

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### AUDIT, RISK AND SCRUTINY COMMITTEE - THURSDAY, 11 SEPTEMBER 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	Services Required to take action	Officer to Action
3.1	<u>Declarations of interest or Transparency Statements</u>	<b>The Committee resolved:</b> there were no declarations of interest or transparency statements intimated.		
5.1	<u>Minute of Previous Meeting of 28 July 2025</u>	<b>The Committee resolved:</b> to approve the minute as a correct record.	Governance	K Finch
6.1	<u>Committee Business Planner</u>	<b>The Committee resolved:</b> to note the business planner.	Governance	K Finch
9.1	<u>Business Continuity Annual Report - CORS/25/206</u>	<b>The Committee resolved:</b> to note the activities undertaken in 2024 and planned in 2025 to review, exercise and improve the Council's Business Continuity arrangements.	Governance	R McKean
9.2	<u>Information Governance Management Annual Report 2024-25 - CORS/25/203</u>	<b>The Committee resolved:</b> (i) in relation to a question regarding the way in which the lessons learnt information was presented, to note that the Information and Data Manager would look at alternative ways to present this data for future reports; and (ii) to note the information provided about	Data Insights	C Anderson

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		the Council's information governance performance at sections 3.1 to 3.5 and in the Information Governance Report at Appendix 1.		
9.3	<b><u>Use of Investigatory Powers Quarter 3 report CORS/25/211</u></b>	<b><u>The Committee resolved:</u></b> (i) in relation to a question regarding the cancellation of the directed surveillance and whether this meant that it was activated, then cancelled or the whole procedure was cancelled, to note that the surveillance was cancelled after a successful investigation and that officers would ensure the terminology was amended for future reports; (ii) to note the Council's use of covert surveillance activity during Q3; and (iii) to note there had been no applications to acquire communications data during Q3.	Governance	V Johnstone J Anderson
9.4	<b><u>Investigation report into Incorrect Political Listing - CORS/25/218</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the findings of the report; (ii) to note the additional controls being implemented; (iii) to note the timeline for system upgrade as being end of 2025; and (iv) to note that the bug was contained in the release notes provided to the Council however the description of the bug was insufficient to identify the implication it would have in the system.	Digital Technology &	S Roud
9.5	<b><u>SPSO Decisions, Inspector of Crematoria Complaint Decisions -</u></b>	<b><u>The Committee resolved:</u></b> to note the details of the report.	People and Citizen Services	L McKenzie

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	<b><u>CORS/25/196</u></b>			
9.6	<b><u>Update on Accounts Commission s.102 report on Council Tax Fraud - CORS/25/217</u></b>	<b>The Committee resolved:</b> (i) to note the content of the report; (ii) to note that the Accounts Commission Findings had been progressed to conclusion; and (iii) to note that the Council Tax system and process priority actions were complete.	Finance	J Belford
9.7	<b><u>Internal Audit Charter - IA/25/012</u></b>	<b>The Committee resolved:</b> (i) to approve the attached Internal Audit Charter; and (ii) to note that significant changes had been made to the Charter approved in February 2025 by the Committee to ensure compliance with the Global Internal Audit Standards (GIAS), which replaced the previously used Public Sector Internal Audit Standards (PSIAS).	Internal Audit	J Dale
9.8	<b><u>Internal Audit Update Report - IA/25/011</u></b>	<b>The Committee resolved:</b> (i) to note that the Chief Officer – Strategic Place Planning would provide an update by email relating to the status of hydrogen cars; (ii) to note the progress of the Internal Audit Plan; and (iii) to note the progress that management had made with implementing recommendations agreed in Internal Audit reports.	Strategic Place Planning  Internal Audit	D Dunne  J Dale
9.9	<b><u>Purchase Cards - AC2601</u></b>	<b>The Committee resolved:</b> to note the report and the attached internal	Internal Audit	J Dale

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		audit report.	Finance	J Belford B Bularan
9.10	<b><u>Bond Governance - AC2606</u></b>	<b><u>The Committee resolved:</u></b> to note the report and the attached internal audit report.	Internal Audit Finance	J Dale J Belford B Bularan
9.11	<b><u>Early Learning and Childcare Setting Visits - AC2605</u></b>	<b><u>The Committee resolved:</u></b> to note the report and the attached internal audit report.	Internal Audit Families & Communities	J Dale C Johnstone L Beaton

If you require any further information about this decision sheet, please contact Karen Finch, tel 01224 053945 or email [kfinch@aberdeencity.gov.uk](mailto:kfinch@aberdeencity.gov.uk)