |
| 7. | Delivering Good Governance – 2023/24 Assessment | Report to Panel | Chief Governance Officer | 26 June 2024 (Annually) | Currently being drafted |
| 8. | Internal Audit Annual Report 2023/24 | Report to Panel | Chief Internal Auditor | 26 June 2024 (Annually) | Currently being drafted |
| 9. | Treasury Management Annual Report 2023/24 | Report to Panel | Chief Financial Officer | 26 June 2024 (Annually) | Currently being drafted |

Audit and Governance Panel

| No | Issue | Actions | Assigned To | Due Date to Panel | Latest update |
|-----|--|----------------------|---|---|-------------------------|
| 10. | Corporate Lets | Report to Panel | Director of Communities and Transformation | 26 June 2024 (Annually) | Currently being drafted |
| 11. | High Flats Audit – Management Response | Report to Panel | Director of Housing, Operations and Development | 26 June 2024 | Currently being drafted |
| 12. | IJB Finance and Performance Report 2024 – Audit Scope | Report to this Panel | Chief Financial Officer | 4 September 2024 (Annually) | Not yet started |
| 13. | Internal Audit – Progress Report Quarter 1 | Report to this Panel | Chief Internal Auditor | 4 September 2024 (Annually) | Not yet started |
| 14. | Strategic Risk Management | Report to this Panel | Chief Governance Officer | 4 September 2024 (Biannually) | Not yet started |
| 15. | External Audit Reports – Progress to 30 June 2024 | Report to this Panel | Chief Financial Officer | 4 September 2024 (Quarterly) | Not yet started |
| 16. | Internal Audit Annual Update Report – Integration Joint Board (IJB) Performance and Audit Committee (PAC) | Report to Panel | Chief Internal Auditor | 4 September 2024 (Annually) | Not yet started |
| 17. | Treasury Management and Investment Strategy Quarter 1 Update Report 2024/25 | Report to this Panel | Chief Financial Officer | 4 September 2024 (Quarterly) | Not yet started |
| 18. | Annual Audit Report 2023/24 | Report to this Panel | Chief Financial Officer | September 2024 (Special - date TBC) (Quarterly) | Not yet started |

Audit and Governance Panel

| No | Issue | Actions | Assigned To | Due Date to Panel | Latest update |
|-----|---|----------------------|---|----------------------------|-----------------|
| 19. | Accounts Commission Annual Report 2022/23 | Report to this Panel | Chief Financial Officer | October 2024 (Annually) | Not yet started |
| 20. | Internal Audit Progress Report Quarter 2 (including Midyear Review) | Report to this Panel | Chief Internal Auditor | November 2024 (Annually) | Not yet started |
| 21. | Audit and Governance Panel – 2024 Annual Self-Assessment Outcome | Report to Panel | Chief Financial Officer/ Chief Governance Officer | December 2024 (Annually) | Not yet started |
| 22. | Corporate Fraud Team - Activity Report and Update on National Fraud Initiative | Report to this Panel | Chief Internal Auditor | December 2024 (Biannually) | Not yet started |
| 23. | Internal Audit – Progress Report Quarter 3 | Report to this Panel | Chief Internal Auditor | February 2025 (Annually) | Not yet started |
| 24. | Annual Audit Plan 2024/25 | Report to Panel | Chief Financial Officer | March 2025 (Annually) | Not yet started |
| 25. | 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 |