

	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	<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	<b>29 September 2021</b>								
4	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits	a report is on the agenda	Colin Harvey	Governance	Commissioning	2.2		
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	Colin Harvey	Governance	Commissioning	2.3		
6	Internal Audit - Update on the 2021/22 Internal Audit Plan	To reaffirm the plan for the remainder of the year or to consider any proposals to amend the plan based on the risk to the organisation at that point.		Colin Harvey	Governance	Commissioning	2.2	R	This report will be combined with the Internal Audit Progress Report (item 4 on the planner)
7	Internal Audit Reporting - Proposed New Format	to present an updated format for advising the Committee of progress made by Services with implementing recommendations that have been agreed in Internal Audit reports.	a report is on the agenda	Colin Harvey	Governance	Commissioning	2.3		
8	RIPSA Quarterly Report	to present the quarterly Ripsa report	A report is on the agenda.	Jess Anderson	Governance	Commissioning	5.2		
9	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 McKenzie	Customer Experience	Customer	6.4	R	There aren't any SPSO decisions to report since the last Committee cycle.
10	ALEO Assurance Hub	to present the findings from the latest ALEO Assurance Hub meeting.	a report is on the agenda	Vikki Cuthbert	Governance	Commissioning	1.2		
11	Corporate Risk Register and Assurance Maps	to present the Corporate Risk Register and the Assurance Maps		Ronnie McKean	Governance	Commissioning	1.1	D	So that these items can presented at the same time as other relevant reports including, Internal Audit Plan, ALEO Assurance Hub Plan, External Audit Strategy, report to be presented in February 2022.
12	Information Governance Annual Report	to present the annual report for the Council's Information Governance	A report is on the agenda	Caroline Anderson	Data Insights	Customer	1.3		

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13	Bon Accord Care - Budget Monitoring	To provide assurance over Bon Accord Care's budget monitoring procedures including monitoring of savings programme.	a report is on the agenda	Colin Harvey	Governance	Commissioning	2.2		
14	IT Infrastructure Systems	To obtain assurance over the procurement and adequacy of the Council's IT Infrastructure Systems		Colin Harvey	Governance	Commissioning	2.2	D	The audit was temporarily suspended pending the new CO – Digital & Technology commencing in post. The audit programme remains under discussion with the CO - Digital and Technology. Report expected in December 2021.
15	Licensing Income	To provide assurance over controlling income from the processes in place for licensing applications		Colin Harvey	Governance	Commissioning	2.2	D	System access delayed due to service requirement. Report expected in December 2021.
16	Financial System Interfaces and Reconciliations	To obtain assurance that appropriate checks and balances are in place to confirm the accuracy of information transferred into the financial system.		Colin Harvey	Governance	Commissioning	2.2	D	Audit was delayed due to Service and Internal Auditor availability. Report expected in December 2021.
17	Vehicle Replacement Policy and Procurement	to provide assurance that the Council has an appropriate vehicle replacement policy and that procurement complies with policy and procurement regulations/ governance.	a report is on the agenda	Colin Harvey	Governance	Commissioning	2.2		
18	Consilium System - HRA Building Maintenance System	to provide assurance over the system controls - to include access controls, system security and backups. Interfaces, business continuity and contingency plans.		Colin Harvey	Governance	Commissioning	2.2	D	The assigned auditor had sickness absences which have delayed progress. Report expected in December 2021.
19	Timesheets and Allowances	To provide assurance that payments are accurate and justified and that improvements recommended in previous reviews have been fully implemented.	a report is on the agenda	Colin Harvey	Governance	Commissioning	2.2		
20	Housing - Waiting List and Allocations	To provide assurance that the Housing Waiting List is maintained efficiently and allocations are made in accordance with policy.	a report is on the agenda	Colin Harvey	Governance	Commissioning	2.2		
21	Health and Safety - Operations and Protective Services	to provide assurance that appropriate processes are being employed in managing health and safety within the Cluster.	a report is on the agenda	Colin Harvey	Governance	Commissioning	2.2		

