

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### AUDIT, RISK AND SCRUTINY COMMITTEE - THURSDAY, 8 OCTOBER 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	<u>Valedictory</u>	<b><u>The Committee resolved:</u></b> to instruct the clerk to write to Mr Hughes, former Chief Internal Auditor to thank him for his contributions to the Committee and to wish him well in his retirement.	Governance	K Finch
1.1	<u>Notification of Urgent Business</u>	<b><u>The Committee resolved:</u></b> There were no items of urgent business		
2.1	<u>Determination of Exempt Business</u>	<b><u>The Committee resolved:</u></b> There were no items of exempt business.		
3.1	<u>Declarations of Interest</u>	<b><u>The Committee resolved:</u></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 considered that the nature of their interests did not require them to leave the meeting at that item on the agenda.	Governance	K Finch
4.1	<u>Requests for Deputation</u>	<b><u>The Committee resolved:</u></b>		

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		There were no requests for deputation.		
5.1	<b><u>Minute of Previous Meeting of 12 February 2020</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> (i) to request the Interim Chief Internal Auditor to provide details on what a review in relation to the Council's response to the Covid-19 pandemic including the Spaces for People project would look like and the resources required to undertake the review; and (ii) to otherwise note the content of the business planner.	Internal Audit  Governance	C Harvey  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>Corporate Risk Register and Assurance Maps - COM/20/139</u></b>	<b><u>The Committee resolved:</u></b> (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	R McKean V Cuthbert
8.2	<b><u>ALEO Assurance Hub - COM/20/138</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the level of assurance provided by each ALEO on risk management, financial management and governance; and (ii) to note that Assurance Hub officers and ALEO Service Leads would	Governance  Finance Commercial &	V Cuthbert  J Belford C Innes

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		discuss any outstanding issues identified with ALEO representatives and that the Chief Officer – Finance and Head of Commercial and Procurement would continue to meet with each ALEO regularly to provide support.	Procurement	
8.3	<b><u>Information Governance Annual Report - CUS/20/135</u></b>	<b><u>The Committee resolved:</u></b> to note the information provided about the Council's information governance performance at sections 3.1 – 3.5 and in the Information Governance Report at Appendix 1.	Business Intelligence and Date Management	H Cannings S Patterson
8.4	<b><u>2019/20 Internal Audit Summary Report - IA/20/007</u></b>  The full reports are available in the <a href="#">web library</a>	<b><u>The Committee resolved:</u></b> (i) to defer the report for consideration at a Special meeting along with the associated full audit reports; (ii) to instruct the clerk to schedule a suitable date and time for a Special meeting of the Committee.	Governance Internal Audit	K Finch C Harvey
8.5	<b><u>Internal Audit Progress Report - IA/20/005</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the responses to members questions; and (ii) to otherwise note the content of the report.	Internal Audit	C Harvey
8.6	<b><u>Internal Audit Follow-up on Agreed Recommendations - IA/20/006</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the responses provided to members questions; and (i) to otherwise note the content of the report.	Internal Audit	C Harvey
8.7	<b><u>Internal Audit Annual Report 2019/20 - IA/20/008</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the response provided in	Internal Audit	C Harvey

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		<ul style="list-style-type: none"> <li>(ii) relation to a members question;</li> <li>(iii) to note the Annual Report for 2019/20;</li> <li>(iv) to note that the Chief Internal Auditor has confirmed the organisational independence of Internal Audit;</li> <li>(v) to note that there has been no limitation to the scope of Internal Audit work during 2019/20; and</li> <li>(vi) to note the outcome of Internal Audit's self-assessment against the requirements of the Public Sector Internal Audit Standards.</li> </ul>		
8.8	<b><u>Bank Reconciliations - IA/AC2101</u></b>	<b><u>The Committee resolved:</u></b> to endorse the recommendations for improvement as agreed by the relevant function.	Internal Audit Finance	C Harvey J Belford
8.9	<b><u>RIPSA Activity Report (Q1 -Q3) and IPCO Inspection 2020 - COM/20/137</u></b>	<b><u>The Committee resolved:</u></b> <ul style="list-style-type: none"> <li>(i) to congratulate officers on the work undertaken in this area;</li> <li>(ii) to note the updates within the report in respect of the Council's covert surveillance activity during Quarters 1-3 of the current year;</li> <li>(iii) to note the amendments to the Corporate Protocol and Procedure on Covert Surveillance in Appendix 1; and</li> <li>(iv) to note and endorse the Investigatory Powers Commissioner's Inspection Letter 2020, in Appendix 2.</li> </ul>	Governance	J Anderson
8.10	<b><u>Scottish Public Services Ombudsman Decisions and Inspector of Cremations Complaint Decisions - CUS/20/136</u></b>	<b><u>The Committee resolved:</u></b> to notes the details of the report.	Customer Experience	L McKenzie

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8.11	<b><u>Best Value Audit - COM/20/177</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the update regarding the forthcoming Best Value audit; and</p> <p>(ii) to instruct the Chief Officer - Governance to write to the Accounts Commission to agree arrangements for notifying the London Stock Exchange of the outcome of the Best Value Audit.</p>	Governance	F Bell V Cuthbert
8.12	<b><u>Annual Effectiveness Report 2019/20 - COM/20/140</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the annual report of the Audit, Risk and Scrutiny Committee.</p>	Governance	K Finch

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)