

Audit and Governance Panel

Agenda Item No. 4

Action Log

No	Date of Meeting	Issue	Actions	Assigned/ Re-assigned to	Update	Completed
1.	26 June 2024	Delivering Good Governance – 2023/24 Assessment	Provide an update to Members on three of the Improvement Actions listed in the report	Information and Data Compliance Officer	To be provided to Members by 4 September 2024 – <i>Info emailed to Members on 19/8/24</i>	Yes
2.	26 June 2024	Annual Accounts 2023/24	Further detail to be provided to Members on the Refreshing the Council’s corporate evaluation tool – How good is our Council”	Service Lead – Corporate Accounting	To be provided to Members by 4 September 2024	No
3.	26 June 2024	Annual Accounts 2023/24	In relation to Note 13, Debtors – to provide narrative on the recent trend analysis	Service Lead – Corporate Accounting	To be provided to Members by 4 September 2024 – <i>Info emailed to Members on 29/8/24</i>	Yes

Audit and Governance Panel

Work Programme 2024

No	Issue	Actions	Assigned To	Due Date to Panel	Latest update
1.	IJB Finance and Performance Report 2024 – Audit Scope	Report to this Panel	Chief Financial Officer	4 September 2024 (Annually)	Report to this Panel
2.	Strategic Risk Management	Report to this Panel	Chief Governance Officer	4 September 2024 (Biannually)	Report to this Panel
3.	Internal Audit – Progress Report Quarter 1	Report to this Panel	Chief Internal Auditor	4 September 2024 (Annually)	Report to this Panel
4.	Audit Scotland: Integration Joint Boards – Finance and Performance 2024	Report to Panel	Chief Internal Auditor	4 September 2024 (Annually)	Report to this Panel
5.	Treasury Management and Investment Strategy Quarter 1 Update Report 2024/25	Report to Panel	Chief Financial Officer	4 September 2024 (Quarterly)	Report to this Panel
6.	Final Report on the 2023/24 Audit	Report to this Panel	Chief Financial Officer	25 September 2024 (Special)	Not yet started
7.	External Audit Reports – Progress to 31 August 2024	Report to Panel	Chief Financial Officer	2 October 2024 (Quarterly)	Not yet started
8.	Best Value Action Plan - Progress Report	Report to this Panel	Depute Chief Executive and Director of Education	2 October 2024 (Quarterly)	Not yet started
9.	Accounts Commission Annual Report 2023/24	Report to this Panel	Chief Financial Officer	2 October 2024 (Annually)	Currently being draft

Audit and Governance Panel

No	Issue	Actions	Assigned To	Due Date to Panel	Latest update
10.	Audit Scotland: Fraud and Irregularity 2023/24	Report to this Panel	Chief Financial Officer	2 October 2024 (Annually)	Item being removed. From 2023/24, Audit Scotland no longer publishing annual report
11.	Audit Scotland: Local Government in Scotland Overview 2024	Report to this Panel	Depute Chief Executive and Director of Education	2 October 2024 (Annually)	Not yet started
12.	Internal Audit Progress Report Quarter 2 (including Midyear Review)	Report to this Panel	Chief Internal Auditor	November 2024 (Annually)	Not yet started
13.	Audit and Governance Panel – 2024 Annual Self-Assessment Outcome	Report to Panel	Chief Financial Officer/ Chief Governance Officer	December 2024 (Annually)	Not yet started
14.	Corporate Fraud Team - Activity Report and Update on National Fraud Initiative	Report to this Panel	Chief Internal Auditor	December 2024 (Biannually)	Not yet started
15.	Internal Audit – Progress Report Quarter 3	Report to this Panel	Chief Internal Auditor	February 2025 (Annually)	Not yet started
16.	Annual Audit Plan 2024/25	Report to Panel	Chief Financial Officer	March 2025 (Annually)	Not yet started
17.	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
18.	Audit and Governance Panel – 2023/24 Annual Report	Report to this Panel	Chief Financial Officer/ Chief Governance Officer	May 2025 (Annually)	Not yet started

Audit and Governance Panel

No	Issue	Actions	Assigned To	Due Date to Panel	Latest update
19.	Annual Accounts 2023/24	Report to this Panel	Chief Financial Officer	June 2025 (Annually)	Not yet started
20.	Delivering Good Governance – 2023/24 Assessment	Report to Panel	Chief Governance Officer	June 2025 (Annually)	Not yet started
21.	Internal Audit Annual Report 2023/24	Report to Panel	Chief Internal Auditor	June 2025 (Annually)	Not yet started
22.	Treasury Management Annual Report 2023/24	Report to Panel	Chief Financial Officer	June 2025 (Annually)	Not yet started
23.	Corporate Lets	Report to Panel	Director of Communities and Transformation	June 2025 (Annually)	Not yet started