

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### AUDIT, RISK AND SCRUTINY COMMITTEE - WEDNESDAY, 4 NOVEMBER 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	<b><u>Internal Audit Summary Report</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report.	Internal Audit	C Harvey
1.1	<b><u>Shutdown of Non-Essential Spend - AC2002</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the responses to members questions; and (ii) to endorse the recommendations for improvement as agreed by the relevant cluster.	Internal Audit Finance	C Harvey J Belford, C Smith
1.2	<b><u>Car Parking and Bus Lane Enforcement Income - AC 2003</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the responses to members questions; (ii) to note that the Revenues and Benefits Manager would circulate by email, information relating to the number of appeals received against Parking Charge Notices that had been issued; and (iii) to endorse the recommendations for improvement as agreed by the relevant cluster.	Internal Audit  Customer Experience  Finance	C Harvey  W Connell  J Belford, C Smith
1.3	<b><u>Ring Fenced Funding - AC2008</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the responses to members	Internal Audit Finance	C Harvey L Fullerton

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		(ii) questions; and to endorse the recommendations for improvement as agreed by the relevant cluster.		
1.4	<b><u>Integration Joint Board Risk Management - AC2011</u></b>	<b>The Committee resolved:</b> to endorse the recommendations for improvement as agreed by the relevant cluster.	Internal Audit H&SCP	C Harvey S MacLeod A Stephen M Allan
1.5	<b><u>Civil Contingencies - AC2014</u></b>	<b>The Committee resolved:</b> to endorse the recommendations for improvement as agreed by the relevant cluster.	Internal Audit Governance	C Harvey V Cuthbert R McKean
1.6	<b><u>Financial Ledger System - AC2016</u></b>	<b>The Committee resolved:</b> to endorse the recommendations for improvement as agreed by the relevant cluster.	Internal Audit Finance	C Harvey C Smith G Stubbins
1.7	<b><u>Workforce Planning - AC2018</u></b>	<b>The Committee resolved:</b> (i) to congratulate staff on the positive report and the work done in this area; (ii) to note the response provided to members questions; and (iii) to endorse the recommendations in the report as agreed by the relevant cluster.	Internal Audit People Organisation & Organisation	C Harvey I Newcombe L Strachan
1.8	<b><u>Procurement Compliance - AC2019</u></b>	<b>The Committee resolved:</b> (i) to note that the Head of Commercial and Procurement would circulate, by email information relating to the profile of spend and the procurement controls in place for PPE during the covid-19 pandemic; (ii) to note the responses provided to	Internal Audit Commercial and Procurement	C Harvey C Innes

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		(iii) members questions; and to endorse the recommendations for improvement as agreed by the relevant cluster.	All Clusters	All Chief Officers
1.9	<b><u>Information Governance - AC2020</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report.	Internal Audit Business Intl & Performance Management	C Harvey C Anderson
1.10	<b><u>SEEMiS - AC2021</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the responses to members questions; and (ii) to endorse the recommendations for improvement as agreed by the relevant cluster.	Internal Audit Integrated Children's & Family Services	C Harvey E Shepperd
1.11	<b><u>Transformation - AC2022</u></b>	<b><u>The Committee resolved:</u></b> to endorse the recommendations for improvement as agreed by the relevant cluster.	Internal Audit Governance	C Harvey D Leslie
1.12	<b><u>Gas Servicing Contract - AC2024</u></b>	<b><u>The Committee resolved:</u></b> (i) to note that the Chief Officer – Corporate Landlord would circulate by email a response in relation to the charging policy and when this was being applied; (ii) to note that the Chief Officer – Corporate Landlord would submit a Service Update to this Committee and to the Operational Delivery Committee for their information, to provide assurance to members on the new procedures in place in connection to the capping policy; and (ii) to endorse the recommendations for	Internal Audit Corporate Landlord	C Harvey S Booth

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		improvement as agreed by the relevant cluster.		
1.13	<b><u>Social Care Commissioned Services Contract Monitoring - AC2027</u></b>	<b><u>The Committee resolved:</u></b> to endorse the recommendations for improvement as agreed by the relevant cluster.	Internal Audit Commercial Procurement &	C Harvey J Stewart-Coxon
1.14	<b><u>Fostering and Adoption Payments - AC2028</u></b>	<b><u>The Committee resolved:</u></b> to endorse the recommendations for improvement as agreed by the relevant cluster.	Internal Audit Integrated Children's & Family Services	C Harvey A Maitland

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)