

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

AUDIT, RISK AND SCRUTINY COMMITTEE - WEDNESDAY, 9 MARCH 2016

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> The Committee resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting for items 9.1 and 9.2 so as to avoid disclosure of exempt information of the class described in paragraph 1.		
2.1	<u>Minute of Previous Meeting of 26 November 2015</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 content of the workplan.	Legal and Democratic	K Rennie
2.3	<u>Decision Tracking Sheet</u>	<u>The Committee resolved:</u> to note the content of the decision tracking sheet.	Legal and Democratic	K Rennie
2.4	<u>Minute of the Corporate Health and Safety Committee of 28 August 2015</u>	<u>The Committee resolved:</u> to note the minute		

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2.5	<u>Minute of the Corporate Health and Safety Committee of 27 November 2015</u>	The Committee resolved: to note the minute		
2.6	<u>ALEO Governance Hubs - Report by the Interim Director of Corporate Governance</u>	The Committee resolved: (i) in relation to a question from Councillor Townson relating to Garthdee Alpine Sports, to note that information would be provided in private session; (ii) in relation to a question from Councillor Graham relating to the Scottish Government publication on Arm's Length Organisations, to note that the report was published on the morning of 9 March and would be circulated to all members of the Committee; (iii) to note the report and the appended minutes; (iv) to note that the Governance Hub would begin meeting quarterly during 2016 and would commence scrutiny of tier 2 ALEOs in May; and (v) to refer the individual minutes, with a specific covering report to be prepared by the responsible Head of Service, to the appropriate service committee to consider ALEO performance against agreed performance indicators and contract.	Legal and Democratic	K Rennie R MacBeath I Robertson
3.1	<u>Internal Audit Progress and Performance - Report by the Internal Auditor</u>	The Committee resolved: (i) in relation to a question from Councillor Grieg regarding when the	Internal Audit	D Hughes

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		<p>audit report on Corporate Policies and Procedures in Aberdeen and Aberdeenshire Councils would be presented to Committee, to note that it would be submitted to the next meeting in April 2016;</p> <p>(ii) in relation to a question from Councillor Greig regarding when the audit report on Academy Visits would be presented to Committee, to note that it would be submitted to the next meeting in April 2016;</p> <p>(iii) to otherwise note the content of the report.</p>		
3.2	<u>Internal Audit Plan 2016/17 - Report by the Internal Auditor</u>	The Committee resolved: to approve the Internal Audit Plan for 2016/17.	Internal Audit	D Hughes
3.3	<u>External Audit Progress Report - Report by the External Auditor</u>	The Committee resolved: to note the content of the report	External Audit	A Macdonald
3.4	<u>External Audit Plan 2015/16 - Report by the External Auditor</u>	The Committee resolved: to approve the External Audit Plan for 2015/16	External Audit	A Macdonald
4.1	<u>Scottish Public Services Ombudsman Complaint Recommendations - Report by the Interim Director of Corporate Governance</u>	The Committee resolved: to note the content of the report.	Human Resources and Customer Service	L McKenzie
5.1	<u>Cross Service - ALEO's - Report by the Internal Auditor</u>	The Committee resolved: (i) in relation to a question from	Legal and Democratic	R MacBeath

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		<p>Councillor Hutchison regarding a request for information from Bon Accord Care and how the request was being dealt with, to note that the Senior Democratic Services Manager would discuss the issue with Councillor Hutchison outwith the meeting;</p> <p>(ii) in relation to a question from the Convener regarding how to raise members enquiries relating to ALEO's, to note that the Customer Experience Officer would issue guidance to all Councillors in due course; and</p> <p>(iii) to otherwise note the content of the report and endorse the recommendations for improvement.</p>	<p>Human Resources and Customer Service</p> <p>Corporate Governance</p>	<p>L McKenzie</p> <p>N Buck/ R MacBeath/ C Innes/ S Buthlay</p>
5.2	<p><u>Education and Children's Services - Payment Controls in Children's Social Work - Report by the Internal Auditor</u></p>	<p><u>The Committee resolved:</u></p> <p>(i) in relation to a question from Councillor Yuill regarding when the urgent notice was issued to budget holders and the time that had passed before a further notice was issued, to note that the Performance and Delivery Manager from Education and Children's Services would provide details to Councillor Yuill and the Committee;</p> <p>(ii) to refer the audit report to the next meeting of the Education and Children's Services Committee for their consideration; and</p> <p>(iii) to otherwise note the content of the report and endorse the recommendations for improvement.</p>	<p>Education and Children's Services</p> <p>Legal and Democratic</p> <p>Education and Children's Services/ Commercial and</p>	<p>K Dunn</p> <p>K Rennie/ A Swanson</p> <p>K Dunn/K Mackay/ G Simpson/ A Donaldson A Macleod/</p>

