

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### AUDIT, RISK AND SCRUTINY COMMITTEE - THURSDAY, 26 FEBRUARY 2015

Please let the Committee Officer know as soon as possible if you do not agree with any action proposed in this decision sheet. These are decisions of the Committee and there is an expectation that action will be taken. If for any reason it is apparent that you will not be able to act on these instructions in full or in part or that there will be a delay, please let the Committee Officer know as it may be necessary to advise the Committee or seek further instructions from the Committee.

	Item Title	Committee Decision	Services Required to take action	Officer to Action
1	<u>Determination of Exempt Business</u>	<u>The Committee resolved:</u> to consider item 10.1 on the agenda with the press and public excluded.		
2.1	<u>Minute of Previous Meeting of 20 November 2014</u>	<u>The Committee resolved:</u> to approve the minute as a correct record.		
2.2	<u>Workplan</u>	<u>The Committee resolved:</u> to note the workplan.	Legal and Democratic	K Rennie
2.3	<u>Decision Tracking Statement</u>	<u>The Committee resolved:</u> to note the decision tracking sheet.	Legal and Democratic	K Rennie
2.4	<u>Minute of Meeting the Corporate Health and Safety Committee of 29 August 2014</u>	<u>The Committee resolved:</u> to note the minute.		
3.1	<u>Elected Member Development - Report by Acting Director of Corporate Governance</u>	<u>The Committee resolved:</u> (i) in relation to a question from Councillor Jackie Dunbar regarding training for all elected members, to note that the training would be	Human Resources & Org. Development Customer Service and Performance	D Morrison M Murchie

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		<p>implemented for all elected members and that dates would be organised and issued to those not previously trained; and</p> <p>(ii) to otherwise note the content of the report.</p>		
3.2	<b><u>Data Protection Reporting - October to December 2014 - Report by the Acting Director of Corporate Governance</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report.	Legal and Democratic	F Smith
3.3	<b><u>Transfer of Internal Audit Services - Report by the Acting Director of Corporate Governance</u></b>	<b><u>The Committee resolved:</u></b> to note the ongoing work to manage the transition from an outsourced internal audit service to a shared service between Aberdeen City and Aberdeenshire Councils.	Customer Service and Performance	M Murchie
3.4	<b><u>Internal Audit Plan 2015/16 - Internal Audit</u></b>	<b><u>The Committee resolved:</u></b> to approve the Internal Audit Plan for 2015/16.	Internal Audit	D Hughes
3.5	<b><u>Internal Audit Charter - Internal Audit</u></b>	<b><u>The Committee resolved:</u></b> to approve the Internal Audit Charter for implementation from 1 April 2015.	Internal Audit	D Hughes
3.6	<b><u>Internal Audit Progress and Performance - PWC</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) in relation to a question from Councillor Jackie Dunbar regarding the audit on Car Parking, to note that there was an error in the report and that it had been completed and issued to the Audit and Risk Committee on 23 September 2014; and</p> <p>(ii) to otherwise note the content of the report.</p>	Internal Audit	PWC
3.7	<b><u>External Audit Plan 2014/15 - External</u></b>	<b><u>The Committee resolved:</u></b>	External Audit	A Macdonald

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	<b><u>Audit</u></b>	to approve the External Audit Plan for 2014/15.		
3.8	<b><u>Health and Safety Assurance - Report by the Acting Director of Corporate Governance</u></b>	<b><u>The Committee resolved:</u></b> (i) to adopt the proposed holistic structured compliance assurance system; and (ii) to approve the Health and Safety Assurance Work Plan for 2015/16.	Human Resources & Org. Development	M Agnew
4.1	<b><u>System of Risk Management - Report by the Acting Director of Corporate Governance</u></b>	<b><u>The Committee resolved:</u></b> (i) to approve the Risk Management Strategy; and (ii) to note the further developments in the System of Risk Management.	Customer Service and Performance	N Buck
4.2	<b><u>Education and Children's Services Risk Register - Report by the Director of Education and Children's Services</u></b>	<b><u>The Committee resolved:</u></b> (i) to approve the Service Risk Register for Education and Children's Services; (ii) to note the risks contained within it and the mitigating actions that the service are taking to address those risks; and (iii) to note that the Service Risk Register would form an integral part of the Service Business Plan for the Service.	Education and Children's Services	J Martin L Kirk K Mackay
5.1	<b><u>ICT Disaster Recovery - PWC</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report and endorse the recommendations for improvement.	Customer Service and Performance	S Massey
5.2	<b><u>ICT Asset Management - PWC</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report and endorse the recommendations for improvement.	Customer Service and Performance	S Massey C Falconer
5.3	<b><u>Care First Budgetary Control and Forecasting - PWC</u></b>	<b><u>The Committee resolved:</u></b> (i) in relation to concerns over the system, to request that a report be	Social Care and Wellbeing	L Taylor T Cowan T Gillespie

