

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### AUDIT, RISK AND SCRUTINY COMMITTEE - WEDNESDAY, 26 JUNE 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>	<b>The Committee resolved:</b> There were no items of urgent business.		
2.1	<u>Determination of Exempt Business</u>	<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 of the agenda so as to avoid disclosure of information of the classes described in paragraphs 1 and 6 of Schedule 7(A) to the Act.		
3.1	<u>Declarations of Interest</u>	<b>The Committee resolved:</b> to note that Councillor Duncan and Councillor Avril McKenzie declared an interest in item 8.1 (ALEO Assurance Hub) by virtue of their position as Board Members of Aberdeen Performing Arts, and Councillor Graham declared an interest in item 8.1 (ALEO Assurance Hub) by virtue of his position as a Board Member of Sport Aberdeen and considered that the nature of their interests did not require them to leave	Governance	K Finch

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		the meeting at that item on the agenda.		
4.1	<u>Deputations</u>	<b><u>The Committee resolved:</u></b> There were no requests.		
5.1	<b><u>Minute of Previous Meeting of 30 April 2019</u></b>	<b><u>The Committee resolved:</u></b> to approve the minute as a correct record.	Governance	K Finch
6.1	<b><u>Committee Business Planner</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the business planner.	Governance	K Finch
7.1	<b><u>Notice of Motion</u></b>	<b><u>The Committee resolved:</u></b> There were no notices of motion.		
8.1	<b><u>ALEO Assurance Hub - GOV/19/294</u></b>	<b><u>The Committee resolved:</u></b> (i) in relation to a comment regarding the way in which the ratings are presented in the assurance rating tables, to note that they would be amended for future reports; (ii) in relation to a question relating to the number of EU Nationals working for Bon Accord Care, to note that the Assurance Manager would provide the information via email to the Committee; (iii) in relation to a question regarding ALEO's paying the Scottish Living Wage or the National Living Wage and whether the information could be provided to the Committee, to note that there were additional terms	Governance	V Cuthbert

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		<p>nationally and that these were being monitored and would be reflected in future reports;</p> <p>(iv) to note the level of assurance provided by each ALEO on risk management, financial management and governance; and</p> <p>(v) to note that Assurance Hub officers and ALEO Service Leads will discuss any outstanding issues identified in the appendices and identified at the Audit, Risk and Scrutiny Committee with ALEO representatives, with a view to further improving the assessment ratings at the next Hub meeting.</p>		
8.2	<b><u>Anti-Money Laundering - GOV/19/298</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to approve the attached Anti-Money Laundering Policy; and</p> <p>(ii) to approve the policy being incorporated into the Fraud, Bribery and Corruption Policy during the forthcoming review.</p>	Governance	D Nicolson
8.3	<b><u>Internal Audit Progress Report - IA/19/009</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) in relation to a question regarding the internal audit for Management of high-risk contracts and whether responses were still to be received from officers, to note that the Director of Resources would determine who the appropriate officers were and instruct them to respond to Internal Audit in order to progress the audit; and</p> <p>(ii) to otherwise note the content of the</p>	<p>Resources</p> <p>Internal Audit</p>	<p>S Whyte</p> <p>D Hughes</p>

