

AUDIT, RISK AND SCRUTINY COMMITTEE

ABERDEEN, 25 September 2019. Minute of Meeting of the AUDIT, RISK AND SCRUTINY COMMITTEE. Present:- Councillor Flynn, Convener; Councillor Yuill, Vice-Convener; and Councillors Allan (as substitute for Councillor Graham), Copland (as substitute for Councillor Jackie Dunbar), Duncan, Lumsden, Avril MacKenzie, Townson and Wheeler (as substitute for Councillor Reynolds).

The agenda and associated reports associated with this minute can be found [here](#).

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

DECLARATIONS OF INTEREST

1. Members were requested to intimate any declarations of interest in respect of the items on the agenda.

The Committee resolved:-

to note that no declarations of interest were intimated.

MINUTE OF PREVIOUS MEETING OF 26 JUNE 2019

2. The Committee had before it the minute of their previous meeting of 26 June 2019.

The Committee resolved:-

- (i) in relation to article 17, resolution (i) to request the Chief Officer Organisational Development to circulate the information requested; and
- (ii) to otherwise approve the minute as a correct record.

COMMITTEE BUSINESS PLANNER

3. The Committee had before it the business planner as prepared by the Chief Officer Governance.

The Committee resolved:-

to note the content of the business planner.

AUDIT, RISK AND SCRUTINY COMMITTEE
25 September 2019

CORPORATE RISK REGISTER - GOV/19/379

4. The Committee had before it a report by the Chief Officer Governance which presented the Corporate Risk Register and Assurance Map to provide assurance on the Council's system of risk management.

The report recommended:-

That the Committee -

- (a) note the Corporate Risk Register set out in Appendix A; and
- (b) note the Corporate Assurance Map provided at Appendix B.

Councillor Townson sought assurance in relation to risks being de-escalated and that they would still be monitored, wherein the Chief Officer Governance advised that where risks were de-escalated from the Corporate Risk Register that the relevant Cluster would monitor the risk and where risks were escalated upwards that the Corporate Management Team would monitor the risks.

The Committee resolved:-

to approve the recommendations contained in the report.

MUSIC SERVICE - OPE/19/387

5. With reference to article 9 of its previous minute of meeting, the Committee had before it a report by the Chief Operating Officer which provided assurance through the provision of an Action Plan which detailed timescales for completion of the Internal Audit recommendations.

The report recommended:-

That the Committee -

- (a) note the content of this report; and
- (b) instruct the Chief Officer Integrated Children and Family Services to continue to monitor the progress and advise this Committee by way of Service Update when all recommendations have been met.

The Committee resolved:-

- (i) in relation to the retention of scanned data being retained for five years after a pupil ceases tuition compared to the suggested retention period of seven years from the Scottish Council to note that the Chief Officer Integrated Children's and Family Services would determine the reason for the reduced period of five years and circulate the information via email to the Committee; and
- (ii) to otherwise approve the recommendations contained in the report.

AUDIT, RISK AND SCRUTINY COMMITTEE
25 September 2019

INTERNAL AUDIT PROGRESS REPORT - IA/19/011

6. The Committee had before it a report by the Chief Internal Auditor which advised on progress against the approved 2018/19 and 2019/20 Internal Audit Plans.

The Committee resolved:-

to note the content of the report.

INTERNAL AUDIT FOLLOW UP ON RECOMMENDATIONS - IA/19/012

7. The Committee had before it a report by the Chief Internal Auditor which advised on progress made by the relevant functions with implanting recommendations that had been agreed in the Internal Audit reports.

The report recommended:-

That the Committee –

- (a) review, discuss and comment on the issues raised within the report and attached appendices; and
- (b) confirm whether it agrees with the request from management regarding the remaining recommendation in Internal Audit Report AC1617 – Self-Directed Support as detailed in appendix F to this report.

In relation to Internal Audit Report AC1806 – Corporate Landlord Responsibilities, Councillor Townson sought additional information relating to the delays in ensuring all properties were statutorily compliant, wherein the Chief Officer Corporate Landlord advised that the information on properties were contained in different systems, some within external databases and that a new system had been created to capture the information with a trial having taken in place for non-housing properties.

