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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Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	If delayed, removed, transferred or withdrawn, enter either D, R, T or W	Explanation if removed, delayed or withdrawn
3	08 May 2018								
4	Internal Audit Progress and Performance	To provide an update on progress for the 2017/18 and 2018/19 audit	on agenda	David Hughes	Governance	Governance	2.2 and 2.4		
5	Out of Authority Placements	Review progress with implementing the Inclusion Review and consider whether the system used to make and review on-going out of authority placements is robust and that alternatives are considered before decisions are made which commit expenditure.	on agenda	David Hughes	Governance	Governance	2.2		
6	Stores Purchasing	Ensure appropriate arrangements are in place regarding procurement of stock		David Hughes	Governance	Governance	2.2	D	Internal Audit have not managed to progress the audit report as quickly as they had hoped. Delayed until June Meeting.
7	Homeless Person - Housing Support Budget	Consider whether adequate control is being exercised over income and expenditure and that best value is being obtained	on agenda	David Hughes	Governance	Governance	2.2		
8	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations	on agenda	David Hughes	Governance	Governance	2.3		
9	Internal Transport Tendering Procedures	Consider whether robust tendering procedures are in place and are operating satisfactorily		David Hughes	Governance	Governance	2.2	D	Proposal from the Service to defer the audit to 2019/20. Details have been included in the Internal Audit Progress Report.
10	Capital Plan	Consider whether robust mechanisms are in place for setting, progressing and monitoring the capital plan.	on agenda	David Hughes	Governance	Governance	2.2		
11	Integration Joint Board - Integration and Change Funding	Ensure appropriate governance is in place to manage delivery of funded projects and use of the funds	on agenda	David Hughes	Governance	Governance	2.2		
12	Financial Ledger System	Consider whether appropriate control is being exercised over the system and that interfaces to and from other systems are accurate and properly controlled.	on agenda	David Hughes	Governance	Governance	2.2		
13	Care Management	To obtain assurance that care needs are being identified, planned and recorded accurately and that costs charged are appropriate and adequately controlled.	on agenda	David Hughes	Governance	Governance	2.2		

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14	PECOS	Consider whether appropriate control is being exercised over the system and that interfaces to and from other systems are accurate and properly controlled	on agenda	David Hughes	Governance	Governance	2.2		
15	Fixed Asset Register	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.		David Hughes	Governance	Governance	2.2	D	The Internal Audit report has been delayed due to Finance not completing work which was subject to testing as part of the audit. Delayed until June.
16	Internal Audit Reports	To discuss the format of the Internal Audit Reports	on agenda	David Hughes	Governance	Governance	2.2		
17	ALEO Assurance Hub	To provide assurance to the Committee on the risk management, financial management and governance arrangements of the ALEOs within the remit of the Assurance Hub.	on agenda	Iain Robertson	Governance	Governance	1.2		
18	Garthdee Alpine Sports	to provide an update on the progress made with implementing the internal audit recommendations.	on agenda	Craig Innes	Commercial and Procurement	Commissioning	2.3		
19	Unaudited Annual Accounts 2017/18	To present the unaudited annual accounts		Lesley Fullerton	Finance	Resources	4.1		
20	Protective Monitoring	Finance, Policy and Resources on 1/2/18 - The Committee agreed:- (i) to defer deliberation of the report until a future meeting of the Committee; (ii) to instruct officers to include further details within the report regarding the governance process for officers and elected members; (iii) that officers circulate further details in relation to Airwatch regarding due process; and (iv) that members contact the Head of IT and Transformation with any additional governance and assurance issues that they would like to be addressed and included within the report.	on agenda	Norman Hogg	Digital and Technology	Customer	1.4		
21	Local Scrutiny Plan	To present, for approval, the Local Scrutiny Plan 2018/19 from the Local Area Network	The External Auditor has advised that further work was required on the Plan.	Andy Shaw	Governance	Governance	3.1	D	The Local Scrutiny Plan has not yet been finalised by the Local Area Network and will be presented to the meeting in June.
22	Interim Management Report	To present an interim report in relation to the external audit work.	on agenda	Andy Shaw	Governance	Governance	3.1		

