

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

AUDIT, RISK AND SCRUTINY COMMITTEE - WEDNESDAY, 25 SEPTEMBER 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 were no items of urgent business.		
2.1	<u>Exempt Business</u>	The Committee resolved: There were no items of exempt business		
3.1	<u>Declarations of Interest</u>	The Committee resolved: There were no declarations of interest		
4.1	<u>Deputations</u>	The Committee resolved: There were no deputations		
5.1	<u>Minute of Previous Meeting of 26 June 2019</u>	The Committee resolved: (i) in relation to article 17, resolution (i) to request the Chief Officer Organisational Development to circulate the information requested; and (ii) to otherwise approve the minute as a correct record.	Organisational Development	I Newcombe N Yacamini

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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>Corporate Risk Register - GOV/19/379</u>	<u>The Committee resolved:</u> (i) to note the Corporate Risk Register set out in Appendix A; and (ii) to note the Corporate Assurance Map provided at Appendix B.	Governance	V Cuthbert R McKean
8.2	<u>Music Service - OPE/19/387</u>	<u>The Committee resolved:</u> (i) in relation to the retention of scanned data being retained for five years after a pupil ceases tuition compared to the suggested retention period of seven years from the Scottish Council to note that the Chief Officer Integrated Children's and Family Services would determine the reason for the reduced period of five years and circulate the information via email to the Committee; (ii) to note the content of this report; and (iii) to instruct the Chief Officer Integrated Children and Family Services to continue to monitor the progress and advise this Committee by way of Service Update when all recommendations have been met.	Integrated Children's and Family Services	G Simpson
8.3	<u>Internal Audit Progress Report - IA/19/011</u>	<u>The Committee resolved:</u> to note the content of the report.	Internal Audit	D Hughes

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8.4	<u>Internal Audit Follow up on Recommendations - IA/19/012</u>	<u>The Committee resolved:</u> (i) to agree with the request from management regarding the remaining recommendation in Internal Audit report AC1617 – Self Directed Support that it be closed off based on the implementation plan submitted to Internal Audit Ans that Internal Audit include a review of the area in the Internal Audit Plan 2020/21 to provide assurance over progress; and (ii) to otherwise note the content of the report.	Internal Audit	D Hughes
8.5	<u>Cyber Security - IA/AC/2005</u>	<u>The Committee resolved:</u> to note the content of the report.	Internal Audit/ Digital Technology and	D Hughes/ A Howe
8.6	<u>Risk Management - IA/AC/2004</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/ R McKean
8.7	<u>Rent Collection and Arrears Management - IA/AC/2006</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/ Early Intervention and Community Empowerment	D Hughes/ D McKenzie S Kerr N Carnegie
8.8	<u>Information Governance Annual Statement 2018-19 - COM/19/325</u>	<u>The Committee resolved:</u> to note the information provided about the Council's information governance performance at sections 3.1-3.5 and in the Information Governance Annual Report at Appendix 1.	Business Intelligence and Performance Management	C Anderson

	Item Title	Committee Decision	Services Required to take action	Officer to Action
8.9	<u>RIPSA Quarterly Report - GOV/19/291</u>	<u>The Committee resolved:</u> to note the content of the report.	Governance	A Thomson
8.10	<u>Scottish Public Services Ombudsman Decisions and Inspector of Cremations Complaint Decisions - CUS/19/373</u>	<u>The Committee resolved:</u> to note the content of the report.	Customer Experience	L McKenzie
9.1	<u>There are no items of exempt business at this time</u>	<u>The Committee resolved:</u> There were no items of exempt business		

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