Finance and Audit Scrutiny Committee 24 January 2024 Enquiries from Elected Members	
	Responses to Questions
Item 1	**Q&A from November 2023**
Question 1	Cllr Brown – Referred to Catering and FM and wanted to know the timescales with regards to the short-term working group.
Answer	The working group timelines are not prescriptive however the guidance for the group is for it to be a weekly meeting and for objectives and reporting to be concluded no longer than 3 months from the initial meeting which should be by the end of March. At this time it is likely that further work would be taken forward as a project.
Question 2	Cllr Brown – Referred to the Asset Sales and asked for the procedures for disposal to be circulated.
Answer	Procedure documents on 'Method of Disposals' and 'Open Market Disposal' have been circulated to members of FASC.
Question 3	Cllr Brown – Referred to open market and asked how residential property was marketed.
Answer	The volume of residential properties advertised by City Property on behalf of the council is small and not always regular. Recent residential properties were advertised on Zoopla, City Property website, X (Formerly Twitter) and LinkedIn.
Item 3	**Item 3 – Common Good**
Question 4	Cllr Kavanagh – Referred to 132 Dumbreck Road in Pollok Park and wanted to know how long this had been in the portfolio.
Answer	The property was acquired as part of Pollok Park in 1967 and has been categorised as common good since then.
Item 4d	**Item 4d – Children's holiday food programme**

Question 5	Cllr Morgan – Requested information in relation to how many applied and the sample number and also the training that will be provided.
Answer	There was a total of 79 applications of which 40 were successful. We selected a sample of 5 successful and 5 unsuccessful for review. The training refers to the requirement to meet the appropriate food handling legislation. If the organisation is preparing food themselves, they require to submit a REHIS (Royal Environmental Health Institute of Scotland) Certificate for the person(s) who will prepare the food. A copy of the REHIS Certificate is submitted with the application confirming that the person has undertaken the necessary training. If food is being bought in, the organisation is required to submit a copy of the FHIS (Food Hygiene Information Scheme) Certificate to ensure that the supplier is meeting the required standards. If neither of these are available, the organisation must register with Environmental Health Section and provide evidence of this. In terms of Child Safety, the organisation is required to submit a copy of their Child Protection Policy with the application to ensure that measures are in place to support the safety and wellbeing of the children in their care.
Item 4e	**Item 4e – Gift cards**
Question 6	Cllr Morgan – Requested information on how businesses had been identified for this scheme.
Answer	To support the number of local, independent businesses that would benefit from being part of the Scotland Loves Local Campaign, the Business Growth team within Economic Development focussed activity on increasing the number that accepted the card through direct engagement. This involved a citywide engagement strategy, which commenced in April 2022 prior to the Local Authority Covid Economic Recovery paper being brought to committee in June 2022. Prior to the engagement activity starting, Glasgow had 161 businesses signed up to participate in the Scotland Loves Local Glasgow Gift Card programme. The Business Team visited, and directly marketed, to over 2,500 local businesses. In addition, indirect marketing activity was carried out via email to a further 3,500 businesses.
Item 4g	**Item 4g – Pay360 Income Management System**
Question 7	Cllr Brown – Asked about the process for segregation of duties for penalty notices and what functionality the system provided for segregation.
Answer	The Pay360 system does have the ability to enforce segregation of duties. However, as part of the interaction with project team and NRS in relation to Vehicle Pound and the needs and requirements of this service area (which

	was conducted for all services areas prior to Go-Live), it was determined that officers at this facility required both access to receipt payments and make refunds. Although the ability to process refunds by Vehicle Pound officers is restricted to their own fund code, there is lack of segregations of duties/secondary officer approval at this establishment, with officers having the ability to do both (for enforcement or abandoned vehicles). NRS Management have therefore been asked to review the arrangements and ensure that a process is developed to ensure that any refunds of this nature are either approved prior to payment being made by a secondary officer or administered by another member of staff and adequately recorded for audit trail purposes.

This paper will be considered at the start of the committee agenda however requests for clarification on the answers can be made via the committee clerk in advance of the committee meeting.