

	A	B	C	D	E	F	G	H	I
1	<b>AUDIT, RISK &amp; SCRUTINY COMMITTEE BUSINESS PLANNER</b>								
	<b>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.</b>								
2	<b>Report Title</b>	<b>Minute Reference/Committee Decision or Purpose of Report</b>	<b>Update</b>	<b>Report Author</b>	<b>Chief Officer</b>	<b>Directorate</b>	<b>Terms of Reference</b>	<b>Delayed or Recommended for removal or transfer, enter either D, R, or T</b>	<b>Explanation if delayed, removed or transferred</b>
3	<b>23 November 2023</b>								
4	Use of Investigatory Powers Quarter 4 Report	to present the quarterly use of investigatory powers report	Agenda item 9.2	Jessica Anderson	Governance	Commissioning	5.2		
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.	Agenda Item 9.3	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 9.7	Jamie Dale	Governance	Commissioning	2.2		
7	External Quality Assessment of Internal Audit	to present the Committee with the results of the External Quality Assessment of Internal Audit.	Agenda item 9.6	Jamie Dale	Governance	Commissioning	2.2		
8	Corporate Asset Management	The objective of the audit is to ensure resources are allocated appropriately and efficiently following a suitable Asset Management Plan.	Agenda Item 9.8	Jamie Dale	Governance	Commissioning	2.2		
9	Pupil Equity Fund	The objective of this audit is to provide assurance that schools are spending in accordance with their plans, and these are developed as required, to close the poverty related attainment gap.	Agenda Item 9.9	Jamie Dale	Governance	Commissioning	2.2		
10	Care Management System	The objective of the review is to consider whether appropriate control is being exercised over the care management system, including contingency planning, and disaster recovery, and its data input, and that interfaces to and from other systems are accurate and properly controlled.	Agenda Item 9.10	Jamie Dale	Governance	Commissioning	2.2		
11	Data Protection	The objective of this review is to ensure the Council has adequate arrangements in place, which are understood throughout the organisation, to protect the Council's information.	Agenda Item 9.11	Jamie Dale	Governance	Commissioning	2.2		

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12	External Audit Annual Report	To present the External Audit Annual Report		Anne MacDonald	Governance	Commissioning	3.1	D	Audit Scotland will report this to the February meeting to ensure that consultation timescales can be fully adhered to. Other pieces of audit work have taken longer than anticipated which has meant the reporting timetable has shifted slightly.
13	Annual Committee Effectiveness Report	To report on the annual effectiveness of the committee	Agenda Item 9.5	Karen Finch	Governance	Commissioning	GD 8.5		
14	Annual Accounts 2023-24 - Key Dates	to provide Elected Members with high level information and key dates in relation to the 2023/24 Annual Accounts including linkages to the plans and timetables of the Council's External Auditors	Agenda Item 9.4	Lesley Fullerton	Finance	Resources	4.1		
15	ALEO Assurance Hub Update	To provide an update of risk and financial management and governance arrangements in accordance with Hub TOR and annual workplan.	Agenda Item 9.1	Vikki Cuthbert	Governance	Commissioning	1.3		
16	<b>01 February 2024</b>								
17	Use of Investigatory Powers Annual Report	to present the quarterly use of investigatory powers report		Jessica Anderson	Governance	Commissioning	5.2		
18	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		
19	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		
20	Internal Audit Reports	Reports which have been finalised will be presented to the Committee.		Jamie Dale	Governance	Commissioning	2.2		
21	Internal Audit Plan 2024-2027	to present the Internal Audit Plan for 2024-2027		Jamioe Dale	Governance	Commissioning	2.1		

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22	Internal Audit Charter	to present the Internal Audit Charter for 2024-25		Jamie Dale	Governance	Commissioning	2.1		
23	Best Value Audit - Thematic Report	To present the findings of the thematic work on Leadership of the development of new strategic priorities.		Anne MacDonald	Governance	Commissioning	3.1		
24	ALEO Assurance Hub Workplan and Terms of Reference	To present the ALEO Assurance Hub Workplan for 2023 including the dates for reporting.		Vikki Cuthbert	Governance	Commissioning	1.3		
25	Business Continuity Annual Report	To present the annual review of the Council's Business Continuity arrangements.		Ronnie McKean	Governance	Commissioning	1.2		
26	Corporate Risk Register, Assurance Maps and Inspections Planner	To present the Corporate Risk Register and Assurance Maps.		Ronnie McKean	Governance	Commissioning	1.1		
27	Risk Appetite Statement - Annual Review	The purpose of this report is to present the Council's updated Risk Appetite Statement.		Ronnie McKean	Governance	Commissioning	1.1		
28	<b>25 April 2024</b>								
29	Use of Investigatory Powers Quarter 1 Report	to present the quarterly use of investigatory powers report		Jessica Anderson	Governance	Commissioning	5.2		
30	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		
31	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		
32	Internal Audit Reports	Reports which have been finalised will be presented to the Committee.		Jamie Dale	Governance	Commissioning	2.2		

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33	Unaudited Annual Accounts 2023-24	To present the unaudited annual accounts for 23-24 and the Charities Accounts for 23-24	Date to be confirmed	Lesley Fullerton	Finance	Resources	4.1		
34	<b>27 June 2024</b>								
35	Use of Investigatory Powers Quarter 2 Report	to present the quarterly use of investigatory powers report		Jessica Anderson	Governance	Commissioning	5.2		
36	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		
37	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		
38	Internal Audit Reports	Reports which have been finalised will be presented to the Committee.		Jamie Dale	Governance	Commissioning	2.2		
39	Internal Audit Annual Report 2023-24	To present the Internal Audit Annual Report for 2023-2024		Jamie Dale	Governance	Commissioning	2.1		
40	Audited Annual Accounts 2023-24	To present the audited Accounts for 2023-24 and the Charities Accounts 23-24	Date to be confirmed						
41	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		
42	<b>26 September 2024</b>								
43	Use of Investigatory Powers Quarter 3 Report	to present the quarterly use of investigatory powers report		Jessica Anderson	Governance	Commissioning	5.2		

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45	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		
46	Internal Audit Reports	Reports which have been finalised will be presented to the Committee.		Jamie Dale	Governance	Commissioning	2.2		
47	Information Governance Management Annual Report 2023/24	to present the annual report for the Council's Information Governance		Martin Murchie	Data Insights	Customer Services	1.4		
48	<b>28 November 2024</b>								
49	Use of Investigatory Powers Quarter 4 Report	to present the quarterly use of investigatory powers report		Jessica Anderson	Governance	Commissioning	5.2		
50	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		
51	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		
52	Internal Audit Reports	Reports which have been finalised will be presented to the Committee.		Jamie Dale	Governance	Commissioning	2.2		
53	Annual Committee Effectiveness Report	To report on the annual effectiveness of the committee		Karen Finch	Governance	Commissioning	GD 8.5		

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55	Annual Accounts 2024-25 - Key Dates	to provide Elected Members with high level information and key dates in relation to the 2024/25 Annual Accounts including linkages to the plans and timetables of the Council's External Auditors		Lesley Fullerton	Finance	Resources	4.1		
56	<b>Service Updates</b>								
57	Reconciliation of Granite - Union Terrace Gardens	<b>ARSC 30 June 2022 - Item 3</b> (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	A Service Update has been issued to members.	John Wilson	Capital	Resources			