

## ABERDEENSHIRE COUNCIL

### AUDIT COMMITTEE

WOODHILL HOUSE, ABERDEEN, 31 JANUARY, 2018

**Present:** Councillors R Cassie (Chair), N Baillie, C Buchan (as substitute for B Topping), I Davidson (as substitute for H Smith), M Ewenson, A Fakley, A Hassan (as substitute for A McKelvie), A Kloppert, D Lonchay (as substitute for S Leslie), N Smith (as substitute for W Howatson), I Sutherland, I Taylor and L Wilson (as substitute for A Bews).

**Apologies:** Councillors A McKelvie (Vice Chair), A Bews, A Buchan, W Howatson, S Leslie, H Smith and B Topping.

**Officers:** Director of Business Services, Chief Internal Auditor, Corporate Finance Manager, H R Manager (HR & OD) (Mr P Matthews), Quality Improvement Officer (Education and Learning), Business Services Manager (Shared), Sustainable Development Officer (Climate Change), Principal Solicitor (Governance) and Committee Officer (Mrs S Rawlins).

**Also in attendance:** Councillor J Hutchison, Ms Anne MacDonald, Audit Scotland.

#### 1. DECLARATION OF MEMBERS' INTERESTS

The Chair asked members if they had any interests to declare in terms of the Councillors' Code of Conduct. No interests were declared.

#### 2(a). PUBLIC SECTOR EQUALITY DUTY

In taking decisions on the undernoted items of business, the Committee **agreed**, in terms of Section 149 of the Equality Act 2010 to:-

- (1) have due regard to the need to :-
  - (a) eliminate discrimination, harassment and victimisation,
  - (b) advance equality of opportunity between those who share a protected characteristic and persons who do not share it,
  - (c) foster good relations between those who share a protected characteristic and persons who do not share it, and
- (2) consider the contents of equality impact assessments, where provided, and to take those into account when reaching a decision.

#### 2(b). RESOLUTION

The Committee **agreed**, in terms of Section 50A (4) and (5) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of Item 7, so as to avoid disclosure of exempt information of the classes described in the undernoted paragraphs of Part 1 of Schedule 7A of the Act.

Item No  
7

Paragraph No of Schedule 7A  
1, 8, 12 & 14

### 3. AUDIT COMMITTEE OF 14 DECEMBER, 2017

There was circulated, **noted** and **approved** as appropriate, the Minute of Meeting of the Audit Committee of 14 December, 2017.

### 4. PROGRESS WITH ACTIONS FROM PREVIOUS AUDIT COMMITTEE MEETINGS

There was circulated a report dated 22 January, 2018, by the Director of Business Services, which updated members on progress made with actions agreed at the previous meeting of the Audit Committee, held on 14 December, 2017.

Members discussed National Fraud Initiative Report, Vehicle Usage and IR35.

After consideration the Committee **agreed** to note the content of the report and appendix.

### 5. INTERNAL AUDIT REPORTS (PUBLIC)

There was circulated a report dated 16 January, 2018, by the Chief Internal Auditor, which advised members of Internal Audit Reports which were being presented to the Audit Committee at this meeting. Appendices to the report gave a summary of progress made by Services in completing agreed recommendations and an explanation of the gradings used.

Members discussed Procurement of ICT Hardware, Software, Services and Consultancy, Purchase Cards, Climate Change Action Plan, Homeless Persons Budget, Benefits, Pensions and Councilor's Induction and Training.

Following discussion, the Committee **agreed**:-

- (1) to acknowledge the content of the report and its appendices, and
- (2) that in respect of Climate Change, to request that training sessions are delivered, through the Sustainability Committee, to inform Elected Members of the Climate Change Action Plan,
- (3) that in respect of Homeless Persons Budget, to request an update, via Ward Pages, regarding the Housing strategy for the provision of alternative options to reduce reliance on bed and breakfast establishments,
- (4) that in respect of Homeless Persons Budget, to request an update, via Ward Pages, regarding progress with setting up a framework of bed and breakfast providers,
- (5) that in respect of Pensions, to request that training is provided to allow Elected Members to fully understand how the ICT works,
- (6) that in respect of Councillors Induction and Training, to request that Elected Members are involved in determining the process of establishing their personal development plan requirements, to ensure they add value, and
- (7) that in respect of Councillors Induction and Training, to request that a reminder of mandatory training is issued to all Elected Members.

## 6. SCRUTINY REFERRAL TO EDUCATION AND CHILDREN'S SERVICES COMMITTEE – PRIMARY SCHOOL PROCUREMENT

With reference to the minute of the meeting of the Committee on 21 September, 2017 (Item 5, Page 2 (5)), there was circulated a report dated December, 2017 by the Director of Education and Children's Services, which asked members to note that Education and Children's Services Committee agreed to conduct the Committee Review Process in respect of the matter of service delivery identified by the Audit Committee for improvement, that the Head of Resources and Performance Management had been appointed as Lead Officer, that the Stage 1 report will be reported to Education and Children's Services Committee on 22 March, 2018 and to further note that Education and Children's Services Committee will be recommended to instruct the Lead Officer to report to Audit Committee on 24 May, 2018 with the decision and any recommendations of the Education and Children's Services Committee.

Following discussion, the Committee **agreed** to acknowledge the content of the report.

## 7. INTERNAL AUDIT REPORTS (EXEMPT)

There was circulated a report dated 16 January, 2018, by the Chief Internal Auditor which provided members with an update on progress in implementing agreed recommendations resulting from Internal Audit investigations. Appendices A and B to the report provided information on progress made by Services in completing agreed Internal Audit recommendations, and Appendix C provided an explanation on the gradings used.

Following discussion, the Committee **agreed:-**

- (1) to acknowledge the detail within the report and appendices, and
- (2) that in respect of Travel and Subsistence, to request that a briefing note is circulated following the conclusion of the senior leadership team meeting, and
- (3) that in respect of Creditors Payments, to request an update, via Ward Pages, following the conclusion of the senior leadership team meeting.

