

**CYCLE 3 - COMMITTEE STATISTICS**

**The Tracker Shows the Reports Which are Expected to be Submitted to Future Committee Meetings**

<b>Report Title</b>	<b>Committee date</b>	<b>Report author</b>	<b>Head of Service</b>	<b>Purpose of Report</b>	<b>Explanation if delayed or withdrawn</b>
Internal Audit Progress and Performance	26/09/2017	David Hughes	Fraser Bell	to provide an update on progress with the 2016/17 and 2017/18 audit	
Annual Information Governance Report & the General Data Protection Regulation	26/09/2017	Helen Cannings	Simon Haston	To provide Committee with an annual report on the Council's Information Governance Performance, and information about the incoming General Data Protection Regulation, and the Council's readiness approach.	
System of Risk Management	26/09/2017	Neil Buck	Fraser Bell	update on progress in implementing the agreed actions to support the delivery of the Risk and Assurance Improvement project	
Attendance Management	26/09/2017	David Hughes	Fraser Bell	To test compliance with the attendance management policy and determine if it is having a positive effect on attendance	
PECOS System	26/09/2017	David Hughes	Fraser Bell	Consider whether appropriate control is being exercised over the system and that interfaces to and from other systems are accurate and properly controlled	request to change to February 2018 to align to external audit requirements
Care of Children and Young People	26/09/2017	David Hughes	Fraser Bell	To obtain assurance that care needs are being identified, planned and recorded accurately and that costs charged are appropriate and adequately controlled	anticipated submission to Committee changed to November due to internal audit staffing and availability of service management
Building Maintenance - Year End Stock Checks	26/09/2017	David Hughes	Fraser Bell	Attend a selection of locations during 2016/17 year end stock taking and ensure accuracy of process. To include review of stock procedures	
Corporate Landlord Responsibilities	26/09/2017	David Hughes	Fraser Bell	Ensure that the Council has systems in place that provide assurance over compliance with the legal requirements in relation to its corporate landlord role	
Vehicle Maintenance Workshops	26/09/2017	David Hughes	Fraser Bell	Ensure that adequate procedures are in place to control the function and obtain best value in maintaining vehicles	anticipated submission to Committee changed to November due to internal audit staffing
Internal Audit Follow Up on Recommendations since 15/16	26/09/2017	David Hughes	Fraser Bell	provide an update on where services were with implementing agreed recommendations	
Audited Annual Accounts 2016/17	26/09/2017	Lesley Fullerton	Steven Whyte	to presesnt the audited annual accounts	
Annual Report to Members and the Controller of Audit on the 2016/17 Audit	26/09/2017	External Auditor		to provide External Audit's annual report in relation to the audit of the annual accounts	

Housing Benefit and Council Tax Reduction	26/09/2017	David Hughes	Fraser Bell	Consider whether benefits being paid to claimants are supported by appropriate documentary evidence, that the calculation of benefit is accurate, and that it has been properly recorded for subsidy purposes.	
Disclosure Checks	26/09/2017	David Hughes	Fraser Bell	Consider whether arrangements in place to ensure that appropriate employees/volunteers have been checked are adequate.	
ALEO's	26/09/2017	David Hughes	Fraser Bell	Consider how Services manage their ALEO's including payments and performance	
Business Continuity Planning	26/09/2017	David Hughes	Fraser Bell	Ensure that Business Continuity Plans are in place as required by the Business Continuity Policy and that arrangements adequately manage identified risks	
Application of Health and Safety measures and practices in schools	26/09/2017	David Hughes	Fraser Bell	Consider whether arrangements in place adequately manage risk responsibility in relation to hazard information, handling and disposal of chemicals, safety in microbiology, material of living origin and routine fume cupboard testing.	
Social Work Transport	26/09/2017	David Hughes	Fraser Bell	Consider whether appropriate arrangements are in place to secure transportation in a cost effective and well managed way	request to amend date of submission to November due to no response from the Service
Office of the Surveillance Commissioner Inspection	26/09/2017	Jessica Anderson	Fraser Bell	to present the findings from the OSC Inspection	
Corporate Investigation Team - Fraud Annual Report 2016/17 and Business Plan 2017/18	26/09/2017	Brian Muldoon	Steven Whyte	to present the annual Fraud report	Report has been deferred at the request of the Service to enable them to progress the fraud business plan
Whistleblowing	26/09/2017	David Forman	Morven Spalding	to provide Committee with details on the implementation, communication and monitoring of the Whistleblowing policy, following a request at the last Audit, Scrutiny and Risk Committee of 27 June 2017.	
Garthdee Alpine Sports Audit	26/09/2017	David Hughes	Fraser Bell	to present the outcome of the audit in relation to Garthdee Alpine Sports	
ALEO Assurance Hub's Terms of Reference	26/09/2017	Iain Robertson	Fraser Bell	To set out an ALEO Governance Framework and ALEO Assurance Hub Terms of Reference for members to consider and adopt.	
Ombudsman Recommendations	26/09/2017	Lucy McKenzie		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.	

