

Audit, Risk and Assurance Committee Rolling Action Log

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
MEETING HELD 28 January 2021						
20210128 -AUD-001	IA Report SWP – Key Person Risk: Members felt the rationale for closure had not addressed the risk. Rationale to be reconsidered.	Jude Helliker	OPEN	27.04.21		15.04.21: The project risk register was developed further to more fully reflect this risk and used to anticipate and mitigate resource crunches through the stages. This was subject to constant monitoring with a particular focus on Stage 10 - Aggregation. In line with the action raised at the March 2020 Resource Committee, all SWP project reports from that point on included details of key risks to the project which included this one. The Authority was represented on the SWP Project Board. This group agreed on 17 November 2020, in light of the completion of Stage 10 on schedule, the appointment of the Workforce Planning and Design Manager, and upskilling of additional analytical staff within the team, that this action should be closed. Propose to close

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20210128 -AUD-002	Action Management System: Fiona Miller and John McNelis to discuss how action management system can be used to report audit action updates to the Committee.	Donna Adam	OPEN	27.04.21		23.04.2021: The action management system has just recently gone live within Police Scotland. Over the next 6 months the system will continue to roll out across the organisation and develop our performance reporting. When more detailed reporting is available this will be shared with colleagues in SPA. Propose ongoing
20210128 -AUD-003	ICO Recommendations: Separate report to be brought to April Committee detailing progress on ICO Recommendations.	Lynn Brown	OPEN	27.04.21		23/04/21: A full update on progress has been provided at agenda item 2e. Propose to close
20210128 -AUD-004	Police Scotland Governance: Updated internal governance reporting structure, including DDR, to be provided to Members.	Andrew Hendry	OPEN	26.02.21		21.04.2021: DDRB Governance structure submission will be tabled in Private Session, section 8 Action Log updates as the structure has still to be formally ratified. Propose to close

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20210128 -AUD-005	Internal Audit Covering Reports: Discussion on completion and presentation of Internal Audit covering reports to be held between Lynn Brown, John McNelis and Internal Audit.	Lynn Brown/ John McNelis	OPEN	27.04.21		05.05.21: Discussions have taken place with both internal and external audit with the aim to revise the process for 2021/22 internal audits. Propose ongoing
20210128 -AUD-006	Internal Audit Report on Forensic Case Management: Follow up report on management action progress to be brought to a future Forensic Services Committee.	Jennifer Muir	OPEN	19.04.21		23.04.21: Report presented to Forensic Services Committee on 19 April. Propose to close
20210128 -AUD-007	Whistleblowing Annual Reports: SPA and Police Scotland to identify appropriate contact to ensure consistency of points covered within SPA and Police Scotland annual reports.	ACC Speirs/ John MacLean	OPEN	27.04.21		23.04.21: Communication between PS and SPA has been maintained and a number of discussions have taken place to date. A meeting between CS McDowall, DCI Kilbane and John MacLean is scheduled for 23/04/2021 to further enhance discussions regarding the alignment of approaches to the ARC Whistleblowing Annual reports. Propose to close

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20210128 -AUD-008	Audit Scotland Annual Plan: Plan to be circulated to ARAC Members once complete, prior to next Committee.	Gillian Woolman	OPEN	27.04.21		23/04/21: Annual Audit Plan circulated to Committee Members. Propose to close