

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

AUDIT, RISK AND SCRUTINY COMMITTEE - THURSDAY, 23 NOVEMBER 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 |
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| 1 | <u>Convener Announcement</u> | <u>The Committee resolved:</u> to note that the Convener had been contacted relating to issues at Marchburn Park and that he had requested that a report be presented to the Communities, Housing and Infrastructure Committee rather than this Committee. | | |
| 1.1 | <u>Members are requested to determine whether any urgent business be considered</u> | <u>The Committee resolved:</u> to agree that the following item of business be considered as a matter of urgency in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973:- <ul style="list-style-type: none"> • Item 7.5 – ALEO Assurance Hub – CG/17/138 | | |
| 2.1 | <u>Members are requested to determine that the exempt business be considered with the press and public excluded</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 9.1 so as to avoid disclosure of exempt information of the class described in | | |

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| | | paragraph 14. | | |
| 3.1 | <u>Members are requested to intimate any declarations of interest</u> | The Committee resolved: to note the declarations of interest. | Committee Services | K Finch |
| 4.1 | <u>Minute of Meeting of 26 September 2017</u> | The Committee resolved: (i) to note that at article 2 (Determination of Exempt Business), first sentence, the article number should be 26 not 27; (ii) to note that in relation to article 25 (Wellington Brae Investigation) that the Convener, Vice Convener and Councillors Allard, Cooke, McRae, McLellan, Nicoll and Townson had intimated their dissent against the foregoing decision which had not been recorded in the minute; and (iii) to otherwise approve the minute as a correct record. | Committee Services | K Finch |
| 5.1 | <u>Committee Business Statement</u> | The Committee resolved: (i) subject to the decision taken later on the agenda, to delete item 4 (Risk System Review); and (ii) to otherwise note the content of the business statement. | Committee Services | K Finch |
| 5.2 | <u>Committee Tracker</u> | The Committee resolved: to note the content of the tracker. | | |
| 7.1 | <u>Internal Audit Progress - IA/17/016</u> | The Committee resolved: (i) to approve the rescheduling of the | Internal Audit | D Hughes |

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| | | <p>planned audit of the Craft Workers Payroll to 2018/19 in view of delays in the renegotiation of the Craft Workers Terms and Conditions;</p> <p>(ii) to approve the merging of additional work requested by the Committee relating to controls in the programme management office with the planned audit of the Capital Plan;</p> <p>(iii) to note that the draft Internal Audit Plan would be circulated to Directors and Heads of Service for their input prior to it being submitted to this Committee in February 2018;</p> <p>(iv) to request the Interim Director of Communities, Housing and Infrastructure to ensure that every step is taken to ensure that the new process within the programme management office is embedded before the audit takes place;</p> <p>(v) to otherwise note the content of the report.</p> | Communities, Housing and Infrastructure | B Marjoram |
| 7.2 | <u>Social Work Complaints - ECS/17/063</u> | <p><u>The Committee resolved:</u> to note that the Scottish Public Services Ombudsman had provided external assurance that Aberdeen City Council was fully compliant with the Complaints Handling Procedure.</p> | Education and Children's Services | J McKenzie |
| 7.3 | <u>Review of the System of Risk Management - CG/17/122</u> | <p><u>The Committee resolved:</u></p> <p>(i) to request that for future reports, the colour coded key is provided prior to the Action Plan and not the end; and</p> <p>(ii) to otherwise note the content of the</p> | Corporate Governance | N Buck |

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| 7.7 | <u>Travel Costs - IA/AC/1814</u> | <p><u>The Committee resolved:</u></p> <p>(i) to note that in relation to the recommendation for passenger names to be recorded to claim for passenger miles, that the implementation date of December was due to other work pressures; and</p> <p>(ii) to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the Services.</p> | Corporate Governance | M Spalding K Tennant D Cheyne A Crawford |
| 7.8 | <u>Social Work Transport - IA/AC/1801</u> | <p><u>The Committee resolved:</u></p> <p>(i) in relation to a question from Councillor Duncan on the number of contracts awarded where the initial bids were unsatisfactory, to note that a response would be sought from the Public Transport Unit and circulated to members;</p> <p>(ii) to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the Service.</p> | Public Transport Unit ACH&SCP | C Cormack E Ross K Paton |
| 7.9 | <u>Vehicle Maintenance Workshops - IA/AC/1808</u> | <p><u>The Committee resolved:</u></p> <p>(i) in response to a question from Councillor Duncan regarding the contravention of the Council's Procurement Regulations and Financial Regulations, to instruct the Fleet Services Manager to present a report to the Committee at its meeting in February 2018, providing an update on the position; and</p> <p>(ii) to note the content of the report and</p> | Public Infrastructure and Environment Commercial and Procurement Services | M Reilly W Whyte C Innes |

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| | | <p>system and that a specific answer would be sought from the relevant Head of Service and provided to members;</p> <p>(iii) to otherwise note the content of the report and request all Services to undertake the work required to complete the outstanding audit recommendations.</p> | All Services | All Heads of Services |
| 8.1 | <u>Audit Scotland National Reports - OCE/17/025</u> | <p>The Committee resolved:</p> <p>(i) to note the detail of the Audit Scotland Reports: (1) Self Directed Support – 2017 Progress Report (2) Equal Pay in Scottish Councils; and</p> <p>(ii) in response to a question from Councillor Cooke relating to section 3.4.10 of the report which gave advice for elected members in relation to equal pay and the fact that he could not answer the majority of the questions, to note that the Head of Legal and Democratic Services would liaise with colleagues and provide a response to the Committee.</p> | <p>Office of the Chief Executive</p> <p>Legal and Democratic Services/ OCE</p> | <p>M Murchie</p> <p>F Bell/ M Murchie</p> |
| 9.1 | <u>Corporate Investigation Team - Annual Report 2016/17</u> | <p>The Committee resolved:</p> <p>(i) in response to a question from the Vice Convener relating to the increase in the number of fraud referrals to note that there had been an increase in the awareness of reporting fraud and that a detailed response would be sought from the Corporate Investigation</p> | Corporate Governance | B Muldoon |

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| | | Manager and circulated to members; (ii) to note that the team had submitted responses to the National Fraud Initiative with some of those being incorporated into the Scottish Government recommendations; (iii) to congratulate staff on the work carried out throughout the year; and (iv) to otherwise note the content of the report. | | |

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