

Work Programme

Governance, Risk and Best Value Committee – 18 January 2022

	Title / description	Sub section	Purpose/Reason	Category or type	Lead officer	Stakeholder	Progress updates	Expected date
1	Internal Audit: Overdue Findings and Key Performance Indicators	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 2022 June 2022 September 2022 December 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	March 2022 June 2022 September 2022 December 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	March 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 – 2021/22 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 2021/22 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 2023
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	March 2022 June 2022 September 2022 December 2022
14	Whistleblowing Quarterly Report		Quarterly Report	Scrutiny	Executive Director of Corporate Services	Internal	Quarterly	March 2022 June 2022 September 2022 December 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	March 2022 September 2022 December 2022
18	Capital Monitoring	Review	Progress reports	Scrutiny	Executive Director of Corporate Services	Council Wide	Quarterly	March 2022 September 2022 December 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 2023

24	Quarterly Status Update - Digital Service Programme	Review	Progress Reports	Scrutiny	Executive Director of Corporate Services	Council Wide	Quarterly	March 2022 May 2022 September 2022 December 2022
25	Annual Assurance Schedules	Review	Progress Report	Scrutiny	All Directorates	Council	Annual	March 2022 (Corporate Services) August 2022 (EIJB) January 2023 (Place) January 2023 (Education and Children's Services)
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 2022
28	Edinburgh Leisure	Review	Progress Report	Scrutiny	Executive Director for Education and Children's Services	Council Wide	Annual	March 2022
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	March 2022
31	Lothian Buses	Review	Progress Report	Scrutiny	Executive Director of Place	Council Wide	Annual	March 2022
32	Edinburgh Trams	Review	Progress Report	Scrutiny	Executive Director of Place	Council Wide	Annual	March 2022
33	Edinburgh International Conference Centre	Review	Progress Report	Scrutiny	Executive Director of Place	Council Wide	Annual	December 2022

GRBV Committee Upcoming Reports

Appendix 1

Report Title	Type	Flexible/Not Flexible
March 2022		
Whistleblowing Annual Report	Scrutiny	Not Flexible
IA Overdue Findings and Key Performance Indicators	Scrutiny	Not Flexible
IA Quarterly Update	Scrutiny	Not Flexible
IA Charter	Scrutiny	Not Flexible
IA Annual Plan 2022/23	Scrutiny	Not Flexible
External Audit Annual Plan	Scrutiny	Not Flexible
Local Government in Scotland: Financial Overview (Accounts Commission report)	Scrutiny	Not Flexible
CLT Risk Report	Scrutiny	Not Flexible
Revenue Budget Monitoring Month 8 position – referral from Finance and Resources Committee (3/2/22)	Scrutiny	Not Flexible

Capital Budget Monitoring Month 8 position - referral from Finance and Resources Committee (3/2/22)	Scrutiny	Not Flexible
Common Good (report requested by Committee 09/11/21)	Scrutiny	Flexible
Community Asset Transfer (report requested by Committee 09/11/21)	Scrutiny	Not Flexible
Framework for collaboration with community councils (report requested by Committee 09/11/21)	Scrutiny	Flexible
Annual Update on Council Transport Arm's Length Companies – referral from Transport and Environment Committee (27/01/22)	Scrutiny	Not Flexible
Edinburgh Leisure Annual Update – referral from Culture and Communities Committee (01/02/22)	Scrutiny	Flexible
Treasury Strategy – referral from the Finance and Resources Committee	Scrutiny	Flexible
Quarterly Status Update - Digital Service Programme	Scrutiny	Not Flexible
Corporate Services Annual Assurance Schedule	Scrutiny	Not Flexible
Principles to govern the working relationship between GRBV Committee and the EIJB Audit and Risk Committee	Scrutiny	Flexible
Progress on assurance activities (report requested by Committee 09/11/21)	Scrutiny	Flexible
Whistleblowing Investigation Report	Scrutiny	Flexible