

CYCLE 4 November - COMMITTEE STATISTICS
The Tracker Shows the Reports Which are Expected to be Submitted to Future Committee Meetings

Report Title	Committee date	Report author	Head of Service	Purpose of Report	Explanation if delayed or withdrawn
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 Assurance Hub	23/11/2017	Iain Robertson	Fraser Bell	to provide an update on the ALEO Assurance Hub meeting from 1 November	
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	
Social Work Transport	23/11/2017	David Hughes	Fraser Bell	Consider whether appropriate arrangements are in place to secure transportation in a cost effective and well managed way	
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.	Delayed as detailed in Internal Audit's Progress Report (IA/17/016)
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	Delayed as detailed in Internal Audit's Progress Report (IA/17/016)
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	Delayed as detailed in Internal Audit's Progress Report (IA/17/016)
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	Angela Scott	summary of Audit Scotland's National Studies	

Internal Audit Public Sector Internal Audit Standards	23/11/2017	Martin Murchie	Angela Scott	This report presents proposed actions to be taken in response to recommendations made by KPMG following the review of the Council's arrangements for internal audit	
Scottish Public Services Ombudsman and Inspector and Crematoria Complaint Decisions	23/11/2017	Lucy McKenzie	Morven Spalding	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, together with details of the SPSO Local Authority 2016-17 annual	
Integration 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	This will be presented to Committee in February 2018 as discussed in Internal Audit's Progress Report (IA/17/016)
Social Work Complaints Review	23/11/2017	Jody McKenzie	Gayle Gorman	To present the report from the SPCO	
Vehicle Maintenance Workshops	23/11/2017	David Hughes	Fraer Bell	Ensure that adequate procedures are in place to control the function and obtain best value in maintaining vehicles	
Corporate Investigation Team - Fraud Annual Report 2016/17	23/11/2017	Brian Muldoon	Steve Whyte	to present the Fraud annual report for 2016/17	
Integration Joint Board - Post Integration Review	23/11/2017	David Hughes	Fraer Bell	Post Integration review of Health and Social Care Integration as required by Integration Resource Advisory Group (IRAG) Guidance.	This will be presented to Committee in February 2018. The IJB Audit Cttee have requested that the report be submitted later to allow them to make comment prior to being discussed at this Cttee.

CYCLE 5 - February 2018 - COMMITTEE STATISTICS
The Tracker Shows the Reports Which are Expected to be Submitted to Future Committee Meetings

Report Title	Committee date	Report author	Head of Service	Purpose of Report	Explanation if delayed or withdrawn
CH&I Risk Register	22/02/2018	Martin Allan	Bernadette Marjoram	Annual report	
Internal Audit Progress and Performance	22/02/2018	David Hughes	Fraser Bell	to provide an update on progress with the 2016/17 and 2017/18 audit	
Bond Governance	22/02/2018	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	22/02/2018	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	22/02/2018	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	22/02/2018	David Hughes	Fraser Bell	Ensure that the risk of major IT Business Systems failure is adequately managed	
Post Election Training for New Council	22/02/2018	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	22/02/2018	David Hughes	Fraser Bell	Consider whether statutory obligations are being delivered and that adequate control is exercised over expenditure.	
Capital Contracts	22/02/2018	David Hughes	Fraser Bell	Ensure appropriate arrangements are in place regarding the tendering for and monitoring of a asample of capital contracts and value for money is being obtained	

Care of Children and Young People - Community Care	22/02/2018	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	
Care Management	22/02/2018	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	22/02/2018	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	22/02/2018	Martin Allan	Fraser Bell	Originated from Gov Review Bond Tracker	
PECOS	22/02/2018	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	
Fixed Asset Register	22/02/2018	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.	
Internal Audit Draft Plan 2018/19	22/02/2018	David Hughes	Fraser Bell	to present the draft internal audit plan for 2018/19.	
Information Governance - Data Governance Standards	22/02/2018	Caroline Anderson	Simon Haston	to provide an update in relation to data governance standards as they developed as part of the Transformation Programme	
Releasing Information to the Public	22/02/2018	David Hughes	Fraser Bell	Consider whether the processes in place for determining what information could be released to the public were adequate	

