



## REPORT TO AUDIT COMMITTEE – 4 JULY, 2019

### 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 Appendix 1 to the report.

#### 2 Discussion

- 2.1 This report outlines progress made with actions agreed at the meeting of the Committee held on 24 May, 2019.
- 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 N David, Snr Committee Officer  
Date: 12 June, 2019

## APPENDIX 1

## PROGRESS WITH OUTSTANDING ACTIONS FROM AUDIT COMMITTEE AS AT 24 MAY, 2019

	Item Title	Date of Meeting	Action Agreed	Service Required to Take Action	Progress to Date
1.	Audit Scotland – National Fraud Initiative in Scotland 2016/17	20 September 2018	That the Committee be involved in the self-appraisal checklist at an appropriate time.	Business Services	Working through this process, part of which is agreeing a timeline for Audit Committee's involvement.
2.	Audit Scotland – Correspondence and Whistleblowing – Annual Report	31 January 2019	Report to meeting of Committee on 20 September on the Council's Whistleblowing Register, reflecting on number of cases, themes, lessons learned and improvement actions.	Business Services	Report will be submitted to meeting on 20 September 2019 as agreed.
3.	Progress With Actions	20 March 2019	Head of HR and OD/Director of Business Services to provide an update to meeting of Committee on 24 May 2019 on recommendations relating to iTrent.	Business Services	An update was provided to meeting on 24 May 2019. Further updates to future meetings as appropriate.
4.	Hard Facilities Management (Hard FM) – Committee Review Process	20 March 2019	Acknowledged the decision of Business Services Committee to conduct the Committee Review Process and that the Director of Business Services report to that Committee with the Stage 1 report on 18 April 2019.	Business Services	Business Services Committee on 18 April agreed to suspend standing orders to appoint the Area Manager (Banff and Buchan) as the lead officer in this scrutiny process. Stage 1 report to be submitted to meeting of Business Services Committee on 12 September.

	<b>Item Title</b>	<b>Date of Meeting</b>	<b>Action Agreed</b>	<b>Service Required to Take Action</b>	<b>Progress to Date</b>
5.	Internal Audit Reports (Public)	24 May 2019	Director of Business Services to provide an update to next meeting on Internal Audit Report 1712 (volunteers etc).	Business Services	Detailed discussions to take place on 17 July between the Director of Business Services, Head of HR&OD and the Chief Internal Auditor, and an update will be provided to the next meeting of the Audit Committee in September.
6.	Local Government in Scotland Performance and Challenge 2019	24 May 2019	Director of Business Services to provide a briefing note to Committee on complaints, including numbers received and how information is used.	Business Services	Briefing note was circulated to Committee members and substitutes on 18 June.

