

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

AUDIT, RISK AND SCRUTINY COMMITTEE - TUESDAY, 26 JUNE 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
1.1	<u>Determination of Urgent Business</u>	<u>The Committee resolved:</u> there were no items of urgent business.		
2.1	<u>Determination of Exempt Business</u>	<u>The Committee resolved:</u> there were no items of exempt business.		
3.1	<u>Declarations of Interest</u>	<u>The Committee resolved:</u> to note that there were no declarations of interest.		
4.1	<u>Deputation Requests</u>	<u>The Committee resolved:</u> there were no deputation requests		
5.1	<u>Minute of Previous Meeting of 8 May 2018</u>	<u>The Committee resolved:</u> to approve the minute as a correct record.		
6.1	<u>Committee Business Planner</u>	<u>The Committee resolved:</u> (i) in relation to items 9 (Creditors Payments) and 11 (Stores Purchasing) to note that the Chief Internal Auditor advised that the draft reports has been issued to the Service and provided assurance that the reports would be presented to the meeting of this Committee on 25	Internal Audit	D Hughes

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		<p>(ii) September meeting of this Committee; in relation to a question from Councillor Townson relating to General Data Protection Regulations (GDPR) and whether benchmarking would be undertaken with other Local Authorities, to note that GDPR was new legislation and only been in operation since May 2018 and that the audit would be undertaken to provide assurance that the Council had adequate arrangements in place and that Internal Audit would not be benchmarking against other Local Authorities;</p> <p>(iii) in relation to a question from Councillor McLellan relating to GDPR training for elected members, to note that training had been offered and that for those elected members yet to receive the training additional dates would be scheduled; and</p> <p>(iv) to otherwise note the content of the report.</p>	Governance	S Inglis
7.4	<u>Internal Audit Charter - IA/18/010</u>	<p><u>The Committee resolved:</u></p> <p>(i) in relation to a question from Councillor Townson regarding whether Internal Audit had authority through the Council's Financial Regulations to have access to the same level of information pertaining to ALEO's, to note that the Director of Resources advised that Internal Audit did not have the same access as ALEO's were separate legal entities;</p>	Internal Audit	D Hughes

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		(ii) to otherwise approve the Internal Audit Charter.		
7.5	<u>Internal Audit Annual Report - IA/18/011</u>	<u>The Committee resolved:</u> (i) to note the Annual Report for 2017/18; (ii) to note that the Chief Internal Auditor had confirmed the organisational independence of Internal Audit; (iii) to note that there had been no limitation to the scope of Internal Audit work during 2017/18; and (iv) to note that during the year, KPMG completed an External Quality Assessment of Internal Audit that had already been reported to the Committee.	Internal Audit	D Hughes
7.6	<u>Internal Audit Planning - IA/18/012</u>	<u>The Committee resolved:</u> (i) to agree that a detailed single year Internal Audit plan would be prepared; (ii) to agree that the detail of themes to be covered over a three to five year period would be made more explicit in the planning documentation without identifying the specific area to be reviewed to achieve desired assurance outcomes; (iii) to agree that Internal Audit and the Council's management team keep (i) and (ii) above under review, to determine if and when a multi-year plan would be more desirable; and (iv) to agree that the same timetable be used for developing the 2019/20 Audit plan.	Internal Audit	D Hughes
7.7	<u>RIPSA - Quarterly Report - GOV/18/025</u>	<u>The Committee resolved:</u>		

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		<p>(i) in relation to a question from Councillor Townson regarding training for staff, to note that the Service Manager for Legal Services would determine how the training was recorded in staff records and would provide a response to Committee;</p> <p>(ii) in relation to questions from members regarding the future reporting arrangements, to instruct the Team Leader, Governance to provide a report each quarter to provide assurance to the Committee all activity was being monitored appropriately; and</p> <p>(iii) to otherwise note the content of the report.</p>	Governance	J Buchanan J Anderson
7.8	<u>Scottish Public Services Ombudsman Decisions and Inspector of Crematoria Complaint Decisions - CUS/18/017</u>	<u>The Committee resolved:</u> to note the content of the report.	Customer Experience	L McKenzie
7.9	<u>Local Scrutiny Plan</u>	<u>The Committee resolved:</u> to note the content of the report.	External Audit	A Shaw
7.10	<u>Internal Audit Reports - Follow-up of Agreed Recommendations - IA/18/009</u>	<u>The Committee resolved:</u> <p>(i) in response to the Conveners statement regarding Services not meeting the previously agreed audit timescales to note that the Director of Resources provided an assurance that all Directors and Chief Officers would be held to task on the recommendations contained within audit reports and that the outstanding recommendations would be dealt with</p>	All Directorates	All Directors All Chief Officers

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		<p>as a priority;</p> <p>(ii) to note that where Chief Officers had not progressed audit recommendations that they would be instructed to provide a report to the Committee to explain the reasons why the deadlines had not been adhered to;</p> <p>(iii) in relation to a question from the Vice Convener regarding the Craft Workers Terms and Conditions audit and whether the issues had been resolved, to note that the Chief Officer Operations and Protective Services advised that there had been no further negotiations with Trade Unions and that he would meet with the Chief Internal Auditor with a view to move the item forward; and</p> <p>(iv) to otherwise note the content of the report.</p>	<p>Operations and Protective Services</p> <p>Internal Audit</p>	<p>M Reilly</p> <p>D Hughes</p>

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