

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

AUDIT, RISK AND SCRUTINY COMMITTEE - WEDNESDAY, 29 SEPTEMBER 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	<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 the following declarations of interest were intimated: (1) Councillor Graham declared an interest in item 8.1 (ALEO Assurance Hub) by virtue of him being an Aberdeen City Council appointee as a Director of Sport Aberdeen and he considered that the nature of his interest did not require him to leave the meeting at that item on the agenda; (2) the Convener declared an interest in item 8.10 (Bon Accord Care Budget Monitoring) by virtue that a family member received care from Bon	Governance	K Finch

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		<p>Accord Care and he considered that the nature of his interest did not require him to leave the meeting at that item on the agenda;</p> <p>(3) Councillor Houghton declared an interest in item 8.12 (Union Terrace Gardens – Removal of Materials) by virtue of being named in the report and considered that his interest did not require him to leave the meeting at that item on the agenda; and</p> <p>(4) the Vice Convener declared an interest in item 8.12 (Union Terrace Gardens – Removal of Materials) by virtue of his involvement with the reporting of the incident and considered that the nature of his interest required him to leave the meeting and he therefore took no part in the consideration of this item.</p>		
4.1	<u>Deputations</u>	<u>The Committee resolved:</u> there were no requests for deputation.		
5.1	<u>Minute of Previous Meeting of 30 June 2021</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 item 11 (Corporate Risk Registers and Assurance Maps) had been delayed until February 2022 to enable it to be reported with similar assurance reports; (ii) to note that items 14 (IT Infrastructure), 15 (Licensing Income), 16 (Financial System Interfaces and	Governance	K Finch

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		<p>Reconciliations), 18 (Consilium System), 22 (Mental Health and Substance Abuse) and 23 (Commissioning) had been delayed until December 2021;</p> <p>(iii) to note that items 24 (Children with Disabilities – Contracts and Direct Payments) and 25 (Capital Project Management) had been delayed until February 2022;</p> <p>(iv) to note that item 26 (Marchburn Park) had been delayed due to the remedial works not being fully complete and that a report was expected in December 2021;</p> <p>(v) 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>ALEO Assurance Hub - COM/21/220</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note the level of assurance provided by each ALEO on risk management, financial management and governance;</p> <p>(ii) to note that Assurance Hub officers and ALEO Service Leads would discuss any outstanding issues identified in the appendices and identified at the Audit, Risk and Scrutiny Committee with ALEO representatives, with a view to further improving the assessment ratings at the next Hub meeting; and</p> <p>(iii) to note the response provided to</p>	Governance	V Cuthbert R McKean

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		questions from members.		
8.2	<u>Information Governance Annual Report - CUS/21/180</u>	<p>The Committee resolved:</p> <p>(i) to note the information provided about the Council's information governance performance at sections 3.1 to 3.5 and in the Information Governance Report at Appendix 1;</p> <p>(ii) in response to questions from members relating to the data breaches, to note that the Chief Officer – Data Insights would analyse the information around the data breaches and provide more detail by email to the Committee; and</p> <p>(iii) in response to a question relating to what external referred to in the graph on page 59 - Breaches by Function, to note that the Chief Officer - Data Insights would look at the data for this and provide a response by email to the Committee.</p>	Data Insights	M Murchie C Anderson
8.3	<u>Internal Audit Progress Report - IA/21/008</u>	<p>The Committee resolved:</p> <p>(i) to note the responses provided to questions from members; and</p> <p>(ii) to otherwise note the content of the report</p>	Internal Audit	C Harvey
8.4	<u>Internal Audit - Follow up on Recommendations - IA/21/009</u>	<p>The Committee resolved:</p> <p>(i) in relation to audit AC2017 and whether the date provided for the Performance Board for July 2023 was correct to note that the Director of Resources would liaise with the Chief Office – Corporate Landlord and provide a response by email to the</p>	Resources	S Whyte

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		<p>Committee; and</p> <p>(ii) to otherwise note the content of the report.</p>	Internal Audit	C Harvey
8.5	<u>Internal Audit Reporting - Proposed New Format - IA/21/010</u>	<p><u>The Committee resolved:</u></p> <p>to approve the proposed amendments to the way in which Internal Audit report progress with implementing audit recommendations.</p>	Internal Audit	C Harvey
8.6	<u>Vehicle Replacement Policy and Procurement - IA/AC/2116</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note the response provided to questions from members; and</p> <p>(ii) to otherwise endorse the recommendations for improvement and agreed by the relevant function.</p>	Internal Audit Operations & Protective Services	C Harvey J Weir
8.7	<u>Housing - Waiting List and Allocations - IA/AC/2117</u>	<p><u>The Committee resolved:</u></p> <p>to endorse the recommendations for improvement and agreed by the relevant function.</p>	Internal Audit Early Intervention & Community Empowerment	C Harvey D McGowan K Diack
8.8	<u>Health and Safety - Operations and Protective Services - IA/AC/2113</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note the response provided to questions from members; and</p> <p>(ii) to otherwise endorse the recommendations for improvement and agreed by the relevant function.</p>	Internal Audit Operations & Protective Services	C Harvey S Shaw
8.9	<u>Timesheets and Allowances - IA/AC/2114</u>	<p><u>The Committee resolved:</u></p> <p>to endorse the recommendations for improvement and agreed by the relevant function.</p>	Internal Audit People & Organisational Development	C Harvey N Yacamini
8.10	<u>Bon Accord Care Budget Monitoring - IA/AC/2110</u>	<p><u>The Committee resolved:</u></p> <p>to endorse the recommendations for improvement and agreed by the relevant</p>	Internal Audit Bon Accord Care	C Harvey N Gauld

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		function.		
8.11	<u>RIPSA Quarter 3 Report - COM/21/215</u>	The Committee resolved: to note the update within the report in respect of the Council's covert surveillance activity during quarter 3 of the current year.	Governance	J Anderson
8.12	<u>Union Terrace Gardens - Removal of Materials - COM/21/221</u>	The Committee resolved: (i) to note the events leading up to the point at which it was identified that an apparent breach of contract and of a listed building condition had occurred and the subsequent response to remedy the matter; (ii) to note that all of the Union Terrace Garden materials which had been stored at an unapproved location had been returned and were now within safe and secure storage at an approved site; (iii) to note that a full audit of all granite downtakings, and other similar related items including railings, heraldry shields and lamps, had been carried out by the Principal Contractor and that they had confirmed all items, as per the site start inventory, were accounted for and were now within safe and secure storage at an approved location; (iv) to note that Police Scotland carried out their own extensive enquiries into the incident and found that no criminality had been established and their investigation was now closed, pending any new information;	Governance Capital	F Bell J Wilson

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		<p>(v) to note that there was a breach of a listed building condition, that the Planning Authority is satisfied with the action taken by the Principal Contractor in response to that breach, and that the Planning Authority does not intend to take any further action at this time;</p> <p>(vi) to note that there was a breach of contract on the part of the Principal Contractor, that the Principal Contractor remedied the breach, and that no further action was proposed at this time;</p> <p>(vii) to note that the Chief Officer - Capital would update the outline/full business case template by October 2021 as outlined in section 8.4 of the report;</p> <p>(viii) to note that on completion of the project the Chief Officer – Capital would undertake the post project review and report this to the Capital Programme Committee, where at that stage, this Committee could request additional assurance if required;</p> <p>(ix) to note that the Chief Officer – Capital would work with the Principal Contractor to produce a reconciliation of the materials up to this point in the project and issue via Service Update to the Committee as soon as possible; and</p> <p>(x) to note the responses provided in relation to questions from members.</p>		

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