

# Item 6.1- Work programme

## Governance, Risk and Best Value

June 2016

| N<br>o                                 | Title /<br>description   | Sub section | Purpose/Reason  | Category or<br>type | Lead officer           | Stakeholders | Progress<br>updates | Expected date |
|--|--|-------------|---|---------------------|------------------------|--------------|---------------------|---------------|
| <b>Section A – Regular Audit Items</b> |  |             |   |                     |                        |              |                     |               |
| 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      | October 2016  |
| 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      | October 2016  |

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|----|-------------------------------|--------------------------|--|------------------|------------------------|--------------|------------------|----------------|
| 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 2017      |
| 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 2017     |
| 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 2017     |
| 7  | Audit Scotland                | Annual Audit Report      | Annual audit report  | External Audit   | Hugh Dunn              | Council Wide | Annually         | September 2016 |
| 8  | Audit Scotland                | Internal Controls Report | Annual report on Council wide control framework  | External Audit   | Hugh Dunn              | Council Wide | Annually         | August 2016    |
| 9  | Audit Scotland                | ISA 260                  | Annual ISA 260 Report  | External Audit   | Hugh Dunn              | Council Wide | Annually         | September 2016 |

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|-----------------------------------|---|----------------------|--|---------------------|---|--|---------------------|---------------|
| 10                                | Accounts<br>Commission                    | Annual report        | Local Government<br>Overview   | External<br>Audit   | Hugh Dunn   | Council Wide                                       | Annually            | May 2017      |
| <b>Section B – Scrutiny Items</b> |   |                      |  |                     |   |  |                     |               |
| 11                                | Governance<br>of Major<br>Projects        | 6 monthly<br>updates | To ensure major<br>projects undertaken by<br>the Council were being<br>adequately project<br>managed | Major Project       | TBC   | All  | Every 6<br>months   | November 2016 |
| 12                                | Welfare<br>Reform                         | Review               | Regular update reports   | Scrutiny            | Danny Gallacher, Head of<br>Corporate and Transactional<br>Services | Council Wide                                       | March 2016          | March 2017    |
| 13                                | Review of<br>CLT Risk<br>Scrutiny         | Risk                 | Quarterly review of<br>CLT's scrutiny of risk  | Risk<br>Management  | Chief Executive   | Council Wide                                       | Quarterly           | October 2016  |
| 14                                | Whistle<br>blowing<br>Quarterly<br>Report |                      | Quarterly Report   | Scrutiny            | Chief Executive   | Internal   | Quarterly           | August 2016   |
| 15                                | Pride in our<br>People                    | Staff                | Annual report of<br>progress   | Scrutiny            | Chief Executive   | Council Wide                                       | Annual              | October 2016  |
| 16                                | Workforce<br>Control                      | Staff                | Annual report  | Scrutiny            | Hugh Dunn   | Council Wide                                       | Annual              | December 2016 |
| 17                                | Committee<br>Decisions                    | Democracy            | Annual report  | Scrutiny            | Chief Executive   | Governance,<br>Risk and Best<br>Value<br>Committee | Annual              | August 2016   |
| 18                                | Disseminatio<br>n of<br>Committee         | Democracy            | Bi-annual report   | Scrutiny            | Chief Executive   | Council Wide                                       | Six-monthly         | February 2017 |

| No | Title / description   | Sub section | Purpose/Reason   | Category or type | Lead officer | Stakeholders | Progress updates                         | Expected date |
|----|---|-------------|------------------|------------------|--------------|--------------|--|---------------|
|    | Decisions and Late Committee Reports                              |             |                  |                  |              |              |  |               |
| 19 | Property Conservation – Legacy Closure programme and Defect Costs |             | Progress reports | Scrutiny         | Hugh Dunn    | All          | June 2016<br>December 2016<br>April 2017 | December 2016 |

## GRBV Upcoming Reports

## Appendix 1

| Number                             | Report Title   | Type           | Flexible/Not Flexible |
|------------------------------------|--|----------------|-----------------------|
| <b>18 August 2016 Committee</b>    |  |                |                       |
| 1                                  | Audit Scotland – Annual Internal Controls Report             | External Audit | Not Flexible          |
| 2                                  | Committee Decisions - Annual Report                          | Scrutiny       | Flexible              |
| 3                                  | Place Risk Register  | Scrutiny       | Flexible              |
| 4                                  | Audit Scotland – Annual Overview Report                      | External Audit | Flexible              |
| 5                                  | Governance of Major Projects                                 | Scrutiny       | Flexible              |
| 6                                  | Home Care and Reablement Service Contact Time                | Scrutiny       | Flexible              |
| 7                                  | Whistleblowing Quarterly Update                              | Scrutiny       | Flexible              |
| 8                                  | Directorate Risk Register                                    | Scrutiny       | Flexible              |
| <b>26 September 2016 Committee</b> |  |                |                       |
| 1                                  | External Audit Annual Report                                 | External Audit | Not Flexible          |
| 2                                  | Audited Council Annual Accounts                              | Scrutiny       | Flexible              |
| 3                                  | Treasury Annual Accounts                                     | Scrutiny       | Flexible              |
| 4                                  | LPFE Ltd – Annual Accounts                                   | Scrutiny       | Flexible              |
| <b>24 October 2016 Committee</b>   |  |                |                       |
| 1                                  | Directorate Risk Register                                    | Scrutiny       | Flexible              |
| 2                                  | Pride in our People  | Scrutiny       | Flexible              |
| 3                                  | Committee report process                                     | Scrutiny       | Flexible              |
| 4                                  | Audit Arrangements for the Edinburgh Integration Joint Board | Scrutiny       | Flexible              |
| 5                                  | IA Follow Up Arrangements                                    | Internal Audit | Flexible              |
| 6                                  | IA Quarterly Update  | Internal Audit | Flexible              |
| 7                                  | CLT Risk Register  | Scrutiny       | Flexible              |