

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### AUDIT, RISK AND SCRUTINY COMMITTEE - THURSDAY, 22 FEBRUARY 2018

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	<b><u>Convener Announcement</u></b>	<b><u>The Committee resolved:</u></b> to note that a report in relation to Marchburn Park would be submitted to the first scheduled Operations Committee.		D McGowan
3.1	<b><u>Members are requested to intimate any declarations of interest</u></b>	<b><u>The Committee resolved:</u></b> the Committee noted there were no declarations of interest.		
5.1	<b><u>Minute of Previous Meeting of 23 November 2017</u></b>	<b><u>The Committee resolved:</u></b> to approve the minute as a correct record.		
5.2	<b><u>Minute of Meeting of the Corporate Health and Safety Committee of 25 August 2017</u></b>	<b><u>The Committee resolved:</u></b> to note the minute		
5.3	<b><u>Minute of Meeting of the Corporate Health and Safety Committee of 17 November 2017</u></b>	<b><u>The Committee resolved:</u></b> to note the minute.		

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6.1	<b><u>Committee Business Statement</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) subject to the decisions later on the agenda, to delete items 2 (Information Governance Report – Governance Standards); 3 (Information Governance Report – Release of Information to the Public); and 4 (Wellington Brae – Planning and Sustainable Development Service Review).</p> <p>(ii) to otherwise note the content of the business statement.</p>	Committee Services	K Finch
6.37	<b><u>Committee Tracker</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the content of the tracker.</p>		
7.1	<b><u>Annual Accounts 2017/18 - Action Plan and Key Dates - CG/18/002</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the content of the report.</p>	Finance	L Fullerton
7.2	<b><u>Internal Audit Progress Report - IA/18/001</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the content of the report.</p>	Internal Audit	D Hughes
7.3	<b><u>Internal Audit Plan 2018/19 - IA/18/003</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to approve the Internal Audit Plan for 2018/19.</p>	Internal Audit Committee Services (for updating Business Planner)	D Hughes K Finch
7.4	<b><u>External Audit Strategy</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the content of the report.</p>	External Audit	A Shaw

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7.5	<b><u>Information Governance - Data Governance Standards - CG/18/007</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report.	Governance	C Anderson
7.6	<b><u>Sustainable Development Service Review - Wellington Brae Update CHI/18/006</u></b>	<b><u>The Committee resolved:</u></b> (i) to note that the Planning Service Review has taken account of the requirement previously instructed by this Committee; (ii) to note the progress on the Investigation Report's Recommendations in respect of the project at Wellington Brae; (iii) to note that Audit Scotland would not be taking any further action in respect of the Wellington Brae project; and (iv) to agree that there was no misuse of public funds by former Councillor Willie Young.	Communities, Housing and Infrastructure	B Marjoram
7.7	<b><u>Response to Grenfell Tower fire - building safety - CHI/18/007</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the report and the actions taken by Aberdeen City Council and its partners to review fire safety in high rise domestic buildings; (ii) to note the Council's work programme, which was aligned with the Scottish Government Programme, provided at appendix 6 of the report; (iii) in relation to a question from Councillor McLellan, to note that the Interim Director for Communities, Housing and Infrastructure would determine the cost of issuing letters to all residents and circulate the	Communities, Housing and Infrastructure	D McGowan  B Marjoram

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		<p>information to the Committee;</p> <p>(iv) in relation to a question from Councillor Yuill, to note that the Chief Officer Corporate Landlord would provide the Committee with information relating to the number of work orders per building over the last five years including the costs of those orders; and</p> <p>(iv) to congratulate staff and partners for the high level management and response following the Grenfell Tower incident.</p>		S Booth
7.8	<b><u>Scottish Public Services Ombudsman and Inspector of Crematoria Complaint Decisions - CG/18/003</u></b>	<b>The Committee resolved:</b> to note the content of the report.	Customer	L MacKenzie
7.9	<b><u>Audit of Aberdeen Crematorium by the Federation of Burial and Cremation Authorities - CHI/18/001</u></b>	<b>The Committee resolved:</b> <p>(i) to note the content of the audit report;</p> <p>(ii) in relation to a question from Councillor Lumsden, to note that the Environment Manager would provide the Committee with details relating to the timescales for transferring the administration to the crematorium;</p> <p>(iii) in relation to a question from Councillor Yuill regarding staff working in isolation which may impact working practices, to note that the Chief Executive would provide the Committee with information following the completion of the assurance mapping exercise.</p>	<p>Communities, Housing and Infrastructure</p> <p>Office of Chief Executive</p>	<p>S Shaw</p> <p>A Scott</p>

