



Meeting of East Renfrewshire Health and Social Care Partnership	Performance and Audit Committee
Held on	24 November 2021
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 22 September 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)

November 2021

Action No	Meeting Date	Item No	Agenda Item	Action	Responsible Officer	Status	Date Due / Closed	Progress / Outcome
22	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	OPEN		CFO will provide an overview version at PAC for discussion
21	22.09.2021	6	Annual Performance Report 2020-21	Review the form used for displaying performance trend data to see if it can be improved, as per comments from Councillor Grant.	Policy, Planning and Performance Manager	CLOSED	Sep-21	Update included in PAC Matters Arising
20	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
19	22.09.2021	7	Audit Update	(Item 4.1.2) - Clarify if there are expenditure thresholds for receipts below which receipts are not required and work with SDS Forum and Internal Audit on reasonableness of expenditure for which receipts are required	Governance and Systems Manager (Chief Auditor for information)	CLOSED	Nov-21	Whilst we expect individuals to maintain records of their spending, we would not expect receipts for purchases below £50
15	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	Jan-22	No update at Sep'21 - will be in discussion with council colleagues in advance of their mid year review of central support charges
13	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	Sep-21	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 on the September agenda is the statutory annual report.
5	23.09.2020	6	Annual Report and Accounts 2019/20.	Work on the development of an easy-read version of the report and accounts	Chief Financial Officer	CLOSED	Nov-21	Superseded by Action 22. Summary overview to be presented to Nov PAC

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