

	A	B	C	D	E	F	G	H	I
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>04 December 2019</b>						
4	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		
5	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		
6	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		
7	RIPSA Quarterly Report	to present the quarterly Ripisa report	a report is on the agenda	Jess Anderson	Governance	Governance	5.2		
8	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	D	Cluster requested that the audit be delayed as they were undertaking a stocktake of emergency planning arrangements with a report being presented to the Public Protection Committee on 12 December 2019. Report expected February 2020.
9	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	D	Delayed due to delays with other audits and identifying the appropriate officers. Report expected in February 2020.
10	Voids - Housing Repairs	To provide assurance regarding the process for re-letting void properties and compliance therewith.		David Hughes	Governance	Governance	2.2	D	Report expected in February 2020
11	Cash Collection	To provide assurance over procedures in operation relating to sample of cash collection locations.		David Hughes	Governance	Governance	2.2	D	Cluster requested an extension to respend to the draft report due to annual leave of key staff.

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12	Fostering and Adoption Payments	To provide assurance over Fostering and Adoption Allowances being paid.		David Hughes	Governance	Governance	2.2	D	Initially delayed due to delays with other audits, the service have requested the audit be delayed due to them delaying with a section 21 Notice. Report expected in May 2020.
13	IJB - Directions	To provide assurance that the arrangements in place for issuing Directions, and the Directions themselves, are appropriate, and that adequate procedures are in place for monitoring performance.	this report has already been discussed at the IJB and is issued to this Cttee for information.	David Hughes	Governance	Governance	2.2		
14	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	D	This report requires to be discussed at the IJB Audit and Performance Systems Committee prior to it being submitted to this Committee for information. Report expected in February 2020.
15	Industrial and Commercial Property Rental Income and Void Control	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	D	Delayed due to delays with other audits. Report expected in February 2020.
16	Investment Strategy and Risk Management Policy	To provide assurance over compliance with the		David Hughes	Governance	Governance	2.2	R	These reports go to the Pensions Board and not this Committee
17		To present the Risk Management Policy	a report is on the agenda	Ronnie McKean	Governance	Governance	Purpose 1.2 Remit 1.1		
18	ALEO Assurance Hub	To provide assurance on the risk management, financial management and governance arrangements of Arm's Length External Organisations (ALEOs) within the ALEO Assurance Hub's terms of reference	a report is on the agenda	Ronnie McKean	Governance	Governance	Remit 1.2		
19	Timesheets and	To provide assurance that payments are accurate and		David Hughes	Governance	Governance	2.2	D	There were delays getting access to
20	Travel Policy	To provide assurance that the Council has appropriate		David Hughes	Governance	Governance	2.2	D	Customer advised that they would not be able to respond to the draft report
21	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	There was an initial delay identifying appropriate officers followed by the auditor being off work. Report expected in May 2020
22	Building and Road Services Stock Control	To provide assurance that procedures are adequate and stock movements are adequately accounted for.	a report is on the agenda	David Hughes	Governance	Governance	2.2		
23	Contract Management	To focus on recent identified issues	a report is on the agenda	David Hughes	Governance	Governance	2.2		

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24	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	Information requested from Finance has not been received. Report expected in February 2020
25	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	Internal Audit have issued reminders and assurances have been provided by management regarding provision of a response to the draft report.
26	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	Work has commenced on the audit with the delay due to the availability of Internal Audit resource.
27	Annual Accounts 2019/20 - Action Plan and Key Dates	To present the key dates in relation to the Annual Accounts	a report is on the agenda	Lesley Fullerton	Finance	Resources			
28			<b>12 February 2020</b>						
29	SPSO Decisions,	In order to provide assurance to Committee that		Lucy McKenzie	Customer	Customer	6.9		
30	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		
31	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
32	Internal Audit Plan 2020/21	To present the Internal Audit Plan for 2020/21		David Hughes	Governance	Governance	2.1		
33	External Audit Strategy	To present the External Audit Strategy		Andy Shaw	Governance	Governance	3.1		
34	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		
35	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		
36	School Catering	To provide assurance over income and procurement expenditure relating to school catering operations		David Hughes	Governance	Governance	2.2		

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37	Financial Ledger System	To provide assurance over system controls, business continuity and contingency plans.		David Hughes	Governance	Governance	2.2		
38	Gas Servicing Contract	To provide assurance that contractual and operational issues are being complied with		David Hughes	Governance	Governance	2.2		
39	RIPSA Annual Report	To present the RIPSA annual report for 2019/20							
40			<b>6 May 2020</b>						
41	Internal Audit Progress Report	To provide an update on progress for the 2018/19 and		David Hughes	Governance	Governance	2.4		
42	Internal Audit Follow up Recommendations	To provide an update on where Services are with		David Hughes	Governance	Governance	2.3		
43	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		
44	Unaudited Annual Accounts	To present the unaudited annual accounts for ACC and registered charities for 2019/20		Lesley Fullerton	Finance	Resources			
45	RIPSA Quarterly Report	to present the quarterly Ripsa report			Governance	Governance	5.2		
46	Workforce Planning	To provide assurance that th Council has appropriate and adequate plans in place to determine its workforce requirements andthat these are in operation throughout the Council		David Hughes	Governance	Governance	2.2		
47	Procurement Performance	To provide assurance that the Council has appropriate		David Hughes	Governance	Governance	2.2		
48	Procurement Terms and Conditions	To provide assurance that the Council has effective		David Hughes	Governance	Governance	2.2		
49	Procurement Terms and Conditions	To provide assurance that new Terms and Conditions		David Hughes	Governance	Governance	2.2		
50	Commissioned Services	To provide assurance that contract monitoring		David Hughes	Governance	Governance	2.2		
51	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		
52			<b>30 June 2020</b>						

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53	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		
54	Internal Audit Progress	To provide an update on progress for the 2018/19 and		David Hughes	Governance	Governance	2.4		
55	Internal Audit Follow Up	To provide an update on where Services are with		David Hughes	Governance	Governance	2.3		
56	RIPSA Quarterly Report	to present the quarterly Ripsa report		Alan Thomson	Governance	Governance	5.2		
57	External Audit Annual	to present External Audit's Interim position in relation to		Andy Shaw	Governance	Governance			
58	Audited Annual Accounts 2019/20	To present the Audited Annual Accounts for ACC nad registered charities		Lesley Fullerton	Finance	Resources			
59			<b>08 October 2020</b>						
60	SPSO Decisions,	In order to provide assurance to Committee that		Lucy McKenzie	Customer	Customer	6.9		
61	Internal Audit Progress	To provide an update on progress for the 2018/19 and		David Hughes	Governance	Governance	2.4		
62	Internal Audit Follow Up	To provide an update on where Services are with		David Hughes	Governance	Governance	2.3		
63	RIPSA Quarterly Report	to present the quarterly Ripsa report		Alan Thomson	Governance	Governance	5.2		
64	Information Governance	to present the annual report for he Council's		Caroline Anderson	Business Intelligence and	Commissioning	Remit 1.4		
65			<b>09 December 2020</b>						
66	SPSO Decisions,	In order to provide assurance to Committee that		Lucy McKenzie	Customer	Customer	6.9		
67	Internal Audit Progress	To provide an update on progress for the 2018/19 and		David Hughes	Governance	Governance	2.4		
68	Internal Audit Follow Up	To provide an update on where Services are with		David Hughes	Governance	Governance	2.3		
69	RIPSA Quarterly Report	to present the quarterly Ripsa report		Alan Thomson	Governance	Governance	5.2		
70									
71	<b>TBC</b>								

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72	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."	Audit, Risk and Scrutiny 30 April 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		