

AUDIT AND RISK

COMMITTEE BUSINESS

21st September 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>	Director of Corporate Governance	2011	2011
2	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 	Head of Finance	08.09.09	21.09.10

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			<p>information is used</p> <ul style="list-style-type: none"> maximise income by evaluating current unit costs and prices <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>			
3	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	21.09.10	21.09.10
4	Audit and Risk	<u>Tied Houses</u>	Proposed corporate register to be	Head of Asset	19.01.10	21.09.10

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	08.09.09 Article 5	Upon considering the Property Sales Investigation follow-up report by Henderson Loggie the Committee 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.	submitted to the Finance and Resources Committee on 28 th January 2010 following each Director's report to their Service Committee. This report on the Corporate Register of Tied Houses will be reported to the Finance & Resources Committee and then to this committee. A report is on the agenda	Management and Operations		
5	Audit and Risk 08.06.10 Article	<u>Walker Road Primary School Refurbishment</u> The Committee resolved:- (i) to request officers to send a letter, on behalf of the Committee, to the Health and Safety Executive urging them to redouble their efforts in relation to the investigation regarding the dumped asbestos and identify what could be done if it was discovered that any individual involved was still involved in asbestos removal; (ii) to request officers to submit a report to a future meeting on	Appropriate research is currently being undertaken. A report covering all of the issues will be submitted within 2 cycles.	Head of Asset Management and Operations	23.11.10	25.1.11

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		<p>what could be done to influence future legislation on the regulation of asbestos registered companies, and that the report also address what level of liability an individual or organisation would have if they were found to be responsible for the dumped asbestos;</p> <p>(iii) to request officers to review the relevant processes and procedures in relation to the monitoring of contracts and report back on lessons learned with a view to making improvements for the future;</p> <p>(iv) to instruct officers to report back on the apparent misconception that the Council had to procure interactive white boards from a specific supplier which had lead to a delay in the completion of the contract.</p>				
6	Housing and Environment 25.05.10 Article 15, resolution (iv)	<p><u>Refurbishment of Kepplehills Garages</u></p> <p>The Committee resolved:-</p> <p>(i) to approve recommendation (a);</p> <p>(ii) to instruct officers to report back at the next meeting providing more clarity on the</p>	<p>At its meeting on 8 June 2010, this Committee resolved:-</p> <p>(i) to instruct the Director of Housing and Environment, in consultation with the Monitoring Officer, to investigate (a) why the correct procedures had not been followed for this</p>	Director of Housing and Environment	21.09.10	21.09.10

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		<p>options set out within the report;</p> <p>(iii) to defer any decision to continue until a further investigation is conducted into cost of each garage in phase three and whether this is now best value for the Housing Revenue Account;</p> <p>(iv) to refer this matter to the Audit and Risk Committee in order for a full investigation to be undertaken; and</p> <p>(v) to request that the Chief Executive report to the Corporate Policy and Performance Committee, proposing a policy that would instruct officers to report back to a Committee with an explanation in the circumstance where a Committee decision has not been implemented within a set period of time.</p>	<p>project; (b) why the lead officer did not respond to the contract administrator on the layout of the site which included the size of the blockwork to be used; (c) whether any disciplinary action had been taken in respect of the lead officer; (d) when it was agreed that the lead officer could leave the Council, in regard to the approval of any voluntary severance package, and whether it was known at that point of the errors in relation to the project; (e) whether the Council would be entitled to reclaim any of the money that may have been paid to the lead officer on leaving the Council's employment as a result of the financial cost to the Council of errors in relation to the project; and (f) why the contract administrator did not follow up on the non response from the lead officer before the project had commenced; and</p> <p>(ii) to instruct the Director of Housing and Environment</p>			

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			to submit a comprehensive report on his findings to this Committee on 21 st September, 2010. A report is on the agenda			
7	Audit and Risk 08.06.10 Article 11, resolution (ii)	<u>HE/CA/0905 – Business Continuity Planning</u> The Committee resolved:- (ii) that in relation to Audit HE/CA/0905 (Business Continuity Planning) :- (a) to instruct all Services to test elements of their business continuity plans on an annual basis; and (b) to instruct officers to submit a report to this Committee on 21 st September, 2010, analysing the various security risks identified, particularly in relation to ICT and storage of personal data.	A report is on the agenda	Head of Customer Service and Performance	21.09.10	21.09.10
8	Finance and Resources 17.06.10 Article 34 resolution (ii)	<u>Tullos Swimming Pool – Internal Works</u> (ii) to request the Audit and Risk Committee to investigate the matter of the internal works on Tullos Swimming Pool, particularly the costs, delays and inadequate reasoning provided in this regard.		Director of Education, Culture and Sport	23.11.10	