

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### AUDIT, RISK AND SCRUTINY COMMITTEE - TUESDAY, 25 SEPTEMBER 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	<b><u>Members are requested to determine whether any urgent business be considered</u></b>	<b>The Committee resolved:</b> to note there was no urgent business		
2.1	<b><u>Members are requested to determine that any exempt business be considered with the Press and Public excluded</u></b>	<b>The Committee resolved:</b> In terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of item 9.1 on the agenda so as to avoid disclosure of exempt information of the class described in paragraph 14.		
3.1	<b><u>Members are requested to intimate any declarations of interest</u></b>	<b>The Committee resolved:</b> to note the declarations of interest.	Governance	K Finch
4.1	<b><u>Request for Deputation</u></b>	<b>The Committee resolved:</b> to note there were no deputation requests.		
5.1	<b><u>Minute of Previous Meeting of 26 June 2018</u></b>	<b>The Committee resolved:</b> to approve the minute as an accurate record.	Governance	K Finch

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6.1	<b><u>Committee Business Planner</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note that items 6 (Transformation), 9 (Devolved Education Management), 11 (Internal Transport Tendering Procedures) and 14 (Digital Strategy) would be transferred to the 4 December 2018 meeting;</p> <p>(ii) to note that items 18 (Health and Social Care Partnership Charging Policy) and 22 (Money Laundering) would be transferred to the 14 February 2019 meeting; and</p> <p>(iii) to otherwise note the content of the business planner.</p>	Governance	K Finch
7.1	<b><u>Notice of Motion</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note that there were no Notices of Motion.</p>		
8.1	<b><u>Information Governance Annual Statement 2017-2018 - GOV/18/072</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the information provided about the Council's information governance performance at sections 3.1 – 3.5 and in the Information Governance Report at Appendix 1; and</p> <p>(ii) to note the implementation of changes made through the Council's GDPR readiness approach, as part of the Council's wider information assurance improvement plan at sections 3.6 – 3.9.</p>	Governance	C Anderson H Cannings
8.2	<b><u>Corporate Risk Register - GOV/018/076</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the Corporate Risk Register as set out in Appendix A;</p> <p>(ii) to note that the Corporate Risk Register would be further developed</p>	Governance	R McKean

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		<p>to correlate risks with organisational outcomes and that this would be completed as the Local Outcome Improvement Plan is refreshed;</p> <p>(iii) to note the progress being made with finalising Cluster Risk Registers for all Chief Officer areas and the proposed timetable for reporting those to relevant committees as set out in Appendix B; and</p> <p>(iv) in response to questions from Councillors Allard and Donnelly regarding the Workforce of the Future Risk specifically around the potential impact of Brexit for current and future employees from the EU, to note that the Interim Chief Officer People and Organisation would provide a response to the Committee outwith the meeting.</p>	People and Organisation	M Spalding
8.3	<b><u>RIPSA Annual Report - GOV/18/073</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the update within the report and protocol; and</p> <p>(ii) in response to a question from Councillor Townson relating to section 6.2 within the protocol and the terminology for employees, to note that Officers would clarify the terminology and circulate a response to the Committee.</p>	Governance	J Anderson D Nicolson
8.4	<b><u>ALEO Assurance Hub - GOV/18/075</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the level of assurance provided by each ALEO on risk</p>	Governance	I Robertson R MacBeath

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		<p>management, financial management and governance; and</p> <p>(ii) to note that the Assurance Hub officers and ALEO Service Leads would discuss any outstanding issues identified in the appendices and identified at the Audit, Risk and Scrutiny Committee with ALEO representatives, with a view to improving the assessment ratings at the next Hub meeting.</p>		
8.5	<b><u>Fleet and MOT Issues - OPE/18/127</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to acknowledge the steps taken to address the matters raised in the FTA Audit report and be advised of the continuing Corporate Investigation enquiry; and</p> <p>(ii) in response to a question from Councillor Allard relating to the FTA Audit report stating that there was currently no detailed trend analysis for incidents and whether this was accurate, to note that the Chief Officer Operations and Protective Services would liaise with Officers and provide a response to the Committee.</p>	Operations and Protective Services	<p>W Whyte</p> <p>M Reilly</p>
8.6	<b><u>Scottish Public Services Ombudsman Decisions and Inspector of Crematoria Complaint Decisions - CUS/18/081</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the content of the report.</p>	Customer Experience	L McKenzie
8.7	<b><u>Internal Audit Progress Report - IA/18/016</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the content of the report.</p>	Internal Audit	D Hughes

