

AUDIT AND RISK ASSURANCE COMMITTEE

ROLLING ACTION LOG



Background and Purpose

A rolling action log is maintained of all actions arising or pending from each of the previous meetings of the Committee. No actions will be removed from the log or their completion dates extended until approval has been sought from the Committee.

The status of actions are categorised as follows:

- Task completed – to be removed from listing
- No identified risk, on target for completion date
- Target completion date extended to allow flexibility
- Target completion date unattainable, further explanation provided.

Actions/recommendations

Currently the rolling action log contains 2 actions. A total of 1 of these actions has been completed with the remaining action extended to allow flexibility.

The Committee is therefore asked to approve the removal of 1 action noted as completed (Blue status) and note the 1 action categorised as Yellow status in the action log.

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Minute Ref	Action	Lead	Due Date	Completion Date	RAG Status	Position Statement
Meeting Date: 15 March 2016						
6.2.3	Internal Audit Proposed Plan 2016/17 – Update on environmental strategy to be provided to Committee.	Myra Binnie	June 2016	October 2016		<p>Update – The audit review on the Environmental Strategy is in progress with an expected completion date of 13 June. The Terms of Reference focuses on compliance with legislation and the development and embedding of environmental strategies, policies and procedures.</p> <p>Completed – The Environmental Responsibilities review has been concluded with the final report circulated for member's consideration.</p>

Minute Ref	Action	Lead	Due Date	Completion Date	RAG Status	Position Statement
Meeting Date: 22 June 2016						
14.1	Corporate Risk Register: review of risk appetite, refinement of information being presented and risk register workshop to be arranged	S O'Donnell	Oct 2016			<p>Update - A report has been prepared for the ARAC meeting on 12 October 2016 detailing the work now being undertaken to review the corporate risk register. Interviews will be held with Officers and selected Board Members to identify potential strategic risks. These risks will be discussed as part of a Board Strategy Day on 24 November 2016. A review of the Services Risk appetite will also be undertaken at this time.</p>