

## ABERDEEN CITY COUNCIL

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COMMITTEE	Audit, Risk and Scrutiny Committee
DATE	9 March 2016
DIRECTOR	N/A
TITLE OF REPORT	Internal Audit Reports – Follow-up of Agreed Recommendations
REPORT NUMBER	N/A
CHECKLIST COMPLETED	Yes

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### **1. PURPOSE OF REPORT**

- 1.1 This report advises the Committee of progress with implementing agreed recommendations contained in reports issued in relation to the 2015/16 Internal Audit plan and any additional work undertaken.

### **2. RECOMMENDATION**

- 2.1 The Committee is requested to review, discuss and comment on the issues raised within this report and the attached appendices.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 There are no financial implications arising as a result of this report.

### **4. PROGRESS WITH IMPLEMENTING AGREED RECOMMENDATIONS**

- 4.1 Appendices A and B show progress made by Services with completing agreed Internal Audit recommendations, based on assurances received from officers tasked with their implementation and independent checks where appropriate.
- 4.2 Where these have not been completed by their original due date, reasons are provided along with the grading applied to the recommendation in the original Internal Audit report. An explanation of the gradings used is shown at appendix C.

### **5. REPORT AUTHOR DETAILS**

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## APPENDIX A

### POSITION WITH AGREED RECOMMENDATIONS AS AT 29 FEBRUARY 2016

#### SUMMARY

The following table provides a summary of progress being made by Services with completing agreed recommendations. The total not fully complete, which had an original due date of before 31 January 2016, is 1. Full details relating to progress, on a report by report basis, are shown in appendix B.

Recommendations							Grading of Overdue Recommendations		
SERVICE	Agreed in reports shown in Appendix B	Due for completion by 31.10.15	Confirmed complete by Service	New in November 2015 to January 2016	Confirmed complete by Service	Not fully complete by original due date of 31.01.16	Major	Significant	Important
<b>Cross Service</b>	0	0	0	0	0	0	0	0	0
<b>Communities, Housing and Infrastructure</b>	7	1	1	5	5	0	0	0	0
<b>Corporate Governance</b>	20	2	2	2	1	1	0	1	0
<b>Education and Children's Services</b>	0	0	0	0	0	0	0	0	0
<b>Total</b>	27	3	3	7	6	1	0	1	0

## APPENDIX B

### POSITION WITH AGREED RECOMMENDATIONS AS AT 29 FEBRUARY 2016

Report Number	Report Title	Date Issued	Number of Recommendations				Grading of overdue recommendations
			Agreed in Report	Due for implementation by 31.01.16	Confirmed Implemented by Service	Not implemented by original due date	

#### COMMUNITIES, HOUSING AND INFRASTRUCTURE

AC1603	Council House Rent Setting	July 2015	4	3	3	0	0
AC1613	Crematorium	November 2015	3	3	3	0	0

#### CORPORATE GOVERNANCE

AC1601 AW	Council Tax Billing 2014/15	July 2015	2	2	2	0	0
AC1602	Payroll System	October 2015	3	0	0	0	0
AC1606	Creditors System	November 2015	6	2	1	1	1 Significant

The overdue recommendation (*graded "significant within audited area"*) was due to be implemented by the end of December 2015 and relates to the Service ensuring that all staff complete required training in data protection and information security. The Service has stated that the courses are taking longer to complete than anticipated and, due to experiencing a busy period of processing, this will take longer for the Team to complete. In view of this it is anticipated that training will be complete by April 2016.

AC1614	Risk Management	November 2015	9	0	0	0	0
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## APPENDIX C

### Grading of Recommendations

<b>GRADE</b>	<b>DEFINITION</b>
<b>Major at a Corporate Level</b>	The absence of, or failure to comply with, an appropriate internal control which could result in, for example, a material financial loss, or loss of reputation, to the Council.
<b>Major at a Service Level / within audited area</b>	The absence of, or failure to comply with, an appropriate internal control which could result in, for example, a material financial loss to the Service/area audited.  Financial Regulations have been consistently breached.
<b>Significant within audited area</b>	Addressing this issue will enhance internal controls.  An element of control is missing or only partial in nature.  The existence of the weakness identified has an impact on a system's adequacy and effectiveness.  Financial Regulations have been breached.
<b>Important within audited area</b>	Although the element of internal control is satisfactory, a control weakness was identified, the existence of the weakness, taken independently or with other findings does not impair the overall system of internal control.