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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	<b>Report Title</b>	<b>Minute Reference/Committee Decision or Purpose of Report</b>	<b>Update</b>	<b>Report Author</b>	<b>Chief Officer</b>	<b>Directorate</b>	<b>Terms of Reference</b>	<b>Delayed or Recommended for removal or transfer, enter either D, R, or T</b>	<b>Explanation if delayed, removed or transferred</b>
3			30 April 2019						
4	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		
5	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		
6	Intrnal Audit Annual Report 2018/19	To present the Internal Audit Annual Report for 2018/19.	A report is on the agenda	David Hughes	Governance	Governance	2.3		
7	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	D	Delays in completing the PEF Audit. The report will be submitted in June 2019.
8	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	D	Work has commenced on this audit, there were delays initially with identifying the appropriate officers to discuss the terms of the audit with. The report will be submitted in June 2019.
9	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.	A report is on the agenda	David Hughes	Governance	Governance	2.2		
10	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 were delays in information being provided by the Service as requested by Internal Audit. Subsequently, the Auditor undertaking this audit left Internal Audit. Discussions are ongoing. A report will be submitted in June 2019
11	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	Internal Audit have not received comments from officers on the draft report. A report will be submitted in June 2019.

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12	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.	A report is on the agenda	David Hughes	Governance	Governance	2.2		
13	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.	A report is on the agenda	David Hughes	Governance	Governance	2.2		
14	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."	There has been progress at Marchburn Park however not all of the issues have been completed therefore a report will be submitted at the conclusion of the issues.	Neil Carnegie	Early Intervention and Community Empowerment	Customer	6.2	D	As per update column
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.	There have been no SPSO decisions since the last reporting period so there is nothing to report at this meeting.	Lucy Mackenzie	Customer Experience	Customer	6.9		As this item is a standing item on all agendas, the next report is scheduled to be submitted in June 2019.
16	Inspection Report of Aberdeen Crematorium by the Inspector of Crematoria	to present the annual inspection report.	A report is on the agenda	Graham Keith	Operations and Protective Services	Operations	6.9		
17	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.	A report is on the agenda		Governance	Governance	GD 7.4		
18	Unaudited Annual Accounts 2018/19 and the Annual Governance Statement	To present the unaudited accounts for ACC and registered charities	A report is on the agenda	Lesley Fullerton	Finance	Resources	Purpose 1.3		
19	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.	A report is on the agenda	Jess Anderson	Governance	Governance	5.2		

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20			26 June 2019						
21	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		
22	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
23	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		
24	Local Area Network scrutiny summary	To present a summary of the Local Area Network Scrutiny Plan.		Andy Shaw	Governance	Governance	3.1		
25	Audited Annual Accounts 2018/19	To present the audited accounts for ACC and registered charities		Lesley Fullerton	Finance	Resources	4.1 and 4.2		
26	Money Laundering	To present the reviewed Money Laundering policy for approval.		Deirdre Nicholson	Governance	Governance	GD7.1		
27	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		
28	Shutdown of Non-essential spend	To provide assurance that the shutdown of non-essential spend has been effective in achieving its objective and instructions were complied with.		David Hughes	Governance	Governance	2.2		
29	Income Generation	To provide assurance that budgeted income generation is based on robust assumptions and is being realised		David Hughes	Governance	Governance	2.2		
30			25 September 2019						
31	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		
32	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
33	Risk Management Framework	To present the Risk Management Framework		Ronnie McKean	Governance	Governance	Purpose 1.2 Remit 1.1		
34	Corporate Risk Register	To present the Corporate Risk Register		Ronnie McKean	Governance	Governance	Purpose 1.2 Remit 1.1		

