

Item 6.1 Work programme

Governance, Risk and Best Value

September 2015

N o	Title / description	Sub section	Purpose/Reason	Category or type	Lead officer	Stakeholders	Progress updates	Expected date
Section A – Regular Audit Items								
1	Internal Audit Overview of internal audit follow up arrangements		Paper outlines previous issues with follow up of internal audit recommendations, and an overview of the revised process within internal audit to follow up recommendations, including the role of CLG and the Committee	Internal Audit	Chief Internal Auditor	Council Wide	Every 3 cycles	December 2015
2	Internal Audit Quarterly Activity Report		Review of quarterly IA activity with focus on high and medium risk findings to allow committee to challenge and request to see further detail on findings or to question relevant officers about findings	Internal Audit	Chief Internal Auditor	Council Wide	Every 3 cycles	December 2015

No	Title / description	Sub section	Purpose/Reason	Category or type	Lead officer	Stakeholders	Progress updates	Expected date
3	IA Annual Report for the Year		Review of annual IA activity with overall IA opinion on governance framework of the Council for consideration and challenge by Committee	Internal Audit	Chief Internal Auditor	Council Wide	Annually	June 2016
4	IA Audit Plan for the year		Presentation of Risk Based Internal Audit Plan for approval by Committee	Internal Audit	Chief Internal Auditor	Council Wide	Annually	March 2016
5	Audit Scotland	Review of Internal Audit	Annual report on internal audit support provided to External Audit	External Audit	Chief Internal Auditor	Council Wide	Annually	TBC
6	Audit Scotland	Annual Audit Plan	Annual audit plan	External Audit	Hugh Dunn	Council Wide	Annually	April 2016
7	Audit Scotland	Annual Audit Report	Annual audit report	External Audit	Hugh Dunn	Council Wide	Annually	December 2015
8	Audit Scotland	Internal Controls Report	Annual report on Council wide control framework	External Audit	Hugh Dunn	Council Wide	Annually	August 2016

N o	Title / description	Sub section	Purpose/Reason	Category or type	Lead officer	Stakeholders	Progress updates	Expected date
9	Audit Scotland	ISA 260	Annual ISA 260 Report	External Audit	Hugh Dunn	Council Wide	Annually	September 2016
10	Audit Scotland	Annual overview report	Based on the local government audit work in 2013, the report provides a high-level, independent view on the progress councils are making in managing their finances and in achieving Best Value, and is designed to help councillors identify priorities in 2014.	External Audit	Hugh Dunn	All local authorities in Scotland	n/a	June 2016
11	Accounts Commission	Annual report	Local Government Overview	External Audit	Hugh Dunn	Council Wide	Annually	June 2016
Section B – Standing Project Items								
12	Governance of Major Projects	6 monthly updates	To ensure major projects undertaken by the Council were being adequately project managed	Major Project	Karen Kelly	All	Every 6 months	November 2015
Section C – Scrutiny Items								
13	Welfare Reform	Review	Regular update reports	Scrutiny	Danny Gallacher, Head of Corporate and Transactional Services	Council Wide	January 2015	January 2016

N o	Title / description	Sub section	Purpose/Reason	Category or type	Lead officer	Stakeholders	Progress updates	Expected date
14	Legacy Property Conservation Service		Update on the resolution of complaints and the billing and conclusion of outstanding debts	Scrutiny	Alastair Maclean, Deputy Chief Executive	Council Wide	quarterly	December 2015
15	Review of CLG Risk Scrutiny	Risk	Quarterly review of CLG's scrutiny of risk	Risk Management	Chief Executive	Council Wide	quarterly	October 2015
16	Whistle blowing Quarterly Report		Quarterly Report	Scrutiny	Alastair Maclean, Deputy Chief Executive	Internal	Quarterly	October 2015
17	Pride in our People	Staff	Annual report of progress	Scrutiny	Chief Executive	Council Wide	Annual	October 2015
18	Workforce Control	Staff	Annual report	Scrutiny	Alastair Maclean, Deputy Chief Executive	Council Wide	Annual	November 2015
19	Committee Decisions		Annual report	Scrutiny	Alastair Maclean, Deputy Chief Executive	Governance, Risk and Best Value Committee	Annual	August 2016
20	Dissemination of Committee Decisions		Bi-annual report	Scrutiny	Alastair Maclean, Deputy Chief Executive	Council Wide	Six- monthly	November 2015
21	Late Submission of reports		Bi-annual report	Scrutiny	Alastair Maclean, Deputy Chief Executive	Council Wide	Six- monthly	November 2015

GRBV Upcoming Reports

Appendix 1

Number	Report Title	Type	Flexible/Not Flexible
19 October 2015 Committee			
1	Pride in Our People	Scrutiny	Flexible
2	Transformational Change Programme	Scrutiny	Flexible
3	Whistleblowing Monitoring Report	Scrutiny	Flexible
4	Committee Report Process	Scrutiny	Flexible
5	Cameron House Inquiry	Internal Audit	Flexible
6	Service Area Risk Register	Scrutiny	Flexible
12 November 2015 Committee			
1	Governance of Major Projects	Scrutiny	Flexible
2	Workforce Controls	Scrutiny	Flexible
3	Dissemination of Committee Decisions	Scrutiny	Flexible
4	Revenue and Capital Monitoring	Referral from Finance and Resources	Flexible
5	Edinburgh Jazz and Blues Festival	Referral from Culture and Sport	Flexible
6	Cameron House	Scrutiny	Flexible
7	Management of Care Staff	Scrutiny	Flexible
8	Common Good Assets Register	Scrutiny	Flexible
17 December 2015 Committee			
1	Annual Audit Report	External Audit	Flexible
2	Property Conservation: Programme Momentum	Scrutiny	Flexible
3	CLG Risk Register	Scrutiny	Flexible
4	Measuring Demographics	Internal Audit	Flexible
5	IA Follow Up Arrangements	Internal Audit	Flexible
6	IA Quarterly Update	Internal Audit	Flexible
28 January 2016 Committee			
1	Welfare Reform	Scrutiny	Flexible

