

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

AUDIT, RISK AND SCRUTINY COMMITTEE - WEDNESDAY, 12 FEBRUARY 2020

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>Notification of Urgent Business</u>	The Committee resolved: There were no items of Urgent Business.		
2.1	<u>Determination of Exempt Business</u>	The Committee resolved: There were no items of Exempt Business.		
3.1	<u>Declarations of Interest</u>	The Committee resolved: to note that no declarations of interest were intimated.		
4.1	<u>Deputation Requests</u>	The Committee resolved: There were no deputation requests.		
5.1	<u>Minute of Previous Meeting of 4 December 2019</u>	The Committee resolved: to approve the minute as a correct record.	Governance	K Finch
6.1	<u>Committee Business Planner</u>	The Committee resolved: (i) to note that the Chief Internal Auditor was confident that the audit reports identified as being deferred until the	Internal Audit	D Hughes

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		<p>May meeting of this Committee would be submitted; and</p> <p>(ii) to otherwise note the content of the business planner.</p>	Governance	K Finch
7.1	<u>Notice of Motion</u>	<u>The Committee resolved:</u> There were no notices of motion.		
8.1	<u>Internal Audit Progress Report - IA/20/001</u>	<u>The Committee resolved:</u> <p>(i) to approve the removal of the audit relating to Craft Workers Terms and Conditions from the 2019/20 Internal Audit Plan; and</p> <p>(ii) to otherwise note the content of the report.</p>	Internal Audit	D Hughes
8.2	<u>Internal Audit Follow up on Recommendations - IA/20/002</u>	<u>The Committee resolved:</u> <p>(i) to note the responses provided to questions from members relating to individual outstanding audit recommendations; and</p> <p>(ii) to otherwise note the content of the report.</p>	Internal Audit	D Hughes
8.3	<u>Internal Audit Charter - IA/20/004</u>	<u>The Committee resolved:</u> to approve the Internal Audit Charter for implementation from 12 February 2020.	Internal Audit	D Hughes
8.4	<u>Internal Audit Plan 2020/21 - IA/20/003</u>	<u>The Committee resolved:</u> to approve the Internal Audit Plan for 2020/21.	Internal Audit/ Governance	D Hughes K Finch (for business planner)
8.5	<u>Voids - Housing Repairs - IA/AC/2010</u>	<u>The Committee resolved:</u> <p>(i) in response to a question regarding re-using locks and keys removed from properties, to note that officers would</p>	Operations & Protective Services	G Williamson

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		(ii) see if this could be implemented; to note the responses provided to questions from members; and (iii) to otherwise endorse the recommendations for improvement and agreed by the relevant function.	Customer Early Intervention & Community Empowerment Operations & Protective Services	A MacDonald D McGowan/M Smith/ N Carnegie G Williamson
8.6	<u>Income Generation - IA/AC/2001</u>	The Committee resolved: (i) to note the response provided to questions from members; and (ii) to otherwise endorse the recommendations for improvement as agreed by the relevant function.	Resources	S Whyte/ J Belford
8.7	<u>School Catering Income and Expenditure - IA/AC/2013</u>	The Committee resolved: (i) in response to a question from Councillor Graham regarding the low figure presented in relation to free school meals taken within specialist schools and why the figure differed significantly from other local authorities, to note that the Facilities Manager would provide a response by email to the Committee; (ii) to note the responses provided to questions from members; and (iii) to otherwise endorse the recommendations for improvement as agreed by the relevant function.	Operations & Protective Services Integrated Children's & Family Services Operations & Protective Services Customer Experience	A Campbell C Johnstone J Landragon B Reid
8.8	<u>Customer Access Points and Service Centre - IA/2/2012</u>	The Committee resolved: to endorse the recommendations for	Customer	J McKenzie

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		improvement as agreed by the relevant function.	Experience Governance Resources	A MacCreadie V Cuthbert J Belford S Booth
8.9	<u>Timesheets and Allowances - IA/AC/2023</u>	<u>The Committee resolved:</u> (i) to note the responses provided to questions from members; and (ii) to otherwise endorse the recommendations for improvement as agreed by the relevant function.	Customer Experience Operations & Protective Services People & Organisation	A Garden B Reid J McKenzie M Reilly K Tennant
8.10	<u>Travel Policy - IA/AC/2009</u>	<u>The Committee resolved:</u> (i) to note the responses provided to questions from members; and (ii) to otherwise endorse the recommendations for improvement as agreed by the relevant function.	Finance	C Smith
8.11	<u>External Audit Strategy</u>	<u>The Committee resolved:</u> (i) to note the thanks provided to Mr Shaw, External Auditor for his work during his time at KPMG and as the Council's External Auditor; (ii) to welcome Mr Wilkie as the new External Audit Engagement leader for the Council; and (iii) to otherwise note the content of the External Audit Strategy.	External Audit	A Shaw M Wilkie
8.12	<u>RIPSA Annual Report - GOV/20/042</u>	<u>The Committee resolved:</u> (i) to note the content of the report; and	Governance	J Anderson

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		(ii) to approve the Corporate Protocol and Procedure on Covert Surveillance as attached at Appendix A to the report.		
8.13	<u>Scottish Public Services Ombudsman Decisions and Inspector of Cremations Complaint Decisions - CUS/20/023</u>	<u>The Committee resolved:</u> to note the content of the report.	Customer Experience	L McKenzie

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