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8.8	<b><u>Timesheets and Allowances - IA/AC1909</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) in response to questions regarding when the new payroll system would be in place, to note that testing of the system was underway and that the system would be available early in 2019 and if the timescales were to change due to the results of testing that the Committee would be informed; 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>Customer</p> <p>People and Organisation Operations and Protective Services Internal Audit</p>	<p>A MacDonald</p> <p>M Spalding</p> <p>M Reilly</p> <p>D Hughes</p>
8.9	<b><u>General Data Protection Regulations - IA/AC/1904</u></b>	<p><b>The Committee resolved:</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 Customer Experience Governance</p> <p>Commissioning Operations - Education Corporate Landlord</p>	<p>D Hughes W Connell</p> <p>H Cannings J Anderson S Inglis A Watson E Sheppard</p> <p>N Strachan</p>
8.10	<b><u>Universal Credit and Housing Rent - IA/AC1909</u></b>	<p><b>The Committee resolved:</b></p> <p>to note the content of the report and endorse the recommendations for improvement as agreed by the Service.</p>		
8.11	<b><u>Debtors System - IA/AC1902</u></b>	<p><b>The Committee resolved:</b></p> <p>to note the content of the report and endorse</p>		

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		the recommendations for improvement as agreed by the Service.		
8.12	<b><u>VAT - IA/AC1906</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.		
8.13	<b><u>Creditors Payments - IA/AC1901</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.		
8.14	<b><u>Fixed Asset Register - IA/AC1823</u></b>	<b><u>The Committee resolved:</u></b> (i) in response to a question from Councillor Allard regarding whether there had been any breaches relating to publishing the Common Good register, to note that if there had been, information would be circulated to the Committee; and (ii) to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the Service.		
8.15	<b><u>Stores Purchasing - IA/AC1829</u></b>	<b><u>The Committee resolved:</u></b> (i) in response to a question from Councillor Duncan regarding why contracts had not been signed by suppliers that were still being used, to note that the Chief Officer Commercial and Procurement would liaise with officers and provide a response to the Committee; (ii) to otherwise note the content of the report and endorse the		

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		recommendations for improvement as agreed by the Service.		
8.16	<b><u>External Audit Annual Report</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report.		
8.17	<b><u>Audit Scotland's Report on Councils' Use of Arm's Length Organisations - GOV/18/078</u></b>	<b><u>The Committee resolved:</u></b> (i) to note that there were no direct recommendations for Aberdeen City Council within Audit Scotland's report; (ii) to endorse the Council's proposed response to the report's recommendations; and (iii) to congratulate staff involved with the ALEO Hub for the work undertaken to date and the positive audit report.		
8.18	<b><u>Accounts Commission - Local Government in Scotland Challenges and Performance 2018 - GOV/018/077</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the report from the Accounts Commission; and (ii) to note the responses from officers against the recommendations contained in the Accounts Commission report.		
8.19	<b><u>Follow up on Agreed Internal Audit Recommendations - GOV/18/171</u></b>	<b><u>The Committee resolved:</u></b> to instruct the Chief Internal Auditor to continue to monitor and report to this Committee on all outstanding audit recommendations.		
8.20	<b><u>Internal Audit Follow Up on Agreed Recommendations - AI/18/015</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report and request all Services to undertake the work required to complete the outstanding audit recommendations.		

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9.1	<b><u>Corporate Investigation Team Annual Report 2017/18</u></b>	<b>The Committee resolved:</b> to note the level of activity and statistics undertaken during the year.		

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)