

**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Report Title	Committee date	Report author	Head of Service	Purpose of Report	Explanation if delayed or withdrawn
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	
<b>Financial Ledger System</b>	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	Due to Internal Audit staffing as previously reported and the availability of ACC Finance staff
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 Councillors	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	
Children's Social Work Payments	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	

<b>Care Management</b>	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	Delayed due to Internal Audit staffing Issue as previously reported.
<b>PECOS</b>	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	Delayed due to Internal Audit staffing issues as previously reported
<b>Fixed Asset Register</b>	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.	Following commencement of the audit, Internal Audit was advised that one area due to be tested is undertaken as an annual exercise by the end January each year. As this is one of the audits that External Audit plans to take assurance from Internal Audit's work, the testing requires to be undertaken on 2017/18 work. Therefore, completion of the audit has been delayed and the outcome will be reported to Committee in May 2018.
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	
Wellington Brae report (Service Review of Planning and Sustainable Development included in this report)	22/02/2018	Bernadette Marjoram	Bernadette Marjoram	to instruct the Director of Communities, Housing & infrastructure to report back to the Audit, Risk and Scrutiny Committee at a future date to provide evidence of how the wider Service Review of the Planning and Sustainable Development Service referred to in paragraph 3.8.5 is taking full account of the need to implement additional safeguards to ensure that any debatable land ownership and contract procurement issues are appropriately escalated, resolved and recorded	

<b>Gathdee Alpine Sports</b>	22/02/2018	Euan Couperwhite	Euan Couperwhite	to provide an update on the progress made with implementing the internal audit recommendations	Officers continue to work with Garthdee Alpine Sports to ensure compliance with the agreed recommendations. In addition, following the Finance, Policy and Resources Committee meeting of 6 December 2017, a copy of the Internal Audit report has been provided to the management of Sport Aberdeen to allow them to review the work that will be required to be completed during and after the merger of the two ALEOs. Further work is required.
<b>Integregation Joint Board - Integration and Change Funding</b>	22/02/2018	David Hughes	Fraser Bell	Ensure appropriate governance is in place to manage delivery of funded projects and use of the funds	This report will be presented to the ACC IJB Audit and Performance Systems Committee on 2 March and then to this Committee in May 2018 for noting.
Vehicle Usage	22/02/2018	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.	
Adult Social Work Payroll	22/02/2018	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	22/02/2018	David Hughes	Fraser Bell	Consider whether adequate arrangements are in place across the Service to undertake financial assessments in an accurate and efficient manner	
Integration Joint Board - Post Integration Review	22/02/2018	David Hughes	Fraser Bell	Post Integration review of Health and Social Care Integration as required by Integration Resource Advisory Group (IRAG) Guidance.	

Bond Protocol	22/02/2018	Deirdre Nicholson	Fraser Bell	to advise members that a protocol has been written to document the legislative and regulatory requirements which flow the issue of the credit rating and Bonds and identify the systems, processes and people responsible for compliance	
Vehicle Maintenance Workshops - IA/AC/1808	22/02/2018	Willie Whyte	Mark Reilly	In response to a question from Councillor Duncan regarding the contravention of the Council's Procurement Regulations and Financial Regulations, to instruct the Fleet Services Manager to present a report to the Committee at its meeting in February 2018, providing an update on the position.	
Internal Audit Follow Up on Recommendations since April 15/16	22/02/2018	David Hughes	Fraser Bell	provide an update on where services were with implementing agreed recommendations	
Corporate Framework for Management of Risk	22/02/2018	Neil Buck	Fraser Bell	The report presents the Committee with the Risk Management Framework	
Fraud, Bribery and Corruption Policy	22/02/2018	Brian Muldoon	Steve Whyte	to request the Committee to approve an amended Fraud, Bribery and Corruption Policy.	
Annual Accounts 2017/18 - Action Plan and Key Dates	22/02/2018	Karen Black	Steve Whyte	The purpose of this report is to provide Elected Members with high level information and key dates in relation to the 2017/18 Annual Accounts including linkages to the plans and timetables of the Council's External Auditors.	
Ombudsman Decision Report	22/02/2018	Lucy McKenzie		This report provides information on all Scottish Public Services Ombudsman (SPSO), Inspector of Crematoria decisions and Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA) authorisations made in relation to Aberdeen City Council since the last reporting cycle, to provide assurance to Committee that the handling of complaints, Scottish Welfare Fund applications and surveillance is being undertaken appropriately.	

<p>Audit of Aberdeen Crematorium by the Federation of Burial and Cremation Authorities</p>	<p>22/02/2018</p>	<p>Graham Keith</p>	<p>Mark Reilly</p>	<p>At its meeting on 1 November 2016, the Communities, Housing and Infrastructure Committee resolved to commission a 'Critical Friend' Audit by an external crematoria industry body and to present the resulting report to the Audit, Risk and Scrutiny Committee.</p> <p>This report provides the Committee with the attached 'critical friend' audit report carried out by the Federation of Burial and Cremation Authorities (FBCA).</p>	
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