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1	AUDIT, RISK & SCRUTINY COMMITTEE BUSINESS PLANNER								
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 May 2021								
4	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	The draft report remains under discussion with the Service (Finance). Reported expected in June 2021.
5	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	Commencement was delayed pending conclusion of other work. Report expected September 2021.
6	School/Pupil Security	to provide assurance that the Council has adequate arrangements regarding school security.		Colin Harvey	Governance	Governance	2.2	D	Due to revised covid measures between December 2020 and February 2021, the Service did not have capacity to assist Internal Audit's review. The Service have been asked to provide a revised date for work to commence.
7	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.	a report is on the agenda	Colin Harvey	Governance	Governance	2.2		
8	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.	a report is on the agenda	Colin Harvey	Governance	Governance	2.2		

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9	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	Assigned Auditor had periods of sickness absence which delayed progress with the audit. Report expected June 2021.
10	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	Assigned Auditor had periods of sickness absence which delayed progress with the audit. Report expected September 2021.
11	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		
12	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		
13	Internal Audit Annual Report	To present the Internal Audit Annual Report	a report is on the agenda. This has been brought forward from June 2021.	Colin Harvey	Governance	Governance	2.3		
14	Unaudited Accounts 2019/20	To present the unaudited accounts	a report is on the agenda	Lesley Fullerton	Finance	Resources	4.1, 4.2		
15	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 business planner.	Lucy McKenzie	Customer Experience	Customer	6.4	R	There are no items to report this cycle.

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16	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	Vikki Cuthbert	Governance	Governance	1.2		
17	RIPSA Quarterly Report	to present the quarterly Ripsa report	a report is on the agenda	Jess Anderson	Governance	Governance	5.2		
18	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	D	Audit has commenced. There were delays in commencing this audit due to Internal Audit resource issues. Report expected 29 September 2021.
19	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	D	Audit has commenced. There were delays in commencing this audit due to Internal Audit resource issues. Report expected 29 September 2021.
20	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	D	Audit has commenced. There were delays in commencing this audit due to Internal Audit resource issues. Report expected 29 September 2021.
21	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	D	Audit has commenced. There were delays in commencing this audit due to Internal Audit resource issues. Report expected 30 June 2021.
22	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	D	Assigned Auditor had periods of sickness absence which delayed progress with the audit. Report expected 30 June 2021.

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23	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	D	Assigned Auditor had periods of sickness absence which delayed progress with the audit. Report expected September 2021.
24	Capital Project Management	to provide assurance that 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	D	Not yet commenced. Pending conclusion of other work. Report expected September 2021.
25	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	R	This is a generic annual report from The Accounts Commission detailing the work they have carried out with individual local authorities. Aberdeen City Council was not one of the authorities audited and therefore there are no recommendations for to implement. The report also detailed a Housing Benefit Improvement Tool which the Council already utilises the recovery options within the Improvement Tool and therefore there is no further action to take.
26	30 June 2021								
27	Internal Audit Progress Report	To provide an update on progress for the 2019/20 and 2020/21 audits		Colin Harvey	Governance	Governance	2.2		
28	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Colin Harvey	Governance	Governance	2.3		
29	Best Value Audit	To present an update on the best value audit that has recently taken place.		Vikki Cuthbert	Governance	Governance			
30	RIPSA Quarterly Report	to present the quarterly Ripsa report		Jess Anderson	Governance	Governance	5.2		

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31	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		
32	Audited Accounts 2019/20	To present the audited accounts		Lesley Fullerton	Finance	Resources	4.1, 4.2		
33	External Audit Annual Report	To present the annual report		Michael Wilkie	Governance	Governance	3.1		
34	IT Infrastructure Systems	To obtain assurance over the procurement and adequacy of the Council's IT infrastructure Systems		Colin Harvey	Governance	Governance	2.2		
35	Licensing Income	To provide assurance over the processes in place for controlling income from licensing applications		Colin Harvey	Governance	Governance	2.2		
36	29 September 2021								
37	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Colin Harvey	Governance	Governance	2.2		
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	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		
40	RIPSA Quarterly Report	to present the quarterly RipSA report		Jess Anderson	Governance	Governance	5.2		

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41	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		
42	ALEO Assurance Hub			Vikki Cuthbert	Governance	Governance	1.2		
43	Corporate Risk Register and Assurance Maps	to present the Corporate Risk Register and the Assurance Maps		Ronnie McKean	Governance	Governance	1.1		
44	Information Governance Annual Report	to present the annual report for the Council's Information Governance		Caroline Anderson	Business Intelligence and Performance Management	Commissioning	1.3		
45	Commissioning	Review of plans and progress with implementation of the Council's Strategic Commissioning Approach set out in the Council Delivery Plan		Colin Harvey	Governance	Governance	2.2		
46	Children with Disabilities - Contracts and Direct Payments	To obtain assurance that care is being arranged and paid for in accordance with procedure to secure best value outcomes.		Colin Harvey	Governance	Governance	2.2		
47	Financial System Interfaces and Reconciliations	To obtain assurance that appropriate checks and balances are in place to confirm the accuracy of information transferred into the financial system.		Colin Harvey	Governance	Governance	2.2		
48	2 December 2021								

