

# Item 6.1 - Work programme

## Governance, Risk and Best Value

November 2016

|  | Title / description  | Sub section | Purpose/Reason  | Category or type | Lead officer           | Stakeholders | Progress 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 | Quarterly        | December 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 | Quarterly        | December 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                | Annual Audit Plan        | Annual audit plan  | External Audit   | Acting Executive Director of Resources | Council Wide | Annually         | April 2017     |
| 6                                 | Audit Scotland                | Annual Audit Report      | Annual audit report  | External Audit   | Acting Executive Director of Resources | Council Wide | Annually         | October 2017   |
| 7                                 | Audit Scotland                | Internal Controls Report | Annual report on Council wide control framework  | External Audit   | Acting Executive Director of Resources | Council Wide | Annually         | August 2017    |
| 8                                 | Audit Scotland                | ISA 260                  | Annual ISA 260 Report  | External Audit   | Acting Executive Director of Resources | Council Wide | Annually         | September 2017 |
| 9                                 | Accounts Commission           | Annual report            | Local Government Overview  | External Audit   | Acting Executive Director of Resources | Council Wide | Annually         | June 2017      |
| <b>Section B – Scrutiny Items</b> |                               |                          |  |                  |  |              |                  |                |
| 10                                | 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   | April 2016     |
| 11                                | Welfare Reform                | Review                   | Regular update reports   | Scrutiny         | Acting Executive Director of Resources | Council Wide | March 2016       | March 2017     |
| 12                                | Review of CLT Risk            | Risk                     | Quarterly review of CLT's scrutiny of risk   | Risk Management  | Chief Executive                        | Council Wide | Quarterly        | December 2016  |

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|----|---|-------------|---------------------------|------------------|--|---|-------------------------------------|---------------|
|    | Scrutiny  |             |                           |                  |  |   |                                     |               |
| 13 | Whistleblowing Quarterly Report                                   |             | Quarterly Report          | Scrutiny         | Chief Executive                        | Internal                                  | Quarterly                           | December 2016 |
| 14 | Pride in our People   | Staff       | Annual report of progress | Scrutiny         | Chief Executive                        | Council Wide                              | Annual                              | December 2016 |
| 15 | Workforce Control   | Staff       | Annual report             | Scrutiny         | Acting Executive Director of Resources | Council Wide                              | Annual                              | December 2016 |
| 16 | Committee Decisions   | Democracy   | Annual report             | Scrutiny         | Chief Executive                        | Governance, Risk and Best Value Committee | Annual                              | October 2017  |
| 17 | Dissemination of Committee Decisions                              | Democracy   | Bi-annual report          | Scrutiny         | Chief Executive                        | Council Wide                              | Six-monthly                         | March 2017    |
| 18 | Late Submission of reports  | Democracy   | Bi-annual report          | Scrutiny         | Chief Executive                        | Council Wide                              | Six-monthly                         | March 2017    |
| 19 | Property Conservation – Legacy Closure programme and Defect Costs |             | Progress reports          | Scrutiny         | Acting Executive Director of Resources | All                                       | June 2016<br>Dec 2016<br>April 2017 | December 2016 |

## GRBV Upcoming Reports

## Appendix 1

| Report Title  | Type           | Flexible/Not Flexible |
|---|----------------|-----------------------|
| <b>17 November 2016 Committee</b>   |                |                       |
| Common Good Audited Accounts 2015/16  | Scrutiny       | Flexible              |
| Emergency Repairs: Processes to approve and pay framework contractor invoices | Scrutiny       | Flexible              |
| Waste and Cleansing Improvement Plan  | Scrutiny       | Flexible              |
| Capital Monitoring 2016/17 – half year position                               | Scrutiny       | Flexible              |
| Revenue Monitoring 2016/17 – half year position                               | Scrutiny       | Flexible              |
| <b>22 December 2016</b>   |                |                       |
| Internal Audit Quarterly Update   | Internal Audit | Flexible              |
| Internal Audit Follow Up Arrangements   | Internal Audit | Flexible              |
| Looked After Children – Transformation Programme Progress                     | Scrutiny       | Flexible              |
| CLT Risk Register   | Scrutiny       | Flexible              |

|   |          |          |
|---|----------|----------|
| Workforce Control   | Scrutiny | Flexible |
| Recent Developments in Gaelic Education                     | Scrutiny | Flexible |
| Whistleblowing Update                                       | Scrutiny | Flexible |
| Overtime and Standby Payments                               | Scrutiny | Flexible |
| Pride in Our People   | Scrutiny | Flexible |
| Tram Inquiry Update   | Scrutiny | Flexible |
| Housing Property – Service Review and Internal Audit Update | Scrutiny | Flexible |
| Mid-Term Report on Treasury Activity                        | Scrutiny | Flexible |
| <b>2 February 2017 Committee</b>                            |          |          |
| Committee Decisions - Annual Report                         | Scrutiny | Flexible |
| Governance of Major Projects                                | Scrutiny | Flexible |