

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

AUDIT, RISK AND SCRUTINY COMMITTEE - MONDAY, 11 MAY 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 |
|-----|---|---|----------------------------------|-------------------|
| 2.1 | <u>Minute of Previous Meeting of 26 February 2015</u> | The Committee resolved: to approve the minute as a correct record. | | |
| 2.2 | <u>Workplan</u> | The Committee resolved: to note the workplan. | | |
| 2.3 | <u>Decision Tracking Statement</u> | The Committee resolved: (i) to remove items 1 (Community Centre Internal Audit Report), 2 (Whistleblowing Policy) and 7 (Fleet Update); (ii) to note that updates in relation to item 3 (Elected Member Development) would be reported to this Committee at each cycle therefore could be removed; (iii) to otherwise note the decision tracking sheet. | Legal & Democratic | K Rennie |
| 2.4 | <u>Minute of Meeting of the Corporate Health and Safety Committee of 28 November 2014</u> | The Committee resolved: to note the minute. | | |

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| 3.1 | <u>Elected Member Development</u> | <u>The Committee resolved:</u> to note the content of the report. | Legal & Democratic | K Rennie |
| 3.2 | <u>Internal Audit Progress and Performance</u> | <u>The Committee resolved:</u> to note the content of the report. | Internal Audit | D Brown |
| 3.3 | <u>Audit, Risk and Scrutiny Committee Self Evaluation</u> | <u>The Committee resolved:</u> (i) to note the output from the self-evaluation exercise; (ii) to agree the recommended actions outlined in the report; and (iii) to instruct officers to implement the agreed improvement actions and provide regular update reports to the Committee. | IT & Transformation | M Murchie |
| 4.1 | <u>System of Risk Management</u> | <u>The Committee resolved:</u> to note the further developments in the System of Risk Management. | IT & Transformation | N Buck |
| 4.2 | <u>Communities, Housing and Infrastructure Risk Register</u> | <u>The Committee resolved:</u> (i) to approve the Communities, Housing and Infrastructure Service Risk Register; (ii) to note the risks contained within it and the mitigating actions that the service were taking to address these risks; (iii) to note that the Service Risk Register would form an integral part of the Communities, Housing and Infrastructure Service Business Plan; (iv) in response to a question from Councillor Townson relating to the lack of awareness of injuries and whether contractors were less disciplined to report injuries compared to Council | CH&I - Business Support | M Hearn |

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| | | <p>employees and what controls and mitigating actions were being pursued to prevent and reduce non reporting, to request the Directorate Support Manager to provide a response and circulate to the Committee for their information; and</p> <p>(v) in response to a question from Councillor Dunbar relating to whether a further report would be submitted providing an update, to note that the Risk Register would be reported to the Corporate Health and Safety Committee.</p> | | |
| 5.1 | <u>Fleet Asset Verification</u> | <u>The Committee resolved:</u> to note the content of the report and endorse the recommendations for improvements. | Public Infrastructure & Environment | M Reilly |
| 5.2 | <u>Corporate Landlord Responsibilities (Asset Management)</u> | <u>The Committee resolved:</u> to note the content of the report and endorse the recommendations for improvement. | CH&I Land & Property Assets | P Leonard J Quinn I Cowling S Mathieson |
| 5.3 | <u>Library Services Self Service Machines</u> | <u>The Committee resolved:</u> (i) to note the error in relation to the target and actual dates for when the draft report was issued for management comment; and (ii) to otherwise note the content of the report and endorse the recommendations for improvement. | Library Services Team | J Grant |
| 5.4 | <u>Policy and Procedure Development</u> | <u>The Committee resolved:</u> (i) in response to a question from Councillor Graham relating to whether there was one person within Corporate | Corporate Governance | M Allan |

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| | | <p>Governance responsible for monitoring all policies and procedures, to note that the Business Manager for Corporate Governance would be monitoring all policies via a database system; and</p> <p>(ii) to otherwise note the content of the report and endorse the recommendations for improvement.</p> | Human Resources & Org Dev Finance | J Capstick K Tennant S Buthlay |
| 5.5 | <u>Procurement in Construction</u> | <u>The Committee resolved:</u> to note the content of the report and endorse the recommendations for improvement. | CH&I Procurement | P Leonard C Innes |
| 5.6 | <u>Section 75 Planning</u> | <u>The Committee resolved:</u> (i) to note that the balance of funds from Section 75 Planning agreements would be reported to future meetings of the Communities, Housing and Infrastructure Committee; and (ii) to otherwise note the content of the report and endorse the recommendations for improvement. | Finance Land & Property Assets Planning & Sustainable Development | S Whyte D Marshall M Bochel |
| 6.1 | <u>Audit Recommendations Outstanding</u> | <u>The Committee resolved:</u> (i) in relation to items 1 and 2 (Arm's Length Organisations) to note that significant work had been undertaken in this area and that the report to be discussed at the first Hub meeting would be circulated to members for their information; (ii) in relation to item 5 (Community Centres) to note the update provided | Corporate Governance Communities & Housing | A Scott G Woodcock |

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| | | <p>and that a further report would be submitted to the Communities, Housing and Infrastructure Committee in September 2015 advising on those Community Centres that had not signed the Management Agreement and Lease;</p> <p>(iii) to note that any trends would be reported to future meetings of this Committee;</p> <p>(iv) to instruct all officers with outstanding audit recommendations to attend the Committee to respond to questions; and</p> <p>(v) to otherwise note the content of the report.</p> | <p>IT & Transformation</p> <p>All Services</p> | <p>M Murchie</p> <p>All Directors/Heads of Service</p> |
| 6.2 | <p><u>Fleet Services Update on Progress of Action Plan</u></p> | <p><u>The Committee resolved:</u></p> <p>(i) to congratulate The Head of Public Infrastructure and Environment and his staff on the work undertaken to date to improve the Council's position in relation to Fleet Management;</p> <p>(ii) to note that the Chief Executive would provide a verbal update would at Full Council on Wednesday 13 May 2015 following the Public Enquiry due to be heard on Tuesday 12 May 2015;</p> <p>(iii) to note the content of the report; and</p> <p>(iv) to instruct the Head of Public Infrastructure and Environment to update future meetings of the Communities, Housing and Infrastructure Committee on progress made on the Fleet Services Action Plan.</p> | <p>Public Infrastructure & Environment</p> | <p>M Reilly</p> |

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| 6.3 | <u>Whistleblowing Follow Up</u> | <u>The Committee resolved:</u> to note that the recent Scottish Parliament petition regarding Whistleblowing procedures in local government does not impact upon the Council's current Whistleblowing policy. | Legal & Democratic Services | K Donnelly |
| 7.1 | <u>Audit Scotland Value for Money National Reviews</u> | <u>The Committee resolved:</u> (i) in relation to the report on Borrowing and Treasury Management, to note that following consideration by officers, a report would be submitted to this Committee then Finance, Policy and Resources Committee; (ii) in relation to the report An Overview of Local Government in Scotland 2015, to note that the Skills Development Programme would include finance training for Councillors; (iii) in relation to the report An Overview of Local Government in Scotland 2015, to request the Finance team to provide a response to a question from Councillor Graham relating to the Aberdeen's percentage of the 8.5% reduction in Scottish Government funding; (iv) in relation to the report Update on Developing Financial Reporting, to note that any changes would be reported to the Finance, Policy and Resources Committee; and (v) to otherwise note the detail of the reports. | Finance | S Whyte |

If you require any further information about this decision sheet, please contact Karen Rennie, tel 01224 522723 or email karrennie@aberdeencity.gov.uk