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49	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Colin Harvey	Governance	Governance	2.2		
50	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Colin Harvey	Governance	Governance	2.3		
51	RIPSA Quarterly Report	to present the quarterly Ripsa report		Jess Anderson	Governance	Governance	5.2		
52	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		
53	Annual Accounts Key Dates	to advise on the key reporting dates for the annual accounts for 2021/22.		Lesley Fullerton	Finance	Resources	4.1		
54	The Recruitment Process	To obtain assurance over adherence to the recruitment process, including pre-employment checks and document retention.		Colin Harvey	Governance	Governance	2.2		
55	Attendance Management	To obtain assurance over compliance with corporate policy and determine whether the Council's absence improvement plan is having a positive impact on attendance.		Colin Harvey	Governance	Governance	2.2		
56	Revenue Budget Monitoring	To ensure that robust procedures are in place for monitoring the revenue budget.		Colin Harvey	Governance	Governance	2.2		

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57	Care Establishments Financial Administration	To obtain Assurance over financial administration including payroll, timesheets and purchasing.		Colin Harvey	Governance	Governance	2.2		
58	February 2022								
59	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Colin Harvey	Governance	Governance	2.2		
60	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Colin Harvey	Governance	Governance	2.3		
61	Internal Audit Plan 2022/23	to present the Internal Audit Plan for 2022/23		Colin Harvey	Governance	Governance			
62	External Audit Strategy	to present the external audit strategy		Michael Wilkie	Governance	Governance			
63	RIPSA Annual Report	to present the annual RipSA report		Jess Anderson	Governance	Governance	5.2		
64	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		
65	Recovery Arrangements for Sundry Debt	To ensure that procedures for recovering debts are adequate, efficient and consistently applied		Colin Harvey	Governance	Governance	2.2		
66	Transport Arrangements for Education and Social Care	To obtain assurance over procurement, provision and management of transport for educational and social care needs.		Colin Harvey	Governance	Governance	2.2		

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67	Grant Funding to External Organisation	To obtain assurance that grant payments to external organisations during financial year 2021/22 comply with the Council's policy and procedure, including the Following the Public Pound Code of Practice		Colin Harvey	Governance	Governance	2.2		
68	Council Owned Land and Property	To review systems and procedures in place for ensuring that the Council has surety over the Land and Buildings it owns, including title.		Colin Harvey	Governance	Governance	2.2		
69	Health and Social Care Transformation	To provide assurance that the JB is continuing to make progress with delivery of its transformation agenda.		Colin Harvey	Governance	Governance	2.2		
70	Pensions System	To consider whether appropriate control is being exercised over the system used to administer the Fund, including access, contingency planning and disaster recovery, data input and that interfaces to and from other systems are accurate and properly controlled.		Colin Harvey	Governance	Governance	2.2		
71	May 2022								
72	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Colin Harvey	Governance	Governance	2.2		
73	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Colin Harvey	Governance	Governance	2.3		
74	RIPSA Quarterly Report	to present the quarterly RipSA report		Jess Anderson	Governance	Governance	5.2		

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75	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		
76	Payroll and HR System Amendments	To obtain assurance over the accuracy and completeness of the payroll as a result of changes to the workforce		Colin Harvey	Governance	Governance	2.2		
77	Internal Movement of Staff, relief staff and agency workers	To obtain assurance over adherence to procedures for internal movement of staff, use of relief pool staff and agency worker engagement procedures.		Colin Harvey	Governance	Governance	2.2		
78	Inspections, Aids and Adaptiones	To ensure that adequate control is being exercised over income and expenditure		Colin Harvey	Governance	Governance	2.2		
79	Financial Administration - Waste	To obtain assurance over financial administration including payroll, timesheets and purchasing.		Colin Harvey	Governance	Governance	2.2		
80	Planning and Building Standards Fee Income	To provide assurance that there are adequate systems in place to control fee income and that they are being complied with.		Colin Harvey	Governance	Governance	2.2		
81	Care Management Recording and Transactions	To obtain assurance over coordination, recording and payment for care services.		Colin Harvey	Governance	Governance	2.2		
82	September 2022								

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83	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Colin Harvey	Governance	Governance	2.2		
84	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Colin Harvey	Governance	Governance	2.3		
85	RIPSA Quarterly Report	to present the quarterly Ripisa report		Jess Anderson	Governance	Governance	5.2		
86	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		
87	Information Governance Annual Report	to present the annual report for the Council's Information Governance		Caroline Anderson	Business Intelligence and Performance Management	Commissioning	1.3		
88	December 2022								
89	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Colin Harvey	Governance	Governance	2.2		
90	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Colin Harvey	Governance	Governance	2.3		
91	RIPSA Quarterly Report	to present the quarterly Ripisa report		Jess Anderson	Governance	Governance	5.2		

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92	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		
93	TBC								
94	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		