

| | A | B | C | D | E | F | G | H | I |
|---|---|--|---|----------------------|----------------------|--------------------|---------------------------|--|---|
| 1 | AUDIT, RISK & SCRUTINY COMMITTEE BUSINESS PLANNER | | | | | | | | |
| | The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year. | | | | | | | | |
| 2 | Report Title | Minute Reference/Committee Decision or Purpose of Report | Update | Report Author | Chief Officer | Directorate | Terms of Reference | Delayed or Recommended for removal or transfer, enter either D, R, or T | Explanation if delayed, removed or transferred |
| 3 | 23 March | | | | | | | | |
| 4 | Use of Investigatory Powers Quarter 1 Report | to present the quarterly use of investigatory powers report | This is a standing item on the agenda. No report this cycle. | Jessica Anderson | Governance | Commissioning | 5.2 | R | There have been no applications or authorisations for covert surveillance made, or approved, during this quarter. Further, there have been no changes to report since the Committee considered the Annual Report on 2 February 2023. An further update will be provided in Quarter 2, at the meeting in April 2023. |
| 5 | SPSO Decisions, Inspector of Crematoria Complaint Decisions | In order to provide assurance to Committee that complaints and Scottish Welfare Fund applications are being handled appropriately, this report provides information on all Scottish Public Services Ombudsman (SPSO) and Inspector of Crematoria decisions made in relation to Aberdeen City Council since the last reporting cycle. | This is a standing item on the agenda Agenda Item 9.5 | Lucy McKenzie | Customer Experience | Customer | 6.4 | | |
| 6 | Internal Audit Update Report | To provide an update on progress of the Internal Audit Plan, Audit Recommendations Follow Up and other relevant information for the Committee. | Agenda Item 9.6 | Jamie Dale | Governance | Commissioning | 2.2 | | |
| 7 | Internal Audit Charter | To present the Internal Audit Charter | Agenda Item 9.11 | Jamie Dale | Governance | Commissioning | 2.2 | | |
| 8 | Internal Audit Plan 2023-2026 | to present the Internal Audit Plan for 2023-26 | Agenda Item 9.12 | Jamie Dale | Governance | Commissioning | 2.1 | | |
| 9 | IJB Data Sharing | The objective of this audit is to ensure that the IJB has appropriate assurance over the arrangements / procedures for data sharing between the Partners themselves, (Aberdeen City Council and NHS Grampian) and other agencies responsible for delivering health and social care arrangements in respect of delegated functions and in line with the IJB's strategic directions. | Agenda Item 9.7 | Jamie Dale | Governance | Commissioning | 2.2 | | |

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| 10 | Lease Financing | The objective of this audit is to ensure that lease financing decisions are based on sound business and financial criteria and that appropriate control is exercised over lease agreements, payments, and record-keeping. | Agenda Item 9.8 | Jamie Dale | Governance | Commissioning | 2.2 | | |
| 11 | Following the Public Pound | The objective of this audit is to ensure that there is proper accountability for public funds used in delivering services, irrespective of the means of service delivery. | Agenda Item 9.9 | Jamie Dale | Governance | Commissioning | 2.2 | | |
| 12 | Benefits Quality Assurance Process | The objective of this audit is to ensure the Council's quality assurance processes over rent allowances, rent rebates and council tax reduction benefits ensure benefit claims are supported, accurately calculated, verified, and properly recorded for subsidy purposes. | Agenda Item 9.10 | Jamie Dale | Governance | Commissioning | 2.2 | | |
| 13 | ALEO Workplan 2023 and Terms of Reference | To present the ALEO Assurance Hub Workplan for 2023 including the dates for reporting. | Agenda Item 9.1 | Vikki Cuthbert | Governance | Commissioning | 1.3 | | |
| 14 | Business Continuity Annual Review | To present the annual review of the Council's Business Continuity arrangements. | Agenda Item 9.4 | Ronnie McKean | Governance | Commissioning | 1.2 | | |
| 15 | Corporate Risk Register and Assurance Maps | To present the Corporate Risk Register and Assurance Maps. | Agenda Item 9.2 | Ronnie McKean | Governance | Commissioning | 1.1 | | |
| 16 | Risk Appetite Statement - Annual Review | The purpose of this report is to present the Council's updated Risk Appetite Statement. | Agenda Item 9.3 | Ronnie McKean | Governance | Commissioning | 1.1 | | |
| 17 | Best Value Auditing | To present information regarding the change to how Best Value will be audited and reported. | | Vikki Cuthbert | Governance | Commissioning | 3.1 | D | Further information is required in order to present this report. The report is expected in May 2023. |
| 18 | 11 May | | | | | | | | |

