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
1	Convener Announcement	The Committee resolved: 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	Members are requested to determine whether any urgent business be considered	The Committee resolved: 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:- • Item 7.5 – ALEO Assurance Hub – CG/17/138		
2.1	Members are requested to determine that the exempt business be considered with the press and public excluded	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 9.1 so as to avoid disclosure of exempt information of the class described in		

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		paragraph 14.		
3.1	Members are requested to intimate any declarations of interest	The Committee resolved: to note the declarations of interest.	Committee Services	K Finch
4.1	Minute of Meeting of 26 September 2017	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	Committee Business Statement	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	Committee Tracker	The Committee resolved: to note the content of the tracker.		
7.1	Internal Audit Progress - IA/17/016	The Committee resolved: (i) to approve the rescheduling of the	Internal Audit	D Hughes

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		planned audit of the Craft Workers Payroll to 2018/19 in view of delays in the renegotiation of the Craft Workers Terms and Conditions; (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; (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; (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; (v) to otherwise note the content of the report.	Communities, Housing and Infrastructure	B Marjoram
7.2	Social Work Complaints - ECS/17/063	The Committee resolved: to note that the Scottish Public Services Ombudsman had provided external assurance that Aberdeen City Council was fully compliant with the Complaints Handling Procedure.	Education and Children's Services	J McKenzie
7.3	Review of the System of Risk Management - CG/17/122	The Committee resolved: (i) to request that for future reports, the colour coded key is provided prior to the Action Plan and not the end; and (ii) to otherwise note the content of the	Corporate Governance	N Buck

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		report.		
7.4	Scottish Public Services Ombudsman and Inspector of Cremtoria Complaint Decisions - CG/17/126	The Committee resolved: to note the content of the report.	Human Resources and Customer Services	L McKenzie
7.5	ALEO Assurance Hub - CG/17/138	The Committee resolved: (i) to request the Service Lead for the Aberdeen Sports Village to liaise with the ALEO to relay the concerns of the Committee relating to their Boards contention regarding their ALEO	Education and Children's Services	E Couperwhite
		status and the requirement to report to the Committee; (ii) to request the Service Lead for Aberdeen Performing Arts to liaise with the ALEO to ensure that the documentation provided was robust and that Business Continuity Planning had been undertaken and documentation provided;		F Clark
		(iii) to request the Service Lead for Garthdee Alpine Sports to liaise with the ALEO to relay the Committees concerns about their approach towards Business Continuity Planning and lack of capacity to support the Hubs efforts to provide assurance to the Committee;		E Couperwhite
		(iv) to note the level of assurance provide by each ALEO on risk management, financial management and governance; (v) to note the future oversight	Corporate Governance	I Robertson

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		arrangements for each ALEO and to further note that this had been predicted on the level of risk to the Council and the level of assurance provided by the ALEO; (vi) to instruct the Head of Commercial and Procurement Services to discuss with ALEOs, during the ongoing review of Service Level Agreements, the possibility of holding Board meetings in public where appropriate; (vii) to instruct the Head of Commercial and Procurement Services to discuss with ALEOs, during the ongoing review of Service Level Agreements, internal audit arrangements or, where appropriate, the undertaking of audit needs assessments; (viii) to note that the Assurance Hub officers will discuss any outstanding issues with representatives of each ALEO with a view to improving the		C Innes/ A Watson
		assessment ratings at the next Hub meeting; and (ix) to note the update on the Audit Scotland Performance Review of ALEOs.		
7.6	Internal Audit Public Sector Internal Audit Standards - OCE/17/26	The Committee resolved: (i) to note the recommendations made by KPMG with respect to the Council's Internal Audit function together with the management response to those recommendations; and (ii) to agree the actions identified in Appendix A to the report.	Office of Chief Executive	M Murchie

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7.7	Travel Costs - IA/AC/1814	The Committee resolved: (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 (ii) to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the Services.	Corporate Governance	M Spalding K Tennant D Cheyne A Crawford
7.8	Social Work Transport - IA/AC/1801	The Committee resolved: (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; (ii) to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the Service.	Public Transport Unit ACH&SCP	C Cormack E Ross K Paton
7.9	Vehicle Maintenance Workshops - IA/AC/1808	The Committee resolved: (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 (ii) to note the content of the report and	Public Infrastructure and Environment Commercial and Procurement Services	M Reilly W Whyte C Innes

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		endorse the recommendations for improvement as agreed by the Service.		
7.10	Placing Requests - IA/AC/1811	The Committee resolved: (i) in response to a question from the Vice Convener relating to why the Council were developing their own electronic system and not utilising those used in other Local Authorities, to note that a response would be sought and circulated to members; and (ii) to note the content of the report and endorse the recommendations for approval as agreed by the Service.	Education and Children's Services	A Jones L Kirk
7.11	Internal Audit Follow Up on Recommendations since April 2015 - IA/17/017	The Committee resolved: (i) in response to questions from members relating to outstanding recommendations where Services have provided a response stating that new technology systems were in development or required to fit with the new Digital Platform, to request the Internal Auditor to consolidate those recommendations and submit them to the Technology Transformation Board for their assurance and to request that an update on those recommendations be provided to the next meeting in February 2018; (ii) in response to a question from Councillor Lumsden relating to the cost to date for the YourHR system, to note that the system was an in-house	Internal Audit Human Resources/ IT and Transformation	D Hughes M Spalding/ S Haston

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		system and that a specific answer would be sought from the relevant Head of Service and provided to members; (iii) to otherwise note the content of the report and request all Services to undertake the work required to complete the outstanding audit recommendations.	All Services	All Heads of Services
8.1	Audit Scotland National Reports -	The Committee resolved:	Office of the Chief	MANAurobio
	OCE/17/025	 (i) to note the detail of the Audit Scotland Reports: (1) Self Directed Support – 2017 Progress Report (2) Equal Pay in Scottish Councils; and (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. 	Office of the Chief Executive Legal and Democratic Services/ OCE	M Murchie F Bell/ M Murchie
9.1	Corporate Investigation Team - Annual	The Committee resolved:	_	
	Report 2016/17	(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	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