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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	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3			14 February 2019						
4	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.	A report is on the agenda	David Hughes	Governance	Governance	2.2		
5	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.	A report is on the agenda	David Hughes	Governance	Governance	2.2		
6	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 to April 2019 for reasons detailed in Internal Audit's Progress report
7	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	Delayed to April 2019 for reasons detailed in Internal Audit's Progress report
8	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.)	A report is on the agenda	David Hughes	Governance	Governance	2.2		
9	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	D	Delayed to April 2019 for reasons detailed in Internal Audit's Progress report
10	Money Laundering	To present the reviewed Money Laundering policy for approval.		Deirdre Nicholson	Governance	Governance	GD7.1	D	Delayed until June - postholder still to be appointed.
11	Internal Audit Progress and Performance	To provide an update on progress for the 2018/19 audit	A report is on the agenda	David Hughes	Governance	Governance	2.4		
12	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations	A report is on the agenda	David Hughes	Governance	Governance	2.3		
13	Internal Audit Plan 2019/20	To present the Internal Audit Plan for 2019/20	A report is on the agenda	David Hughes	Governance	Governance	2.1		

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14	Health and Safety	To provide assurance that appropriate arrangements to manage Health and Safety have been implemented across the Council.	A report is on the agenda	David Hughes	Governance	Governance	2.2		
15	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.	A report is on the agenda	David Hughes	Governance	Governance	2.2		
16	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	D	Delayed to April 2019 for reasons detailed in Internal Audit's Progress report
17	NPS Housing System (previously listed as iworld)	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.	A report is on the agenda	David Hughes	Governance	Governance	2.2		
18	Craft Workers' Terms and Conditions	To provide assurance that new Terms and Conditions have been implemented and are being complied with.	Proposal to move this audit to the 2019/20 Internal Audit Plan	David Hughes	Governance	Governance	2.2	D	Recommendation in Internal Audit's Progress Report to move this audit to 2019/20.
19	Bond Governance	To provide assurance that the requirements of the Bond Trust Deed are complied with.	A report is on the agenda	David Hughes	Governance	Governance	2.2		
20	External Audit Strategy	To present the external audit strategy document.	A report is on the agenda	Andy Shaw	Governance	Governance	3.1		
21	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.	A report is on the agenda	Lucy Mackenzie	Customer Experience	Customer	6.9		
22	Equal Pay Audit	To present the outcome of the Equal Pay Audit.		Neil Yacamini	People	Resources	5.2 & 6.7	D	Recommend to report in June to allow the information to be generated on the 1st April and allow the most current information to be reported to Committee
23	ICT Access Control Policy	To seek the Audit, Risk & Scrutiny Committee's approval of a draft ICT Access Control Policy	A report is on the agenda	Lita Greenwell	Digital and Technology	Customer	Purpose 1.1, Remit 1.4		

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24	Annual Accounts 2018/19 – Action Plan and Key Dates	to present the key dates in relation to the 2018/19 Annual Accounts	A report is on the agenda	Lesley Fullerton	Finance	Resources	Purpose 1.3		
25	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	A report is on the agenda	Vikki Cuthbert	Governance	Governance	Remit 1.3		
26	30 April 2019								
27	Internal Audit Progress and Performance	To provide an update on progress for the 2018/19 audit		David Hughes	Governance	Governance	2.4		
28	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
29	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		
30	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		
31	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		
32	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		
33	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.

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34	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		
35	Inspection Report of Aberdeen Crematorium by the Inspector of Crematoria	to present the annual inspection report.		Graham Keith	Operations and Protective Services	Operations	6.9		
36	Unaudited Annual Accounts 2018/19	To present the unaudited accounts for ACC and registered charities		Lesley Fullerton	Finance	Resources	Purpose 1.3		
37	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.			Governance	Governance	GD 7.4		
38	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		
39	26 June 2019								
40	Internal Audit Progress and Performance	To provide an update on progress for the 2018/19 and 2019/20 audits		David Hughes	Governance	Governance	2.4		
41	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
42	Internal Audit Annual Report	To present the internal audit annual report for 2018/19		David Hughes	Governance	Governance	2.4		
43	ISA 260 Report	to present External Audit's Interim position in relation to the audit of the annual accounts		Andy Shaw	Governance	Governance	3.1		
44	Local Area Network scrutiny summary	To present a summary of the Local Area Network Scrutiny Plan.		Andy Shaw	Governance	Governance	3.1		
45	Audited Annual Accounts 2018/19	To present the audited accounts for ACC and registered charities		Lesley Fullerton	Finance	Resources	4.1 and 4.2		

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47			25 September 2019						
48	Internal Audit Progress and Performance	To provide an update on progress for the 2018/19 and 2019/20 audits		David Hughes	Governance	Governance	2.4		
49	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
50	Risk Management Framework	To present the Risk Management Framework		Ronnie McKean	Governance	Governance	Purpose 1.2 Remit 1.1		
51	Corporate Risk Register	To present the Corporate Risk Register		Ronnie McKean	Governance	Governance	Purpose 1.2 Remit 1.1		
52	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		
53	Information Governance Annual Report	To provide Committee with an annual report on the Council's information governance performance		Caroline Anderson	Business Intelligence and Performance Management	Commissioning	Remit 1.4		
54	Annual External Audit Report	to set out Best Value and Wider Scope aspects of the annual audit.		Andy Shaw	Governance	Governance	3.1		
55			04 December 2019						
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	Internal Audit Progress and Performance	To provide an update on progress for the 2018/19 and 2019/20 audits		David Hughes	Governance	Governance	2.4		
58	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		