

AUDIT AND RISK

COMMITTEE BUSINESS

8th June 2010

<u>No.</u>	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>	<u>Report Expected (if known)</u>
1.	Continuous Improvement 02.06.09 Article 13	<p><u>Risk Management Progress Update</u></p> <p>The Committee resolved to request that each Service Risk Register be reported to the appropriate Committee once every six months.</p>	<p>At its meeting on 8th September 2009 the Committee requested that the Corporate Governance Risk Register be reported to the Committee before the end of the year</p> <p>At its meeting on 3rd December 2009, the Committee agreed that a report would be submitted to this Committee twice a year to provide an update on the Service Risk Registers and to review the Corporate Risk Register.</p> <p>A report is on the agenda</p>	Director of Corporate Governance	08.06.10	08.06.10
2.	Scrutiny Panel 01.09.08 Article 12	<p><u>Audit RM-CS/SA/0601 (Legal Accounting and Costing) items 4.1.3, 4.2.1, 4.3.2 (i), 4.3.2 (ii), 4.3.3 and 4.3.4</u></p> <p>The Panel agreed to request the City Solicitor in consultation with the Internal Audit Manager to investigate the resource requirements for the implementation of Eureka and report back on the findings at the next meeting of the Panel.</p>	At its meeting on 3 October, 2008, the Panel instructed the City Solicitor in consultation with the Convener to liaise with the software consultant to identify any possible low cost interim arrangement that could be implemented until a new Council structure had been approved and to report back at the next meeting of the Panel. It was noted at its meeting on 1 December, 2008, that following discussions with the	City Solicitor Internal Auditor	08.09.09	

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			<p>software company it had not proved possible for them to provide a low cost interim solution, and that therefore implementation of changes to Eureka should be postponed until it was known if there would be any amendment to the current Council Service structure.</p> <p>This item refers to the need to re-align the Eureka database to reflect current structure and hence group bills for legal services provided correctly and timeously. This item will be progressed after the realignment of the Services.</p>			
3.	Scrutiny Panel 01.12.08 Article 10	<p><u>RM-CC/SA/0708 – Allocation of Central Charges</u></p> <p>The Panel agreed to request officers to provide benchmark information on the Council's performance in the allocation of central charges in comparison with other local authorities to all members of the Panel.</p>	<p>A separate piece of work has been undertaken on reviewing internal recharges, which includes the allocation of central charges and identifying potential areas for efficiencies.</p> <p>The outcomes identified a number of areas for improvement. For instance the need</p> <ul style="list-style-type: none"> • to identify cost drivers and the gross cost of the service areas for recharging • to ensure that information is kept up to date and current information is used • maximise income by evaluating current unit costs and prices 	Head of Finance	08.09.09	

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			<p>It is proposed that the Director of Corporate Governance and the Head of Finance will take forward the outcome of the review for the allocation of Central Charges in 2010/11.</p> <p>This will improve benchmark information on central charges for comparison with other authorities.</p>			
4.	Scrutiny Panel 19.01.09 Article 9	<p><u>Bank Reconciliations Progress Report</u></p> <p>The Panel agreed:-</p> <p>(i) that a further report be presented prior to its meeting in March which would include the Auditor's final report and the management action plan;</p> <p>(ii) to note that the value of the transactions to be processed and a review of the necessary resource requirements would be detailed in the report to be submitted to the next meeting of the Panel on 2 March, 2009.</p>	<p>At its meeting on 8 September, 2009, the Committee agreed to request the City Chamberlain to report back on progress with the recommendations on a regular basis.</p> <p>This will be a standing item on the agenda for the near future.</p> <p>Update: It is proposed, subject to the Committee's agreement, that the continuation of this standing item be reviewed as part of reporting to Committee at its meeting on 21 September 2010</p> <p>A report is on the agenda</p>	Head of Finance	08.06.10	08.06.10
5.	Audit and Risk 08.09.09 Article 5	<p><u>Tied Houses</u></p> <p>Upon considering the Property Sales Investigation follow-up report by Henderson Loggie the Committee</p>	<p>Proposed corporate register to be submitted to the Finance and Resources Committee on 28th January 2010 following each Director's report to their Service</p>	Head of Asset Management and Operations	19.01.10	21.09.10

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		resolved to instruct each Director to report to their Service Committee in the next cycle on how many tied houses were still in existence, where they were located and with a statement explaining the justification for being tied houses, and requested the Finance and Resources Committee to take a corporate overview by producing a corporate register for reporting back to the Audit and Risk Committee thereafter.	Committee. This report on the Corporate Register of Tied Houses will be reported to the Finance & Resources Committee and then to this committee.			
6.	Education, Culture & Sport 18.02.10 Article 5 resolution (iii)	<u>Walker Road Primary School Refurbishment</u> The Committee resolved to refer the item back to the Audit and Risk Committee and that a report be submitted to that Committee on the issue.	A report is on the agenda	Director for Education, Culture and Sport	08.06.10	08.06.10
7.	Audit and Risk 27.04.10 Article 11, resolution (iii)	<u>HE/SA/0931 - Homelessness - items 4.2.2(i) and (ii)</u> The Committee resolved to instruct officers to submit a report to the next meeting.	A report is on the agenda	Head of Housing and Community Safety	08.06.10	08.06.10