

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### AUDIT, RISK AND SCRUTINY COMMITTEE - TUESDAY, 4 DECEMBER 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>Determination of Urgent Business</u></b>	<b><u>The Committee resolved:</u></b> There were no urgent items of business		
2.1	<b><u>Determination of Exempt Business</u></b>	<b><u>The Committee resolved:</u></b> There were no items of exempt business		
3.1	<b><u>Declarations of Interest</u></b>	<b><u>The Committee resolved:</u></b> to note that Councillor Duncan declared an interest in item 8.3 (ALEO Assurance Hub Annual Review) by virtue of her position as a Board Member of Aberdeen Performing Arts and considered that the nature of her interest did not require her to leave the meeting at that item on the agenda.	Governance	K Finch
5.1	<b><u>Minute of Previous Meeting of 25 September 2018</u></b>	<b><u>The Committee resolved:</u></b> (i) in relation to article 6, resolution (i) to request Councillor Allard to raise his questions with the Chief Officer Organisational Development; and (ii) to otherwise approve the minute as a correct record.	Resources	I Newcombe

	Item Title	Committee Decision	Services Required to take action	Officer to Action
6.1	<b><u>Committee Business Planner</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the business planner.		
8.1	<b><u>SPSO Decisions, Inspector of Crematoria Complaint Decisions - CUS/18/297</u></b>	<b><u>The Committee resolved:</u></b> (i) in response to a question from Councillor Duncan relating to whether there was a system in place for officers to view previous complaints to ensure that lessons were learnt, to note that there was a system in place and that the Chief Officer Governance would liaise with officers to determine how the information could be presented to the Committee; and (ii) to otherwise note the content of the report.	Governance Customer	F Bell L McKenzie
8.2	<b><u>RIPSA Activity - GOV/18/073</u></b>	<b><u>The Committee resolved:</u></b> (i) in response to a question from Councillor Townson relating to whether the names of the Authorising Officers were available to the public, to note that a response would be circulated to the Committee outwith the meeting; and (ii) to otherwise note the content of the report.	Governance	A Thomson
8.3	<b><u>ALEO Assurance Hub Annual Review - GOV/18/235</u></b>	<b><u>The Committee resolved:</u></b> (i) to approve the revised ALEO Assurance Hub Terms of Reference as attached as Appendix A to the report; and (ii) to note the ALEO Assurance Work Plan for 2019 as attached as Appendix B to the report.	Governance	R McKean

	Item Title	Committee Decision	Services Required to take action	Officer to Action
8.4	<b><u>MOT Issues - OPE/18/236</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) in response to questions from members regarding whether vehicles without a valid MOT were fully insured, to note that the Chief Officer Governance would liaise with colleagues and provide a response outwith the meeting;</p> <p>(ii) to otherwise note the findings and recommendations of the Internal Corporate Investigation into the use of Council vehicles without an MOT certificate.</p>	Governance Resources	F Bell J Belford
8.5	<b><u>Internal Audit Progress Report - IA/18/017</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to request the Chief Internal Auditor to include in the 2019/20 Internal Audit Plan, an audit in relation to the Councils' Travel Policy to give assurance that the Council had appropriate arrangements in place; and</p> <p>(ii) to otherwise note the content of the report.</p>	Internal Audit	D Hughes
8.6	<b><u>Transformation - IA/AC/1910</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>	Internal Audit Governance Resources	D Hughes F Bell J Belford I Newcombe
8.7	<b><u>Devolved Education Management - IA/AC/1903</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>	Internal Audit Operations Finance	D Hughes S McPhee E Sheppard B Dow

	Item Title	Committee Decision	Services Required to take action	Officer to Action
8.8	<b><u>Internal Transport Tendering Procedures - IA/AC/1830</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.	Internal Audit Operations Commissioning	D Hughes W Whyte C Innes
8.9	<b><u>Business Rates - IA/AC/1911</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.	Internal Audit Customer	D Hughes W Connell
8.10	<b><u>Internal Audit Follow Up on Recommendations IA/18/018</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.	Internal Audit All Directorates	D Hughes All Directors All Chief Officers

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)