

Item 6.1 - Work programme

Governance, Risk and Best Value Committee

March 2017

	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	Quarterly	March 2017
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	March 2017

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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	Accounts Commission	Annual report	Local Government Overview	External Audit	Acting Executive Director of Resources	Council Wide	Annually	January 2018
6	Annual Audit Plan	Scott Moncrieff	Annual audit plan	External Audit	Acting Executive Director of Resources	Council Wide	Annually	March 2017
7	ISA260	Scott Moncrieff	Annual ISA 260 Report	External Audit	Acting Executive Director of Resources	Council Wide	Annually	September 2017
8	Annual Audit Report	Scott Moncrieff	Annual Audit Report	External Audit	Acting Executive Director of Resources	Council Wide	Annually	October 2017
9	Internal Controls Report	Scott Moncrieff	Annual report on Council wide control framework	External Audit	Acting Executive Director of Resources	Council Wide	Annually	Date TBC
Section B – Scrutiny Items								
10	Governance	6 monthly	To ensure major	Major Project	TBC	All	Every 6	April 2017

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	of Major Projects	updates	projects undertaken by the Council were being adequately project managed				months	
11	Welfare Reform	Review	Regular update reports	Scrutiny	Acting Executive Director of Resources	Council Wide	March 2016	March 2017
12	Review of CLT Risk Scrutiny	Risk	Quarterly review of CLT's scrutiny of risk	Risk Management	Chief Executive	Council Wide	Quarterly	March 2017
13	Whistleblowing Quarterly Report		Quarterly Report	Scrutiny	Chief Executive	Internal	Quarterly	March 2017
14	Pride in our People	Staff	Annual report of progress	Scrutiny	Chief Executive	Council Wide	Annual	February 2018
15	Workforce Control	Staff	Annual report	Scrutiny	Acting Executive Director of Resources	Council Wide	Annual	April 2017
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	April 2017
18	Property Conservation	Review	Progress reports	Scrutiny	Acting Executive Director of Resources	All	April 2017	April 2017

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	- Legacy Closure programme and Defect Costs							
19	Property Conservation Project Closure Review	Review	Closure Report	Internal Audit	Chief Internal Auditor	Council Wide		June 2017
20	Revenue Monitoring	Review	Progress reports	Scrutiny	Acting Executive Director of Resources	Council Wide	February 2018 September 2017 December 2017	September 2017
21	Capital Monitoring	Review	Progress reports	Scrutiny	Acting Executive Director of Resources	Council Wide	February 2018 September 2017 December 2017	September 2017
22	Revenue Outturn	Review	Progress reports	Scrutiny	Acting Executive Director of Resources	Council Wide	Annual	September 2017

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23	Capital Outturn and Receipts	Review	Progress reports	Scrutiny	Acting Executive Director of Resources	Council Wide	Annual	September 2017
24	Treasury – Strategy report	Review	Progress reports	Scrutiny	Acting Executive Director of Resources	Council Wide	Annual	April 2017
25	Treasury – Annual report	Review	Progress reports	Scrutiny	Acting Executive Director of Resources	Council Wide	Annual	September 2017
26	Treasury – Mid-term report	Review	Progress reports	Scrutiny	Acting Executive Director of Resources	Council Wide	Annual	December 2017

GRBV Upcoming Reports

Appendix 1

Report Title	Type	Flexible/Not Flexible
9 March 2017 Committee		
Contract Management in Roads Services	Internal Audit	Flexible
Internal Audit Quarterly Update	Internal Audit	Flexible
Internal Audit Follow Up Arrangements	Internal Audit	Flexible
Internal Audit Charter	Internal Audit	Flexible
Internal Audit Plan for the Year	Internal Audit	Flexible
Whistleblowing Update and Annual Report	Scrutiny	Flexible
Welfare Reform	Scrutiny	Flexible
Review of CLT Risk Scrutiny	Scrutiny	Flexible
Annual Audit Plan	External Audit	Flexible
20 April 2017 Committee		
Property Conservation Quarterly Report including update on new IT system	Scrutiny	Flexible
Treasury Strategy	Scrutiny	Flexible
Recent Developments in Gaelic Education Provision in Edinburgh	Scrutiny	Flexible

Workforce Control	Scrutiny	Flexible
Committee Decisions - Annual Report	Scrutiny	Flexible
Committee reports and Associated IT	Scrutiny	Flexible
Employee Engagement	Scrutiny	Flexible
Governance of Major Projects – Boroughmuir High School	Scrutiny	Flexible
22 June 2017 Committee		
Looked After Children: Transformation Programme	Scrutiny	Flexible
Property Conservation Project Closure Review	Internal Audit	Flexible