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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			12 February 2020						
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	Internal Audit Plan 2020/21	To present the Internal Audit Plan for 2020/21	a report is on the agenda	David Hughes	Governance	Governance	2.1		
8	Internal Audit Charter	To seek approval of the update Internal Audit Charter	a report is on the agenda	David Hughes	Governance	Governance	2.1		
9	External Audit Strategy	To present the External Audit Strategy	a report is on the agenda	Andy Shaw	Governance	Governance	3.1		
10	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	D	Delayed due to delays progressing other audits. A report will be submitted in May 2020.
11	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	D	The commencement of this audit has been delayed due to delays in progressing other audits and delays with Internal Audit getting access to the required systems. A report will be submitted in May 2020.
12	School Catering Income and Expenditure	To provide assurance over income and procurement expenditure relating to school catering operations	a report is on the agenda	David Hughes	Governance	Governance	2.2		
13	Financial Ledger System	To provide assurance over system controls, business continuity and contingency plans.		David Hughes	Governance	Governance	2.2	D	Delays in Cluster providing Auditor with access to system and shared drives / availability of Cluster staff. A report will be submitted in May 2020

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14	Gas Servicing Contract	To provide assurance that contractual and operational issues are being complied with		David Hughes	Governance	Governance	2.2	D	The commencement of this audit has been delayed due to the Auditors involvement in an ongoing court case. A report will be submitted in May 2020
15	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	The commencement of this audit has been delayed due to delays with other audits. A report will be submitted in May 2020.
16	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	The commencement of this audit has been delayed due to delays with other audits and a delay with management identifying the appropriate lead officer. A report will be submitted in May 2020.
17	Voids - Housing Repairs	To provide assurance regarding the process for re-letting void properties and compliance therewith.	a report is on the agenda	David Hughes	Governance	Governance	2.2		
18	Cash Collection (Customer Access Points)	To provide assurance over procedures in operation relating to sample of cash collection locations.	a report is on the agenda	David Hughes	Governance	Governance	2.2		
19	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 will be submitted to the IJB Risk, Audit and Performance Committee in February 2020 and thereafter to this Committee.
20	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	Commencement delayed due to delays with other audits. A report is expected in May 2020.
21	Timesheets and Allowances	To provide assurance that payments are accurate and justified, and that improvements recommended in previous reviews have been fully implemented.	a report is on the agenda	David Hughes	Governance	Governance	2.2		

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22	Travel Policy	To provide assurance that the Council has appropriate arrangements in place and that these are being complied with.	a report is on the agenda	David Hughes	Governance	Governance	2.2		
23	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	Reminders have been issued to Finance requesting information, which to date has not been received.
24	Income Generation	To provide assurance that budgeted income generation is based on robust assumptions and is being realised	a report is on the agenda	David Hughes	Governance	Governance	2.2		
25	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 recently commenced on this audit. It was delayed due to availability of Internal Audit resource. A report will be submitted in May 2020.
26	RIPSA Annual Report	To present the RIPSA annual report for 2019/20	a report is on the agenda						
27	6 May 2020								
28	Internal Audit Progress Report	To provide an update on progress for the 2018/19 and 2019/20 audits		David Hughes	Governance	Governance	2.4		
29	Internal Audit Follow up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
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	6.9		
31	Unaudited Annual Accounts	To present the unaudited annual accounts for ACC and registered charities for 2019/20		Lesley Fullerton	Finance	Resources			
32	RIPSA Quarterly Report	to present the quarterly Ripsa report			Governance	Governance	5.2		

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33	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		
34	Procurement Compliance	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		
35	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		
36	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	R	To be included in the 2020/21 Internal Audit Plan. Negotiations have been delayed and there is insufficient data to analyse to complete an audit at this time.
37	Commissioned Services	To provide assurance that contract monitoring arrangements relating to Social Care Commissioned Services are adequate.		David Hughes	Governance	Governance	2.2		
38	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		
39	Fostering and Adoption Payments	To provide assurance over Fostering and Adoption Allowances being paid.		David Hughes	Governance	Governance	2.2		
40	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		
41	30 June 2020								

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43	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		
44	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
45	RIPSA Quarterly Report	to present the quarterly Ripsa report		Alan Thomson	Governance	Governance	5.2		
46	External Audit Annual Audit Report	to present External Audit's Interim position in relation to the audit of the annual accounts.		Andy Shaw	Governance	Governance			
47	Audited Annual Accounts 2019/20	To present the Audited Annual Accounts for ACC nad registered charities		Lesley Fullerton	Finance	Resources			
48			08 October 2020						
49	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		
50	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		
51	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
52	RIPSA Quarterly Report	to present the quarterly Ripsa report		Alan Thomson	Governance	Governance	5.2		
53	Information Governance Annual Report	to present the annual report for he Council's Information Governance.		Caroline Anderson	Business Intelligence and Performance Management	Commissioning	Remit 1.4		
54			09 December 2020						

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56	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		
57	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
58	RIPSA Quarterly Report	to present the quarterly Ripsa report		Alan Thomson	Governance	Governance	5.2		
59									
60	TBC								
61	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		