

## COMMITTEE DECISION SHEET

**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.**

[illegible]

	Item Title	Committee Decision	Services Required to take action	Officer to Action
6.1	<b><u>Minute of Previous Meeting of 23 February 2017</u></b>	<b><u>The Committee resolved:</u></b> (i) in relation to article 9 (Council Owned Land and Property – Asset Registers), to note that the registers were available online and that the link would be issued to the Committee; and (ii) to otherwise approve the minute as a correct record.	Land and Property Assets	S Booth
9.1	<b><u>Interim Audit Report - Report by the External Auditor</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report.	External Audit	A Shaw
9.2	<b><u>Unaudited Annual Accounts - CG/17/066</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the additional information provided in relation to the Marischal Square Development; (ii) to note the thanks given to all officers and Auditors involved with the annual accounts process; (iii) to approve the Annual Governance Statement as included in the Council's unaudited Annual Accounts for the financial year 2016/17; (iv) to note the Council's unaudited Annual Accounts 2016/17; (v) to note the unaudited Annual Accounts 2016/17 of the Council's registered charities; (vi) to note that following this meeting the Council's and the registered charities unaudited Annual Accounts will be finalised, signed and submitted to Audit Scotland by 30 June 2017; (vii) to note that as now required by statute, the Audit, Risk & Scrutiny Committee on 26 September 2017 will receive the Council's audited Annual Accounts for	Finance	S Whyte S Buthlay L Fullerton

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		<p>consideration and approval prior to their signature by the Head of Finance, Chief Executive and Council Leader;</p> <p>(viii) to note that the Audit, Risk &amp; Scrutiny Committee of 26 September 2017 will also receive the external auditor's "Annual Report Members and the Controller of Audit" for debate and consideration and that this report will set out the auditor's finding and conclusions from all audit activity undertaken during the year, highlight the significant issues arising from the audit of the annual accounts and inform Elected Members of the proposed audit opinion in advance of the accounts being certified; and</p> <p>(ix) to note that the Audit, Risk &amp; Scrutiny Committee on 26 September 2017 will also receive the audited Annual Accounts for the registered charities for consideration and approval prior to their signature along with the associated external auditor's report.</p>		
9.3	<b><u>Internal Audit Progress Report - Report by the Internal Auditor - IA/17/010</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) in relation to a question from Councillor Townson relating to Garthdee Alpine Sports and whether the audit had been completed, to note that the audit was complete and would be presented to this Committee in September 2017;</p> <p>(ii) in relation to a question from Councillor Townson relating to whether the grant funding for Garthdee Alpine Sports had been withheld, to note that the Head of Finance would check and advise Councillor Townson outwith the meeting;</p> <p>(iii) in relation to questions from Councillors Jackie Dunbar and Townson relating to</p>	<p>Internal Audit</p> <p>Finance</p> <p>Office of Chief Executive</p>	<p>D Hughes</p> <p>S Whyte</p> <p>A Scott</p>

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		<p>Disclosure Checks, to note that the Chief Executive would liaise with officers and provide a response to the Committee;</p> <p>(iii) to approve a delay in the audit it requested relating to whether there are adequate controls in the Programme Management Office, to quarter four of 2017/18; and</p> <p>(iv) to otherwise note the content of the report.</p>	Internal Audit	D Hughes
9.4	<b><u>Internal Audit Annual Report and Internal Financial Control Statement 2016/17 - IA/17/008</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the information provided in relation to Internal Audit's access to the CareFirst System;</p> <p>(i) to note the Internal Financial Control Statement for 2016/17;</p> <p>(ii) to note that the Chief Internal Auditor has confirmed the organisational independence of Internal Audit;</p> <p>(iii) to note that there has been limitation to the scope of Internal Audit work during 2016/17; and</p> <p>(iv) to note that no self-assessment has been undertaken as required by the Public Sector Internal Audit Standards as an external assessment is being completed by KPMG.</p>	Internal Audit	D Hughes
9.5	<b><u>Internal Audit Charter - Report by the Internal Auditor - IA/17/009</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to approve the Internal Audit Charter for implementation from 23 June 2017.</p>	Internal Audit	D Hughes
9.6	<b><u>Audit, Risk and Scrutiny Committee - Annual Report - OCE/17/007</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the information provided in relation to the Whistleblowing Policy;</p> <p>(ii) to request that a report be submitted to this Committee providing an update on the Whistleblowing Policy, how it is implemented, communicated and</p>	Office of Chief Executive	M Murchie B Muldoon



