

## AUDIT, RISK and SCRUTINY

### DECISION TRACKING SHEET

**20 NOVEMBER 2014**

Please note that this statement contains a note of the decisions allocated to other Committees or to Officers to enable this Committee to track that audit recommendations and recommendations from the Committee are being actioned.

<b><u>No.</u></b>	<b><u>Minute Reference</u></b>	<b><u>A,R&amp;S Committee Decision</u></b>	<b><u>Lead Officer(s)</u></b>	<b><u>Responsible Service</u></b>	<b><u>Decision or Update</u></b>
1.	Audit and Risk 26 June Article 10	<b>System of Risk Management</b> (ii) to instruct all Services to review their business continuity arrangements and to report back to their Service Committee	CMT	All Services	This item to be referred to all Directorates and added to the Committee Business Statements for the respective Committees.
2.	Audit and Risk 26 June 14 Article 18	<b>Community Centre Internal Audit Report</b> (ii) to request that the Service take an urgent decision in relation to the recommendation that the Council make a choice as to whether it takes on responsibility for carrying out the PVG checks, or whether it allows management committees to process PVG checks through an external organisation, to enable this part of the recommendation to be progressed as soon as possible, and to delegate to officers appropriately.	G Gorman/ G Woodcock	Education, Culture and Sport	GW meeting with Legal to discuss has been postponed therefore a detailed response will follow at a later date.
3.	Audit and Risk 26 June 14 Article 20	<b>Sourcing and Management of Agency Staff – Internal Audit Report</b> (i) to request that updates on the recommendations be provided through the performance report to the Finance, Policy and Resources Committee	E Sutherland	Human Resources and Organisational Development	The Finance, Policy and Resources Committee receive a Dashboard presentation rather than a performance report so the information would need to be captured within the Dashboard. <b>Complete</b>

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4.	Audit and Risk 26 June 14 Article 23	<b>Internal Audit Follow Up</b> (iv) to note the work being done in relation to Arms Length Organisations and that a further report would be presented to the Committee in September	S Whyte	Finance	
5.	Audit and Risk 26 June 14 Article 25	<b>Social Care and Wellbeing Contracts Workplan</b> (ii) to request that updates on progress with the workplan be reported to the appropriate Committee.	A Macleod/ T Cowan	Social Care and Wellbeing	
6.	Audit and Risk 26 June 14 Article 29	<b>Service and Corporate Induction</b> (i) to request that Organisational Development carry out an analysis of all new starts from the past six months in order to evaluate their experience of induction.	E Sutherland	Human Resources and Org. Dev	The Service has confirmed that an analysis of induction for new starts over the last 6-12 months has been carried out and a copy is available. <b>Complete</b>
7.	Audit and Risk 23 Sept 14 Article 4	<b>Elected Members Development</b> to note that training for members of the Audit, Risk and Scrutiny Committee would require to be undertaken if they had not been previously trained	A McQuarrie  M Murchie	Human Resources and Org. Dev  Customer Service and Performance	When Councillors have been allocated Committee places training will be organised.  Four sessions to be scheduled prior to the Committee in November 2014.
8.	Audit and Risk 23 Sept 14 Article 14	<b>Complaints Handling Procedure</b> to request officers to undertake a sampling exercise of complaints upheld or partially upheld to determine the level of completeness specifically providing evidence for lessons learnt	N Buck	Customer Service and Performance	
9.	Audit and Risk 23 Sept 14 Article 22	<b>Supply and Delivery of Internal Audit Services</b> to note that the Finance, Policy and Resources Committee are requested to approve the preferred	M Murchie	Customer Service and Performance	FP&R agreed the recommendations at its meeting on 30 Sept 14. <b>Complete</b>

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		option			