

	A	B	C	D	E	F	G	H	I
1	<b>AUDIT, RISK &amp; SCRUTINY COMMITTEE BUSINESS PLANNER</b>								
	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	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3			<b>04 December 2018</b>						
4	Transformation	To provide assurance that the Council has appropriate arrangements in place to ensure the success of its transformational aspirations.	on the agenda	David Hughes	Governance	Governance	2.2		
5	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.	on the agenda	David Hughes	Governance	Governance	2.2		
6	Internal Transport Tendering Procedures	to consider whether robust tendering procedures are in place and are operating satisfactorily.	on the agenda	David Hughes	Governance	Governance	2.2		
7	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	D	Commencement delayed at request of Service pending Chief Officer – Digital and Technology taking up post.
8	Internal Audit Progress and Performance	To provide an update on progress for the 2017/18 and 2018/19 audit	on the agenda	David Hughes	Governance	Governance	2.4		
9	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	D	Further testing is required to be undertaken in this area.
10	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	D	Delayed due to delays with other audits and additional follow up work on recommendations.
11	Business Rates	To provide assurance over the accuracy of Business Rates billing and robustness of collection arrangements.	on the agenda	David Hughes	Governance	Governance	2.2		

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12	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	D	There have been delays in information requested by Internal Audit being received from the Service. Subsequently, the Auditor undertaking this audit has left Internal Audit.
13	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	D	Delayed due to delays with other audits and additional follow up work on recommendations.
14	MOT Issues	AR&S 8 May instruct the Chief Operating Officer to report back to this Committee within two committee cycles, following the completion of the investigation and following consideration of the matter being concluded at Operational Delivery Committee	on the agenda	Mark Reilly	Operations and Protective Services	Operations	6.2		
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.	on the agenda	Lucy Mackenzie	Customer Experience	Customer	6.9		
16	ALEO Assurance Hub Annual Review	To review the ALEO Assurance Hub terms of reference and oversight of ALEOs over the previous 12 months	on the agenda	Iain Robertson	Governance	Governance	1.2		
17	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.	on the agenda	Jess Anderson	Governance	Governance	5.2		
18	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations	on the agenda	David Hughes	Governance	Governance	2.3		
19	<b>14 February 2019</b>								

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20	Health and Social Care Partnership 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		
21	Money Laundering	To present the reviewed Money Laundering policy for approval.		Brian Muldoon	Governance	Governance	GD7.1		
22	Internal Audit Progress and Performance	To provide an update on progress for the 2018/19 audit		David Hughes	Governance	Governance	2.4		
23	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
24	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		
25	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		
26	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		
27	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		
28	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		
29	Bond Governance	To provide assurance that the requirements of the Bond Trust Deed are complied with.		David Hughes	Governance	Governance	2.2		
30	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		
31	Equal Pay Audit	To present the outcome of the Equal Pay Audit.		Neil Yacamini	People	Resources	5.2 & 6.7		
32	ICT Access Control Policy	To seek the Audit, Risk & Scrutiny Committee's approval of a draft ICT Access Control Policy		Lita Greenwell	Digital and Technology	Customer	Purpose 1.1, Remit 1.4		

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33	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		Vikki Cuthbert	Governance	Governance	Remit 1.3		
34			<b>30 April 2019</b>						
35	Internal Audit Progress and Performance	To provide an update on progress for the 2018/19 audit		David Hughes	Governance	Governance	2.4		
36	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
37	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		
38	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		
39	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		
40	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		
41	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."		Neil Carnegie	Early Intervention and Community Empowerment	Customer	6.2	D	Work is still ongoing in this area therefore a report will be submitted to this Committee on completion of the work.  A Service Update to be provided.
42	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		
43			<b>Other Items</b>						

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44	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.	May-19		Governance	Governance	GD 7.4		
45	Risk Management Framework	To present the Risk Management Framework	Sep-19	Ronnie McKean	Governance	Governance	Purpose 1.2 Remit 1.1		
46	Corporate Risk Register	To present the Corporate Risk Register	Sep-19	Ronnie McKean	Governance	Governance	Purpose 1.2 Remit 1.1		