



Meeting of East Renfrewshire Health and Social Care Partnership	Performance and Audit Committee
Held on	16 March 2022
Agenda Item	5
Title	Rolling Action Log
Summary	
The attached rolling action log details all actions, including those which have been completed since the meeting on 24 November 2021.	
Presented by	Julie Murray, Chief Officer
Action Required	
Committee members are asked to note progress.	

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ACTION LOG: Performance and Audit Committee (PAC)

March 2022

Action No	Meeting Date	Item No	Agenda Item	Action	Responsible Officer	Status	Date Due / Closed	Progress / Outcome
33	24.11.2021	5	Rolling Action Log	Reopen Action 22 as the issue of making sure relevant data (eg percentages and absolute numbers) are included in performance reports requires further refinement.	Policy, Planning and Performance Manager	OPEN	Jun-22	As part of our planned review of performance reporting we will produce written guidance specific to HSCP outlining expectations and best practice for data updates where available.
32	24.11.2021	6	Internal Audit Annual Report 2020-21 and Internal Audit Plan 2021-22	Arrangements should now be made for the implementation of the audit plan.	Chief Auditor	OPEN	Mar-22	Internal audit have capacity issues and some work is postponed to 22/23
31	24.11.2021	6	Internal Audit Annual Report 2020-21 and Internal Audit Plan 2021-22	Bring details of the matter under investigation by Police Scotland to the committee at an appropriate time.	Chief Financial Officer	OPEN	Jun-22	No update as at March 2022
30	24.11.2021	7	Internal Audit Annual Report 2020-21 and Internal Audit Plan 2021-22	Arrange for future HSCP/IJB Audit reports to be circulated to members of the committee.	Chief Financial Officer	CLOSED	Mar-22	Any new reports will be shared with members as previously agreed
29	24.11.2021	7	East Renfrewshire IJB Annual Audit Report 2020-21	Carry out the agreed actions as contained in the action plan.	Chief Financial Officer	CLOSED	Mar-22	Action plan updates will be included in the regular PAC Audit Report as a separate appendix
28	24.11.2021	8	Audited Annual Report and Accounts 2020-21	Committee agreed to recommend approval of the accounts to the Integration Joint Board.	Chief Financial Officer	CLOSED	Nov-21	Accounts considered at Nov IJB
27	24.11.2021	10	Audit Update	Arrange for future HSCP/IJB Audit reports to be circulated to members of the committee (See item 6 above)	Chief Financial Officer	CLOSED	Nov-21	SEE ACTION 30 ABOVE
26	24.11.2021	10	Audit Update	Arrange for a retrospective library of audit reports to be made available	Chief Financial Officer	CLOSED	Nov-21	New reports will be included in the Audit Update reports. The Governance and Compliance Officer can provide any historic report on request.
25	24.11.2021	10	Audit Update	Seek explanation why there has been a delay in the internal audit verification process and report back as part of the matters arising report to the next meeting of the committee.	Chief Financial Officer	CLOSED	Mar-22	Due to a reduction in audit hours available and ongoing operational restrictions in place, the HSCP Follow Up audit, which was scheduled to take place in 2021/22 was delayed and is now likely to be rolled forward into the annual audit plan for 2022/23
24	22.09.2021	5	Rolling Action Log	Investigate the possibility of expediting plans to produce an easy read version of the annual report and accounts possibly through the use of outsourcing.	Chief Financial Officer	CLOSED	Nov-21	Easy read summary produced and published
22	22.09.2021	6	Annual Performance Report 2020-21	Also review the possibility of putting percentages quoted in context against the actual numbers and also look at graphs to see where lines showing expected performance levels could be included	Policy, Planning and Performance Manager	CLOSED	Sep-21	We will continue to ensure all relevant data is included in our performance reporting and will use percentages and/or number as most relevant. ACTION REOPENED NOV-21 - SUPERSEDED BY ACTION 33
17	23.06.2021	7	Unaudited Annual Report and Accounts	Make arrangements to add reference about discussions with Council colleagues relative to early notice of central support costs	Chief Financial Officer	OPEN	Sep-22	CFO discussed central support charges with Council colleagues as part of 2022/23 budget. Council did not produce a mid year review for 2021/22. Further work is required to establish post covid activity and associated costs. Due date revised from Jan-22 to Sep-22 to reflect ongoing work
15	23.06.2021	8	Performance Update	Continue to review the format/layout of the report to try and achieve a better balance between looking forwards and backwards	Policy, Planning and Performance Manager	OPEN	Jun-22	We will work with the Chair to look at our in-year reporting to ensure we are looking at forward actions to improve performance as well as a retrospective for future performance updates. The report presented Sep-21 is the statutory annual report. Due date extended to Jun-22 - as this will be included in planned review of performance reporting.

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