Wellington Brae Report	26/09/2017	Bernadette Marjoram		The purpose of this report is to provide the Committee with the Management Response to the review undertaken by the Corporate Investigation Team (CIT) into the circumstances surrounding the Wellington Brae project.	
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**CYCLE 4 - COMMITTEE STATISTICS**

**The Tracker Shows the Reports Which are Expected to be Submitted to Future Committee Meetings**

<b>Report Title</b>	<b>Committee date</b>	<b>Report author</b>	<b>Head of Service</b>	<b>Purpose of Report</b>	<b>Explanation if delayed or withdrawn</b>
Internal Audit Progress and Performance	23/11/2017	David Hughes	Fraser Bell	to provide an update on progress with the 2016/17 and 2017/18 audit	
ALEO Governance	23/11/2017	Roddy MacBeath	Fraser Bell	to provide an update in relation to the ALEO Operating Model	
System of Risk Management	23/11/2017	Neil Buck	Fraser Bell	update on progress in implementing the agreed actions to support the delivery of the Risk and Assurance Improvement project	
Travel Costs	23/11/2017	David Hughes	Fraser Bell	Ensure that travel arrangements and claims are made in accordance with the Council's Travel Policy, Procedure and Guidance	
Fixed Asset Register	23/11/2017	David Hughes	Fraser Bell	Consider whether procedures for ensuring timely recording of the acquisition/disposal of assets are adequate and that revaluations are undertaken in accordance with recognised best practice.	Request to move to February 2018 to align to External Audit requirements
Placing Requests	23/11/2017	David Hughes	Fraser Bell	To review decision making processes and consider whether these are adhered to.	
Vehicle Usage	23/11/2017	David Hughes	Fraser Bell	Ensure that adequate procedures are in place to ensure that vehicles are being used effectively for business purposes and any non-business use is appropriately reported.	
Social Work Payroll	23/11/2017	David Hughes	Fraser Bell	Consider whether all aspects of payroll administration (new starts, leavers, timesheet completion and authorisation, overtime approval) are adequately controlled	
Social Work Financial Assessments	23/11/2017	David Hughes	Fraser Bell	Consider whether adequate arrangements are in place across the Service to undertake financial assessments in an accurate and efficient manner	
Internal Audit Follow Up on Recommendations since April 15/16	23/11/2017	David Hughes	Fraser Bell	provide an update on where services were with implementing agreed recommendations	
Audit Scotland Value for Money National Reviews	23/11/2017	Martin Murchie		summary of Audit Scotland's National Studies	
Internal Audit Review	23/11/2017	External Auditor		To advise the Committee of the outcome of the review of the Council's Internal Audit provision and agree the development actions proposed	

Integregation Joint Board - Integration and Change Funding	23/11/2017	David Hughes	Fraser Bell	Ensure appropriate governance is in place to manage delivery of funded projects and use of the funds	
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**CYCLE 5 - COMMITTEE STATISTICS**

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CH&I Risk Register		Mike Hearn	Director	Annual report	
Internal Audit Progress and Performance		David Hughes	Fraser Bell	to provide an update on progress with the 2016/17 and 2017/18 audit	
Bond Governance		David Hughes	Fraser Bell	Consider whether arrangements have been put in place to ensure compliance with the London Stock Exchange requirements and safeguarding the Council's credit rating	
Financial Ledger System		David Hughes	Fraser Bell	Consider whether appropriate control is being exercised over the system and that interfaces to and from other systems are accurate and properly controlled	
Your HR		David Hughes	Fraser Bell	Consider whether appropriate control is being exercised over the system and that interfaces to and from other systems are accurate and properly controlled	
Major IT Business Systems		David Hughes	Fraser Bell	Ensure that the risk of major IT Business Systems failure is adequately managed	
Post Election Training for New Council		David Hughes	Fraser Bell	Ensure that appropriate arrangements were made for training Councillors following the May 2017 Local Government Elections and that training was delivered and was effective	
Nursery Education - Pre-School Commissioned Places		David Hughes	Fraser Bell	Consider whether statutory obligations are being delivered and that adequate control is exercised over expenditure.	
Capital Contracts		David Hughes	Fraser Bell	Ensure appropriate arrangements are in place regarding the tendering for and monitoring of a sample of capital contracts and value for money is being obtained	
Care Management		David Hughes	Fraser Bell	To obtain assurance that care needs are being identified, planned and recorded accurately and that costs charged are appropriate and adequately controlled	

3rd Don Crossing - Programme Management Office		David Hughes	Fraser Bell	in response to concerns raised from members over the management of the project and other projects across the city, to request the Internal Auditor to undertake an audit to ascertain if adequate controls were in place within the Programme Management Office;	
Programme Management- Internal Audit		Martin Allan	Fraser Bell	Originated from Gov Review Bond Tracker	