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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	24 February 2021								
4	Internal Audit Progress Report	To provide an update on progress for the 2019/20 audits	a report is on the agenda	Colin Harvey	Governance	Governance	2.2		
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	Colin Harvey	Governance	Governance	2.3		
6	Internal Audit Charter 2021/22	To present the updated Internal Audit Charter	a report is on the agenda	Colin Harvey	Governance	Governance	2.1		
7	Internal Audit Plan 2021/22	To present the Internal Audit Plan for 2021/22.	a report is on the agenda	Colin Harvey	Governance	Governance	2.1		
8	External Audit Strategy	to present the planned external audit work for the 2020/21 accounts.	a report is on the agenda	Michael Wilkie	Governance	Governance	3.1		
9	RIPSA Annual Report	to present the annual RipSA report	a report is on the agenda	Jess Anderson	Governance	Governance	5.2		
10	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	6.4		
11	Financial Sustainability	To provide assurance that the controls and assurance actions detailed in the Corporate Risk Register are operating as expected in ensuring that the identified risk is adequately mitigated.		Colin Harvey	Governance	Governance	2.2	D	Commenced in July 2020. The assigned auditor has had sickness absences which have delayed progress. There have been delays obtaining information due to Service priorities. A report is expected in May 2021.

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12	Vehicle Replacement Policy and Procurement	to provide assurance that the Council has an appropriate vehicle replacement policy and that procurement complies with policy and procurement regulations/governance.		Colin Harvey	Governance	Governance	2.2	D	Not yet commenced.
13	School/Pupil Security	to provide assurance that the Council has adequate arrangements regarding school security.		Colin Harvey	Governance	Governance	2.2	D	Commenced November 2020, access and Service availability is restricted due to Covid 19. Due to revised Covid measures applicable between December 2020 and February 2021, the Service does not have capacity to assist Internal Audit's review at this time. A report is expected in May 2021.
14	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.	a report is on the agenda	Colin Harvey	Governance	Governance	2.2		
15	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.		Colin Harvey	Governance	Governance	2.2	D	not yet commenced
16	Vehicle Usage	To provide assurance that adequate procedures are in place to effectively manage the Council's vehicle fleet and to include a review of non-business use, including the business case for such use and authorisation thereof.		Colin Harvey	Governance	Governance	2.2	D	Audit commenced 5/6/2020; the assigned auditor has had sickness absences which have delayed progress. A report is expected in May 2021

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17	Climate Change	To provide assurance that the Council is taking appropriate measures to comply with its statutory obligations in addressing climate change and that progress is being monitored.		Colin Harvey	Governance	Governance	2.2	D	Commenced November 2020; the assigned auditor has had sickness absences which have delayed progress. A report is expected in May 2021.
18	Consilium System - HRA Building Maintenance System	to provide assurance over the system controls - to include access controls, system security and backups. Interfaces, business continuity and contingency plans.		Colin Harvey	Governance	Governance	2.2	D	The assigned auditor has had sickness absences which have delayed progress. A report is expected in May 2021
19	Counter Fraud Policy (formerly - Fraud, Bribery, Corruption Money Laundering Policy)	to present an update of the policy, that will also reflect a response to changing external factors impacting fraud opportunity such as the Covid pandemic. The policy will also reflect a more targeted risk-based counter-fraud response.	a report is on the agenda	Carol Smith	Governance	Governance	5.2		
20	Cluster Assurance Maps	To present the Cluster Assurance Maps	a report is on the agenda	Ronnie McKean	Governance	Governance	1.1		
21	ALEO Assurance Hub	To present revised Terms of Reference for the ALEO Assurance Hub and a workplan for the year 2021.	a report is on the agenda	Vikki Cuthbert	Governance	Governance	1.2		
22	12 May 2021								
23	Internal Audit Progress Report	To provide an update on progress for the 2019/20 audits		Colin Harvey	Governance	Governance	2.2		
24	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Colin Harvey	Governance	Governance	2.3		

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25	Unaudited Accounts 2019/20	To present the unaudited accounts		Lesley Fullerton	Finance	Resources			
26	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		
27	RIPSA Quarterly Report	to present the quarterly Ripsa report		Jess Anderson	Governance	Governance	5.2		
28	Timesheets and Allowances	To provide assurance that payments are accurate and justified and that improvements recommended in previous reviews have been fully implemented.		Colin Harvey	Governance	Governance	2.2		
29	Housing - Waiting List and Allocations	To provide assurance that the Housing Waiting List is maintained efficiently and allocations are made in accordance with policy.		Colin Harvey	Governance	Governance	2.2		
30	Health and Safety - Operations and Protective Services	to provide assurance that appropriate processes are being employed in managing health and safety within the Cluster.		Colin Harvey	Governance	Governance	2.2		
31	Teachers Payroll	to provide assurance that all aspects of payroll administration are adequately controlled and that payment is being made accurately to bona fide employees.		Colin Harvey	Governance	Governance	2.2		

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32	Bon Accord Care - Budget Monitoring	to provide assurance over Bon Accord Care's budget monitoring procedures including monitoring of savings programme.		Colin Harvey	Governance	Governance	2.2		
33	Mental Health and Substance Abuse	to provide assurance that appropriate processes are in place to manage and record support arrangements and that expenditure is adequately controlled, including approval/management of discretionary support		Colin Harvey	Governance	Governance	2.2		
34	Capital Project Management	to provide assurance tha the management and reporting of on-going capital projects is adequate and that appropriate post completion reviews are completed so that lessons learned can be recorded and acted upon.		Colin Harvey	Governance	Governance	2.2		
35	Audit Scotland Housing Benefit Annual Review 2019/20	To present the Audit Scotland Housing Benefit Annual Review and responses to improvement actions.		Wayne Connell	Customer Experience	Customer	6.4		
36	30 June 2021								
37	Internal Audit Progress Report	To provide an update on progress for the 2019/20 and 2020/21 audits		Colin Harvey	Governance	Governance	2.2		

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38	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Colin Harvey	Governance	Governance	2.3		
39	RIPSA Quarterly Report	to present the quarterly RipSA report		Jess Anderson	Governance	Governance	5.2		
40	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		
41	Audited Accounts 2019/20	To present the audited accounts		Lesley Fullerton	Finance	Resources			
42	External Audit Annual Report	To present the annual report		Michael Wilkie	Governance	Governance			
43									
44	29 September 2021								
45	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Colin Harvey	Governance	Governance	2.2		
46	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Colin Harvey	Governance	Governance	2.3		

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47	Internal Audit - Update on the 2021/22 Internal Audit Plan	To reaffirm the plan for the remainder of the year or to consider any proposals to amend the plan based on the risk to the organisation at that point.		Colin Harvey	Governance	Governance	2.2		
48	RIPSA Quarterly Report	to present the quarterly Ripsa report		Jess Anderson	Governance	Governance	5.2		
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	6.4		
50	Information Governance Annual Report	to present the annual report for the Council's Information Governance		Caroline Anderson	Business Intelligence and Performance Management	Commissioning			
51	2 December 2021								
52	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Colin Harvey	Governance	Governance	2.2		
53	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Colin Harvey	Governance	Governance	2.3		
54	RIPSA Quarterly Report	to present the quarterly Ripsa report		Jess Anderson	Governance	Governance	5.2		

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56	TBC								
57	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		