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2									
23	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.	on agenda	Lucy Mackenzie	Customer Experience	Customer	6.9		
24	Fleet and Transport MOT Issues	The report provides members with information regarding Aberdeen City Council operating six vehicles without valid MOT certificates.	on agenda	William Whyte	Operations and Protective Services	Operations	6.2		
25	Inspection Report of Aberdeen Crematorium by the Inspector of Crematoria	At its meeting on 1 November 2016, the Communities, Housing and Infrastructure Committee resolved to present resulting reports of audits of Aberdeen Crematorium to the Audit, Risk and Scrutiny Committee for assurance purposes. This report provides the Committee with the attached inspection report carried out by the Inspector of Crematoria on 31 January 2018.	on agenda	Graham Keith	Operations and Protective Services	Operations	6.9		
26			27 June 2018						
27	Audited Annual Accounts 2017/18	To present the audited annual accounts		Lesley Fullerton	Finance	Resources	4.1		
28	Timetable for Preparation of Internal Audit Plans for 2019/20 and 2020/21	To advise the Committee of the process and timetable for developing the Internal Audit Plan for 2019/20 and 2020/21		David Hughes	Governance	Governance	2.1		
29	Internal Audit Charter	To advise the Committee of the annual review of the Council's Internal Audit Charter		David Hughes	Governance	Governance	2.2		
30	Internal Audit Annual Report	To present Internal Audit's annual report to Committee		David Hughes	Governance	Governance	2.1		
31	Internal Audit Progress and Performance	To provide an update on progress for the 2017/18 and 2018/19 audit		David Hughes	Governance	Governance	2.4		
32	Creditors Payments	To provide assurance that there are adequate controls around the interface of payment data from named systems to the Creditors System (supporting documentation for and authorisation controls over input data, segregation of duties, accuracy and reconciliation of interfaced data sent and received) and that any associated balance sheet / suspense codes are reconciled on a regular basis.		David Hughes	Governance	Governance	2.2		

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33	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
34	Interim Audit Report & ISA 260 Report to Those Charged with Governance	to present External Audit's interim position on the annual accounts		Andy Shaw	Governance	Governance	1.4		
35	RIPSA Activity	Audit, Risk and Scrutiny Committee's decision 26/9/17 the Committee requested quarterly updates on policy/compliance. The update includes an update on training delivered, the number of applications "live" and extant, and any new procedural requirements.		Jess Anderson	Governance	Governance	5.2		
36	Corporate Investigation Team - Annual Fraud Report	To consider the annual fraud report		Brian Muldoon	Governance	Governance	5.2		
37	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 Mackenzie	Customer Experience	Customer	6.9		
38			03 October 2018						
39	Internal Audit Progress and Performance	To provide an update on progress for the 2017/18 and 2018/19 audit		David Hughes	Governance	Governance	2.4		
40	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
41	Transformation	To provide assurance that the Council has appropriate arrangements in place to ensure the success of its transformational aspirations.		David Hughes	Governance	Governance	2.2		
42	Timesheets and Allowances	To provide assurance that payments are accurate and justified, and that improvements recommended in previous reviews have been fully implemented.		David Hughes	Governance	Governance	2.2		
43	General Data Protection Regulations	To provide assurance that the Council has adequate arrangements in place, that are understood throughout the organisation, to protect the Council's information.		David Hughes	Governance	Governance	2.2		
44	Devolved Education Management	To provide assurance that the scheme in place is adequate and that the decision making process is appropriate based on delegations in place.		David Hughes	Governance	Governance	2.2		
45	Housing Rent	To provide assurance that appropriate arrangements have been put in place to manage the impact of Universal Credit on rent collection including intervention relating to identified vulnerable cases.		David Hughes	Governance	Governance	2.2		

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46	Debtors System	To provide assurance over system controls, documentation supporting invoices raised and debt recovery process.		David Hughes	Governance	Governance	2.2		
47	VAT	To provide assurance over arrangements in place to maximise the recovery of VAT and ensure that VAT recovered is adequately supported.		David Hughes	Governance	Governance	2.2		
48	Digital Strategy	To provide assurance that there are appropriate plans in place to manage the Council's digital strategy including reporting of progress against established milestones.		David Hughes	Governance	Governance	2.2		
49	Charging Policy	To provide assurance that there is a clear charging policy in place and that it is being complied with.		David Hughes	Governance	Governance	2.2		
50	Annual Information Governance Statement	To provide Committee with an annual report on the Council's information governance performance.		Caroline Anderson	Governance	Governance	1.4		
51	Council's RIPSAs Policy and the statistical information on RIPSAs activity	As per the Committee's decision 26/9/17 the report presented the annual report on the Council's RIPSAs policy and the statistical information on RIPSAs activity.		Jess Anderson	Governance	Governance	5.2		
52	External Audit Annual Report	to present External Audit's annual report on the accounts		Andy Shaw	Governance	Governance	3.1		
53	Money Laundering	To present the reviewed Money Laundering policy for approval.		Brian Muldoon	Governance	Governance	GD7.1		
54	ALEO Assurance Hub	To provide assurance to the Committee on the risk management, financial management and governance arrangements of the ALEOs within the remit of the Assurance Hub.		Iain Robertson	Governance	Governance	1.2		
55	Development of Models for Civic Leadership and Engagement	To consider models for Civic Leadership and Engagement		Derek McGowan	Early Intervention and Community Empowerment	Customer			
56	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 Mackenzie	Customer Experience	Customer	6.9		
57			04 December 2018						
58	Internal Audit Progress and Performance	To provide an update on progress for the 2017/18 and 2018/19 audit		David Hughes	Governance	Governance	2.4		
59	Voluntary Severance / Early Retirement (VSER) Scheme	To provide assurance that the terms of the VSER Scheme are complied with and that payments made / enhancements to pensions are accurate.		David Hughes	Governance	Governance	2.2		