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| 20 | Internal Audit Update Report | To provide an update on progress of the Internal Audit Plan, Audit Recommendations Follow Up and other relevant information for the Committee. | | Jamie Dale | Governance | Commissioning | 2.2 | | |
| 21 | Internal Audit Reports | Reports which have been finalised will be presented to the Committee. | | Jamie Dale | Governance | Commissioning | 2.2 | | |
| 22 | Unaudited Annual Accounts 2022-23 | To present the unaudited accounts for 2022-23 | | Lesley Fullerton | Finance | Resources | 4.1 | | |
| 23 | Local Government Transparency Code | instruct the Chief Executive to prepare a feasibility report on the establishment of a parallel Code for Aberdeen, where analogous data publishing is not already in place, for consideration by Council. | | Jacqui McKenzie/ Isla Newcombe | Customer Experience | Customer | | | |
| 24 | 27 June | | | | | | | | |
| 25 | Use of Investigatory Powers Quarter 2 Report | to present the quarterly use of investigatory powers report | | Jessica Anderson | Governance | Commissioning | 5.2 | | |
| 26 | SPSO Decisions, Inspector of Crematoria Complaint Decisions | In order to provide assurance to Committee that complaints and Scottish Welfare Fund applications are being handled appropriately, this report provides information on all Scottish Public Services Ombudsman (SPSO) and Inspector of Crematoria decisions made in relation to Aberdeen City Council since the last reporting cycle. | | Lucy McKenzie | Customer Experience | Customer | 6.4 | | |
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| 28 | Internal Audit Reports | Reports which have been finalised will be presented to the Committee. | | Jamie Dale | Governance | Commissioning | 2.2 | | |
| 29 | Audited Annual Accounts 2022-23 | To present the audited accounts for 2022-23. | | Lesley Fullerton | Finance | Resources | 4.1 | | |
| 30 | ALEO Assurance Hub Update | To provide an update of risk and financial management and governance arrangements in accordance with Hub TOR and annual workplan. | | Vikki Cuthbert | Governance | Commissioning | 1.3 | | |
| 31 | 14 September | | | | | | | | |
| 32 | Use of Investigatory Powers Quarter 3 Report | to present the quarterly use of investigatory powers report | | Jessica Anderson | Governance | Commissioning | 5.2 | | |
| 33 | SPSO Decisions, Inspector of Crematoria Complaint Decisions | In order to provide assurance to Committee that complaints and Scottish Welfare Fund applications are being handled appropriately, this report provides information on all Scottish Public Services Ombudsman (SPSO) and Inspector of Crematoria decisions made in relation to Aberdeen City Council since the last reporting cycle. | | Lucy McKenzie | Customer Experience | Customer | 6.4 | | |
| 34 | Internal Audit Update Report | To provide an update on progress of the Internal Audit Plan, Audit Recommendations Follow Up and other relevant information for the Committee. | | Jamie Dale | Governance | Commissioning | 2.2 | | |
| 35 | Internal Audit Reports | Reports which have been finalised will be presented to the Committee. | | Jamie Dale | Governance | Commissioning | 2.2 | | |
| 36 | Information Governance Annual Report | to present the annual report for the Council's Information Governance | | Caroline Anderson | Data Insights | Customer | 1.3 | | |
| 37 | 23 November | | | | | | | | |
| 38 | Use of Investigatory Powers Quarter 4 Report | to present the quarterly use of investigatory powers report | | Jessica Anderson | Governance | Commissioning | 5.2 | | |
| 39 | SPSO Decisions, Inspector of Crematoria Complaint Decisions | In order to provide assurance to Committee that complaints and Scottish Welfare Fund applications are being handled appropriately, this report provides information on all Scottish Public Services Ombudsman (SPSO) and Inspector of Crematoria decisions made in relation to Aberdeen City Council since the last reporting cycle. | | Lucy McKenzie | Customer Experience | Customer | 6.4 | | |

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| 41 | Internal Audit Reports | Reports which have been finalised will be presented to the Committee. | | Jamie Dale | Governance | Commissioning | 2.2 | | |
| 42 | ALEO Assurance Hub Update | To provide an update of risk and financial management and governance arrangements in accordance with Hub TOR and annual workplan. | | Vikki Cuthbert | Governance | Commissioning | 1.3 | | |
| 43 | Service Updates | | | | | | | | |
| 44 | Reconciliation of Granite - Union Terrace Gardens | ARSC 30 June 2022 - Item 3 (v) to add two Service Updates to the business planner, those being: Reconciliation of Granite, Union Terrace Gardens and Review of Items Recorded as 'Missing' From Art Gallery & Museums Collections | Review of Items Recorded as Missing from Art Gallery and Museums Collections was provided in September 2022 | John Wilson | Capital | Resources | | | |