

Item 6.1 - Work programme

Governance, Risk and Best Value

February 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
Section B – Scrutiny Items								
6	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	March 2017
7	Welfare Reform	Review	Regular update reports	Scrutiny	Acting Executive Director of Resources	Council Wide	March 2016	March 2017
8	Review of CLT Risk Scrutiny	Risk	Quarterly review of CLT's scrutiny of risk	Risk Management	Chief Executive	Council Wide	Quarterly	March 2017
9	Whistleblowing Quarterly		Quarterly Report	Scrutiny	Chief Executive	Internal	Quarterly	March 2017

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	Report							
10	Pride in our People	Staff	Annual report of progress	Scrutiny	Chief Executive	Council Wide	Annual	February 2017
11	Workforce Control	Staff	Annual report	Scrutiny	Acting Executive Director of Resources	Council Wide	Annual	April 2017 Consideration of this report deferred to March F&R Committee and will be referred to GRBV in April 2017.
12	Committee Decisions	Democracy	Annual report	Scrutiny	Chief Executive	Governance, Risk and Best Value Committee	Annual	October 2017
13	Dissemination of Committee Decisions	Democracy	Bi-annual report	Scrutiny	Chief Executive	Council Wide	Six-monthly	March 2017
14	Late Submission of reports	Democracy	Bi-annual report	Scrutiny	Chief Executive	Council Wide	Six-monthly	March 2017
15	Property Conservation – Legacy Closure programme and Defect	Review	Progress reports	Scrutiny	Acting Executive Director of Resources	All	February 2017 April 2017	February 2017

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	Costs							
16	Revenue Monitoring – 2016/17	Review	Progress reports	Scrutiny	Acting Executive Director of Resources	Council Wide	February 2017 September 2017 December 2017	February 2017
17	Capital Monitoring – 2016/17	Review	Progress reports	Scrutiny	Acting Executive Director of Resources	Council Wide	February 2017 September 2017 December 2017	February 2017
18	Revenue Outturn and Receipts – 2016/17	Review	Progress reports	Scrutiny	Acting Executive Director of Resources	Council Wide	Annual	September 2017
19	Capital Outturn and Receipts – 2016/17	Review	Progress reports	Scrutiny	Acting Executive Director of Resources	Council Wide	Annual	September 2017
20	Treasury – Strategy report	Review	Progress reports	Scrutiny	Acting Executive Director of Resources	Council Wide	Annual	April 2017

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21	Treasury – Annual report	Review	Progress reports	Scrutiny	Acting Executive Director of Resources	Council Wide	Annual	September 2017
22	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
2 February 2017 Committee		
Communities and Families Assurance Framework	Internal Audit	Flexible
Pride in Our People	Scrutiny	Flexible
Edinburgh Shared Repairs Service (ESRS) Update and Property Conservation – Progress Report	Scrutiny	Flexible
Revenue Monitoring – 2016/17 – month nine position	Scrutiny	Flexible
Capital Monitoring 2016/17 – Nine Month Position	Scrutiny	Flexible
Report by the Accounts Commission - Local Government in Scotland: Financial Overview 2015/16	Scrutiny	Flexible
Property Conservation Internal Audit Review – Terms of Reference	Scrutiny	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	Scrutiny	Flexible
Welfare Reform	Scrutiny	Flexible
Committee Decisions - Annual Report	Scrutiny	Flexible
Committee reports and Associated IT	Scrutiny	Flexible
Governance of Major Projects – Boroughmuir High School	Scrutiny	Flexible
Review of CLT Risk Scrutiny	Scrutiny	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
22 June 2017 Committee		
Looked After Children: Transformation Programme	Scrutiny	Flexible