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7.10	<b><u>Bond Governance Protocol - CG/18/004</u></b>	<p><b>The Committee resolved:</b></p> <ul style="list-style-type: none"> <li>(i) to note the Bond Governance Insider Protocol as appended to the report; and</li> <li>(ii) to note that Officer titles would be updated with the Protocol to reflect the Target Operating Model.</li> </ul>	Governance	D Nicholson
7.11	<b><u>Corporate Framework for Management of Risk - CG/18/006</u></b>	<p><b>The Committee resolved:</b></p> <ul style="list-style-type: none"> <li>(i) to approve the Risk Management Framework; and</li> <li>(ii) to agree that the appropriate Chief Officer report back to the Committee in February 2019 with an updated Framework reflecting the Target Operating Model.</li> </ul>	Governance	N Buck
7.12	<b><u>Fraud, Bribery and Corruption Policy - CG/17/154</u></b>	<p><b>The Committee resolved:</b></p> <p>to approve the updated Fraud, Bribery and Corruption Policy as appended to the report.</p>	Finance	B Muldoon
7.13	<b><u>Vehicle Maintenance Audit - AC/18/08 Update - CHI/18/008</u></b>	<p><b>The Committee resolved:</b></p> <p>to note the progress made in advancing compliance with recommendation 2.7, expenditure in the audit report on Vehicle Maintenance AC1808.</p>	Communities, Housing and Infrastructure	W Whyte
7.14	<b><u>Major IT Business Systems - IA/AC/1810</u></b>	<p><b>The Committee resolved:</b></p> <ul style="list-style-type: none"> <li>(i) to note the comments from members relating to recommendations not being completed by the implementation date and to request that Services provide realistic dates for completion for all Internal Audit recommendations;</li> <li>(ii) to otherwise note the content of the</li> </ul>	All Services	All Heads of Service/ Chief Officers

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		report and endorse the recommendations for improvement as agreed by the Service.		
7.15	<b><u>Post Election Training for New Council - IA/AC/1816</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report and endorse the recommendations for improvement as agreed by the Service.	Human Resources	M Spalding
7.16	<b><u>Nursery Education - Pre-School Commissioned Places - IA/AC/1815</u></b>	<b><u>The Committee resolved:</u></b> (i) in relation to a question from Councillor Cooke regarding the comparison between other local authorities and the Council for the take up of Early Learning and Childcare, to note that the Head of Policy, Performance and Resources would liaise with colleagues and provide a response to the Committee; (ii) in relation to questions from members regarding the paying of childcare places in advance of the school term and the discussions with external providers for changing the payment times, to note that the Head of Policy, Performance and Resources would provide the Committee with an update to advise on where the Council were with those discussions and the impact changes may have on providers; (iii) in relation to a question from Councillor Dunbar regarding whether the recommendation at 2.24 of the audit report had been completed, to note that the Head of Policy, Performance and Resources would	Education	E Couperwhite