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		<p>provided in the first instance to this Committee following the completion of the work by the Short Term Working Group; and</p> <p>(ii) to otherwise note the content of the report and endorse the recommendations for improvement.</p>		
5.4	<b><u>ALEO Tier 2 Review - PWC</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to request officers to provide an update on the situation with the updated Service Level Agreements (SLAs) with each of the Arms Length External Organisations (ALEOs) at the earliest opportunity;</p> <p>(ii) to note the content of the report and endorse the recommendations for improvement.</p>	<p>Legal and Democratic</p> <p>Finance</p>	<p>K Donnelly</p> <p>J Belford</p>
5.5	<b><u>Continuous Controls - Financial Controls Programme Phase 1 - PWC</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) in response to a question from Councillor Jackie Dunbar relating to bank reconciliations not taking place in a timely manner, to note that the Head of Finance would liaise with staff and provide a response; and</p> <p>(ii) to note the content of the report and endorse the recommendations for improvement.</p>	<p>Finance</p> <p>Fleet Services Finance</p>	<p>S Whyte</p> <p>N Buchan E Wallace N Stewart</p>
5.6	<b><u>Service Reviews (Care Users) - PWC</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the content of the report and endorse the recommendations for improvement.</p>	Social Care and Wellbeing	Service Managers T Gillespie
5.7	<b><u>Aberdeen International Youth Festival - PWC</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the content of the report and endorse the recommendations for</p>	Legal and Democratic Finance	J MacEachran S Whyte J Belford

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		(ii) improvement; and to request officers to submit a report on the governance and financial arrangements between the Council and the Aberdeen Internal Youth Festival at the earliest opportunity.		
6.1	<b><u>Fleet - Update Following Transport Commissioners Report</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the content of the report; (ii) to instruct the Head of Public Infrastructure and Environment to bring a report to the next meeting of this Committee which provides details of the Fleet Services Action Plan that has been put in place to deal with service issues; and (iii) to instruct the Head of Public Infrastructure and Environment to update future meetings of the Communities, Housing and Infrastructure Committee of the progress made on the Fleet Services Action Plan.	Public Infrastructure and Environment	M Reilly
7.1	<b><u>Audit Follow Up - PWC</u></b>	<b><u>The Committee resolved:</u></b> (i) to note that item 4 (Aberdeen Western Peripheral Route) had been completed; and (ii) to otherwise note the content of the report and the revised target dates provided by officers.	Internal Audit  All Services	PWC  All Directors
7.2	<b><u>Fraud Governance - Scottish Welfare Fund - Report by the Acting Director of Corporate Governance</u></b>	<b><u>The Committee resolved:</u></b> to note the progress made in implementing the audit recommendations.	Finance	W Connell

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7.3	<b><u>Targeted Follow Up: Major Capital Investment in Councils - External Audit</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report.	External Audit	A Macdonald
7.4	<b><u>Corporate Health and Safety Committee Reporting Arrangements - Remit from Local Gov. JCC</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the content of the minute remit; and (ii) to note that Regional Trade Union Officials could attend meetings of the Corporate Health and Safety Committee as and when required.	Legal and Democratic	K Rennie
8.1	<b><u>Annual Accounts 2014/15 - Action Plan and Key Dates - Report by the Acting Director for Corporate Governance - to follow</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report.	Finance	S Buthlay
9.1	<b><u>Audit Scotland Value for Money National Reviews - Report by the Acting Director for Corporate Governance</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the detail of the Audit Scotland's national 'value of money' studies published in 2014; and (ii) to note the detail of the report 'An overview of local government in Scotland' and gave consideration to officers comments made in respect of each of the priorities identified within the report.	Customer Service and Performance	M Murchie
10.1	<b><u>Matters Under Investigation</u></b>	<b><u>The Committee resolved:</u></b> to note the verbal update provided.		

If you require any further information about this decision sheet, please contact Karen Rennie, tel 522723 or email [karrennie@aberdeencity.gov.uk](mailto:karrennie@aberdeencity.gov.uk)