GOVERNANCE

DECISION SHEET

RISK, AUDIT AND PERFORMANCE COMMITTEE - TUESDAY, 25 FEBRUARY 2025

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	Cluster Required to take action	Officer to Action
1.1	Declarations Of Interest Or Transparency Statements	The Committee resolved: there were no Declarations of Interest or Transparency Statements.		
2.1	Determination Of Exempt Business	The Committee resolved: there was no exempt business.		
3.1	Minute of Previous Meeting of 3 December 2024	The Committee resolved: to approve the minute as a correct record.		
3.2	Business Planner	The Committee resolved: (i) to note the reasons outlined for the deferral of the reports at lines 10 and 17 (Whistleblowing Updates and Board Assurance and Escalation Framework) and the removal of line 11 (Financial Position Update); (ii) to instruct the Chief Operating Officer and Business Manager to raise staff awareness of the Whistleblowing Policy through the regular	ACHSCP	Fraser Bell/ Martin Allan

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		communications to staff; and (iii) to otherwise agree the Planner.		
4.1	Annual Review of Financial Regulations and Reserves Policy - HSCP.25.011	The Committee resolved: (i) to agree the revised Financial Regulations, as at Appendix A of the report; (ii) to agree the revised Reserves Policy, as at Appendix B of the report; (iii) to instruct the Chief Finance Officer to review the JB's Financial Regulations and the Reserves Policy and present those to the Risk, Audit and Performance Committee for agreement; and (iv) to note that the Regulations and Reserves Policies would be presented to the JB for approval.		Amy McDonald Amy McDonald
5.1	Internal Audit Update Report - HSCP.25.012	The Committee resolved: (i) to note the contents of the RAPC - Internal Audit Update Report February 2025 as appended at Appendix A, and the work of Internal Audit since the last update; and (ii) to note the progress against the approved 2024/25 Internal Audit Plan as detailed in the Internal Audit Update Report.	Internal Audit	Jamie Dale
5.2	Internal Audit Plan 2025-28 - HSCP.25.013	The Committee resolved: to approve the Internal Audit Plan for 2025- 28 as attached at Appendix A of the report.	Internal Audit	Jamie Dale
6.1	Quarterly Performance Reports against the Delivery Plan - Q3 Update -	The Committee resolved: to note the assurance that progress was		

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	HSCP.25.014	being made in achieving the Delivery Plan as shown in the Delivery Plan Quarter 3 Summary, the Tracker and Dashboard as appended to the report.	ACHSCP	Calum Leask
7.1	Exempt / Confidential Business	The Committee resolved: there was no exempt business.		
8.1	Date of Next Meeting - 30 April 2025	The Committee resolved: to note the date of the next meeting.		

If you require any further information about this decision sheet, please contact Emma Robertson, emmrobertson@aberdeencity.gov.uk