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		<p>liaise with colleagues and provide a response to the Committee; and</p> <p>(iv) to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the Service.</p>		
7.17	<b><u>Integrated Joint Board - Integration Review - IA/AC/1724</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report and endorse the recommendations for improvement as agreed by the Service.	Health and Social Care Partnership	J Proctor
7.18	<b><u>Vehicle Usage - IA/AC/1817</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report and endorse the recommendations for improvement as agreed by the Service.	Public Infrastructure and Environment/ Human Resources	M Reilly/ M Spalding
7.19	<b><u>Your HR - IA/AC/1822</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report and endorse the recommendations for improvement as agreed by the Service.	Human Resources	M Spalding
7.20	<b><u>Children's Social Work Payments - IA/AC/1809</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report and endorse the recommendations for improvement as agreed by the Service.	Children's Services	G Simpson A Donaldson
7.21	<b><u>Adult Social Work Payroll - IA/AC/1821</u></b>	<b><u>The Committee resolved:</u></b> (i) in relation to a question from Councillor Samarai and Councillor Lumsden regarding whether the information at section 2.3.16 leading to the recommendation at section 2.3.17 would be completed on time, to note that the Chief Officer for the Health and Social Care Partnership	Health and Social Care Partnership	J Proctor

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		(ii) would liaise with colleagues and provide a response to the Committee; to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the Service.	Human Resources	T Cowan/ M Spalding
7.22	<b><u>Capital Contracts - IA/AC/1819</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) in relation to questions from Councillor Duncan and the Convener regarding estimating and scheduling and the recommendation implementation date of April 2019 at 2.4.12, to note that the Head of Land and Property Assets would discuss the recommendation with colleagues to determine if the date could be escalated;</p> <p>(ii) in relation to a question from Councillor Yuill, to note that the Head of Land and Property Assets would discuss the recommendation at 2.3.2 with colleagues in the Programme Management Office to determine an actual implementation date;</p> <p>(iii) to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the Service.</p>	Land and Property Assets	J Quinn
7.23	<b><u>Social Work Financial Assessments - IA/AC/1813</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>	Health and Social Care Partnership/ Finance	C Duncan/ A Stephen, C Smith, P Hewitt
7.24	<b><u>Bond Governance - IA/AC/1824</u></b>	<b><u>The Committee resolved:</u></b>		



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		to note the content of the report and endorse the recommendations for improvement as agreed by the Service.	Governance/ Resources	F Bell/ S Whyte
7.25	<u>Releasing Information to the Public - IA/18/004</u>	<b>The Committee resolved:</b> to note the content of the report.	Internal Audit	D Hughes
7.26	<u>Internal Audit Follow Up on Recommendations since April 15/16 - IA/18/002</u>	<p><b>The Committee resolved:</b></p> <p>(i) to agree that the five payroll related recommendations that were currently dependent on further development of the YourHR system being closed off, and the relevant functionality being tested by Internal Audit when the new Human Capital Management System was implemented;</p> <p>(ii) in relation to a question from Councillor Dunbar regarding why the date for reviewing the status of implied contracts , agreeing actions with the Services and reporting to Committee kept changing, to note that the Director of Resources would liaise with the Head of Commercial and Procurement Services and provide a response to the Committee;</p> <p>(iii) in relation to a question from Councillor Dunbar regarding Agency Staff audit and why Internal Audit had not received an update on the progress being made, to note that the Director of Resources would liaise with the Head of Commercial and Procurement Services and provide a</p>	<p>Internal Audit</p> <p>Commercial Procurement Services/ Resources and</p>	<p>D Hughes</p> <p>C Innes/ S Whyte</p>

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		<p>(iv) response to the Committee; in relation to a question from Councillor Dunbar regarding the ALEOs Management by Services audit and why Internal Audit had not received an update on the progress being made, to note that the Head of Policy, Performance and Resources would provide a response to Internal Audit and advise the Committee;</p> <p>(v) to note that the Chief Executive, Chief Officer for Governance and the Chief Internal Auditor would meet to discuss each of the outstanding audit recommendations so that a response can be provided to the Committee;</p> <p>(vi) to note that the Chief Executive would include the list of outstanding recommendations in her monthly meetings until there was a sustained improvement;</p> <p>(vii) to otherwise note the content of the report and instruct officers to undertake the actions required to complete the recommendations.</p>	<p>Education</p> <p>Office of Chief Executive/ Governance/ Internal Audit</p> <p>Office of Chief Executive</p> <p>All Services</p>	<p>E Couperwhite</p> <p>A Scott/ F Bell/ D Hughes</p> <p>A Scott</p> <p>All Heads of Service/ Chief Officers</p>

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