

Item 6.1 - Work programme

Governance, Risk and Best Value

September 2016

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	September 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	September 2016

N o	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 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	Acting Executive Director of Resources	Council Wide	Annually	April 2017
7	Audit Scotland	Annual Audit Report	Annual audit report	External Audit	Acting Executive Director of Resources	Council Wide	Annually	September 2016
8	Audit Scotland	Internal Controls Report	Annual report on Council wide control framework	External Audit	Acting Executive Director of Resources	Council Wide	Annually	August 2017
9	Audit Scotland	ISA 260	Annual ISA 260 Report	External Audit	Acting Executive Director of Resources	Council Wide	Annually	September 2016
10	Accounts Commission	Annual report	Local Government Overview	External Audit	Acting Executive Director of Resources	Council Wide	Annually	June 2017
Section B – Scrutiny Items								
11	Governance of Major Projects	6 monthly updates	To ensure major projects undertaken by the Council were being adequately project managed	Major Project	TBC	All	Every 6 months	October 2016

N o	Title / description	Sub section	Purpose/Reason	Category or type	Lead officer	Stakeholders	Progress updates	Expected date
12	Welfare Reform	Review	Regular update reports	Scrutiny	Acting Executive Director of Resources	Council Wide	March 2016	March 2017
13	Review of CLT Risk Scrutiny	Risk	Quarterly review of CLT's scrutiny of risk	Risk Management	Chief Executive	Council Wide	Quarterly	September 2016
14	Whistleblowing Quarterly Report		Quarterly Report	Scrutiny	Chief Executive	Internal	Quarterly	September 2016
15	Pride in our People	Staff	Annual report of progress	Scrutiny	Chief Executive	Council Wide	Annual	October 2016
16	Workforce Control	Staff	Annual report	Scrutiny	Acting Executive Director of Resources	Council Wide	Annual	December 2016
17	Committee Decisions	Democracy	Annual report	Scrutiny	Chief Executive	Governance, Risk and Best Value Committee	Annual	October 2016
18	Dissemination of Committee Decisions	Democracy	Bi-annual report	Scrutiny	Chief Executive	Council Wide	Six-monthly	February 2017
19	Late Submission of reports	Democracy	Bi-annual report	Scrutiny	Chief Executive	Council Wide	Six-monthly	February 2017
20	Property Conservation – Legacy Closure programme and Defect Costs		Progress reports	Scrutiny	Acting Executive Director of Resources	All	June 2016 December 2016 April 2017	December 2016

GRBV Upcoming Reports

Appendix 1

Number	Report Title	Type	Flexible/Not Flexible
26 September 2016 Committee			
	Place Risk Register	Scrutiny	Flexible
	CLT Risk Register	Scrutiny	Flexible
	Directorate Risk Register	Scrutiny	Flexible
	External Audit Annual Report	External Audit	Not Flexible
	Treasury Annual Accounts	Scrutiny	Flexible
	2015/16 Outturn Report	Scrutiny	Flexible
	Internal Audit Quarterly Update	Internal Audit	Flexible
	Internal Audit Follow up Arrangements	Internal Audit	Flexible
	Capital Monitoring 2015/16 – Outturn and Receipts	Scrutiny	Flexible
	External Audit ISA 260	Scrutiny	Flexible
24 October 2016 Committee			
	Directorate Risk Register	Scrutiny	Flexible
	Pride in our People	Scrutiny	Flexible
	Committee report process	Scrutiny	Flexible
	Audit Arrangements for the Edinburgh Integration Joint Board	Scrutiny	Flexible
	Internal Audit Follow Up Arrangements	Internal Audit	Flexible
	Internal Audit Quarterly Update	Internal Audit	Flexible
	CLT Risk Register	Scrutiny	Flexible
	Gaelic Medium Education - Access to Secondary Schools	Scrutiny	Flexible
	Home Care and Reablement Service Contact Time	Scrutiny	Flexible
	Audited Council Annual Accounts	Scrutiny	Flexible
	LPFE Ltd – Annual Accounts	Scrutiny	Flexible
	Governance of Major Projects	Scrutiny	Flexible

17 November 2016 Committee		
Tram Inquiry Update	Scrutiny	Flexible
22 December 2016 Committee		
Internal Audit Quarterly Update	Internal Audit	Flexible
CLT Risk Register	Scrutiny	Flexible
Internal Audit Follow Up Arrangements	Internal Audit	Flexible
Workforce Control	Scrutiny	Flexible
Property Conservation – Legacy Closure Programme and Defect Costs	Scrutiny	Flexible
2 February 2017 Committee		
Committee Decisions - Annual Report	Scrutiny	Flexible
Governance of Major Projects	Scrutiny	Flexible