

Item 6.1 - Work Programme

Governance, Risk and Best Value Committee – September 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: Overdue Recommendations and Late Management Responses | | 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 | 26 September 2017 16 January 2018 8 May 2018 |
| 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 | 26 September 2017 16 January 2018 8 May 2018 |

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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 | 5 June 2018 |
| 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 | 20 March 2018 |
| 5 | Accounts Commission | Annual report | Local Government in Scotland: Financial Overview | External Audit | Executive Director of Resources | Council Wide | Annually | 16 January 2018 |
| 6 | Accounts Commission | Annual report | Local Government in Scotland: Performance and Challenges | External Audit | Executive Director of Resources | Council Wide | Annually | Autumn/Winter 2017 |
| 7 | Annual Audit Plan | Scott Moncrieff | Annual audit plan | External Audit | Executive Director of Resources | Council Wide | Annually | Spring 2018 |
| 8 | Annual ISA 260 Audit Report | Scott Moncrieff | Annual Audit Report | External Audit | Executive Director of Resources | Council Wide | Annually | 26 September 2017 |
| 9 | Interim Audit Report | Scott Moncrieff | Interim audit report on Council wide internal financial control framework | External Audit | Executive Director of Resources | Council Wide | Annually | 26 September 2017 |

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| 10 | IT Audit Report | Scott Moncrieff | Scope agreed during annual external audit planning cycle | External Audit | Executive Director of Resources | Council Wide | Annually | 31 October 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 | 31 October 2017 |
| 12 | Welfare Reform | Review | Regular update reports | Scrutiny | Executive Director of Resources | Council Wide | Quarterly | 16 January 2018 |
| 13 | Review of CLT Risk Scrutiny | Risk | Quarterly review of CLT's scrutiny of risk | Risk Management | Chief Executive | Council Wide | Quarterly | 26 September 2017 16 January 2018 8 May 2018 |
| 14 | Whistleblowing Quarterly Report | | Quarterly Report | Scrutiny | Chief Executive | Internal | Six-monthly | 20 February 2018 |
| 15 | Pride in our People | Staff | Annual report of progress | Scrutiny | Chief Executive | Council Wide | Annual | 20 February 2018 |
| 16 | Workforce Control | Staff | Annual report | Scrutiny | Executive Director of Resources | Council Wide | Annual | 8 May 2018 |
| 17 | Committee Decisions | Democracy | Annual report | Scrutiny | Chief Executive | Governance, Risk and Best Value Committee | Annual | Date TBC Re-examine after improved information tracking. |

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| 18 | Dissemination of Committee Decisions | Democracy | Bi-annual report | Scrutiny | Chief Executive | Council Wide | Six-monthly | October 2017 |
| 19 | Property Conservation – Legacy Closure programme and Defect Costs | Review | Progress reports | Scrutiny | Executive Director of Resources | All | | Date TBC |
| 20 | Revenue Monitoring | Review | Progress reports | Scrutiny | Executive Director of Resources | Council Wide | September 2017 December 2017 February 2018 | 26 September 2017 |
| 21 | Capital Monitoring | Review | Progress reports | Scrutiny | Executive Director of Resources | Council Wide | September 2017 December 2017 February 2018 | 26 September 2017 |
| 22 | Revenue Outturn | Review | Progress reports | Scrutiny | Executive Director of Resources | Council Wide | Annual | 26 September 2017 |
| 23 | Capital Outturn and | Review | Progress reports | Scrutiny | Executive Director of Resources | Council Wide | Annual | 26 September 2017 |

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| | Receipts | | | | | | | |
| 24 | Treasury – Strategy report | Review | Progress reports | Scrutiny | Executive Director of Resources | Council Wide | Annual | 8 May 2018 |
| 25 | Treasury – Annual report | Review | Progress reports | Scrutiny | Executive Director of Resources | Council Wide | Annual | 26 September 2017 |
| 26 | Treasury – Mid-term report | Review | Progress reports | Scrutiny | Executive Director of Resources | Council Wide | Annual | 16 January 2018 |

GRBV Upcoming Reports

Appendix 1

| Report Title | Type | Flexible/Not Flexible |
|---|----------------|-----------------------|
| 26 September 2017 | | |
| Revenue Monitoring | Scrutiny | Flexible |
| Capital Monitoring | Scrutiny | Flexible |
| Revenue Outturn | Scrutiny | Flexible |
| Capital Outturn and Receipts | Scrutiny | Flexible |
| Treasury – Annual Report | Scrutiny | Flexible |
| Internal Audit: Overdue Recommendations and Late Management Responses | Internal Audit | Flexible |
| Internal Audit Quarterly Activity Report | Internal Audit | Flexible |
| Internal Audit – Benchmarking, Historic Trends | Internal Audit | Flexible |
| Review of CLT Risk Scrutiny | Scrutiny | Flexible |

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| Principles to govern the relationships between the Edinburgh Integrated Joint Board Audit & Risk Committee and the City of Edinburgh Council Governance, Risk & Best Value Committee. | Internal Audit | Flexible |
| City of Edinburgh Council – 2016/17 Annual Audit Report to the Council and the Controller of Audit | Internal Audit | Flexible |
| External Audit Review of Internal Financial Controls 2016/17 | External Audit | Flexible |
| Assurance of Council Human Resources Policies – 2017 | Scrutiny | Flexible |
| 31 October 2017 | | |
| External Audit: IT Security | External Audit | Flexible |
| Change Portfolio Progress | Scrutiny | Flexible |
| Project Management Report | Scrutiny | Flexible |
| Dissemination of Committee Decisions | Scrutiny | Flexible |
| Review of Complaints and Tracking of Ombudsman Recommendations | Scrutiny | Flexible |
| Property Conservation Project Closure Review | Scrutiny | Flexible |
| Welfare Reform Update | Scrutiny | Flexible |