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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	30 June 2022								
4	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Jamie Dale	Governance	Commissioning	2.2	R	This has been incorporated into the Annual Assurance Report and Chief Internal Auditor Opinion 2021-22
5	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Jamie Dale	Governance	Commissioning	2.3	R	This has been incorporated into the Annual Assurance Report and Chief Internal Auditor Opinion 2021-22
6	Annual Assurance Report and Chief Internal Auditor Opinion 2021-22	To provide the Committee with the Chief Internal Auditor's Annual Opinion and Report for the year. This also includes an update on progress against the audit plan, audit recommendation follow up, KPIs and other relevant matters for the Committee.	a report is on the agenda	Jamie Dale	Governance	Commissioning	2.3		
7	Use of Investigatory Powers Quarterly Report	to present the quarterly use of investigatory powers report		Jess Anderson	Governance	Commissioning	5.2	R	There have been no authorisations for covert surveillance this year. Refresher training will be rolled out to staff from June 2022 onwards by the Regulatory and Compliance Team, Legal Services and all staff who are trained to undertake covert surveillance will be required to attend
8	Annual Accounts 2021/22	To present the unaudited annual accounts for 2021/22.		Lesley Fullerton	Finance	Resources	4.1		
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 have been no SPSO decisions published since the last report to Committee.
10	ALEO Assurance Hub	To provide assurance on the risk management, financial management and governance arrangements of Arm's Length External Organisations (ALEOs) within the ALEO Assurance Hub's terms of reference.	a report is on the agenda	Vikki Cuthbert	Governance	Commissioning	1.2		

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11	Payroll and HR System Amendments	To obtain assurance over the accuracy and completeness of the payroll as a result of changes to the workforce		Jamie Dale	Governance	Commissioning	2.2	D	Review in progress, with delays due to late starting of the fieldwork. Will be the September Committee that this is reported to.
12	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.		Jamie Dale	Governance	Commissioning	2.2	D	Review in progress, with delays due to late starting of the fieldwork. Will be the September Committee that this is reported to.
13	Care Management Recording and Transactions	To obtain assurance over coordination, recording and payment for care services.		Jamie Dale	Governance	Commissioning	2.2	D	Review in progress, with delays due to late starting of the fieldwork. Will be the September Committee that this is reported to,
14	IT Infrastructure Systems	To obtain assurance over the procurement and adequacy of the Council's IT Infrastructure Systems		Jamie Dale	Governance	Commissioning	2.2	D	Review in progress, with delays due to late starting of the fieldwork. Will be the September Committee that this is reported to,
15	Following the Public Pound	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		Jamie Dale	Governance	Commissioning	2.2	R	Review deferred to future years as part of the 2022-25 Annual Audit Plan
16	Recovery Arrangements for Sundry Debt	To ensure that procedures for recovering debts are adequate, efficient and consistently applied		Jamie Dale	Governance	Commissioning	2.2	D	Review in progress, with delays due to late starting of the fieldwork. Will be the September Committee that this is reported to,
17	School Estate/Pupil Security	to provide assurance that the Council had adequate arrangements regarding school security.	a report is on the agenda	Jamie Dale	Governance	Commissioning	2.2		
18	Learning Disabilities	To obtain assurance that care is being arranged and paid for in accordance with procedure to secure best value outcomes.	a report is on the agenda	Jamie Dale	Governance	Commissioning	2.2		
19	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.		Jamie Dale	Governance	Commissioning	2.2		Draft report with management and will be finalised in the coming weeks and presented to the Committee in September

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20	Commissioning	Review of plans and progress with implementation of the Council's Strategic Commissioning Approach set out in the Council Delivery Plan		Jamie Dale	Governance	Commissioning	2.2	D	Review in progress, with delays due to late starting of the fieldwork. Will be the September Committee that this is reported to,
21	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.	a report is on the agenda	Jamie Dale	Governance	Commissioning	2.2		
22	Revenue Budget Monitoring	To ensure that robust procedures are in place for monitoring the revenue budget.	a report is on the agenda	Jamie Dale	Governance	Commissioning	2.2		
23	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.		Jamie Dale	Governance	Commissioning	2.2	D	Review in progress. Will be the September Committee that this is reported too.
24	27 September 2022								
25	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Jamie Dale	Governance	Commissioning	2.2		
26	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Jamie Dale	Governance	Commissioning	2.3		
27	Internal Audit Reports	To present the completed internal audit reports		Jamie Dale	Governance	Commissioning	2.2		
28	Transformational Programme (IJB Risk Audit & Performance Committee)	To provide assurance that the IJB is continuing to make progress with delivery of its transformation agenda.	In line with previous agreement between Aberdeen City Council and the IJB, the report will be presented to the next RAPC in June and this Committee in September.	Jamie Dale	Governance	Commissioning	2.2		
29	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		
30	Annual Accounts 2021/22	to present the audited annual accounts for 2021/22.		Lesley Fullerton	Finance	Resources	4.1		

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31	External Audit Annual Report	to present the external audit annual report		Michael Wilkie	Governance	Commissioning	3.1		
32	Use of Investigatory Powers Quarterly Report	to present the quarterly use of investigatory powers report		Jess Anderson	Governance	Commissioning	5.2		
33	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		
34	13 December 2022								
35	Internal Audit Progress Report	To provide an update on progress for the 2020/21 and 2021/22 audits		Jamie Dale	Governance	Commissioning	2.2		
36	Internal Audit Follow Up on Recommendations	To provide an update on where Services are with implementing agreed recommendations		Jamie Dale	Governance	Commissioning	2.3		
37	Use of Investigatory Powers Quarterly Report	to present the quarterly use of investigatory powers report		Jess Anderson	Governance	Commissioning	5.2		
38	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		
39	TBC								
40	Transport Arrangements for Education and Social Care	To obtain assurance over procurement, provision and management of transport for educational and social care needs.		Jamie Dale	Governance	Commissioning	2.2	R	Review deferred to future years as part of the 2022-25 Annual Audit Plan
41	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.		Jamie Dale	Governance	Commissioning	2.2	R	Review deferred to future years as part of the 2022-25 Annual Audit Plan
42	Inspections, Aids and Adaptions	To ensure that adequate control is being exercised over income and expenditure		Jamie Dale	Governance	Commissioning	2.2	R	Review deferred to future years as part of the 2022-25 Annual Audit Plan
43	Financial Administration - Waste	To obtain assurance over financial administration including payroll, timesheets and purchasing.		Jamie Dale	Governance	Commissioning	2.2	R	Review deferred to future years as part of the 2022-25 Annual Audit Plan