## 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	Determination of Exempt Business	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 item 11.1 so as to avoid disclosure of exempt information of the class described in paragraph 8.		
3.1	Minute of Previous Meeting of 24 November 2016	The Committee resolved: to approve the minute as a correct record.		
3.2	<u>Workplan</u>	The Committee resolved: to note the content of the workplan.		
3.3	Decision Tracking Sheet	The Committee resolved:  (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

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		Support – Internal Audit Report); and 8 (Update on Current Gas Central Heating Maintenance Framework Contract); and (ii) to otherwise note the content of the decision tracking sheet.		
4.1	Public Mortuary Status Report - Report by the Director of Communities Housing and Infrastructure	The Committee resolved: to note the minute and the content of the report.		C Jackson
5.1	Internal Audit Progress and Performance - Report by the Internal Auditor	The Committee resolved:  (i) to request the Chief Executive and the Interim Depute Chief Executive (Director of Corporate Governance) to discuss the importance of responding to the Internal Auditor with Senior Management to ensure information was presented in a timeous manner and to request that details of who was not responding be provided to the Committee;  (ii) to approve the transfer of the Internal Transport Tendering Procedures audit to the 2017/18 Internal Audit Plan  (iii) to approve the transfer of the Commissioning of Children's Social Work Services and Fostering and Adoption Allowances audits into the 2018/19 Internal Audit Plan; and  (iv) to otherwise note the content of the report.	Office of Chief Executive/ Corporate Governance	A Scott/ R Ellis D Hughes
5.2	Internal Audit Plan 2017/18 - Report by the Internal Auditor	The Committee resolved: to approve the Internal Audit Plan for	Internal Audit	D Hughes

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		2017/18.		
5.3	External Audit Strategy 2016/17 - Report by the External Auditor	The Committee resolved: to approve the External Audit Strategy for 2016/17.	External Audit	A Shaw/ S Burden
5.4	Website Breach - Report by the Interim Director of Corporate Governance	The Committee resolved:  (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	Review of the Risk Management System - Report by the Interim Director of Corporate Governance	The Committee resolved: to note the updates against the project plan and agree to receive further updates as the project continued.	Corporate Governance	N Buck
7.1	Council Owned Land and Property - Report by the Internal Auditor	The Committee resolved:  (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	Land and Property Assets  Legal and Democratic/ Finance	J Quinn F Bell/ C Smith
		that were agreed by the Service.	Internal Audit	D Hughes
7.2	<u>Timesheets/Allowances - Report by the Internal Auditor</u>	The Committee resolved: to note the content of the report and endorse the recommendations for improvement as	HR and Customer Services	E Sutherland/ K Tennant/

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		agreed by the Service.	Internal Audit	D Cheyne D Hughes
7.3	Treasury Management - Report by the Internal Auditor	The Committee resolved: 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	Cash Receipting System - Report by the Internal Auditor	The Committee resolved: 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	Agency Staff - Report by the Internal Auditor	The Committee resolved: 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	Primary School Visits - Report by the Internal Auditor	The Committee resolved:  (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)	E Couperwhite  D Hughes

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7.7	3rd Don Crossing Action Plan - Report by the Interim Director of Corporate Governance	The Committee resolved: to note the updates provided in the appendix to the report.	Corporate Governance	R Ellis/ M Allan
7.8	Aberdeen Treasure Hub - Report by the Director of Education and Children's Services	The Committee resolved:  (i) to note the concerns raised from members relating to the management of the project and that this would be included in the Internal Audit report as set out at item 8.3;  (ii) to note that the building is of a higher specification that originally planned which contributed to the higher costs;  (iii) in response to a question from Councillor Copland relating to the ongoing running costs of the building, to note that the Head of Policy, Performance and Resources would provide members with the information following discussions with colleagues;  (iv) to note the findings of the review into the scoping, design and construction of the Aberdeen Treasure Hub which were set out in section 5 in the report;  (v) to agree that all Heads of Service ensure that officers conducting a Project Management role had undertaken the appropriate training to enable them to discharge the function;  (vi) to agree the lessons learnt from the Aberdeen Treasure Hub are	Internal Audit  Policy, Performance and Resources (Education and Children's Services)	D Hughes  E Couperwhite
		incorporated into all future capital planning and management; and (vii) to otherwise note the content of the report.		

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7.9	Compliance with Procurement Related Legislation - Report by the Internal Auditor	The Committee resolved: to note the content of the report and endorse the recommendations for improvement as agreed by the Service.	Commercial and Procurement Services	C Innes
8.1	Internal Audit Recommendations Outstanding Pre 15/16 - Report by the Internal Auditor	The Committee resolved: to note the content of the report.	Land and Property Assets Internal Audit	S Booth D Hughes
8.2	Internal Audit Follow Up on Recommendations from 15/16 - Report by the Internal Auditor	The Committee resolved:  (i) in relation to the high number of recommendations not being completed within the original date, to note that the Interim Depute Chief Executive (Director of Corporate Governance) would discuss this with Senior Management to ensure that the target dates expected were realistic for the services and that they were completed on time; and  (ii) to otherwise note the content of the report and the updates provided.	Corporate Governance  All Directorates  Internal Audit	E Sutherland K Tennant C Innes J Quinn M Reilly N Buck B Oxley E Couperwhite T Cowan D Hughes
8.3	3rd Don Crossing - Report by the Internal Auditor	The Committee resolved:  (i) in response to concerns raised from members over the management of the project and other projects across the city, to request the Internal Auditor to undertake an audit to ascertain if	Internal Audit	D Hughes

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		adequate controls were in place within the Programme Management Office; and  (ii) to otherwise note the content of the report.		
9.1	Annual Accounts 2016/17 - Action Plan - Report by the Interim Director of Corporate Governance	The Committee resolved: to note the content of the report.	Finance	L Fullerton
10.1	Audit Scotland Value for Money National Reviews - Report by the Chief Executive	The Committee resolved: 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	Gas Central Heating Maintenance Framework Contract - Report by the Internal Auditor	The Committee resolved:  (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	Solar Photovoltaic Agreement - Report by the Internal Auditor	The Committee resolved: 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