

## SUBMISSION OF LATE REPORT

**NAME OF COMMITTEE** : Audit, Risk and Scrutiny Committee

**DATE OF COMMITTEE** : 23 November 2017

**TITLE OF REPORT** : ALEO Assurance Hub

**Please explain why this report is late.**

The first Assurance Hub Meeting was held on 1 November 2017. The recommendations were issued to each of the ALEOs and they have provided comments back against the recommendations. These had to be revised prior to issuing the report to the Committee.

**Please explain:**

- **why this report must be submitted to the next meeting of the Council/Committee; and**
- **why it cannot be submitted to a meeting of the Council/Committee at a later date.**

The report must be presented at this meeting otherwise the recommendations contained within it will be out of date. This would lead to actions potentially not being implemented prior to the next ALEO Assurance Hub meeting.

**Director** Fraser Bell

**Date** 17/10/17

**The following section must be completed by the Convener where a report must be submitted less than three clear days<sup>1</sup> before a meeting of the Council/Committee.**

**By law, an item of business must be open to inspection by members of the public for at least three clear days before a meeting.**

**An item of business not open to inspection for three clear days may be considered at a meeting only by reason of special circumstances, which shall be specified in the minutes, and where the Convener is of the opinion that the item should be considered as a matter of urgency.**

**Please explain why you are of the opinion that the item should be considered as a matter of urgency.**

**Convener** Ian Yuill Vice Convener

**Date** 17/10/17

**Please note that under Standing Order 12.9, the Head of Legal and Democratic Services may refuse to allow any item of business on to the agenda or may withdraw any item of business from an agenda, following consultation with the Convener and Vice Convener.**

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<sup>1</sup> For example if a letter is posted on Monday advising of a meeting on Friday, it gives 3 clear days notice (i.e. Tuesday, Wednesday, Thursday). Saturday, Sunday and public holidays are included within the definition of Clear Days.