

Item 6.1 - Work programme

Governance, Risk and Best Value Committee

April 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 | June 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 | June 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 2018 |
| 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 2018 |
| 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 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 2017 |
| 11 | Welfare Reform | Review | Regular update reports | Scrutiny | Acting Executive Director of Resources | Council Wide | Quarterly | August 2017 |
| 12 | Review of CLT Risk Scrutiny | Risk | Quarterly review of CLT's scrutiny of risk | Risk Management | Chief Executive | Council Wide | Quarterly | June 2017 |
| 13 | Whistleblowing Quarterly Report | | Quarterly Report | Scrutiny | Chief Executive | Internal | Quarterly | June 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 2018 |
| 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 | October 2017 |

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| 18 | Property Conservation – Legacy Closure programme and Defect Costs | Review | Progress reports | Scrutiny | Acting Executive Director of Resources | All | | Date TBC |
| 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 2018 |
| 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 |
|---|----------------|-----------------------|
| 20 April 2017 Committee | | |
| Edinburgh Shared Repairs Service Reporting Arrangements including update on new IT system | Scrutiny | Flexible |
| Treasury Strategy | Scrutiny | Flexible |
| Workforce Control | Scrutiny | Flexible |
| Committee Decisions - Annual Report | Scrutiny | Flexible |
| Governance of Major Projects | Scrutiny | Flexible |
| Report by the Accounts Commission – Local Government in Scotland: Performance and Challenges 2017 | Scrutiny | Flexible |
| 22 June 2017 Committee | | |
| Looked After Children: Transformation Programme | Scrutiny | Flexible |
| Recent Developments in Gaelic Education Provision in Edinburgh | Scrutiny | Flexible |
| Internal Audit Follow-up Arrangements | Internal Audit | Flexible |
| Internal Audit Quarterly report | Internal Audit | Flexible |
| Internal Audit Annual Report for the Year | Internal Audit | Flexible |
| Corporate Leadership Risk Update | Internal Audit | Flexible |

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| Review of the Policy Reporting Procedure | Internal Audit | Flexible |
| Property Conservation Project Closure Review | Internal Audit | Flexible |
| Whistleblowing Quarterly Report | Scrutiny | Flexible |
| Employee Engagement | Scrutiny | Flexible |