

Work Programme

Governance, Risk and Best Value Committee – 9 November 2021

	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 2021 March 2022 June 2022 September 2022

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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 2021 March 2022 June 2022 September 2022
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 2022
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 2022

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5	Accounts Commission	Annual report	Local Government in Scotland: Financial Overview	External Audit	Executive Director of Corporate Services	Council Wide	Annually	February 2022
6	Accounts Commission	Annual report	Accounts Commission: Local Government in Scotland Overview 2021	External Audit	Executive Director of Corporate Services	Council Wide	Annually	October 2022
7	Annual Audit Plan	Azets	Annual audit plan	External Audit	Executive Director of Corporate Services	Council Wide	Annually	March 2022
8	City of Edinburgh Council – 2020/21 Annual Audit Report to the Council and the Controller of Audit	Azets	Annual Audit Report	External Audit	Executive Director of Corporate Services	Council Wide	Annually	October 2022
9	External Audit Review of Internal Financial Controls	Azets	Interim audit report on Council wide internal financial control framework	External Audit	Executive Director of Corporate Services	Council Wide	Annually	October 2022 (as part of 2020/21 Annual Audit report)
10	Internal Audit Charter	Annual Report	Annual Audit Charter	Internal Audit	Executive Director of Corporate Services	Council Wide	Annually	March 2022

Section B – Scrutiny Items								
11	Change Portfolio		To ensure major projects undertaken by the Council were being adequately project managed	Major Project	Executive Director of Corporate Services	All	Six- monthly	September 2022 March 2022
12	Welfare Reform	Review	Update reports to be referred annually by Policy and Sustainability Committee	Scrutiny	Executive Director of Corporate Services	Council Wide	Annual	June 2022
13	Review of CLT Risk Scrutiny	Risk	Quarterly review of CLT's scrutiny of risk	Risk Management	Executive Director of Corporate Services	Council Wide	Quarterly	December 2021 March 2022 June 2022 September 2022
14	Whistleblowing Quarterly Report		Quarterly Report	Scrutiny	Executive Director of Corporate Services	Internal	Quarterly	December 2021 March 2022 June 2022 September 2022
15	Whistleblowing Annual Report		Annual report	Scrutiny	Executive Director of Corporate Services	Internal	Quarterly	March 2022
16	Workforce Controls	Staff	Annual report	Scrutiny	Executive Director of Corporate Services	Council Wide	Annual	September 2022

17	Revenue Monitoring	Review	Progress reports	Scrutiny	Executive Director of Corporate Services	Council Wide	Quarterly	December 2021 February/March 2022 September 2022
18	Capital Monitoring	Review	Progress reports	Scrutiny	Executive Director of Corporate Services	Council Wide	Quarterly	December 2021 February/March 2022 September 2022
19	Revenue Outturn	Review	Progress reports	Scrutiny	Executive Director of Corporate Services	Council Wide	Annual	September 2022
20	Capital Outturn and Receipts	Review	Progress reports	Scrutiny	Executive Director of Corporate Services	Council Wide	Annual	September 2022
21	Treasury – Strategy report	Review	Progress reports	Scrutiny	Executive Director of Corporate Services	Council Wide	Annual	March 2022
22	Treasury – Annual report	Review	Progress reports	Scrutiny	Executive Director of Corporate Services	Council Wide	Annual	September 2022
23	Treasury – Mid-term report	Review	Progress reports	Scrutiny	Executive Director of Corporate Services	Council Wide	Annual	January 2022

24	Quarterly Status Update - Digital Service Programme	Review	Progress Reports	Scrutiny	Executive Director of Corporate Services	Council Wide	Quarterly	December 2021 March 2022 May 2021 September 2021
25	Annual Assurance Schedules	Review	Progress Report	Scrutiny	All Directorates	Council	Annual	January 2022 (Place) January 2022 (Education and Children's Services) February 2022 (Corporate Services) August 2022 (EIJB)
26	Review of the Member/Officer Protocol	Review	Including timescales for submission	Scrutiny	Executive Director of Corporate Services	Council Wide	Flexible	August 2022
Section C – Council Companies								
27	Capital Theatres	Review	Progress Report	Scrutiny	Executive Director of Place	Council Wide	Annual	December 2021
28	Edinburgh Leisure	Review	Progress Report	Scrutiny	Executive Director for Education and Children's Services	Council Wide	Annual	TBC
29	Capital City Partnership	Review	Progress Report	Scrutiny	Executive Director of Place	Council Wide	Annual	June 2022

30	Transport for Edinburgh	Review	Progress Report	Scrutiny	Executive Director of Place	Council Wide	Annual	November 2022
31	Lothian Buses	Review	Progress Report	Scrutiny	Executive Director of Place	Council Wide	Annual	November 2022
32	Edinburgh Trams	Review	Progress Report	Scrutiny	Executive Director of Place	Council Wide	Annual	November 2022
33	Edinburgh International Conference Centre	Review	Progress Report	Scrutiny	Executive Director of Place	Council Wide	Annual	December 2021

GRBV Committee Upcoming Reports

Appendix 1

Report Title	Type	Flexible/Not Flexible
December 2021		
Internal Audit: Overdue Findings and Key Performance Indicators – report by Chief Internal Auditor	Scrutiny	Not Flexible
Internal Audit Quarterly Activity Report – report by Chief Internal Auditor	Scrutiny	Not Flexible
CLT Risk Register – report by Executive Director of Corporate Services	Scrutiny	Flexible
Whistleblowing Quarterly Report – report by Executive Director of Corporate Services	Scrutiny	Not Flexible
Revenue Monitoring Month 6 Position –referral from Finance and Resources Committee	Scrutiny	Flexible
Capital Monitoring Month 6 Position – referral from Finance and Resources Committee	Scrutiny	Flexible
Quarterly Status Update - Digital Service Programme – report by Executive Director of Corporate Services	Scrutiny	Not Flexible
Capital Theatres Performance – report by Executive Director of Place	Scrutiny	Flexible
Edinburgh International Conference Centre – report by Executive Director of Place	Scrutiny	Flexible

Annual Update on Council Transport Arm's Length Companies – referral from Transport and Environment Committee	Scrutiny	Not Flexible
Community Centres Report – Response to Motion from 21 September 2021	Scrutiny	Not Flexible
Committee Decisions Report – Response to Motion from 21 September 2021	Scrutiny	Not Flexible