



REPORT TO AUDIT COMMITTEE - 14 DECEMBER 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 14 December, 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: 22 January, 2018

APPENDIX 1

PROGRESS WITH OUTSTANDING ACTIONS FROM AUDIT COMMITTEE AS AT 22 JANUARY, 2018

	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	14 December, 2017	<p>Request that the Committee receives the Annual Fraud Report</p> <p>1719 Information Technology in Schools</p> <p>Request that the Committee receives the report, once ECS have received the report in December, following the completion of the away day.</p> <p>All members of the Audit Committee to be invited to attend the away day.</p> <p>1808 Primary School Visits</p> <p>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</p>	<p>Business Services</p> <p>Education and Children's Services</p> <p>Education and Children's Services</p>	<p>Report will come forward to Committee following the publication of Audit Scotland's National Fraud Initiative report.</p> <p>The away day took place on 10 January, 2018, with the subsequent stage 1 report being on the agenda of ECS on 22 March, 2018, with the instruction to report to Audit Committee on 24 May, 2018.</p> <p>The referral to ECS to consider a stage 1 scrutiny report on primary school visits was accepted at the ECS December meeting. The outcome report will be brought to the meeting of ECS in March, which will allow members and officers to provide a comprehensive report.</p>

	Item Title	Date of Meeting	Action Agreed	Service Required to Take Action	Progress to Date
2.	Internal Audit Reports (Public)	2 November, 2017	<p>within schools and report back to the Audit Committee.</p> <p>1745 Payroll System and Processes</p> <p>Request that confirmation that the audit logs are contained within the backups.</p>	Internal Audit	<p>Information was circulated on 17 December, 2017 via Ward Pages.</p> <p>The iTrent Team has confirmed that the audit log is backed up along with all other data. However, were the log to be deleted between back-ups, the actions that would have been recorded in the audit log following the most recent back-up would not be available.</p>
			<p>Request that regular updates are received.</p> <p>1827 PFI/PPP Schools</p>	Business Services	Noted.
			<p>Request that a report on the position of Aberdeenshire's PFI/PPP schools contracts, including contract timescales and benefits, is brought to the Committee.</p>	Finance	Report to be on the agenda for the meeting in March, 2018.

	Item Title	Date of Meeting	Action Agreed	Service Required to Take Action	Progress to Date
			<p>1828 Vehicle Usage</p> <p>Request that confirmation be provided that drivers are aware that any personal use would not be covered by Council insurance.</p> <p>1712 Data Protection</p> <p>Request that an update is brought to the Audit Committee meeting in March, 2018.</p>	<p>Internal Audit</p> <p>HR & OD</p>	<p>Following investigation, this does not appear to be happening across the Council. Internal Audit will be recommending to Directors that they ensure that this is done consistently.</p> <p>Report to be on the agenda for the meeting in March, 2018.</p>
3.	Internal Audit Progress with 2017/18 Audit Plan	14 December, 2017	Request that the Directors are reminded of the importance of services responding to requests from Internal Audit on the progress with implementing agreed recommendations.	Business Services	E-mail issued to Directors on 9 January 2018 emphasising the importance of keeping actions up-to-date and of responding to Internal Audit timeously.
4.	Internal Control and Good Governance (Creditors Payment Audit)	14 December, 2017	Request that a further update is brought to the Audit Committee meeting in March, 2018.	Business Services	Report to be on the agenda for the meeting in March, 2018.
5.	Off-payroll Working Changes to IR35	14 December, 2017	Request that the process in place to determine the status, in relation to IR35, prior to contract commencement, is shared with the Committee.	HR & OD	The process flow chart will be available by the end of January, 2018.

