

Work Programme

Governance, Risk and Best Value Committee – 3 December 2019

	Title / description	Sub section	Purpose/Reason	Category or type	Lead officer	Stakeholder	Progress updates	Expected date
1	Internal Audit: Overdue Recommendations and Late Management Responses	Quarterly report	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 2019 March 2020 June 2020 September 2020
2	Internal Audit Quarterly Activity Report	Quarterly 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 2019 March 2020 June 2020 September 2020

3	IA Annual Report for the Year	Annual report	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	August 2020
4	IA Audit Plan for the year	Annual report	Presentation of Risk Based Internal Audit Plan for approval by Committee	Internal Audit	Chief Internal Auditor	Council Wide	Annually	March 2020
5	Accounts Commission	Annual report	Local Government in Scotland: Financial Overview	External Audit	Executive Director of Resources	Council Wide	Annually	January 2020
6	Accounts Commission	Annual report	Local Government in Scotland: Performance and Challenges	External Audit	Executive Director of Resources	Council Wide	Annually	June 2020
7	Annual Audit Plan	Scott Moncrieff	Annual audit plan	External Audit	Executive Director of Resources	Council Wide	Annually	March 2020
8	Annual ISA 260 Audit Report	Scott Moncrieff	Annual Audit Report	External Audit	Executive Director of Resources	Council Wide	Annually	September 2020
9	External Audit Review of Internal Financial Controls	Scott Moncrieff	Interim audit report on Council wide internal financial control framework	External Audit	Executive Director of Resources	Council Wide	Annually	September 2020

10	IT Audit Report	Scott Moncrieff	Scope agreed during annual external audit planning cycle	External Audit	Executive Director of Resources	Council Wide	Annually	October 2019, as part of the quarterly Status of the ICT Programme Update
11	Internal Audit Charter	Annual Report	Annual Audit Charter	Internal Audit	Executive Director of Resources	Council Wide	Annually	March 2020
Section B – Scrutiny Items								
12	Change Portfolio		To ensure major projects undertaken by the Council were being adequately project managed	Major Project	Chief Executive	All	Six-monthly	December 2019 June 2020
13	Welfare Reform	Review	Update reports to be referred annually by Corporate Policy and Strategy Committee	Scrutiny	Executive Director of Resources	Council Wide	Annual	June 2020
14	Review of CLT Risk Scrutiny	Risk	Quarterly review of CLT's scrutiny of risk	Risk Management	Chief Executive	Council Wide	Quarterly	December 2019 March 2020 June 2020 September 2020
15	Whistleblowing Quarterly Report		Quarterly Report	Scrutiny	Chief Executive	Internal	Quarterly	December 2019 March 2020 June 2020 September 2020
16	Workforce Control	Staff	Annual report	Scrutiny	Executive Director of Resources	Council Wide	Annual	June 2020

17	Committee Decisions	Democracy	Annual report	Scrutiny	Chief Executive	Governance, Risk and Best Value Committee	Annual	December 2019 Re-examine after improved information tracking.
18	Monitoring of Council Policies	Democracy	Annual report	Scrutiny	Chief Executive	Council Wide	Annual	Spring 2020
19	Revenue Monitoring	Review	Progress reports	Scrutiny	Executive Director of Resources	Council Wide	Quarterly	September 2020
20	Capital Monitoring	Review	Progress reports	Scrutiny	Executive Director of Resources	Council Wide	Quarterly	September 2020
21	Revenue Outturn	Review	Progress reports	Scrutiny	Executive Director of Resources	Council Wide	Annual	September 2020
22	Capital Outturn and Receipts	Review	Progress reports	Scrutiny	Executive Director of Resources	Council Wide	Annual	September 2020
23	Treasury – Strategy report	Review	Progress reports	Scrutiny	Executive Director of Resources	Council Wide	Annual	March 2020
24	Treasury – Annual report	Review	Progress reports	Scrutiny	Executive Director of Resources	Council Wide	Annual	September 2020
25	Treasury – Mid-term report	Review	Progress reports	Scrutiny	Executive Director of Resources	Council Wide	Annual	January 2020
26	Status of the ICT Programme	Review	Progress Reports	Scrutiny	Executive Director of Resources	Council Wide	Quarterly	January 2020

