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1	<b>AUDIT, RISK &amp; SCRUTINY COMMITTEE BUSINESS PLANNER</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.								
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>25 September 2019</b>								
4	Internal Audit Progress and Performance	To provide an update on progress for the 2018/19 and 2019/20 audits	a report is on the agenda	David Hughes	Governance	Governance	2.4		
5	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations	a report is on the agenda	David Hughes	Governance	Governance	2.3		
6	Risk Management Policy	To present the Risk Management Policy		Ronnie McKean	Governance	Governance	Purpose 1.2 Remit 1.1	D	An audit of the risk management arrangements is scheduled to be reported to Committee in September, and it would therefore seem timely to report the revised Policy at the next cycle so that any audit recommendations can be taken into account.
7	Corporate Risk Register	To present the Corporate Risk Register	a report is on the agenda	Ronnie McKean	Governance	Governance	Purpose 1.2 Remit 1.1		
8	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.	a report is on the agenda	Lucy McKenzie	Customer Experience	Customer	6.9		
9	Information Governance Annual Report	To provide Committee with an annual report on the Council's information governance performance	a report is on the agenda	Caroline Anderson	Business Intelligence and Performance Management	Commissioning	Remit 1.4		

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10	Timesheets and Allowances	To provide assurance that payments are accurate and justified, and that improvements recommended in previous reviews have been fully implemented.		David Hughes	Governance	Governance	2.2	D	The commencement of the audit was delayed due to the Internal Auditor being on Jury Duty. Internal Audit requested access to the Payroll System on 30 July which to date had not been actioned. There are also difficulties with the Cluster unable to download payroll data from CoreHR to facilitate testing.
11	Travel Policy	To provide assurance that the Council has appropriate arrangements in place and that these are being complied with.		David Hughes	Governance	Governance	2.2	D	The Cluster won't be able to respond until w/c 19/08/19 due to annual leave in the team. The completion of the audit would be further delayed due to the Internal Auditor also being on annual leave.
12	Cyber Security	To provide assurance that the controls detailed in the Corporate Risk Register (Corp006) are effective and that Assurance actions are progressing as planned.	a report is on the agenda	David Hughes	Governance	Governance	2.2		
13	Rent Collection and Arrears Management	To provide assurance over rent collection and arrears recovery procedures.	a report is on the agenda	David Hughes	Governance	Governance	2.2		
14	Car Parking and Bus Lane Enforcement	To provide assurance that procedures regarding income collection and the management of fines are adequate.		David Hughes	Governance	Governance	2.2	D	Internal Audit encountered difficulties in identifying the correct officers to respond to this audit and latterly the Auditor assigned has been off sick

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15	Stock Control	To provide assurance that procedures are adequate and stock movements are adequately accounted for.		David Hughes	Governance	Governance	2.2	D	The commencement of this audit was delayed due to the additional work being required to progress the 2018/19 audit of High Risk Contracts. There has also been delays from the Service nominating contact officers and arranging meetings.
16	Ring Fenced Funding	To provide assurance that the Council has appropriate arrangements in place to ensure that conditions relating to ring-fenced funding contained within Scottish Government Grant are complied with.		David Hughes	Governance	Governance	2.2	D	There has been a delay in commencing this audit due to Internal Audit resource.
17	Risk Management	Previous review undertaken in 2015/16. Internal Audit is required by Public Sector Internal Audit Standards to review risk management arrangements on a regular basis. It is proposed to undertake a review to provide assurance over the arrangements that are currently in operation within the Council.	a report is on the agenda	David Hughes	Governance	Governance	2.2		

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18	Contract Management	To focus on recent identified issues - 3rd Don Crossing - Photovoltaic Panels  To include data/intelligence used for monitoring escalation of risk		David Hughes	Governance	Governance	2.2	D	Work commenced on this review but there were delays in identifying the appropriate officers to discuss it with, and obtaining supporting information from various services, in part due to staff being involved in the conclusion of one of the contracts under review. Information was provided shortly after the draft Internal Audit report was issued, and has been incorporated into the final draft which has been provided to the Chief Officer.
19	Shutdown of Non-essential spend	To provide assurance that the shutdown of non-essential spend has been effective in achieving its objective and instructions were complied with.		David Hughes	Governance	Governance	2.2	D	Additional Information from Finance colleagues has been requested in order to complete this audit
20	Income Generation	To provide assurance that budgeted income generation is based on robust assumptions and is being realised		David Hughes	Governance	Governance	2.2	D	Information is awaited from Services to complete this audit.
21	Music Service	Audit, Risk and Scrutiny - 26 June 19	Aa report is on the agenda	G Simpson	Integrated Children's and Family Seervices	Operations	2.3		
22	RIPSA Quarterly Report	Audit, Risk and Scrutiny Committee 26/09/17 the Committee requested that quarterly reports on policy/compliance.	a report is on the agenda	Alan Thomson	Governance	Governance	5.2		

