

REPORT TO AUDIT COMMITTEE - 29 MARCH 2017

PROGRESS WITH ACTIONS FROM PREVIOUS AUDIT COMMITTEE MEETINGS

1 Recommendation

The Committee is recommended to:-

- 1.1 Review, discuss and comment on the update on actions agreed at previous meetings of the Committee, as detailed in the Appendix 1 to the report.

2 Discussion

- 2.1 This report outlines progress made with actions agreed at the meeting of the Committee which was held on 15 February, 2017.
- 2.2 Appropriate officers have provided information on progress made with agreed actions and these updates are set out in the appendix to this report.
- 2.3 The Head of Finance and the Monitoring Officer within Business Services have been consulted and have no adverse comments to make.

3 Scheme of Governance

- 3.1 The committee is able to take a decision on this item in terms of Section G.1.1 in Part 2A of the Scheme of Governance as the committee responsible for overseeing the Council's financial management and internal audit function.

4 Equalities, Staffing and Financial Implications

- 4.1 An equality impact assessment is not required because the reason for this report is to provide an update to Committee on outstanding actions and there will be no differential impact, as a result of this report, on people with protected characteristics.
- 4.2 There are no staffing or financial implications arising as a result of this report.

Ritchie Johnson
Director of Business Services

Report by Samantha Rawlins, Committee Officer
Date: 14 March, 2017

**APPENDIX 1
PROGRESS WITH OUTSTANDING ACTIONS FROM SCRUTINY AND AUDIT COMMITTEE AS AT 28 FEBRUARY, 2017**

| | Item Title | Date of Meeting | Action Agreed | Service Required to Take Action | Progress to Date |
|----|---------------------------------|-------------------|--|---------------------------------|---|
| 1. | Internal Audit Reports (Exempt) | 15 February, 2017 | <p>1615 Creditors Payments 2014/15 Request that a briefing note is issued to the whole committee with regard to the timescales and more specifically the introduction of the new Repairs and Planned Maintenance Management system and the lengthy timescale for full implementation of such and the risks to the Council.</p> <p>1620 Agency Staff Contract Request that information regarding the delay in gaining accreditation as a Living Wage organisation is circulated to the committee.</p> <p>1518 Payroll Advance Payments Business Services Committee are getting a report at the April meeting which is the result of a stock take of the whole iTrent project. Request that the report is brought to this committee at the next meeting, June 2017. Verbal update of progress to date to be brought to the Committee on 29 March 2017.</p> | Business Services | <p>Included within Internal Audit (exempt) report on this agenda.</p> <p>A report is being drafted for Strategic Leadership Team and will be circulated to Committee when available.</p> <p>Report to be on June agenda, verbal update to be given at March meeting</p> |

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| | | | <p>1518 Payroll Advance Payments Business Services Officer to attend meeting on 29 March 2017 to address this issue.</p> <p>1630 Timesheets and Allowances Request that a report is brought to the committee on 29 March 2017 giving a full update and assurances around timescales.</p> | <p>Business Services</p> <p>Business Services</p> | <p>Verbal update to be provided under item 6 of this meeting.</p> <p>Verbal update to be provided under item 6 of this meeting.</p> |
| 2. | Budget Review Group Task Force Report (Exempt) | 15 February, 2017 | Request that the update report that goes to SLT three times a year is also brought to the Audit Committee. | Business Services | Will be on June 2017 agenda. |
| 3. | Internal Audit Reports (Public) | 15 February, 2017 | <p>4.1 External Legal Advice Request that a breakdown of the other Legal Expenses is circulated to the committee.</p> <p>Request that the extended report be circulated to all members of the committee.</p> <p>4.3 Registrars Request that enquiries into whether we could receive an income from the Scottish Government for the registrar services we provide are made.</p> | <p>Business Services</p> <p>Business Services</p> <p>Business Services</p> | <p>The breakdown was circulated on 1 March 2017.</p> <p>The report was circulated on 20 February 2017.</p> <p>Information was circulated on 1 March 2017.</p> |

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| | | | <p>4.4 Teachers Recruitment Procedures Request a verbal update of the process regarding the 3 cases involving Overseas Criminal Records Checks, to include level of risk and information from previous years.</p> <p>Request that confirmation that all officers involved in the interview process have completed the necessary training.</p> <p>1712 Data Protection Request that an update on timescales be brought to the next meeting of this committee on 29 March 2017.</p> | <p>Education and Children's Services</p> <p>Business Services</p> <p>Business Services</p> | <p>ECS to attend the meeting to provide a verbal update.</p> <p>ECS to attend the meeting to provide a verbal update.</p> <p>Included within Internal Audit report on this agenda.</p> |
| 4. | Audit Scotland Code of Practice | 15 February, 2017 | Request that the letter issued to the Leader and Chief Executive outlining the process be shared with the committee. | Audit Scotland | The information was circulated on 6 March 2017. |
| 5. | Outcomes from Topic Scoring Activities IT System for Council Tax Collection and Collection of | 15 February, 2017 | Adjourned to meeting on 29 March, 2017. | Business Services | Item to be on the agenda for the adjourned meeting. |

| | Item Title | Date of Meeting | Action Agreed | Service Required to Take Action | Progress to Date |
|-----------|--|--------------------------|---|---|---|
| | <p>Income and Debts</p> <p>Council's Strategy for Disposing of Surplus Equipment</p> | | <p>Adjourned to meeting on 29 March, 2017.</p> | <p>Business Services</p> | <p>Item to be on the agenda for the adjourned meeting.</p> |
| <p>6.</p> | <p>Progress with Actions from Previous Scrutiny and Audit Committee Meetings</p> | <p>15 February, 2017</p> | <p>Further clarification on whether working time includes travel time to be provided via Ward pages.</p> <p>The service to ensure training on procurement delivered to all schools in June 2017 will include all staff.</p> | <p>Business Services</p> <p>Education and Children's Services</p> | <p>Update to be done by 29 March 2017.</p> <p>Administrators are to be trained in Procurement Processes and Financial Regulations. The training is to be delivered by the CSN Coordinators in the summer term and it will be completed before the end of June. This will be discussed at the Coordinator Meeting on 28 March. Stuart Cornwallis, Business Support Officer, with assistance from Melanie McKenzie is preparing a PowerPoint presentation to help them deliver this training.</p> |

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| | | | Request that the report on Review of the Performance of the Treasury Management Function to Business Services Committee is made available to members of the Audit Committee. | Business Services | Report uploaded to Ward pages on 6 March 2017. |

