

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

AUDIT, RISK AND SCRUTINY COMMITTEE - THURSDAY, 23 FEBRUARY 2017

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> in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting for item 11.1 so as to avoid disclosure of exempt information of the class described in paragraph 8.		
3.1	<u>Minute of Previous Meeting of 24 November 2016</u>	<u>The Committee resolved:</u> to approve the minute as a correct record.		
3.2	<u>Workplan</u>	<u>The Committee resolved:</u> to note the content of the workplan.		
3.3	<u>Decision Tracking Sheet</u>	<u>The Committee resolved:</u> (i) subject to the decisions taken later on the agenda, to delete items 1 (Third Don Crossing – Internal Audit Report); 3 (Managing Capital Projects); 4 (2016/17 General Fund Revenue and Capital Budget Monitoring – Aberdeen Treasure Hub); 7 (Self Directed	Legal & Democratic	K Rennie

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		2017/18.		
5.3	<u>External Audit Strategy 2016/17 - Report by the External Auditor</u>	<u>The Committee resolved:</u> to approve the External Audit Strategy for 2016/17.	External Audit	A Shaw/ S Burden
5.4	<u>Website Breach - Report by the Interim Director of Corporate Governance</u>	<u>The Committee resolved:</u> (i) to note the responses provided in relation to previous testing of the website infrastructure relating to potential vulnerability; and (ii) to otherwise note the content of the report and the attached appendices.	IT and Transformation	S Haston/ S Massey
6.1	<u>Review of the Risk Management System - Report by the Interim Director of Corporate Governance</u>	<u>The Committee resolved:</u> to note the updates against the project plan and agree to receive further updates as the project continued.	Corporate Governance	N Buck
7.1	<u>Council Owned Land and Property - Report by the Internal Auditor</u>	<u>The Committee resolved:</u> (i) in relation to a question from Councillor Jackie Dunbar, to note that the Head of Land and Property Assets would circulate details to the Committee of when the registers for Council owned or leased land and for property would be available for the public to inspect; and (ii) to otherwise note the content of the report and endorse the recommendations for improvement that were agreed by the Service.	Land and Property Assets Legal and Democratic/ Finance Internal Audit	J Quinn F Bell/ C Smith D Hughes
7.2	<u>Timesheets/Allowances - Report by the Internal Auditor</u>	<u>The Committee resolved:</u> to note the content of the report and endorse the recommendations for improvement as	HR and Customer Services	E Sutherland/ K Tennant/

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		agreed by the Service.	Internal Audit	D Cheyne D Hughes
7.3	<u>Treasury Management - Report by the Internal Auditor</u>	<u>The Committee resolved:</u> to note the content of the report and endorse the recommendations for improvement as agreed by the Service.	Finance Internal Audit	N Stewart D Hughes
7.4	<u>Cash Receipting System - Report by the Internal Auditor</u>	<u>The Committee resolved:</u> to note the content of the report and endorse the recommendations for improvement as agreed by the Service.	Finance IT and Transformation Internal Audit	C Smith S Haston S Massey D Hughes
7.5	<u>Agency Staff - Report by the Internal Auditor</u>	<u>The Committee resolved:</u> to note the content of the report and endorse the recommendations for improvement as agreed by the Service.	HR and Customer Service Commercial and Procurement Services Corporate Governance Internal Audit	E Sutherland C Innes M Allan D Hughes
7.6	<u>Primary School Visits - Report by the Internal Auditor</u>	<u>The Committee resolved:</u> (i) in relation to the Council not submitting claims for reimbursement for the cost of providing nursery milk from the Nursery Milk Reimbursement Unit, to note that contact had been made with the unit and that actions were being taken to ensure all monies in the future were claimed; and (ii) to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the Service.	Policy, Performance and Resources (Education and Children's Services) Internal Audit	E Couperwhite D Hughes

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		adequate controls were in place within the Programme Management Office; and (ii) to otherwise note the content of the report.		
9.1	<u>Annual Accounts 2016/17 - Action Plan - Report by the Interim Director of Corporate Governance</u>	<u>The Committee resolved:</u> to note the content of the report.	Finance	L Fullerton
10.1	<u>Audit Scotland Value for Money National Reviews - Report by the Chief Executive</u>	<u>The Committee resolved:</u> to note the detail of the reports, Local Government in Scotland: Financial overview 2015/16 and How Councils Work, Roles and Working Relationships in Councils: are you still getting it right.	Office of Chief Executive	M Murchie
11.1	<u>Gas Central Heating Maintenance Framework Contract - Report by the Internal Auditor</u>	<u>The Committee resolved:</u> (i) in relation to questions from members as to why the issue was not reported to Committee, to note that the Head of Land and Property Assets would determine if there was a Committee decision stating that further reports would be submitted and advise members accordingly; (ii) to otherwise note the content of the report.	Land and Property Assets	J Quinn
11.2	<u>Solar Photovoltaic Agreement - Report by the Internal Auditor</u>	<u>The Committee resolved:</u> to note that this item had been withdrawn from the agenda.		

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