The Committee resolved:-

- (i) to agree with the request from management regarding the remaining recommendation in Internal Audit report AC1617 – Self Directed Support that it be closed off based on the implementation plan submitted to Internal Audit and that Internal Audit include a review of the area in the Internal Audit Plan 2020/21 to provide assurance over progress; and
- (ii) to otherwise note the content of the report.

CYBER SECURITY - IA/AC/2005

8. The Committee had before it a report by the Chief Internal Auditor which presented an audit in relation to Cyber Security which was undertaken to provide assurance that the controls detailed in the Corporate Risk Register under Corp006 – Cyber Security were effective and that Assurance Actions were progressing as planned.

AUDIT, RISK AND SCRUTINY COMMITTEE
25 September 2019

Councillor Duncan sought information regarding whether there was any operational impact on the Council not being Public Service Network (PSN) accredited, wherein the Chief Officer Digital and Technology advised that the paperwork for accreditation had been completed and that there wasn't any operational impact to the Council.

Councillor Townson sought information regarding whether incidents were reported to Police Scotland Cyber Crime Unit and whether specific staff were in place to liaise with Police Scotland, wherein the Chief Officer Digital and Technology advised that incidents were reported and that the Cyber Incident Response Team would liaise with Police Scotland.

The Committee resolved:-

to note the content of the report.

RISK MANAGEMENT - IA/AC/2004

9. The Committee had before it a report by the Chief Internal Auditor which presented an audit in relation to Risk Management which was undertaken to provide assurance over risk management arrangements that were currently in operation within the Council.

Councillor Duncan requested that the relevant officers consider delivering training on risk management to elected members, wherein the Chief Officer Governance advised that this would be considered and included in the Risk Management Policy report being submitted to this Committee in December 2019.

The Committee resolved:-

to note the content of the report and endorse the recommendations for improvement as agreed by the relevant function.

RENT COLLECTION AND ARREARS MANAGEMENT - IA/AC/2006

10. The Committee had before it a report by the Chief Internal Auditor which presented an audit in relation to Rent Collection and Arrears Management which was undertaken to consider whether rent collection and arrears processes were robust and were being complied with.

The Committee resolved:-

to note the content of the report and endorse the recommendations for improvement as agreed by the relevant function.

AUDIT, RISK AND SCRUTINY COMMITTEE
25 September 2019

INFORMATION GOVERNANCE ANNUAL STATEMENT 2018-19 - COM/19/325

11. The Committee had before it a report by the Director of Customer Services which presented the annual report on the Council's Information Governance Performance, including information about the changes implemented through the Council's information assurance improvement plan.

The report recommended:-

that the Committee note the information provided about the Council's information governance performance at sections 3.1-3.5 and in the Information Governance Annual Report at Appendix 1.

The Committee resolved:-

to approve the recommendation contained in the report.

RIPSA QUARTERLY REPORT - GOV/19/291

12. The Committee had before it a report by the Chief Officer Governance which advised that it was a requirement under paragraph 3.29 of the Scottish Government's Code of Practice for Covert Surveillance and Property interference, that Elected Members review the authority's use of covert surveillance on a quarterly basis to ensure that it is being used consistently with the local authority's policy and that that policy remains fit for purpose.

The report recommended:-

that the Committee note the update within the report.

The Committee resolved:-

to approve the recommendation contained in the report.

SCOTTISH PUBLIC SERVICES OMBUDSMAN DECISIONS AND INSPECTOR OF CREMATIONS COMPLAINT DECISIONS - CUS/19/373

13. The Committee had before it a report by the Director of Customer Services which provided information on all Scottish Public Services Ombudsman (SPSO) and Inspector of Cremations decisions made in relation to Aberdeen City Council since the last reporting cycle to provide assurance to Committee that complaints and Scottish Welfare Fund applications are being handled appropriately.

The report recommended:-

that the Committee notes the details of the report.

AUDIT, RISK AND SCRUTINY COMMITTEE
25 September 2019

The Committee resolved:-

to approve the recommendation contained in the report.

- **COUNCILLOR STEPHEN FLYNN, Convener**

AUDIT, RISK AND SCRUTINY COMMITTEE
25 September 2019