

Audit and Governance Panel

Agenda Item No. 4

Action Log

No	Date of Meeting	Issue	Actions	Assigned/ Re-assigned to	Update	Completed
1	22/06/22	Corporate Lets	Corporate Lets Application Form and Note of Criteria for being awarded discretion to be issued to all Members	Co-ordinator (Destination, Promotion and Inclusive Participation)	Emails issued to members on 30 August and 2 September 2022.	
2	22/06/22 and 01/09/22	Corporate Lets	Updated Application Form for a Corporate Let to be issued to all Members	Co-ordinator (Destination, Promotion and Inclusive Participation)	Still to be progressed	
3	01/09/22	“Develop a clear understanding of public needs, preferences, and priorities through a robust and recurring engagement process, aligned with the local government electoral cycle”	As this matter was 0% progress at meeting of 1 September 2022, Panel to monitor this to ensure progressed expediently	Corporate Leadership Team; Executive Leadership Team; South Ayrshire Council Elected Members	This item will be monitored through Best Value Working Group and regular updates to this Panel	Completed

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4	01/09/22	Equalities	Equality and Diversity Forum to be requested to investigate training for Elected Members and Employees on Equalities; and the format that this should take.	Service Lead – Policy, Performance and Community Planning	This action is currently being considered however due to resourcing issues no specific date has been agreed at this stage. Further updates will be provided in due course.	
5	01/09/22	Best Value Action Plan 2021-22 – Update - when is the “appropriate time” for the engagement strategy to be developed and delivered through the Thriving Communities Team	To be picked up with the Thriving Communities Team and to engage with the Administration to determine the priorities going forward	Assistant Director - People	The Thriving Communities team are ready to support any consultation and engagement emerging from the development of the Council Plan and the associated financial planning that would support the delivery of the Council Plan objectives.	
6	01/09/22	Best Value Action Plan 2021-22 – Update – a number of targets 0% or 10% progress and the Best Value report required these to be addressed within the timescales	This matter to be referred to Cabinet for the Portfolio Holders to ensure the appropriate actions are taken	Chief Executive	Matter raised with Leader on 27 September 2022 and meeting of Administration being scheduled following Improvement Service briefing on 11 October 2022. Meeting of Best Value Working Group also being arranged	
7	01/09/22	Internal Audit Progress Report	Members to receive Pentana Training	Service Lead – Policy, Performance and Community Planning	Training sessions currently being arranged with group secretaries.	

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Work Programme 2022/23

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) Implementation of Internal Audit Action Plans	Report to Panel	Chief Internal Auditor	Quarterly reports throughout the year (Jan, May, Sept, Nov)	Next report due November 2022
2.	External Audit Progress Reports	Report to Panel	Head of Finance and ICT	Regular reports throughout the year	Next report due December 2022
3.	Corporate Fraud Team Activity Report	Report to Panel	Chief Internal Auditor	Six monthly (May and Dec)	Next report due December 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	Assistant Director – People	Quarterly reports throughout the year	
6.	Audit Report	Report to Panel	Chief Executive	5 October 2022	Report to this Panel
7.	Audit Scotland: Fraud and Irregularity 2021/22	Report to Panel	Head of Finance and ICT	5 October 2022	Report to this Panel
8.	Audit Scotland: Local Government in Scotland Overview 2022	Report to Panel	Assistant Director - People	9 November 2022	
9.	Accounts Commission Annual Report 2021/22	Report to Panel	Head of Finance and ICT	5 October 2022	Report to this Panel

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10.	Audit Scotland: Scotland's Financial Response to Covid-19	Report to Panel	Head of Finance and ICT	5 October 2022	Report to this Panel
11.	Final Report on the 2021/22 Audit	Report to Panel	Head of Finance and ICT	9 November 2022	
12.	External Audit – Audit Dimensions and Best Value Report 2021/22	Report to Panel	Head of Finance and ICT	9 November 2022	
13.	Revised Internal Audit Plan	Report to Panel	Chief Internal Auditor	9 November 2022	
14.	Treasury Management Mid-Year Report 2022/23	Report to Panel	Head of Finance and ICT	7 December 2022	
15.	Proposed Internal Audit Plan 2023/24 (including Annual Review of Internal Audit Charter)	Report to Panel	Chief Internal Auditor	22 March 2023	