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35	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		
36	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		
37	Annual External Audit Report	to set out Best Value and Wider Scope aspects of the annual audit.		Andy Shaw	Governance	Governance	3.1		
38	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		
39	Travel Policy	To provide assurance that the Council has appropriate arrangements in place and that these are being complied with.		David Hughes	Governance	Governance	2.2		
40	Cyber Security	To provide assurance that the controls detailed in the Corporate Risk Register (Corp006) are effective and that Assurance actions are progressing as planned.		David Hughes	Governance	Governance	2.2		
41	Housing Rent	To provide assurance over rent collection and arrears recovery procedures.		David Hughes	Governance	Governance	2.2		
42	Car Parking and Bus Lane Enforcement	To provide assurance that procedures regarding income collection and the management of fines are adequate.		David Hughes	Governance	Governance	2.2		
43	Stock Control	To provide assurance that procedures are adequate and stock movements are adequately accounted for.		David Hughes	Governance	Governance	2.2		
44	Ring Fenced Funding	To provide assurance that the Council has appropriate arrangements in place to ensure that conditions relating to ring-fenced funding contained within Scottish Government Grant are complied with.		David Hughes	Governance	Governance	2.2		

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45	Risk Management	Previous review undertaken in 2015/16. Internal Audit is required by Public Sector Internal Audit Standards to review risk management arrangements on a regular basis. It is proposed to undertake a review to provide assurance over the arrangements that are currently in operation within the Council.		David Hughes	Governance	Governance	2.2		
46			04 December 2019						
47	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		
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	Civil Contingencies	To provide assurance that the Council has taken the necessary action and has plans in place to mitigate risks identified in the Corporate Risk Register (Corp004) to ensure that it can deliver on its obligations in the event of an emergency.		David Hughes	Governance	Governance	2.2		
51	Transformation	To provide assurance that the Council is continuing to make progress to ensure the success of its transformational aspirations.		David Hughes	Governance	Governance	2.2		
52	Voids	To provide assurance regarding the process for re-letting void properties and compliance therewith.		David Hughes	Governance	Governance	2.2		
53	Cash Collection	To provide assurance over procedures in operation relating to sample of cash collection locations.		David Hughes	Governance	Governance	2.2		
54	Children's Services	To provide assurance over Fostering and Adoption Allowances being paid.		David Hughes	Governance	Governance	2.2		
55	Risk Management - IJB	To review the process for identifying risks, managing them (including performance measures against each risk), and reporting to the IJB.		David Hughes	Governance	Governance	2.2		
56	Industrial and Commercial Property	To provide assurance over the processes in place for letting, recovering rental income, and managing voids for industrial and commercial premises.		David Hughes	Governance	Governance	2.2		

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57	HR / Payroll System	To provide assurance that there is adequate control over the new CoreHR system and that issues raised in relation to previous system have been addressed.		David Hughes	Governance	Governance	2.2		
58	Investment Strategy and Investment Performance Management - Pensions Fund	To provide assurance over compliance with the pension fund investment strategy and arrangements in place to monitor the performance of investment managers.		David Hughes	Governance	Governance	2.2		
59			February 2020						
60	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		
61	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		
62	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
63	Information Governance	To provide assurance that the controls in place for mitigating the risks identified in the Corporate Risk Register (Corp005) are adequate and operating as expected.		David Hughes	Governance	Governance	2.2		
64	SEEMIS	To provide assurance that appropriate control is being exercised over the system in view of the perceived criticality of the system and the significant volume of sensitive personal data held.		David Hughes	Governance	Governance	2.2		
65	School Catering	To provide assurance over income and procurement expenditure relating to school catering operations		David Hughes	Governance	Governance	2.2		
66	Financial Ledger System	To provide assurance over system controls, business continuity and contingency plans.		David Hughes	Governance	Governance	2.2		
67	Gas Servicing Contract	To provide assurance that contractual and operational issues are being complied with		David Hughes	Governance	Governance	2.2		
68									
69									
70			April 2020						

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71	Internal Audit Progress Report	To provide an update on progress for the 2018/19 and 2019/20 audits		David Hughes	Governance	Governance	2.4		
72	Internal Audit Follow up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		David Hughes	Governance	Governance	2.3		
73	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		
74	Workforce Planning	To provide assurance that the Council has appropriate and adequate plans in place to determine its workforce requirements and that these are in operation throughout the Council.		David Hughes	Governance	Governance	2.2		
75	Procurement	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		
76	Performance Management	To provide assurance that the Council has effective performance management arrangements in place which produce accurate data		David Hughes	Governance	Governance	2.2		
77	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		
78	Commissioned Services	To provide assurance that contract monitoring arrangements relating to Social Care Commissioned Services are adequate.		David Hughes	Governance	Governance	2.2		