

AUDIT AND GOVERNANCE PANEL

Agenda Item No. 4

ACTION LOG

No	Date of Meeting	Issue	Actions	Assigned/ Re-assigned to	Update	Completed
1	01/12/21	Corporate Fraud Team Activity Report	To provide Panel Members with details of the number of spot checks carried out annually by the Corporate Fraud Team prior to Covid-19	Head of Finance and ICT	Written Briefing emailed to Members on 14 December 2021	YES
2	01/12/21	Strategic Risk Management	To provide Panel Members with a written briefing on a Service with an under budgeted spend in relation to staff vacancies, however had an overspend in relation to the appointment of contractors	Service Lead – Risk & Safety	Written response emailed to Members on 21 January 2022..	YES

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WORK PROGRAMME 2022

No	Issue	Actions	Assigned To	Due Date To Panel	Latest update
1	Internal Audit - Progress Report (i) Progress of Annual Internal Audit Plan 2021/22 (ii) Implementation of Internal Audit Action Plans	Report to Panel	Chief Internal Auditor	Quarterly reports throughout the year (Jan, May, Sept, Nov)	Report to this Panel
2	External Audit Progress Reports	Report to Panel	Head of Finance and ICT	Regular reports throughout the year	Report to this Panel
3	Corporate Fraud Team Activity Report	Report to Panel	Chief Internal Auditor	Six monthly (May and Dec)	Report to June 2022
4	Strategic Risk Report	Report to Panel	Head of Legal, HR and Regulatory Services	Six monthly	
5	Best Value Assurance Report - quarterly updates on progress against the action plan	Report to Panel	Service Lead – Policy, Performance and Community Planning	Quarterly reports throughout the year	See item 9 below
6.	Revised Internal Audit Plan 2021/22	Report to Panel	Chief Internal Audit		Report to this Panel

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7	Audit Scotland: Local Government in Scotland - Financial Overview 2020/21	Report to Panel	Head of Finance and ICT	TBC	Pending publication of Audit Scotland Report
8	Annual Audit Plan 2021/22	Report to Panel	Head of Finance and ICT	16/03/22	
9	Best Value Assurance Report – Action Plan	Report to Panel	Assistant Director – People	16/03/22	First progress report following Best Value review 2021
10	Proposed Internal Audit Plan 2022/23 (including Annual Review of Internal Audit Charter)	Report to Panel	Chief Internal Auditor	16/03/22	
11	Corporate Lets	Report to Panel	Assistant Director - People	June 2022	
12.	Delivering Good Governance – 2021/22 Assessment	Report to Panel	Head of Legal, HR and Regulatory Services	June 2022	
13.	Internal Audit Annual Report 2021/22	Report to Panel	Chief Internal Auditor	June 2022	