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60	Compliance with Procurement Legislation and Council Regulations	To provide assurance that the Council has appropriate arrangements in place that are being complied with, to ensure compliance with procurement legislation and internal regulations.		David Hughes	Governance	Governance	2.2		
61	Business Rates	To provide assurance over the accuracy of Business Rates billing and robustness of collection arrangements.		David Hughes	Governance	Governance	2.2		
62	Data security in a cloud based environment	To provide assurance over the Council's arrangements to ensure data security where business is transacted through the Cloud.		David Hughes	Governance	Governance	2.2		
63	National Care Home Contract	To provide assurance that risk to supply is controlled through adequate monitoring of supply and suppliers and related business continuity plans. (Ref Kingsmead Nursing Home.)		David Hughes	Governance	Governance	2.2		
64	ALEO Assurance Hub Annual Review	To review the ALEO Assurance Hub terms of reference and oversight of ALEOs over the previous 12 months		Iain Robertson	Governance	Governance	1.2		
65	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
66			14 February 2019						
67	Internal Audit Progress and Performance	To provide an update on progress for the 2018/19 audit		David Hughes	Governance	Governance	2.4		
68	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
69	Health and Safety	To provide assurance that appropriate arrangements to manage Health and Safety have been implemented across the Council.		David Hughes	Governance	Governance	2.2		
70	Prevention of Fraud, Bribery and Corruption	To provide assurance that the Council's arrangements for the prevention of fraud, bribery and corruption are adequate and proportionate.		David Hughes	Governance	Governance	2.2		
71	Pupil Equity Fund	To provide assurance that schools are spending in accordance with their plans, and that these were developed as required, to close the poverty related attainment gap.		David Hughes	Governance	Governance	2.2		
72	i-World	To provide assurance that appropriate control is being exercised over the i-World system and that interfaces to and from other systems are accurate and properly controlled.		David Hughes	Governance	Governance	2.2		
73	Craft Workers' Terms and Conditions	To provide assurance that new Terms and Conditions have been implemented and are being complied with.		David Hughes	Governance	Governance	2.2		
74	Bond Governance	To provide assurance that the requirements of the Bond Trust Deed are complied with.		David Hughes	Governance	Governance	2.2		

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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 Mackenzie	Customer Experience	Customer	6.9		
76	RIPSA Activity	Audit, Risk and Scrutiny Committee's decision 26/9/17 the Committee requested quarterly updates on policy/compliance. The update includes an update on training delivered, the number of applications "live" and extant, and any new procedural requirements.		Jess Anderson	Governance	Governance	5.2		
77			30 April 2019						
78	Digital Booking, Fees and Charges	To provide assurance over the controls around on-line booking and collection of fees and charges		David Hughes	Governance	Governance	2.2		
79	Music Centre	To provide assurance that procedures have been improved following completion of work undertaken by Corporate Investigation Team.		David Hughes	Governance	Governance	2.2		
80	Contract Management	To focus on recent identified issues - 3rd Don Crossing - Photovoltaic Panels To include data/intelligence used for monitoring escalation of risk		David Hughes	Governance	Governance	2.2		
81	Criminal Justice	To provide assurance that adequate control is exercised over income and expenditure, that system data is accurate and adequately supported, and that reporting arrangements between the Council and IJB are appropriate.		David Hughes	Governance	Governance	2.2		
82	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.	May-19		Governance	Governance	GD 7.4		
83	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 Mackenzie	Customer Experience	Customer	6.9		
84			Other Items						

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85	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."	A report has been instructed to be discussed at Operational Delivery Committee within 6 months. Following conclusion of all matters a report will be submitted to this Committee. No date has been scheduled as yet.		Early Intervention and Community Empowerment	Customer			