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			Procurement Service	G Stevens
5.3	<u>Health and Social Care Integration Pre-Integration Financial Assurance - Report by the Internal Auditor</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note that an updated report would be submitted to the Integrated Joint Board on 29 March 2016 and then to this Committee at its meeting in April 2016;</p> <p>(ii) to otherwise note the content of the report and endorse the recommendations for improvement.</p>	Integrated Joint Board	J Proctor
5.4	<u>Finance - Council Tax - Report by the Internal Auditor</u>	<p><u>The Committee resolved:</u></p> <p>to note the content of the report and endorse the recommendations for improvement.</p>	Finance	W Connell/ R Burnett
5.5	<u>Crematorium - Report by the Internal Auditor</u>	<p><u>The Committee resolved:</u></p> <p>(i) to request the Head of Public Infrastructure and Environment to thank staff based at the Crematorium for their achievements especially under current difficult circumstances;</p> <p>(ii) to otherwise note the report and endorse the recommendations for improvement.</p>	Public Infrastructure and Environment	M Reilly A Beacom
5.6	<u>Housing - Sheltered Housing - Report by the Internal Auditor</u>	<p><u>The Committee resolved:</u></p> <p>to note the content of the report and endorse the recommendations for improvement.</p>	Communities, Housing and Infrastructure/ Finance	K Paterson/ G Souter H Sherrit
5.7	<u>Public Infrastructure and Environment - Trade Waste - Report by the Internal Auditor</u>	<p><u>The Committee resolved:</u></p> <p>to note the content of the report and endorse the recommendations for improvement.</p>	Public Infrastructure and Environment	P Lawrence/ M Reilly

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5.8	<u>Cross Service - Recruitment Procedures - Report by the Internal Auditor</u>	<p><u>The Committee resolved:</u></p> <p>(i) in relation to a question from Councillor Yuill regarding what the position was at the start of the school term in August 2015 for teachers having been PVG checked, to note that the Head of Policy, Performance and Resources would provide the information to Councillor Yuill;</p> <p>(ii) to instruct the Interim Director of Corporate Governance and the Director of Education and Children's Services to submit a report to the Education and Children's Services Committee on 2 June 2016 and the Finance, Policy and Resources Committee on 7 June 2016 in respect of the observations and recommendations made by Internal Audit on PVG checks in their internal audit report Recruitment and Selection; and</p> <p>(iii) to otherwise note the content of the report and endorse the recommendations for improvement.</p>	<p>Education and Children's Services</p> <p>Corporate Governance/ Education and Children's Services</p> <p>Human Resources and Customer Service</p> <p>Education and Children's Services</p>	<p>E Couperwhite</p> <p>R Ellis/ G Gorman <i>(A Swanson/ M Masson – for inclusion on business statements)</i></p> <p>K Tennant/ T Runchie/ K Templeton/ K Foley/ M Smith/ L MacInnes/ L Strachan/ D Morrison</p> <p>E Couperwhite</p>
6.1	<u>Internal Audit Recommendations Outstanding pre 2015/16 (PWC) - Report by the Internal Auditor</u>	<p><u>The Committee resolved:</u> to note the content of the report.</p>	Internal Audit	D Hughes

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6.2	<u>Internal Audit Follow Up on Recommendations Against the 2015/16 Audit Plan - Report by the Internal Auditor</u>	The Committee resolved: to note the content of the report.	Internal Audit	D Hughes
6.3	<u>External Audit Outstanding Recommendations 2014/15 - Report by the External Auditor</u>	The Committee resolved: (i) to note that a report would be submitted to the next meeting in April relating to National Fraud Initiative; (ii) to otherwise note the content of the report.	External Audit	A Macdonald
6.4	<u>Leased Community Centres - Progress Report - Report by the Director of Communities, Housing and Infrastructure</u>	The Committee resolved: (i) to note that further reports relating to Leased Centres would be submitted to the Communities, Housing and Infrastructure Committee; (ii) to otherwise note the content of the report.	Communities and Housing	J Mackie
7.1	<u>Annual Accounts 2015/16 - Action Plan and Key Dates - Report by the Interim Director of Corporate Governance</u>	The Committee resolved: to note the content of the report.	Finance	S Buthlay
8.1	<u>Overview of Local Government 2015 - Report by the Chief Executive</u>	The Committee resolved: (i) to note that the issues identified in the report are being addressed within broader improvement programmes; and (ii) to note that a report relating to the Best Value Audit would be submitted to this Committee at its meeting in April.	IT and Transformation	M Murchie
8.2	<u>Local Scrutiny Plan 2016/17 - Report by the External Auditor</u>	The Committee resolved: to note the content of the draft Local Scrutiny	External Audit	S Boyle

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		Plan.		
9.1	<u>Cross Service - Time Sheets - Report by the Internal Auditor</u>	<u>The Committee resolved:</u> to note the content of the report and endorse the recommendations for improvement	Public Infrastructure and Environment/ HR and Customer Service/ Finance	R Blain/ K Tennant K Foley/ M Smith/ L MacInnes/ L Strachan/ D Cheyne K Heberton A Crawford
9.2	<u>Windows Replacements - Report by the Internal Auditor</u>	<u>The Committee resolved:</u> (i) to note the extracts from the Managing Discipline Guidance for Managers regarding suspension as noted in Appendix A of the report; (ii) to note that the Conveners of Audit, Risk and Scrutiny Committee and Finance, Policy and Resources Committee raised concerns about the operational and strategic management of the housing repairs services separately and independently with the Chief Executive and the Director of Communities, Housing and Infrastructure; (iii) to note that there was no specific policy or procedure to deal with complaints against officers; (iv) to instruct the Director of Corporate Governance to develop a new policy for dealing with complaints against officers, in liaison with trade unions to	Corporate Governance	R Ellis <i>(M Masson for business statement)</i>

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		<p>ensure a consistent approach was maintained across the Council regardless of officer grades;</p> <p>(v) to instruct the Director of Corporate Governance to report to the Finance, Policy and Resources Committee on 7 June 2016 with proposals for a new policy relating to complaints against officers;</p> <p>(vi) to otherwise note the content of the reports and appendices.</p>		
9.3	<u>Matters Under Investigation</u>	<p><u>The Committee resolved:</u> in response to a question from Councillor Townson relating to an ALEO to note the information provided.</p>		

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