

AUDIT, RISK and SCRUTINY

DECISION TRACKING SHEET

26 FEBRUARY 2015

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.

<u>No.</u>	<u>Minute Reference</u>	<u>A,R&S Committee Decision</u>	<u>Lead Officer(s)</u>	<u>Responsible Service</u>	<u>Decision or Update</u>
1.	Audit and Risk 26 June 14 Article 18	Community Centre Internal Audit Report (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 Woodcock	Education, Culture and Sport	<p>The Council's legal department have been investigating this from a legal perspective. Their initial advice is that "there appears to be nothing in the PVG legislation or guidance which specifically states this would be illegal [whether CC's can be required to use the Council for these checks] There are provisions governing how bodies apply on behalf of others (acting as "umbrella bodies") provided that they comply with the Code of Practice and the legislation by the rules stop short of stating that this should never be made compulsory".</p> <p>At the current time, support is being provided to assist groups to enrol with Volunteer Scotland where this has been required. Groups have been asked to sign a declaration with regards to PVG checks and</p>

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					ensure that any group hiring space within the centre also confirms their PVG position.
2.	Audit and Risk 26 June 14 Article 23	Internal Audit Follow Up (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	An Internal Audit report is included on the agenda.
3.	Audit and Risk 26 June 14 Article 25	Social Care and Wellbeing Contracts Workplan (ii) to request that updates on progress with the workplan be reported to the appropriate Committee.	A Macleod/ T Cowan	Social Care and Wellbeing	This is reported to the Education and Children's Services Committee each Committee cycle. Complete
4.	Audit and Risk 23 Sept 14 Article 4	Elected Members Development 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	D Morrison M Murchie	Human Resources and Org. Dev Customer Service and Performance	1-2-1 to be scheduled with Cllr Crockett A report is on the agenda.
5.	Audit and Risk 23 Sept 14 Article 14	Complaints Handling Procedure 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	L McKenzie	Customer Service and Performance	the sampling exercise has been carried out and a bulletin report will be submitted to Committee detailing the results and proposed next steps Complete
6.	Audit, Risk and Scrutiny 20 Nov 14 Article 4	Progress of Committee Decisions in relation to a question from Councillor Graham relating to whether the recommendations contained within the action plan had been agreed, to note that the Head of Legal and Democratic Services would liaise with the Service and provide a response to the Committee.	J MacEachran	Legal and Democratic Services	HR have analysed the feedback in relation to the Corporate Induction Process and have prepared an action plan which they are implementing. The action plan was developed as an internal process to improve the Corporate Induction Process for the future.

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					<p>Directorates/ Services All managers with new starts will take responsibility for ensuring an effective service induction takes place. HR Business Partners, Directorate Business Managers and PA's will assist the relevant line manager to ensure Chief Officer induction is planned and effective using the Chief Officer e-Induction pack and guidance.</p> <p>Complete</p>
7.	Audit, Risk and Scrutiny 20 Nov 14 Article 10	<p>Data Protection Monitoring</p> <p>(i) in relation to a question from Councillor Graham regarding concerns over Data Protection training for staff, to note that the issue would be discussed with the Corporate Management Team so that appropriate action can be taken; and</p> <p>(iii) in relation to a question from the Convener regarding the low number of fees charged for Subject Access Requests, to note that the Head of Legal and Democratic Services would liaise with the staff involved and provide a response to the Committee.</p>	J MacEachran	Legal and Democratic Services	<p>(1) Details re training and delivery contained in report on Agenda.</p> <p>(2) Services consider the circumstances of each individual case and the decision is taken on a pragmatic basis whether to charge a fee or not.</p> <p>Complete</p>
8.	Audit, Risk and Scrutiny 20 Nov 14 Article 21	<p>Whistleblowing Policy</p> <p>(i) to request Officers to report back to this Committee advising on any amendments to the Council's Whistleblowing Policy</p>	R MacBeath	Legal and Democratic Services	Report to be submitted to Committee in April 15
9.	Audit, Risk and	Corporate Health and Safety	K Rennie/	Legal and Democratic	The Local Government

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	Scrutiny 20 Nov 14 Article 22	Committee – Reporting Arrangements in relation to a question from Councillor Young regarding whether Regional Trade Union representatives could attend the Corporate Health and Safety Committee, to refer the request to the Local Government Employees Joint Consultative Committee for their consideration with a report then submitted to this Committee advising of the decision.	M Masson	Services	<p>Employees Joint Consultative Committee resolved: to note that the Chairperson, in liaison with Councillor McCaig, Convener of Audit, Risk and Scrutiny Committee would consider the views of the Committee and request that a report be submitted to the Audit, Risk and Scrutiny Committee for consideration.</p> <p>The minute reference is included on the agenda.</p>