





Appendix 2


Scrutiny & Audit Committee Annual Report to Council: Action Plan Update


Action Code	GC-S&A-00009		<input type="text" value="30%"/>	Start Date	18-Sep-2020
Action Title	Roles of CLT & Other Groups				
Description	Officers to draft a briefing paper on the roles of the Corporate Leadership Team and other groups.			Due Date	31-Dec-2021
Latest Note	Spreadsheet covering all groups issued to Service Leaders for updating on 8 November 2021. Information to be reviewed and final list established. Organisational charts and terms of reference guidance to follow this work. It is requested to extend the completion date for this action to 31 March 2022.				




Action Code	GC-S&A-00011		<input type="text" value="100%"/>	Start Date	25-Jun-2021
Action Title	S&A Succession Planning				
Description	<p>Succession planning for the S&A Committee following the next local government elections (May 2022) should consider a number of suggestions made around activity that would:</p> <ul style="list-style-type: none"> • help engage potential future members in better understanding scrutiny and audit prior to the elections, • ensure the right skills mix is considered in populating the committee, and • follow up to identify gaps in expertise and provide training or consider other options once the committee is in place. <p>Action Discuss the detailed S&A succession planning points raised on 29 April at S&A self-assessment session with officers in Legal Services responsible for induction planning and provide written detail so that they can be incorporated into the planning where possible.</p>			Due Date	31-May-2021
Latest Note	Discussed with Director of Legal & Democratic, then Information summarised and sent to Democratic Services Manager and Organisational Development Manager for inclusion in planning for induction of new members. 25/5/21. These officers to meet and discuss on 20 July 2021.				



Action Code	GC-S&A-00012		<input type="text" value="100%"/>	Start Date	29-Jun-2021
Action Title	Learning from Other LA Committees				
Description	<p>Seek feedback from partner organisations following their interaction with the S&A Committee to identify any suggestions for improvement or confirmation of good practice (Police, Fire, IJB, ANGUSalive, Tayside Contracts).</p> <p>Research how audit committees in other Councils do this.</p>			Due Date	30-Jun-2021
Latest Note	No one volunteered good practice from enquiries				



Action Code	GC-S&A-00013		<input type="text" value="0%"/>	Start Date	
Action Title	Develop Questionnaire				
Description				Due Date	31-Dec-2021
Latest Note	Questionnaire still to be developed for sending out following March 2022 meeting - see also actions 14 and 15. It is requested to extend the completion date for this action to 30 June 2022.				



Action Code	GC-S&A-00014		<input type="text" value="25%"/>	Start Date	10-Sep-2021
Action Title	S&A Committee Feedback				
Description	Send out questionnaires as required after each S&A committee and share feedback with appropriate officers			Due Date	31-Mar-2022
Latest Note	Questionnaire to be designed for sending out after the March 2022 S&A committee to all partner organisations that have presented since 1 April 2021. Results will be available for inclusion in the Committee's annual report if applicable. It is requested to extend the completion date for this action to 30 June 2022.				

Action Code	GC-S&A-00015		<input type="text" value="0%"/>	Start Date	
Action Title	Summarised Feedback from Partner Organisations				
Description	Report summarised feedback from Partner Organisations, and any action taken in response to feedback, to Scrutiny and Audit committee annually			Due Date	30-Apr-2022

Latest Note	See actions no 13 and 14 - questionnaire to be developed and sent out following the March 2022 meeting, and responses summarised for the June 2022 meeting. It is requested to extend the completion date for this action to 30 June 2022.				
Action Code	GC-S&A-00016		<input type="text" value="45%"/>	Start Date	16-Dec-2021
Action Title	Risk Appetite			Due Date	31-Dec-2021
Description	<p>Risk appetite – members want to see this developed as soon as possible. This development should consider how legislation/statutory obligations impact on the level of risk the Council can take, and how this can be better communicated to Members and the public.</p> <p>Work is already in progress to include risk appetite in finalising the Risk Strategy Review. Communication will also be considered.</p>			Due Date	31-Dec-2021
Latest Note	Work is ongoing and a draft survey has been put together by risk consultant. It is hoped to issue this in January 2022. It is requested to extend the completion date for this action to 31 March 2022.				
Action Code	GC-S&A-00017		<input type="text" value="50%"/>	Start Date	16-Dec-2021
Action Title	Service Risk Registers			Due Date	31-Dec-2021
Description	Following finalisation of Risk Strategy, review development of Service Risk Registers - will include relevant training on risk appetite			Due Date	31-Dec-2021
Latest Note	Work is continuing to develop these risk registers but has been impacted by other work. Aim is to have them complete by 31 March 2022. It is requested to extend the completion date for this action to 31 March 2022.				
Action Code	GC-S&A-00018		<input type="text" value="100%"/>	Start Date	31-Aug-2021
Action Title	Overlap IJB & Council Risk Register			Due Date	30-Sep-2021
Description	<p>Overlap between IJB and Council risk registers to be considered to ensure consistency and identify gaps and overlap.</p> <p>Council and IJB risk registers are currently discussed at the Council and AHSCP Liaison meeting. The group will consider how best to develop monitoring and review to ensure consistency and ensure that gaps and overlap are identified and appropriately dealt with. Relevant work currently underway by the Tayside Risk Management group will be taken into consideration in this.</p>			Due Date	30-Sep-2021
Latest Note	Mechanism in place to action this.				

Action Code	GC-S&A-00019			Start Date	18-Oct-2021
Action Title	Tayside-Wide IJB Risk Management Strategy				
Description	The Tayside-wide Integration Joint Boards Risk Management Strategy is expected to be agreed in June 2021 and will be brought to a future S&A committee meeting			Due Date	31-Aug-2021
Latest Note	August Committee.				

Action Code	GC-S&A-00020			Start Date	25-Jun-2021
Action Title	Option Paper - Deep Dive Risk				
Description	Risk review Officers to consider how best to bring “deep dive” risk presentations to S&A from identified risk owners. Options paper to be prepared for consideration by CLT and agreed proposals presented to S&A thereafter			Due Date	30-Jun-2021
Latest Note	Agreed at S&A in August 2021. Report 250/21.				

Action Code	GC-S&A-00021			Start Date	25-Jun-2021
Action Title	Shorten Committee Reports				
Description	Reports – Opportunities to shorten Committee reports to be considered, potential for more use of executive summaries, and less use of jargon & acronyms (full wording to be included within reports to avoid uncertainty). Action Observations and suggestions for improving reports to be shared with Manager - Democratic and Members Services, to be taken forward as part of the Governance Review under consideration of committee report templates.			Due Date	28-Feb-2022
Latest Note	Info from the S&A self-assessment session was summarised and sent to Democratic Services Manager for inclusion in Governance Review 25/5/21. The Democratic Services Manager confirmed it will feed into review - timescale still to be agreed.				