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22	Mental Health and Substance Abuse	to provide assurance that appropriate processes are in place to manage and record support arrangements and that expenditure is adequately controlled, including approval/management of discretionary support		Colin Harvey	Governance	Commissioning	2.2	D	The lead officer has been absent and the audit could not be concluded. Report expected in December 2021.
23	Commissioning	Review of plans and progress with implementation of the Council's Strategic Commissioning Approach set out in the Council Delivery Plan		Colin Harvey	Governance	Commissioning	2.2	D	Due to Internal Audit resource issues, the audit was delayed. Work has commenced on this audit. Report expected in December 2021.
24	Children with Disabilities - Contracts and Direct Payments	To obtain assurance that care is being arranged and paid for in accordance with procedure to secure best value outcomes.		Colin Harvey	Governance	Commissioning	2.2	D	Due to Internal Audit resource issues, the audit was delayed. Work has commenced on this audit. Report expected in February 2022.
25	Capital Project Management	To provide assurance that the management and reporting of on-going capital projects is adequate and that appropriate post completion reviews are completed so that lessons learned can be recorded and acted upon.		Colin Harvey	Governance	Commissioning	2.2	D	Due to Internal Audit resource issues, the audit was delayed. Work has commenced on this audit. Report expected in February 2022.

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26	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."	<u>Audit, Risk and Scrutiny 30 April</u> 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. In the Interim, where there have been significant developments in the project, Service Updates will be submitted.	Neil Carnegie	Early Intervention and Community Empowerment	Customer	6.2	D	The remedial works are ongoing with further contractual work required. The timescales will not allow a report this cycle therefore it is expected to report to the December meeting.
27	Union Terrace Gardens Development	<b>Council 21 June 2021, article 16 - Urgent Notice of Motion - Union Terrace Gardens</b> Agrees following the conclusion of Police Scotland's investigation, to instruct the Chief Officer - Capital and Chief Officer – Governance to bring a report to the next meeting of the Audit, Risk and Scrutiny Committee detailing the events relating to the removal of granite and other items from the UTG site to a private residence, as well as providing details of Elected Member(s) involvement with any of the parties involved in the removal of granite from UTG before the granite was removed from the private residence on the instructions of the main contractor, and to provide the Committee with a full audit of all the granite and other items removed from UTG to ensure that the main contractor can provide Council with a guarantee that all granite and other items from Union Terrace Gardens can be accounted for.	a report is on the agenda	Fraser Bell John Wilson	Governance Capital	Commissioning Resources	6.2		
28	<b>2 December 2021</b>								
29	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Colin Harvey	Governance	Commissioning	2.2		

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30	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Colin Harvey	Governance	Commissioning	2.3		
31	RIPSA Quarterly Report	to present the quarterly Ripsa report		Jess Anderson	Governance	Commissioning	5.2		
32	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 McKenzie	Customer Experience	Customer	6.4		
33	Annual Accounts Key Dates	to advise on the key reporting dates for the annual accounts for 2021/22.		Lesley Fullerton	Finance	Resources	4.1		
34	The Recruitment Process	To obtain assurance over adherence to the recruitment process, including pre-employment checks and document retention.		Colin Harvey	Governance	Commissioning	2.2	D	Report expected in February 2022 due to delays with other audits.
35	Attendance Management	To obtain assurance over compliance with corporate policy and determine whether the Council's absence improvement plan is having a positive impact on attendance.		Colin Harvey	Governance	Commissioning	2.2	D	In March 2020 all employee relations processes were suspended due to the pandemic, some casework was recommenced in October 2020 but a return to business as usual only recommenced in April 2021. The Service has requested that audit fieldwork be deferred until January 2022 by when there should be a period of greater normalisation from which to assess. Report expected in June 2022
36	Revenue Budget Monitoring	To ensure that robust procedures are in place for monitoring the revenue budget.		Colin Harvey	Governance	Commissioning	2.2		
37	Care Establishments Financial Administration	To obtain Assurance over financial administration including payroll, timesheets and purchasing.		Colin Harvey	Governance	Commissioning	2.2		
38	<b>22 February 2022</b>								
39	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Colin Harvey	Governance	Commissioning	2.2		
40	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Colin Harvey	Governance	Commissioning	2.3		
41	Internal Audit Plan 2022/23	to present the Internal Audit Plan for 2022/23		Colin Harvey	Governance	Commissioning	2.1		
42	External Audit Strategy	to present the external audit strategy		Michael Wilkie	Governance	Commissioning	3.1		