27	Annual Assurance Schedules	Review	Progress Report	Scrutiny	All Directorates	Council	Annual	December 2019 (Place) January 2020 (Communities and Families) February 2020 (Chief Executive) August 2020 (EIJB) October 2020 (Resources)
28	Review of the Member/Officer Protocol	Review	Including timescales for submission	Scrutiny	Chief Executive	Council Wide	Flexible	January 2020
29	Management of Sheltered Housing	Review	Further report requested focusing on social isolation and communication with residents.	Scrutiny	Chief Officer, Edinburgh Health and Social Care Partnership	EHSCP	Flexible	October 2020

30	Update on Scottish Public Services Ombudsman and Scottish Information Commissioner Findings – B Item	Review	Update report on SPSO and SIC findings.	Scrutiny	Chief Executive	Council	Flexible	February 2020
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Section C – Council Companies								
31	Capital Theatres	Review	Progress Report	Scrutiny	Executive Director of Place	Council Wide	Annual	December 2019
32	Edinburgh Leisure	Review	Progress Report	Scrutiny	Executive Director for Communities and Families	Council Wide	Annual	January 2020
33	Capital City Partnership	Review	Progress Report	Scrutiny	Executive Director of Place	Council Wide	Annual	May 2020
34	Transport for Edinburgh	Review	Progress Report	Scrutiny	Executive Director of Place	Council Wide	Annual	August 2020
35	Lothian Buses	Review	Progress Report	Scrutiny	Executive Director of Place	Council Wide	Annual	August 2020
36	Edinburgh Trams	Review	Progress Report	Scrutiny	Executive Director of Place	Council Wide	Annual	August 2020
37	Edinburgh International Conference Centre	Review	Progress Report	Scrutiny	Executive Director of Resources	Council Wide	Annual	December 2019
38	Marketing Edinburgh	Review	Progress Report	Scrutiny	Chief Executive	Council Wide	Annual	August 2020

GRBV Upcoming Reports

Appendix 1

Report Title	Type	Flexible/Not Flexible
January 2020		
Accounts Commission – Local Government in Scotland: Financial Overview	Scrutiny	Flexible
Status of the ICT Programme	Scrutiny	Flexible
Annual Assurance Schedule – Communities and Families Directorate	Scrutiny	Flexible
Review of the Member/Officer Protocol	Scrutiny	Flexible
Edinburgh Leisure – Annual Progress Report	Scrutiny	Flexible
Treasury Management Mid-Term Report	Scrutiny	Flexible
18 February 2020		
Update on SPSO and SIC Findings	Scrutiny	Flexible

Report Title	Type	Flexible/Not Flexible
Annual Assurance Schedule – Chief Executive	Scrutiny	Flexible
Revenue Monitoring 2019/20 – Period 7/8 – referral from Finance & Resources Committee	Scrutiny	Flexible
Capital Monitoring 2019/20 – Period 7/8 – referral from Finance & Resources Committee	Scrutiny	Flexible
Committee Reporting – Chief Executive	Scrutiny	Flexible
March 2020		
Internal Audit Findings and Late Management Responses	Scrutiny	Flexible
Internal Audit Quarterly Activity	Scrutiny	Flexible
Internal Audit Plan for the 2020/21 Year	Scrutiny	Flexible
Annual Audit Plan	Scrutiny	Flexible
Internal Audit Charter	Scrutiny	Flexible
CLT Risk Register	Scrutiny	Flexible
Treasury Strategy – referral from Finance & Resources Committee	Scrutiny	Flexible

Report Title	Type	Flexible/Not Flexible
Whistleblowing Quarterly Reports	Scrutiny	Flexible
Whistleblowing Quarterly Report (B Agenda)	Scrutiny	Flexible