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		report.		
8.4	<b><u>Internal Audit Follow Up on Recommendations - IA/19/010</u></b>	<p><b>The Committee resolved:</b></p> <ul style="list-style-type: none"> <li>(i) in relation to questions raised relating to the Craft Workers Terms and Conditions outstanding audit recommendation, to note that until Internal Audit were satisfied that the audit recommendation had been completed, the item would remain in future reports;</li> <li>(ii) to note the responses provided to various questions raised from Members; and</li> <li>(iii) to otherwise note the content of the report.</li> </ul>	Internal Audit	D Hughes
8.5	<b><u>Music Centre - IA/AC1925</u></b>	<p><b>The Committee resolved:</b></p> <ul style="list-style-type: none"> <li>(i) in relation to various questions regarding the audit recommendations and specifically recommendation 2.10.5, to instruct the Chief Officer Integrated Children's and Family Services to provide a report to the next meeting of this Committee outlining the action plan in place to address the audit recommendations; and</li> <li>(ii) to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the relevant function.</li> </ul>	<p>Integrated Children's &amp; Family Services</p> <p>Internal Audit/ Integrated Children's &amp; Family Services</p>	<p>G Simpson</p> <p>D Hughes/ E Sheppard/ B Edwards</p>
8.6	<b><u>Data Security in a Cloud Based Environment - IA/AC1912</u></b>	<p><b>The Committee resolved:</b></p> <ul style="list-style-type: none"> <li>(i) to note the updated information provided by the Chief Internal Auditor;</li> </ul>	Internal Audit	D Hughes

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		(ii) and to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the relevant function.	Digital & Technology/ Business Intelligence & Performance Management/ Integrated Children's & Family Services	S Robertson J Kirkwood C Anderson  L Beaton
8.7	<b><u>Health and Social Care Partnership Charging Policy - IA/AC1908</u></b>	<b>The Committee resolved:</b> to note the content of the report and endorse the recommendations for improvement as agreed by the relevant function.	Internal Audit/ H&SCP/  Integrated Children's & Family Services/ Finance	D Hughes/ A MacLeod/ A Stephen/ T Gillespie/  J Belford
8.8	<b><u>Local Area Network Scrutiny Summary</u></b>	<b>The Committee resolved:</b> to note the Local Area Network summary as presented.	External Audit	A Shaw
8.9	<b><u>External Audit Annual Audit Report</u></b>	<b>The Committee resolved:</b> (i) to note that the External Auditor expected to issue an unqualified independent audit opinion for the annual accounts and the registered charities for the financial period 1 April 2018 to 31 March 2019; (ii) to note that the External Auditor would amend the report to reflect that Committee noted the Annual Effectiveness Reports rather than approve them; and (iii) to otherwise note the content of the	External Audit	A Shaw

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8.10	<b><u>Audited Annual Accounts</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to concur with the thanks given from the Convener to the Chief Officer Finance and his team for the significant amount of work undertaken to complete the accounts early and have them before the Committee;</p> <p>(ii) to note the thanks from the Chief Officer Finance to his team, external partners and External Audit for the commitment and constructive communication throughout preparation of the accounts and the audit process;</p> <p>(iii) to approve the Council's audited Annual Accounts for the financial year 2018/19 for signature by the Chief Officer Finance, Chief Executive and the Council Co-leader; and</p> <p>(iv) to approve the audited Annual Accounts 2018/19 for those registered charities where the Council is the sole trustee and nominate a trustee to sign the accounts.</p>	Finance	J Belford
8.11	<b><u>RIPSA Quarterly Report - GOV/19/291</u></b>	<p><b>The Committee resolved:</b> to note the update within the report.</p>	Governance	A Thomson
8.12	<b><u>SPSO Decisions, Inspector of Crematoria Complaint Decisions - CUS/19/292</u></b>	<p><b>The Committee resolved:</b> to note the content of the report.</p>	Customer Experience	L McKenzie

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8.13	<u>Equal Pay Review - RES/19/297</u>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) in relation to a question regarding the low percentage of female apprentices and whether there was a low application rate, to note that traditionally the apprenticeships offered were for Trades, that there were now other apprenticeships available and that the Chief Officer Organisational Development would circulate information by email to the Committee;</p> <p>(ii) to note the content of the report;</p> <p>(iii) to note that the report would be circulated to the Staff Governance Committee for their information.</p>	<p>People Organisation and</p> <p>Governance</p>	<p>I Newcombe</p> <p>N Yacamini K Finch S Dunsmuir</p>
9.1	<u>Equal Pay Review - Exempt Appendix</u>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the content of the exempt appendix.</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)