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		from the Administration and 2 nominated from the Opposition, and delegate authority to the Interim Director of Communities, Housing and Infrastructure, following consultation with Group Leaders, to set the Terms of Reference for this group.		
9.8	<b><u>Risk Management Report - CG/17/061</u></b>	<b><u>The Committee resolved:</u></b> (i) in relation to a questions from Councillors regarding the Risk Register, to note that the format for the register had been amended and following final approval from the Corporate Management Team would be issued to all directorates to ensure a standardised format was being used across the Council; that risk management training for Councillors would be amended; and that a copy of the Risk Register template would be issued to the Committee; and (ii) to otherwise note the progress in delivering the project.	Corporate Governance	N Buck
9.9	<b><u>CHI Risk Register Update - CHI/17/078</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the content of the risk register; (ii) to note the information provided in relation to individual risks; and (iii) to note that the corporate and directorate health and safety improvement plans would be discussed at the Corporate Health and Safety Committee to ensure that controls were in place.	Communities, Housing and Infrastructure	M Hearn
9.10	<b><u>Website Breach - Action Plan Update - CG/17/033</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report and the attached action plan.	IT and Transformation	J Kirkwood



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		<p>report to Council dated 9 January 2017, that Council should strike a balance between oversight of ALEOs and allowing their freedom to operate as independent legal entities; and</p> <p>(vi) to approve the adoption of Option 3: Assurance Hub Model as the Council's new ALEO operating model.</p>		
9.13	<b><u>General Fund Revenue Budget Setting - Report by the Internal Auditor - IA/AC/17/019</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the content of the report and endorse the recommendations for improvement as agreed by the Service.</p>	<p>Internal Audit All Services  Finance</p>	<p>D Hughes All Directors All Heads of Service C Smith</p>
9.14	<b><u>Vehicles and Driver Records - Report by the Internal Auditor - IA/AC/17/020</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the information provided from the Service in relation to the details within the audit report; and</p> <p>(ii) to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the Service.</p>	<p>Internal Audit Public Infrastructure and Environment</p>	<p>D Hughes W Whyte P Reid</p>
9.15	<b><u>2017/18 ACC Local Scrutiny Plan</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the content of the report and the appended scrutiny plan.</p>	<p>External Audit</p>	<p>A Shaw</p>
9.16	<b><u>Internal Audit - Follow Up of Recommendations - IA/17/011</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the additional information provided in relation to the Cleaning Payroll audit, specifically the authorisation process for timesheets;</p> <p>(ii) to note the additional information provided in relation to the Risk Management audit, specifically the reasons for the delay in the production of the Strategic Risk Register; and</p> <p>(iii) to otherwise note the content of the report and request all Services to undertake the work required to complete the outstanding</p>	<p>Internal Audit All Services</p>	<p>D Hughes All Heads of Service</p>



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		audit recommendations.		
10.1	<b><u>Appointment of Members to CHSC - CG/17/076</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the composition of the Corporate Health and Safety Committee as detailed at section 3.1 of the report as approved by Council on 17 May 2017; and (ii) to agree to appoint members to the Corporate Health and Safety Committee, the names of which to be given to Committee Services.	Committee Services	K Rennie
10.2	<b><u>Audit Scotland Value for Money National Reviews - OCE/17/010</u></b>	<b><u>The Committee resolved:</u></b> to note the detail of the Audit Scotland national reports: <ul style="list-style-type: none"> <li>• Principles for a Digital Future and</li> <li>• Local Government in Scotland: Performance and Challenges 2017.</li> </ul>	Office of Chief Executive	M Murchie
11.1	<b><u>Solar Photovoltaic Agreement - Report by the Internal Auditor - IA/17/007</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the information provided in relation to the current operation of the solar panels; (ii) to note the thanks given to the Internal Auditor for the work undertaken on the audit; and (iii) to otherwise note the content of the report.	Land and Property Assets  Internal Audit	S Booth  D Hughes

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