

## COMMITTEE DECISION SHEET

### RISK, AUDIT AND PERFORMANCE COMMITTEE - TUESDAY, 4 JUNE 2024

Please let the Committee Officer know as soon as possible if you do not agree with any action proposed in this decision sheet. These are decisions of the Committee and there is an expectation that action will be taken. If for any reason it is apparent that you will not be able to act on these instructions in full or in part or that there will be a delay, please let the Committee Officer know as it may be necessary to advise the Committee or seek further instructions from the Committee.

	Item Title	Committee Decision	Services Required to take action	Officer to Action
1.1	<u>Declarations of interest or transparency statements</u>	<b><u>The Committee resolved:</u></b> to note that there were no Declarations of Interest or Transparency Statements.		
2.1	<u>Exempt business</u>	<b><u>The Committee resolved:</u></b> There was no exempt business.		
3.1	<u>Minute of Previous Meeting of 2 April 2024</u>	<b><u>The Committee resolved:</u></b> to approve the minute as a correct record.		
3.2	<u>Business Planner</u>	<b><u>The Committee resolved:</u></b> (i) to note the reasons outlined for the deferral, transfer and removal of the reports at lines 12 (Review of Financial Governance), 13 (Local Update on the full Mental Welfare Commission report) and 14 (Quarter 4 (2023/24) Financial Monitoring Report respectively; and (ii) to otherwise agree the Planner.	Governance  ACHSCP	Emma Robertson, Mark Masson (Planner)  Paul Mitchell/ Chief Finance Officer
4.1	<u>Review of Duties and Year End Report</u>	<b><u>The Committee resolved:</u></b>		

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	<u>- Annual Review of RAPC - HSCP.24.038</u>	to note the content of Appendix A of the report – Risk, Audit & Performance Duties report.		
4.2	<u>Directions Tracker - HSCP.24.035</u>	<p><b>The Committee resolved:</b></p> <p>(i) to note that an end-of-project report in respect of the Navigator Project would be presented to the Committee on 10 September 2024; and</p> <p>(ii) to otherwise note the detail and updates attached at Appendix A of the report.</p>	<p>ADP</p> <p>ACHSCP</p>	<p>Simon Rayner</p> <p>Alison MacLeod</p>
5.1	<u>Approval of Unaudited Accounts - HSCP.24.039</u>	<p><b>The Committee resolved:</b></p> <p>to note the Unaudited Final Accounts for 2023/24 at Appendix A of the report.</p>	ACHSCP	Paul Mitchell / Chief Finance Officer
5.2	<u>Internal Audit Update Report - HSCP.24.042</u>	<p><b>The Committee resolved:</b></p> <p>(i) to note the contents of the RAPC - Internal Audit Update Report June 2024 (“the Internal Audit Update Report”), as appended at Appendix A of the report, and the work of Internal Audit since the last update; and</p> <p>(ii) to note the progress against the approved 2023/24 Internal Audit Plan as detailed in the Internal Audit Update Report.</p>	Internal Audit	Jamie Dale
5.3	<u>Internal Audit Annual Report - HSCP.24.032</u>	<p><b>The Committee resolved:</b></p> <p>(i) to note the Internal Audit (IA) Annual Report 2023/24 as detailed in Appendix A of the report;</p> <p>(ii) to note that the Chief Internal Auditor had confirmed the organisational</p>	Internal Audit	Jamie Dale

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		<p>independence of Internal Audit;</p> <p>(iii) to note that there had been no limitation to the scope of Internal Audit work during 2023/24; and</p> <p>(iv) to note the progress that management had made with implementing recommendations agreed in Internal Audit reports.</p>		
6.1	<b><u>Primary Care Improvement Plan update - HSCP.24 036</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note the update presented on the PCIP, as outlined in the report; and</p> <p>(ii) to note that the annual PCIP Update report was presented to the meeting of the Integration Joint Board at its meeting on 28 November 2023.</p>	ACHSCP	Alison Penman
6.2	<b><u>Quarterly Performance Reports against the Delivery Plan - HSCP.24.034</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note that Hussein Patwa advised that he had a connection in relation to the item by virtue of him being a Member of the Diverse Experiences Advisory Panel, however having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting; and</p> <p>(ii) to otherwise note the Delivery Plan Quarter 4 Summary, the Tracker and Dashboard as appended to the report.</p>	ACHSCP	Calum Leask
7.1	<b><u>Exempt Business</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>there was no exempt business.</p>		
8.1	<b><u>Date of Next Meeting - 10 September 2024</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to note the date of the next meeting.</p>		

	<b>Item Title</b>	<b>Committee Decision</b>	<b>Services Required to take action</b>	<b>Officer to Action</b>

**If you require any further information about this decision sheet, please contact Emma Robertson, [emmrobertson@aberdeencity.gov.uk](mailto:emmrobertson@aberdeencity.gov.uk)**