

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

AUDIT, RISK AND SCRUTINY COMMITTEE - THURSDAY, 14 FEBRUARY 2019

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>Urgent Business</u> | The Committee resolved: There was no urgent business | | |
| 2.1 | <u>Exempt Business</u> | The Committee resolved: There was no exempt business | | |
| 3.1 | <u>Declarations of Interest</u> | The Committee resolved: to note that Councillor Duncan declared an interest in item 8.3 (ALEO Assurance Hub) 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 |
| 4.1 | <u>Requests for Deputation</u> | The Committee resolved: There were no requests | | |
| 5.1 | <u>Minute of Previous Meeting of 4 December 2018</u> | The Committee resolved: to approve the minute as a correct record. | Governance | K Finch |

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| 6.1 | <u>Committee Business Planner</u> | <u>The Committee resolved:</u> to note the content of the business planner. | Governance | K Finch |
| 7.1 | <u>Notice of Motion</u> | <u>The Committee resolved:</u> There were no Notices of Motion | | |
| 8.1 | <u>Annual Accounts 2018/19 – Action Plan and Key Dates - RES/19/166</u> | <u>The Committee resolved:</u> to note the content of the report. | Finance | L Fullerton |
| 8.2 | <u>SPSO Decisions, Inspector of Crematoria Complaint Decisions - CUS/19/027</u> | <u>The Committee resolved:</u> to note the content of the report. | Customer Experience | L McKenzie |
| 8.3 | <u>ALEO Assurance Hub - GOV/19/029</u> | <u>The Committee resolved:</u> (i) in relation to questions raised around the timescales for the recruitment process for appointing a permanent Managing Director for Bon Accord Care Ltd; to note that the Chief Officer People and Organisation would determine if the timescales could be amended and would circulate a response to the Committee; (ii) to note the level of assurance provided by each ALEO on risk management, financial management and governance; and (iii) to note that Assurance Hub officers and ALEO Service Leads will discuss any outstanding issues identified in the appendices and identified at the | People Organisation and Governance Finance | I Newcombe V Cuthbert R MacBeath P Dixon |

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| | | fully implemented. | Commercial Procurement & | C Innes |
| 8.7 | <u>Voluntary Severance / Early Retirement (VSER) Scheme - IA/AC/1913</u> | <u>The Committee resolved:</u> (i) to note the content of the report; and (ii) to note that the recommendation contained in the audit report had been fully implemented. | Internal Audit/ People Organisation & | D Hughes I Newcombe |
| 8.8 | <u>National Care Home Contract - IA/AC/1920</u> | <u>The Committee resolved:</u> to note the content of the report and endorse the recommendations for improvement as agreed by the relevant function. | Internal Audit/ Commercial & Procurement H&SCP | D Hughes J Stewart-Coxon M Allan |
| 8.9 | <u>NPS Housing System - IA/AC/1917</u> | <u>The Committee resolved:</u> (i) to note that the Communities and Housing Area Manager would liaise with colleagues to determine whether the implementation date in relation to audit recommendation 2.1.4 could be brought forward and would circulate a response to the Committee; and (ii) to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the relevant function. | Early Intervention & Community Empowerment Internal Audit/ Early Intervention & Community Empowerment/ Digital Technology & | N Carnegie D Hughes/ D McGowan, D Bryce, E Hay, N Carnegie J Kirkwood |
| 8.10 | <u>Health and Safety - IA/AC/1918</u> | <u>The Committee resolved:</u> to note the content of the report and endorse the recommendations for improvement as agreed by the relevant function. | Internal Audit/ Governance/ | D Hughes C Leaver |
| 8.11 | <u>Prevention of Fraud, Bribery and Corruption - IA/AC/1916</u> | <u>The Committee resolved:</u> (i) to note that the Chief Officer | Governance | F Bell |

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| | | <p>Governance would determine whether training for elected members on prevention of fraud, bribery and corruption could be included in the elected member development programme and would circulate a response to the Committee;</p> <p>(ii) to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the relevant function.</p> | Internal Audit/ Governance/ Finance | D Hughes/ F Bell, B Muldoon/ J Belford |
| 8.12 | <u>Bond Trust Deed - IA/AC/1921</u> | <p><u>The Committee resolved:</u></p> <p>(i) to note the thanks to the Internal Audit team for the constructive and proportionate audit report; and</p> <p>(ii) to note the content of the report and endorse the recommendations for improvement as agreed by the relevant function.</p> | Internal Audit/ Resources/ Governance | D Hughes/ S Whyte/ F Bell |
| 8.13 | <u>External Audit Strategy</u> | <p><u>The Committee resolved:</u> to note the content of the External Audit Strategy.</p> | External Audit | A Shaw |
| 8.14 | <u>Internal Audit Follow up on Recommendations - IA/19/002</u> | <p><u>The Committee resolved:</u> to note the content of the report and request that all Directors and Chief Officers undertake the work required to complete the outstanding audit recommendations.</p> | Internal Audit | D Hughes All Directors and Chief Officers |
| 9.1 | <u>ICT Access Control Policy - CUS/19/161</u> | <p><u>The Committee resolved:</u> to approve the ICT Access Control Policy as outlined in the report and at Appendix 1.</p> | Digital Technology and | L Greenwell |

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