**Aberdeenshire** COUNCIL    **Business Services**

**REPORT TO AUDIT COMMITTEE - 02 NOVEMBER 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 21 September, 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 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      Implications and Risk**

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.

4.3      The following Risks have been identified as relevant to this matter on a Corporate Level: ACORP009 Operational Risk Management – review of previous actions ensures that areas highlighted by the Committee for attention are appropriately addressed.

**Ritchie Johnson**
**Director of Business Services**

Report by Samantha Rawlins, Committee Officer
Date: 17 October, 2017

APPENDIX 1

## PROGRESS WITH OUTSTANDING ACTIONS FROM AUDIT COMMITTEE AS AT 17 OCTOBER, 2017

| | Item Title | Date of Meeting | Action Agreed | Service Required to Take Action | Progress to Date |
|---|---|---|---|---|---|
| 1. | Progress with Actions from Previous Scrutiny and Audit Committee Meetings | 21 September, 2017 | Request that the Committee receives the Annual Fraud Report | Business Services | Report will come forward to Committee following the publication of Audit Scotland's National Fraud Initiative report. |
| | | | 1719 Information Technology in Schools | Education and Children's Services | Requested an update from Edwin – still outstanding. |
| | | | Request that the Committee receives the report, once ECS have received the report in December, following the completion of the away day. | | |
| | | | All members of the Audit Committee to be invited to attend the away day. | | |
| 2. | Internal Audit Reports (Public) | 21 September, 2017 | 1740 Transportation Purchasing and Creditors | HR & OD | On agenda for 2 November meeting of Audit Committee. |
| | | | Request that the Committee receives a report on the Councils preparation for and ability to meet the requirements of HMRC IR35 regarding the tax implications. | | |

| Item Title | Date of Meeting | Action Agreed | Service Required to Take Action | Progress to Date |
|---|---|---|---|---|
| | | 1746 Social Media<br><br>Request that Social Media policy is circulated to all Elected members. | HR & OD | Policy circulated to all Elected Members via ward pages on 5 October, 2017. |
| | | 1805 Transportation Taxi Contract MOT and Licensing Checks<br><br>Request that information on how transportation are implementing monitoring of compliance is circulated to the Committee. | Infrastructure Services | Transportation are actively looking at survey resource and will develop a business case if there is a need to increase staffing to support this.<br><br>New legislation with regards to taxi licences being granted in one area but allowing individuals to work in other areas are limited to England and Wales and do not apply here at this time. |
| | | 1808 Primary School Visits<br><br>Request that ECS Committee consider undertaking Stage 1 of the Committee Review Process in relation to the issues raised around the systems and processes used for procurement within schools and report back to the Audit Committee. | Education and Children's Services | The referral to ECS for a stage 1 scrutiny report on primary school visits is being scheduled for the ECS December meeting, as there wasn't enough time to take it to the ECS meeting of 12 October, 2017. The report will ask the committee to consider and decide if it wishes a stage 1 report, which would then be brought to the next ECS meeting. |

| Item Title | Date of Meeting | Action Agreed | Service Required to Take Action | Progress to Date |
|---|---|---|---|---|
| | | 1722 Registrars<br><br>Request that confirmation be circulated to the Committee that the system has gone live and that all data will be imported by the end of September. | Business Services | All work has been completed and the new system is now up and running. |
| 3. | Internal Audit Reports (Exempt) | 21 September, 2017 | 1729 CRM System<br><br>Request that confirmation of business continuity arrangements is circulated to the Committee once it is available | Business Services | The current system will not be supported beyond 31 March 2018. An update to the existing system has been undertaken to ensure the latest release is available and help the system to function following removal of support. This upgrade is still at testing stage and not yet available to the Customer Services Team.<br><br>Work is continuing on the replacement CSP platform which requires to link into MDM project timescales. At present, still working towards implementing the CSP at the beginning of the next financial year. |