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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	27 September 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	One report will be presented from Chief Internal Auditor to provide current position and an update in relation to agreed recommendations. This will be presented each cycle therefore the planner will be updated.
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	as above
6	Internal Audit Update Report	To provide an update on progress of the Internal Audit Plan, Audit Recommendations Follow Up and other relevant information for the Committee.	A report is on the agenda. Item 9.2	Jamie Dale	Governance	Commissioning	2.2		
7	Transformational Programme (IJB Risk Audit & Performance Committee)	To provide assurance that the IJB is continuing to make progress with delivery of its transformation agenda.		Jamie Dale	Governance	Commissioning	2.2	D	Original Date for IJB Risk, Audit and Scrutiny Cttee - February 2022. Review being finalised with management. Will be presented to the December Committee, subject to presenting to the RAPC first.
8	IJB Performance Management Reporting	To provide assurance that robust data is reported accurately and timeously to the IJB in order to provide an appropriate level of assurance regarding service performance and delivery of the IJB Strategic Plan.	A report is on the agenda. Item 9.3	Jamie Dale	Governance	Commissioning	2.2		
9	Payroll and HR System Amendments	To obtain assurance over the accuracy and completeness of the payroll as a result of changes to the workforce	A report is on the agenda. Item 9.5	Jamie Dale	Governance	Commissioning	2.2		
10	Staff Resourcing	To obtain assurance over adherence to procedures for internal movement of staff, use of relief pool staff and agency worker engagement procedures.	A report is on the agenda. Item 9.6	Jamie Dale	Governance	Commissioning	2.2		

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11	Care Management	To obtain assurance over coordination, recording and payment for care services.	A report is on the agenda. Item 9.4	Jamie Dale	Governance	Commissioning	2.2		
12	IT Infrastructure Resilience	To obtain assurance over the procurement and adequacy of the Council's IT Infrastructure Systems	A report is on the agenda. Exempt Item 9.13	Jamie Dale	Governance	Commissioning	2.2		
13	Debt Recovery	To ensure that procedures for recovering debts are adequate, efficient and consistently applied	A report is on the agenda. Item 9.7	Jamie Dale	Governance	Commissioning	2.2		
14	Building Maintenance System	to provide assurance over the system controls - to include access controls, system security and backups. Interfaces, business continuity and contingency plans.	A report is on the agenda. Item 9.8	Jamie Dale	Governance	Commissioning	2.2		
15	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	Original Date - September 2021 Review being finalised with management. Will be presented to the December Committee.
16	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	Original Date - December 2021 Review being finalised with management. Will be presented to the December Committee.
17	Children's Social Care - Children with Disabilities	To obtain assurance that care is being arranged and paid for in accordance with procedure to secure best value outcomes.		Jamie Dale	Governance	Commissioning	2.2	D	Original Date - September 2021 Review being finalised with management. Will be presented to the December Committee.
18	Information Governance Annual Report	to present the annual report for the Council's Information Governance	A report is on the agenda. Item 9.1	Caroline Anderson	Data Insights	Customer	1.3		
19	Annual Accounts 2021/22	to present the auditee annual accounts for 2021/22.	Report is expected	Lesley Fullerton	Finance	Resources	4.1		
20	External Audit Annual Report	to present the external audit annual report	Report is expected	Michael Wilkie	Governance	Commissioning	3.1		
21	Use of Investigatory Powers Quarterly Report	to present the quarterly use of investigatory powers report	A report is on the agenda. Item 9.11	Jess Anderson	Governance	Commissioning	5.2		

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22	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. Item 9.12	Lucy McKenzie	Customer Experience	Customer	6.4		
23	13 December 2022								
24	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	as per item 4
25	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	as per item 4
26	Internal Audit Update Report	To provide an update on progress of the Internal Audit Plan, Audit Recommendations Follow Up and other relevant information for the Committee.		Jamie Dale	Governance	Commissioning	2.2		
27	Internal Audit Reports	Reports which have been finalised will be presented to the Committee.		Jamie Dale	Governance	Commissioning	2.2		
28	Use of Investigatory Powers Quarterly Report	to present the quarterly use of investigatory powers report		Jess Anderson	Governance	Commissioning	5.2		
29	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		
30	Service Updates								
31	Reconciliation of Granite - Union Terrace Gardens	ARSC 30 June 2022 - Item 3 (v) to add two Service Updates to the business planner, those being: Reconciliation of Granite, Union Terrace Gardens and Review of Items Recorded as 'Missing' From Art Gallery & Museums Collections		John Wilson	Capital	Resources			

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32	Review of Items Recorded as 'Missing' from Art Gallery and Museums Collections	ARSC 30 June 2022 - Item 3 (v) to add two Service Updates to the business planner, those being: Reconciliation of Granite, Union Terrace Gardens and Review of Items Recorded as 'Missing' From Art Gallery & Museums Collections	This has been issued	Helen Fothergill	City Growth	Commissioning			