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23	<b>04 December 2019</b>								
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	6.9		
25	Internal Audit Progress and Performance	To provide an update on progress for the 2018/19 and 2019/20 audits		David Hughes	Governance	Governance	2.4		
26	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
27	Civil Contingencies	To provide assurance that the Council has taken the necessary action and has plans in place to mitigate risks identified in the Corporate Risk Register (Corp004) to ensure that it can deliver on its obligations in the event of an emergency.		David Hughes	Governance	Governance	2.2		
28	Transformation	To provide assurance that the Council is continuing to make progress to ensure the success of its transformational aspirations.		David Hughes	Governance	Governance	2.2		
29	Voids	To provide assurance regarding the process for re-letting void properties and compliance therewith.		David Hughes	Governance	Governance	2.2		
30	Cash Collection	To provide assurance over procedures in operation relating to sample of cash collection locations.		David Hughes	Governance	Governance	2.2		
31	Children's Services	To provide assurance over Fostering and Adoption Allowances being paid.		David Hughes	Governance	Governance	2.2		
32	Risk Management - IJB	To review the process for identifying risks, managing them (including performance measures against each risk), and reporting to the IJB.		David Hughes	Governance	Governance	2.2		
33	Industrial and Commercial Property	To provide assurance over the processes in place for letting, recovering rental income, and managing voids for industrial and commercial premises.		David Hughes	Governance	Governance	2.2		

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34	HR / Payroll System	To provide assurance that there is adequate control over the new CoreHR system and that issues raised in relation to previous system have been addressed.		David Hughes	Governance	Governance	2.2	D	The Cluster has requested that this audit be delayed until January 2020 to allow the team to further embed the system and remain focussed on the current rollout of additional functionality to benefit the organisation. A report is expected in May 2020.
35	Investment Strategy and Investment Performance Management - Pensions Fund	To provide assurance over compliance with the pension fund investment strategy and arrangements in place to monitor the performance of investment managers.		David Hughes	Governance	Governance	2.2		
36	RIPSA Quarterly Report	Audit, Risk and Scrutiny Committee 26/09/17 the Committee requested that quarterly reports on policy/compliance.		Alan Thomson	Governance	Governance	5.2		
37			<b>February 2020</b>						
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	6.9		
39	Internal Audit Progress and Performance	To provide an update on progress for the 2018/19 and 2019/20 audits		David Hughes	Governance	Governance	2.4		
40	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
41	Information Governance	To provide assurance that the controls in place for mitigating the risks identified in the Corporate Risk Register (Corp005) are adequate and operating as expected.		David Hughes	Governance	Governance	2.2		
42	SEEMIS	To provide assurance that appropriate control is being exercised over the system in view of the perceived criticality of the system and the significant volume of sensitive personal data held.		David Hughes	Governance	Governance	2.2		

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43	School Catering	To provide assurance over income and procurement expenditure relating to school catering operations		David Hughes	Governance	Governance	2.2		
44	Financial Ledger System	To provide assurance over system controls, business continuity and contingency plans.		David Hughes	Governance	Governance	2.2		
45	Gas Servicing Contract	To provide assurance that contractual and operational issues are being complied with		David Hughes	Governance	Governance	2.2		
46	RIPSA Annual Report	To present the RIPSA annual report for 2019/20							
47									
48			<b>April 2020</b>						
49	Internal Audit Progress Report	To provide an update on progress for the 2018/19 and 2019/20 audits		David Hughes	Governance	Governance	2.4		
50	Internal Audit Follow up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
51	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	6.9		
52	Workforce Planning	To provide assurance that the Council has appropriate and adequate plans in place to determine its workforce requirements and that these are in operation throughout the Council.		David Hughes	Governance	Governance	2.2		
53	Procurement	To provide assurance that the Council has appropriate arrangements in place, that are being complied with, to ensure compliance with procurement legislation and internal regulations.		David Hughes	Governance	Governance	2.2		
54	Performance Management	To provide assurance that the Council has effective performance management arrangements in place which produce accurate data		David Hughes	Governance	Governance	2.2		
55	Craft Workers' Terms and Conditions	To provide assurance that new Terms and Conditions have been implemented and are being complied with.		David Hughes	Governance	Governance	2.2		
56	Commissioned Services	To provide assurance that contract monitoring arrangements relating to Social Care Commissioned Services are adequate.		David Hughes	Governance	Governance	2.2		
57	<b>TBC</b>								

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58	Marchburn Park	Operational Delivery Committee 19 April 2018 that in regards to Marchburn Park, "to instruct the Chief Officer (Early Intervention and Community Empowerment) to bring a report to Audit following conclusion of all matters detailed within this report."	<b>Audit, Risk and Scrutiny 30 April</b> There has been progress at Marchburn Park however not all of the issues have been completed therefore a report will be submitted at the conclusion of the issues. In the Interim, where there have been significant developments in the project, Service Updates will be submitted.	Neil Carnegie	Early Intervention and Community Empowerment	Customer	6.2		