

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### AUDIT, RISK AND SCRUTINY COMMITTEE - WEDNESDAY, 24 FEBRUARY 2021

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	<b><u>Notification of Urgent Business</u></b>	<b><u>The Committee resolved:</u></b> there were no items of urgent business.		
2.1	<b><u>Determination of Exempt Business</u></b>	<b><u>The Committee resolved:</u></b> there were no items of exempt business.		
3.1	<b><u>Declarations of Interest</u></b>	<b><u>The Committee resolved:</u></b> to note that Councillors Duncan and MacKenzie 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 the same item by virtue of his position as a Board Member of Sport Aberdeen and they all 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	<b><u>Deputation Requests</u></b>	<b><u>The Committee resolved:</u></b> there were no deputation requests.		
5.1	<b><u>Minute of Previous Meeting of 9 December 2020</u></b>	<b><u>The Committee resolved:</u></b> to approve the minute as a correct record.	Governance	K Finch

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6.1	<b><u>Committee Business Planner</u></b>	<p><b><u>The Committee resolved:</u></b></p> <ul style="list-style-type: none"> <li>(i) to note that items 11 (Financial Sustainability), 16 (Vehicle Usage), 17 (Climate Change) and 18 (Consilium System - HRA Building Maintenance System) had been deferred until May 2021 due to staff sickness within Internal Audit and the availability of officers to respond to the audits;</li> <li>(ii) to note that item 13 (School/Pupil Security) had been delayed until May 2021 due to the cluster not having capacity to assist with the Internal Audit review at this time due to revised Covid measures applicable between December 2020 and February 2021;</li> <li>(iii) to note that in relation to item 12 (Vehicle Replacement Policy and Procurement) that the draft report had been issued to the cluster for their comment and that a report was expected in May 2021;</li> <li>(iv) to note that in relation to item 15 (HR/Payroll System) that the draft report had been issue to the cluster for their comment and that a report was expected in May 2021;</li> <li>(v) to note that if approved, the items from the Internal Audit Plan, item 8.6 on the agenda would be added to the business planner;</li> <li>(vi) to otherwise note the content of the business planner.</li> </ul>	Governance Internal Audit	K Finch C Harvey
7.1	<b><u>Notice of Motion</u></b>	<b><u>The Committee resolved:</u></b>		

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		there were no notices of motion.		
8.1	<b><u>ALEO Assurance Hub - COM/21/048</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to approve the revised ALEO Assurance Hub Terms of Reference and note the work plan for the ALEO Assurance Hub in 2021 which had been reviewed by the Risk Board and consulted upon with the ALEOs and the relevant Conveners; and</p> <p>(ii) to note that the Assurance Manager would amend the wording in relation to the membership of the ALEO Assurance Hub to clarify the Committee Lead role as being that of an officer.</p>	Governance	V Cuthbert
8.2	<b><u>Cluster Assurance Maps and Inspections Planner - COM/21/045</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to note the Cluster Assurance Maps provided at Appendices A to N;</p> <p>(ii) to note the Inspections Planner provided at Appendix O; and</p> <p>(iii) to note the comment in paragraph 3.5 of the report.</p>	Governance	R McKean
8.3	<b><u>Internal Audit Progress Report - IA/AC/013</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to note that the draft HR/Payroll System and Vehicle Usage audit reports had been issued and were expected to be completed and submitted to the May meeting of this Committee; and</p> <p>(ii) to otherwise note the content of the report.</p>	Internal Audit	C Harvey
8.4	<b><u>Internal Audit - Follow up on Agreed Recommendations - IA/AC/014</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) in relation to Audit AC2019</p>	Finance	J Belford

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		<p>(Procurement Compliance) to note that the Chief Officer - Finance would request the Head of Commercial and Procurement to circulate by email a response relating to why the recommendations had not been completed by the original date;</p> <p>(ii) in relation to Audit AC2008 (Ring-Fenced Funding) to note that recommendations would not be completed by February 2021 and that the Chief Officer – Finance would provide the Interim Chief Internal Auditor with revised completion dates; and</p> <p>(iii) to otherwise note the content of the report.</p>	<p>Commercial and Procurement</p> <p>Finance</p> <p>Internal Audit</p>	<p>C Innes</p> <p>J Belford</p> <p>C Harvey</p>
8.5	<b><u>Internal Audit Charter - IA/21/016</u></b>	<b><u>The Committee resolved:</u></b> to approve the Internal Audit Charter as attached to the report.	Internal Audit	C Harvey
8.6	<b><u>Internal Audit Plan 2012/22 - IA/AC/015</u></b>	<b><u>The Committee resolved:</u></b> to approve the Internal Audit Plan for 2021/22.	Internal Audit Governance	C Harvey K Finch (for planner)
8.7	<b><u>Industrial and Commercial Property Rental Income and Void Control - IA/AC2017</u></b>	<b><u>The Committee resolved:</u></b> (i) to note that the Chief Officer – Corporate Landlord would circulate the link from the Council website for accessing the properties for sale or let; and (ii) to otherwise endorse the recommendations for improvement as agreed by the relevant cluster.	Corporate Landlord	S Booth
8.8	<b><u>External Audit Strategy</u></b>	<b><u>The Committee resolved:</u></b>		

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		to note the content of the External Audit Strategy.	External Audit	M Wilkie
8.9	<b><u>RIPSA Annual Report - COM/21/040</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report.	Governance	J Anderson
8.10	<b><u>Counter Fraud Policy - COM/21/050</u></b>	<b><u>The Committee resolved:</u></b> (i) to approve the Counter Fraud Policy attached at Appendix A and to note the associated Counter Fraud Policy Guidance attached at Appendix B; and (ii) to congratulate the report author for the work undertaken in relation to Counter Fraud.	Finance	C Smith
8.11	<b><u>Scottish Public Services Ombudsman Decisions and Inspector of Cremations Complaint Decisions - CUS/21/136</u></b>	<b><u>The Committee resolved:</u></b> 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](mailto:kfinch@aberdeencity.gov.uk)