

	A	B	C	D	E	F	G	H	I
1	AUDIT, RISK AND 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	12 February 2024								
4	Use of Investigatory Powers Annual Report - COM/24/010	to present the quarterly use of investigatory powers report	Item 9.6 on the agenda	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.	This is a standing item on the agenda.	Lucy McKenzie	Customer Experience	Customer	6.4	R	There have been no decisions to report since the last report to Committee.
6	Internal Audit Update Report - IA/24/001	To provide an update on progress of the Internal Audit Plan, Audit Recommendations Follow Up and other relevant information for the Committee.	Item 9.8 on the agenda	Jamie Dale	Governance	Commissioning	2.2		
7	Internal Audit Plan 2024-2027 - IA/24/002	to present the Internal Audit Plan for 2024-2027	Item 9.13 on the agenda	Jamie Dale	Governance	Commissioning	2.1		
8	Internal Audit Charter - IA/24/003	to present the Internal Audit Charter for 2024-25	Item 9.7 on the agenda	Jamie Dale	Governance	Commissioning	2.1		
9	IJB Complaints Handling - AC2402	The objective of this audit is to ensure that the complaints procedures are being complied with for all matters and that data generated is used by Management to monitor and improve performance.	item 9.9 on the agenda	Jamie Dale	Governance	Commissioning	2.2		
10	Attendance Management - AC2411	The objective of this audit is to obtain assurance that controls in this area are designed and operating effectively and to determine whether the Council's Absence Improvement Plan is having a positive impact on attendance.	item 9.10 on the agenda	Jamie Dale	Governance	Commissioning	2.2		
11	COVID-19 Spending - AC2409	The objective of this audit is to obtain assurance over the key spending decisions and financial payments in relation to COVID-19.	item 9.11 on the agenda	Jamie Dale	Governance	Commissioning	2.2		

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12	Vehicle and Driver Compliance - AC2401	The objective of this audit is to obtain assurance that adequate procedures are in place to effectively manage the Council's vehicle and driver records, to comply with licence and insurance requirements.	item 9.12 on the agenda	Jamie Dale	Governance	Commissioning	2.2		
13	External Audit Annual Report	To present the External Audit Annual Report		Anne MacDonald	Governance	Commissioning	3.1	D	This report has been delayed to other work pressures and will be submitted to Committee in April 2024.
14	Best Value Thematic Report			Anne MacDonald	Governance	Commissioning	3.1	D	This report has been delayed to other work pressures and will be submitted to Committee in April 2024.
15	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	D	This report has been delayed to other work pressures and will be submitted to Committee in April 2024.
16	Business Continuity Annual Report - COM/24/007	To present the annual review of the Council's Business Continuity arrangements.	Item 9.1 on the agenda	Ronnie McKean	Governance	Commissioning	1.2		
17	Corporate Risk Register, Assurance Maps and Inspections Planner - COM/24/008	To present the Corporate Risk Register and Assurance Maps.	Item 9.2 on the agenda	Ronnie McKean	Governance	Commissioning	1.1		
18	Public Sector Equality Duty - COM/24/005	To provide management assurance on the Council's compliance with its statutory duties under the Equality Act 2010, specifically in relation to our Public Sector Equality Duty	Item 9.4 on the agenda	Vikki Cuthbert	Governance	Commissioning	4.4		
19	Assurance Reporting - COM/24/006	To advise the committee on the non-management assurance reporting scheduled to be reported to the Committee in 2024 and to outline proposals for managing the resulting impact on officer resources	Item 9.5 on the agenda	Vikki Cuthbert	Governance	Commissioning	4.4		
20	Risk Appetite Statement - Annual Review - COM/24/009	The purpose of this report is to present the Council's updated Risk Appetite Statement.	Item 9.3 on the agenda	Ronnie McKean	Governance	Commissioning	1.1		

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21	Cyber Crime	Referred from Communities, Housing and Public Protection Committee - To agree that Cybercrime continues to rise in scale and complexity in Scotland and globally, noting the cyber-attack at Western Isles Council therefore instruct the Chief Officer –Digital and Technology to bring forward a report to the February 2024 Audit, Risk and Scrutiny Committee meeting on how the Council is currently combating Cybercrime		Steve Roud	Digital and Technology	Customer	5.2	D	This item was inadvertently omitted from the business planner, and was reinstated immediately before the agenda was due to be published, therefore this report is now deferred to the April 2024 meeting of the Committee
22	25 April 2024								
23	Use of Investigatory Powers Quarter 1 Report	to present the quarterly use of investigatory powers report		Jessica Anderson	Governance	Commissioning	5.2		
24	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		
25	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		
26	Internal Audit Reports	Reports which have been finalised will be presented to the Committee.		Jamie Dale	Governance	Commissioning	2.2		
27	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		
28	27 June 2024								
29	Use of Investigatory Powers Quarter 2 Report	to present the quarterly use of investigatory powers report		Jessica Anderson	Governance	Commissioning	5.2		

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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		
33	Internal Audit Annual Report 2023-24	To present the Internal Audit Annual Report for 2023-2024		Jamie Dale	Governance	Commissioning	2.1		
34	Audited Annual Accounts 2023-24	To present the audited Accounts for 2023-24 and the Charities Accounts 23-24	Date to be confirmed						
35	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		
36	26 September 2024								
37	Use of Investigatory Powers Quarter 3 Report	to present the quarterly use of investigatory powers report		Jessica Anderson	Governance	Commissioning	5.2		
38	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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39	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		
40	Internal Audit Reports	Reports which have been finalised will be presented to the Committee.		Jamie Dale	Governance	Commissioning	2.2		
41	Informarmation 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		
42	28 November 2024								
43	Use of Investigatory Powers Quarter 4 Report	to present the quarterly use of investigatory powers report		Jessica Anderson	Governance	Commissioning	5.2		
44	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		
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	Annual Committee Effectiveness Report	To report on the annual effectiveness of the committee		Karen Finch	Governance	Commissioning	GD 8.5		
48	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		
49	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		

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50	Service Updates								