






Appendix 1

Annual Governance Statement Action Plan

Action Code	AC-CGOV-00043		<div style="width: 80%; background-color: #4f81bd; color: white; padding: 2px;">80%</div>	Start Date	18-Dec-2020
Action Title	Review Social Care Billing Process				
Description	Review the end to end process for assessing, billing and recovering payments for social care.			Due Date	30-Sep-2023
Latest Note	<p>This action is now substantially progressed and new processes deployed and extensive staff training completed. A write off policy has also been concluded & all other work streams are nearing completion. The request to extend the final completion date to June 2024 is to enable the last few parts of the extensive workplan to be completed. A follow up audit on this is also to take place to measure progress made.</p> <p>It is requested to extend the completion date for this action to 30 June 2024.</p>				

Action Code	AC-CGOV-00097		<div style="width: 87%; background-color: #4f81bd; color: white; padding: 2px;">87%</div>	Start Date	16-Dec-2021
Action Title	Scrutiny & Audit Self Assessment Action Plan 2021-2022				
Description	These actions are identified through the annual self-assessment review carried out by members of the Scrutiny & Audit Committee			Due Date	30-Jun-2024
Latest Note	Refer to detailed Action Plan update in Appendix 2.				

Action Code	AC-CGOV-00102		<div style="width: 53%; background-color: #4f81bd; color: white; padding: 2px;">53%</div>	Start Date	07-Dec-2023
Action Title	Scrutiny & Audit Self Assessment Action Plan 2022-2023				
Description	These actions are identified through the annual self-assessment review carried out by members of the Scrutiny & Audit Committee			Due Date	30-Sep-2024
Latest Note	Refer to detailed Action Plan update in Appendix 2.				

Action Code	AC-CGOV-05			Start Date	03-Jun-2019
Action Title	Adequate Storage of Archive Documents				
Description	We will work with ANGUSalive to ensure adequate storage for archived documents.			Due Date	30-Sep-2023
Latest Note	<p>Report with proposals being taken to P&R Committee in the early part of 2024. This will set out details of the overall proposals and seek authority to progress consultation. A further report will be taken to the P&R Committee to consider the outcome of the consultation and next steps.</p> <p>It is requested to extend the completion date for this action to 30 June 2024.</p>				