

Audit and Governance Panel

Agenda Item No. 4

Action Log

No	Date of Meeting	Issue	Actions	Assigned/ Re-assigned to	Update	Completed
1	01/09/22 and 05/10/22	Equalities	<p>01/09/22 - Equality and Diversity Forum to be requested to investigate training for Elected Members and Employees on Equalities; and the format that this should take.</p> <p>05/10/22 – date of training to be provided to Panel</p>	Service Lead – Policy, Performance and Community Planning	<p>28/11 - Equality and Diversity Forum met on the 15th of November and agreed a new Terms of Reference and training plan. A series of webinars will be held every month and will look at a range of equality related topics. The first webinar will be held in Jan/Feb 23 and will focus on breastfeeding. A timetable of future topics will be agreed at the next meeting of the forum</p>	Complete
2	01/09/22 and 05/10/22	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	<p>01/09/22 - To be picked up with the Thriving Communities Team and to engage with the Administration to determine the priorities going forward</p> <p>05/10/22 - Should not be delayed due to awaiting the Council Plan and should be progressed timeously</p>	Director of Strategic Change and Communities	<p>Work is underway to develop the new Council Plan. In anticipation of this videos have been developed and a communications plan is ready to be implemented.</p>	Complete

Audit and Governance Panel

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3	01/09/22 and 05/10/22	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	01/09/22 - This matter to be referred to Cabinet for the Portfolio Holders to ensure the appropriate actions are taken 05/10/22 – update to be provided to Panel at next meeting on 09/11/22	Chief Executive	Improvement Service briefing held on 11 October 2022 for all elected members and meeting with Administration scheduled for 10 November 2022. Meeting of Best Value Working Group scheduled for 1 November	Complete
4	05/10/22	Audit Scotland : Fraud and Irregularity 2021/22	Discussions to take place with Chief Internal Auditor on whether anything further could be done on receipt of risk alerts	Head of Finance, ICT and Procurement	Discussions have taken place and current arrangements are considered sufficient to ensure information on specific frauds are shared with the relevant members of staff within the Council however a fraud bulletin is being developed to be circulated to staff during International Fraud Awareness week (13-19 November) to remind staff what type of frauds are investigated by the Corporate Fraud Team, how to report fraud and who to report it to.	Complete

Audit and Governance Panel

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 (Feb, May, Sept, Nov)	
2.	External Audit Progress Reports	Report to Panel	Head of Finance, ICT and Procurement	Regular reports throughout the year	Deferred until 25 January 2023 pending outcome of Final Report on 2021/22 Audit for any actions to be progressed.
3.	Corporate Fraud Team Activity Report	Report to Panel	Chief Internal Auditor	Six monthly (May and Dec)	Report to this Panel
4.	Strategic Risk Report	Report to Panel	Head of Legal and Regulatory Services	Six monthly	
5.	Best Value Assurance Report - Quarterly Updates on Progress against the Action Plan	Report to Panel	Assistant Director - Strategic Change	Quarterly reports throughout the year	
6.	Audit Scotland: Local Government in Scotland Overview 2022	Report to Panel	Depute Chief Executive and Director of Housing, Operations and Development	9 November 2022	Deferred to this Panel

Audit and Governance Panel

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7.	Audit Scotland : Tackling Child Poverty	Report to Panel	Assistant Director - Strategic Change	9 November 2022	Deferred to this Panel
8.	Museums – Stores Control	Report to Panel	Director of Strategic Change and Communities	7 December 2022	Deferred to 22 February 2023
9.	Treasury Management Mid-Year Report 2022/23	Report to Panel	Head of Finance, ICT and Procurement	7 December 2022	Report to this Panel
10.	Equalities	Report to Panel	Director of Strategic Change and Communities	25 January 2023	
11.	Proposed Internal Audit Plan 2023/24 (including Annual Review of Internal Audit Charter)	Report to Panel	Chief Internal Auditor	22 March 2023	