

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 | March 2020 June 2020 September 2020 December 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 | March 2020 June 2020 September 2020 December 2020 |

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| 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 | March 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 |

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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 | 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 | June 2020 December 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 | March 2020 June 2020 September 2020 December 2020 |
| 15 | Whistleblowing Quarterly Report | | Quarterly Report | Scrutiny | Chief Executive | Internal | Quarterly | March 2020 June 2020 September 2020 December 2020 |
| 16 | Workforce Control | Staff | Annual report | Scrutiny | Executive Director of Resources | Council Wide | Annual | June 2020 |

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| 17 | Committee Decisions | Democracy | Annual report | Scrutiny | Chief Executive | Governance, Risk and Best Value Committee | Annual | December 2020 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 | March 2020 June 2020 September 2020 January 2021 |
| 20 | Capital Monitoring | Review | Progress reports | Scrutiny | Executive Director of Resources | Council Wide | Quarterly | March 2020 June 2020 September 2020 January 2021 |
| 21 | Revenue Outturn | Review | Progress reports | Scrutiny | Executive Director of Resources | Council Wide | Annual | August 2020 |
| 22 | Capital Outturn and Receipts | Review | Progress reports | Scrutiny | Executive Director of Resources | Council Wide | Annual | August 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 |

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| 26 | Quarterly Status Update - Digital Service Programme | Review | Progress Reports | Scrutiny | Executive Director of Resources | Council Wide | Quarterly | February 2020 |
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| 27 | Annual Assurance Schedules | Review | Progress Report | Scrutiny | All Directorates | Council | Annual | January 2020 (Communities and Families) February 2020 (Chief Executive) August 2020 (EIJB) October 2020 (Resources) December 2020 (Place) |
| 28 | Review of the Member/Officer Protocol | Review | Including timescales for submission | Scrutiny | Chief Executive | Council Wide | Flexible | April 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 |

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| 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 | | | | | | | | |
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| 31 | Capital Theatres | Review | Progress Report | Scrutiny | Executive Director of Place | Council Wide | Annual | December 2020 |
| 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 2020 |
| 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 |
|---|----------|-----------------------|
| 18 February 2020 | | |
| Update on SPSO and SIC Findings | Scrutiny | Flexible |
| Annual Assurance Schedule – Chief Executive | Scrutiny | Flexible |
| Committee Reporting – Chief Executive | Scrutiny | Flexible |
| Quarterly Status Update - Digital Service Programme | 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 |

| Report Title | Type | Flexible/Not Flexible |
|---|-------------|------------------------------|
| Internal Audit Charter | Scrutiny | Flexible |
| CLT Risk Register | Scrutiny | Flexible |
| Treasury Strategy – referral from Finance & Resources Committee | Scrutiny | Flexible |
| Whistleblowing Quarterly Reports | Scrutiny | Flexible |
| Whistleblowing Quarterly Report (B Agenda) | Scrutiny | Flexible |
| Place Governance and major projects | Scrutiny | Flexible |
| Accounts Commission: Local Government in Scotland Financial Overview | 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 |