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43	RIPSA Annual Report	to present the annual Ripsa report		Jess Anderson	Governance	Commissioning	5.2		
44	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 McKenzie	Customer Experience	Customer	6.4		
45	Recovery Arrangements for Sundry Debt	To ensure that procedures for recovering debts are adequate, efficient and consistently applied		Colin Harvey	Governance	Commissioning	2.2		
46	Transport Arrangements for Education and Social Care	To obtain assurance over procurement, provision and management of transport for educational and social care needs.		Colin Harvey	Governance	Commissioning	2.2		
47	Grant Funding to External Organisation	To obtain assurance that grant payments to external organisations during financial year 2021/22 comply with the Council's policy and procedure, including the Following the Public Pound Code of Practice		Colin Harvey	Governance	Commissioning	2.2		
48	Council Owned Land and Property	To review systems and procedures in place for ensuring that the Council has surety over the Land and Buildings it owns, including title.		Colin Harvey	Governance	Commissioning	2.2		
49	Health and Social Care Transformation	To provide assurance that the JJB is continuing to make progress with delivery of its transformation agenda.		Colin Harvey	Governance	Commissioning	2.2		
50	Pensions System	To consider whether appropriate control is being exercised over the system used to administer the Fund, including access, contingency planning and disaster recovery, data input and that interfaces to and from other systems are accurate and properly controlled.		Colin Harvey	Governance	Commissioning	2.2		

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51	School/Pupil Security	to provide assurance that the Council had adequate arrangements regarding school security.		Colin Harvey	Governance	Commissioning	2.2		
52	<b>30 June 2022</b>								
53	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Colin Harvey	Governance	Commissioning	2.2		
54	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Colin Harvey	Governance	Commissioning	2.3		
55	RIPSA Quarterly Report	to present the quarterly RipSA report		Jess Anderson	Governance	Commissioning	5.2		
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 McKenzie	Customer Experience	Customer	6.4		
57	Payroll and HR System Amendments	To obtain assurance over the accuracy and completeness of the payroll as a result of changes to the workforce		Colin Harvey	Governance	Commissioning	2.2		
58	Internal Movement of Staff, relief staff and agency workers	To obtain assurance over adherence to procedures for internal movement of staff, use of relief pool staff and agency worker engagement procedures.		Colin Harvey	Governance	Commissioning	2.2		
59	Inspections, Aids and Adaptions	To ensure that adequate control is being exercised over income and expenditure		Colin Harvey	Governance	Commissioning	2.2		
60	Financial Administration - Waste	To obtain assurance over financial administration including payroll, timesheets and purchasing.		Colin Harvey	Governance	Commissioning	2.2		
61	Planning and Building Standards Fee Income	To provide assurance that there are adequate systems in place to control fee income and that they are being complied with.		Colin Harvey	Governance	Commissioning	2.2		
62	Care Management Recording and Transactions	To obtain assurance over coordination, recording and payment for care services.		Colin Harvey	Governance	Commissioning	2.2		
63	<b>27 September 2022</b>								

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64	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Colin Harvey	Governance	Commissioning	2.2		
65	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Colin Harvey	Governance	Commissioning	2.3		
66	RIPSA Quarterly Report	to present the quarterly Ripsa report		Jess Anderson	Governance	Commissioning	5.2		
67	Information Governance Annual Report	to present the annual report for the Council's Information Governance		Caroline Anderson	Business Intelligence and Performance Management	Commissioning	1.3		
68	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 McKenzie	Customer Experience	Customer	6.4		
69	<b>13 December 2022</b>								
70	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Colin Harvey	Governance	Commissioning	2.2		
71	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Colin Harvey	Governance	Commissioning	2.3		
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74	<b>TBC</b>								