

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### AUDIT, RISK AND SCRUTINY COMMITTEE - TUESDAY, 27 SEPTEMBER 2022

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>Convener Announcement</u></b>	<b><u>The Committee resolved:</u></b> to note that the Convener had indicated that questions in relation to the Service Update issued in relation to Review of Items Recorded as 'Missing' from Art Gallery and Museums Collections that was circulated to members outwith the Committee the would be taken at a later point on the agenda.		
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> in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of the following items of business:- <ul style="list-style-type: none"> <li>• 9.13 IT Infrastructure Resilience</li> </ul>	Governance	K Finch
3.1	<b><u>Declarations of Interest or Transparency Statements</u></b>	<b><u>The Committee resolved:</u></b> There were no declarations of interest or transparency statements intimated.		

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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 30 June 2022</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 delete items 4 (Internal Audit Progress Report); 5 (Internal Audit Follow up on Recommendations), 24 (Internal Audit Progress Report) and 25 (Internal Audit Follow up on Recommendations); (ii) to note that items 7 (Transformational Programme (JB Risk, Audit and Performance Committee)), 15 (Commissioning), 16 (Attendance Management), 17 (Children's Social Care – Children with Disabilities), had been delayed until December 2022; (iii) to otherwise note the content of the business planner.	Governance  Internal Audit	K Finch  J Dale
7.1	<b><u>Notices of Motion</u></b>	<b><u>The Committee resolved:</u></b> There were no notices of motion.		
8.1	<b><u>Referrals from Council, Committees or Sub Committees</u></b>	<b><u>The Committee resolved:</u></b> There were no referrals.		
9.1	<b><u>Information Governance Annual Report - CUS/22/190</u></b>	<b><u>The Committee resolved:</u></b> (i) 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; and (ii) to note that information relating to the targets set would be captured for	Data & Insights	C Anderson

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		future reports.		
9.2	<b><u>Internal Audit Progress Report - IA/AC/006</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the progress of the Internal Audit Plan; (ii) to note the progress that management has made with implementing recommendations agreed in Internal Audit reports; (iii) to note the approach to be taken for the 2023-26 audit planning process; (iv) to note the current staffing levels within Internal Audit; and (v) to note the response to members questions.	Internal Audit	J Dale
9.3	<b><u>IJB Performance Management Reporting - AC/2109</u></b>	<b><u>The Committee resolved:</u></b> to note the content of the report.	Internal Audit H&SCP	J Dale A MacLeod
9.4	<b><u>Care Management - IA/AC/007</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the content of the report; and (ii) to note the responses to members questions.	Internal Audit H&SCP Customer	J Dale S Macleod A MacDonald
9.5	<b><u>Payroll and HR System Amendments - AC/2114</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the responses to members questions; and (ii) to otherwise endorse the recommendations for improvements as agreed by the relevant Function.	Internal Audit People & Organisational Development	J Dale I Newcombe
9.6	<b><u>Staff Resourcing - AC/2215</u></b>	<b><u>The Committee resolved:</u></b> to endorse the recommendations for improvements as agreed by the relevant Function.	Internal Audit People & Organisational	J Dale L Strachan

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			Development Commissioning Finance	C Innes A Crawford
9.7	<b><u>Debt Recovery - AC/2209</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the responses to members questions; and (ii) to otherwise endorse the recommendations for improvements as agreed by the relevant Function.	Internal Audit Finance	J Dale J Belford W Connell A Crawford
9.8	<b><u>Building Maintenance System - AC/2111</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the responses to members questions; and (ii) to otherwise endorse the recommendations for improvements as agreed by the relevant Function.	Internal Audit Digital & Technology Operations & Protective Services	J Dale S Roud J Noble
1.3	<b><u>Review of Items Recorded as 'Missing' from Art Gallery and Museums Collections - Questions</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the questions from members and responses from Officers; (ii) to note that the Director of Commissioning would liaise with colleagues and circulate by email a response in relation to the process in place for recovery of items if found on Auction sites; and (iii) to note that an internal audit in relation to Heritage and Historical Assets was in the Internal Audit Plan and would be reported to this Committee at the earliest opportunity in the New Year.	Commissioning          Internal Audit	G Beattie R Sweetnam          J Dale
9.9	<b><u>External Audit Annual Report</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the content of the report; and (ii) to note that this was the last year of KPMG as External Auditors and to	External Audit	M Wilkie

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		note the thanks to them for their work over their term.		
9.10	<b><u>Audited Annual Accounts 2021-22 - RES/22/210</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to approve the Council's audited Annual Accounts for the financial year 2021/22 as presented, subject to the final amendments being agreed with external auditors as highlighted in their report, following consultation with the Chief Executive and five political group leaders; and</p> <p>(ii) to note that the presentation of the audited Annual Accounts 2020/21 for those registered charities where the Council is the sole trustee has been deferred until the next meeting of this committee on 13 December 2022.</p>	Finance	J Belford L Fullerton
9.11	<b><u>Use of Investigatory Powers Quarter 2 Report - COM/22/209</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the update within the report in respect of the Council's use of investigatory powers during Quarter 2 of the current year.</p>	Governance	J Anderson J Forsyth
9.12	<b><u>SPSO Decisions, Inspector of Crematoria Complaint Decisions - CUS/22/208</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the details of the report.</p>	Customer Experience	L McKenzie
9.13	<b><u>IT Infrastructure Resilience - AC/2201</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the responses to members questions; and</p> <p>(ii) to otherwise endorse the recommendations for improvement as agreed by the relevant Function.</p>	Internal Audit Digital & Technology  People & Organisational Development Governance	J Dale S Roud S Robertson C Falconer S Scott  R McKean

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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](mailto:kfinch@aberdeencity.gov.uk)