

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

AUDIT, RISK AND SCRUTINY COMMITTEE - WEDNESDAY, 9 DECEMBER 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>	<u>The Committee resolved:</u> there were no items of urgent business		
2.1	<u>Determination of Exempt Business</u>	<u>The Committee resolved:</u> there were no items of exempt business		
3.1	<u>Declarations of Interest</u>	<u>The Committee resolved:</u> to note that no declarations of interest were intimated.		
4.1	<u>Deputation Requests</u>	<u>The Committee resolved:</u> There were no deputation requests.		
5.1	<u>Minute of Previous Meeting of 8 October 2020</u>	<u>The Committee resolved:</u> to approve the minute as a correct record.	Governance	K Finch
5.2	<u>Minute of Special Meeting of 4 November 2020</u>	<u>The Committee resolved:</u> to approve the minute as a correct record.	Governance	K Finch
6.1	<u>Committee Business Planner</u>	<u>The Committee resolved:</u> (i) to note that items 4 (Industrial and Commercial Property Rental Income and Void Control), 6 (HR/Payroll System), 7 (Vehicle Usage), 10	Governance	K Finch

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		<p>(Consilium System - HRA Building Maintenance System), 16 (Climate Change) had been deferred until February 2021 due to staff sickness within Internal Audit and the availability of officers to respond to the audits;</p> <p>(ii) to note that item 18 (Fraud, Bribery, Corruption Money Laundering Policy) had been deferred until February 2021 due to the Counter Fraud team moving from Governance to Finance and with critical fraud responses to Covid being prioritised during the transition period;</p> <p>(iii) to note that items 11 (Bon Accord Care – Budget Monitoring), 17 (Mental Health and Substance Abuse) had been deferred until May 2021 due to staff sickness within Internal Audit;</p> <p>(iv) to note the updates provided in relation to the reserve list and remove them all from the planner;</p> <p>(ii) to otherwise note the content of the business planner.</p>		
7.1	<u>Notice Of Motion</u>	<u>The Committee resolved:</u> there were no notices of motion.		
8.1	<u>Risk Appetite Statement - COM/20/227</u>	<u>The Committee resolved:</u> (i) in relation to the Risk Appetite Overarching Statement, at Financial, to replace hungry (third line down) with open; (ii) to otherwise approve the Risk Appetite Statement (RAS) attached as	Governance	R McKean V Cuthbert

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		<p>Appendix (A);</p> <p>(iii) to instruct the Chief Officer – Governance to propose amendments to the Scheme of Governance to the meeting of Full Council scheduled for 3 March 2021 to reflect the Risk Appetite Statement; and</p> <p>(iv) to instruct the ALEO Assurance Hub to consider a review of risk appetite within each ALEO as part of the Hub’s workplan for 2021.</p>		
8.2	<u>Business Continuity Policy - COM/20/228</u>	<u>The Committee resolved:</u> to approve the Business Continuity Policy attached as Appendix (A).	Governance	R McKean V Cuthbert
8.3	<u>Internal Audit Progress Report - IA/20/011</u>	<u>The Committee resolved:</u> <p>(i) to approve the proposals to remove items from the Reserve List of the revised Internal Audit Plan for 2020/21 and subject to the Committee’s consideration of a draft Internal Audit Plan for 2021/22 at its meeting scheduled for 24 February 2021, to defer items from the Reserve List as set out in Appendix C; and</p> <p>(ii) to note the possible scope and objective of the Covid 19 funding audit set out in Appendix D that would be consulted on as part of preparations for presenting the draft Internal Audit Plan for 2021/22.</p>	Internal Audit	C Harvey
8.4	<u>Internal Audit Follow Up on Approved Recommendations - IA/20/012</u>	<u>The Committee resolved:</u> <p>(i) to note the responses provided to questions from members relating to individual outstanding audit</p>	Internal Audit	C Harvey

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		(ii) recommendations; and to otherwise note the content of the report.		
8.5	<u>Performance Management - IA/AC2026</u>	<u>The Committee resolved:</u> to endorse the recommendations for improvement and agreed by the relevant function.	Internal Audit Business Intl & Perf Management	C Harvey M Murchie R Stewart
8.6	<u>Treasury Management - IA/AC2103</u>	<u>The Committee resolved:</u> to endorse the recommendations for improvement as agreed by the relevant function.	Internal Audit Finance Governance	C Harvey J Belford, C Smith, L Fullerton, N Stewart D Nicolson
8.7	<u>Academy System - Revenues and Benefits - IA/AC2102</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 and agreed by the relevant function.	Internal Audit Customer Experience	C Harvey W Connell
8.8	<u>Annual Accounts 2020/21 Action Plan and Key Dates - RES/20/231</u>	<u>The Committee resolved:</u> to note the information in relation to the 2020/21 annual accounts process contained within the report and that the Chief Officer – Finance should complete the tasks within the defined deadlines.	Finance	J Belford L Fullerton

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