

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### AUDIT, RISK AND SCRUTINY COMMITTEE - THURSDAY, 28 NOVEMBER 2024

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>	<b><u>The Committee resolved:</u></b> There were no items of urgent business.		
2.1	<u>Determination of Exempt Business</u>	<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 item 10.1 (Technical Issues Relating to Audit, Risk and Scrutiny Committee 26/09/2024).	Governance	K Finch
10.1	<u>Technical Issues Relating to Audit, Risk and Scrutiny Committee 26/09/2024</u>	<b><u>The Committee resolved:</u></b> to note the content of the report.	Digital Technology &	S Roud
3.1	<u>Declaration of Interest or Transparency Statements</u>	<b><u>The Committee resolved:</u></b> There were no declarations or transparency statements.		
4.1	<u>Deputation Requests</u>	<b><u>The Committee resolved:</u></b> There were no deputation requests.		
5.1	<u>Minute of Previous Meeting of 27 June 2024</u>	<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>	<b><u>The Committee resolved:</u></b> (i) in response to a question from a member regarding the number of reports and whether the business would be concluded today, the Convener advised that he was confident business would be completed and if required Standing Orders could be suspended; and (ii) to otherwise note the content of the committee business planner.	Governance	K Finch
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 Management Annual Statement 2023-24 - CORS/24/253</u></b>	<b><u>The Committee resolved:</u></b> (i) to instruct the Chief Officer – Data and Insights to circulate information to members providing examples of lessons learnt data in relation to data protection breaches; and (ii) to otherwise note the information provided about the Council's information governance performance set out in sections 3.1 to 3.5 and in the Information Governance report at Appendix 1.	Data Insights	M Murchie C Anderson C Sim
9.2	<b><u>ALEO Assurance Hub Update - CORS/24/346</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the level of assurance provided by each ALEO on governance arrangements, risk management and financial management respectively and the risk	Governance	V Cuthbert

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		<p>ratings applied by the ALEO Assurance Hub, as detailed in appendices B-H; and</p> <p>(ii) to note that the ALEO Assurance Hub would discuss any outstanding issues specified in the appendices with ALEO representatives, with a view to maintaining low/very low risk ratings and improving any medium risk ratings to low/very low.</p>		
9.3	<b><u>Use of Investigatory Powers - Q3 &amp; Q4, 2024 - CORS/24/251</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the Council's use of covert surveillance activity during Q3 and Q4.</p>	Governance	J Anderson V Johnstone
9.4	<b><u>SPSO Decisions, Inspector of Crematoria Complaint Decisions - CORS/24/340</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note that the Customer Services Manager would liaise with colleagues and provide a response as to the whether action had been taken in relation to the feedback in the ICO report regarding measurement and recording of curtilage areas; and</p> <p>(ii) to otherwise note the details of the report.</p>	Citizen & People Services	L McKenzie
9.5	<b><u>Procurement and Commercial Improvement Programme (PCIP) Assessment 2024 - CORS-24-279</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the assurance provided by the assessment as detailed in Appendix 1.</p>	Commercial Procurement Services &	C Innes M Mackenzie
9.6	<b><u>Annual Effectiveness Report - CORS/24/339</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note that a report would be submitted to this Committee in February, in advance of the report to the April's Council meeting, which would outline the proposals for a</p>	Governance	V Cuthbert K Finch

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		<p>scrutiny approach within the Council's Scheme of Governance; and</p> <p>(ii) to otherwise note the annual report of the Audit, Risk and Scrutiny Committee.</p>		
9.7	<b><u>Annual Accounts 2024/25 - Action Plan and Key Dates - CORS/24/342</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the information in relation to the 2024/25 annual accounts process contained in the report.</p>	Finance	L Fullerton
9.8	<b><u>Internal Audit Progress Report - IA/24/012</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the progress of the Internal Audit Plan; and</p> <p>(ii) to note the progress that management had made with implementing recommendations agreed in Internal Audit reports.</p>	Internal Audit	J Dale
9.9	<b><u>Procurement Compliance - AC2412</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note that the Chief Officer – Commercial and Procurement Services would submit a report to this Committee within 2 committee cycles providing an update on the improvements that have been implemented; and</p> <p>(ii) to otherwise note the report and the attached internal audit report.</p>	<p>Commercial Procurement Services &amp;</p> <p>Internal Audit</p>	<p>C Innes M Mackenzie</p> <p>J Dale</p>
9.10	<b><u>Social Care Financial Assessments - AC2414</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) in relation to questions relating to why the 2019 charging policy was not fully implemented and the references made to the pandemic, to note that the Chief Executive would look back at the report that was submitted to</p>	Chief Executive	A Scott

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		<p>Council regarding all decisions made during Covid-19 to determine if it captured the decisions made for this service and that she would report back to this Committee; and</p> <p>(ii) to otherwise note the report and the attached internal audit report.</p>	<p>Internal Audit</p> <p>Aberdeen Health &amp; Social Care Partnership</p>	<p>J Dale</p> <p>C Wilson</p>
9.11	<b><u>Recruitment - AC2422</u></b>	<p><b><u>The Committee resolved:</u></b> to note the report and the attached internal audit report.</p>	<p>Internal Audit</p> <p>People &amp; Citizen Services</p>	<p>J Dale</p> <p>L Strachan</p>
9.12	<b><u>Allowances - AC2501</u></b>	<p><b><u>The Committee resolved:</u></b> to note the report and the attached internal audit report.</p>	<p>Internal Audit</p> <p>Revenues &amp; Benefits</p>	<p>J Dale</p> <p>W Connell</p>
9.13	<b><u>National Fraud Initiative - AC2503</u></b>	<p><b><u>The Committee resolved:</u></b> to note the report and the attached internal audit report.</p>	<p>Internal Audit</p> <p>Finance</p>	<p>J Dale</p> <p>J Belford</p>
9.14	<b><u>SEEMiS - AC2052</u></b>	<p><b><u>The Committee resolved:</u></b> to note the report and the attached internal audit report.</p>	<p>Internal Audit</p> <p>Data Insights</p>	<p>J Dale</p> <p>R Stewart</p>
9.15	<b><u>Best Value thematic report: Workforce Innovation – 2023/24 audit - EA/24/007</u></b>	<p><b><u>The Committee resolved:</u></b> to note the report and the attached Best Value thematic report on Workforce Innovation.</p>	<p>External Audit</p>	<p>M Oliphant</p> <p>A MacDonald</p>

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If you require any further information about this decision sheet, please contact Karen Finch, tel 01224 053945 or email [kfinch@aberdeencity.gov.uk](mailto:kfinch@aberdeencity.gov.uk)