

# Governance, Risk and Best Value Committee

10.00am, Tuesday 17 September 2024

## Work Programme 2024/25

Executive/routine	N/A
Wards	N/A

### 1. Recommendations

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- 1.1 To approve the Governance, Risk and Best Value Committee Work Programme for 2024/25.
- 1.2 To agree to add a 'routine reports' section to future committee agendas for information items which would be taken by exception at meetings.

**Dr Deborah Smart**

Executive Director of Corporate Services

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# Report

## Work Programme 2024/25

### 2. Executive Summary

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- 2.1 This report seeks approval of the committee work programme for 2024/25 following a workshop held with members in September 2024.

### 3. Background

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- 3.1 Council agreed in September 2023 to trial a new format for committee work programmes. These would be informed by workshops with committee members and aimed to help committees to plan and manage their workload and give a clear steer to officers of the main priorities of the committee. Members would have the opportunity at the workshops to suggest amendments and additions to the work programme while directors could inform members of any impact on capacity for additional work.
- 3.2 At the end of the year a new workshop would take place to self-assess the past year's achievements and plan for the new year in advance of a committee annual report. Council agreed the approach should be trialled for a year with a review of its effectiveness taking place thereafter.

### 4. Main report

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- 4.1 A workshop was held with Governance, Risk and Best Value (GRBV) Committee members and relevant officers on 3 September 2024. A proposed work programme was circulated in advance and comments were invited from members at the meeting.
- 4.2 Members considered how business could be better managed both prior to and during meetings. It was acknowledged that the majority of GRBV's business consisted of reports that were submitted on a regular reporting cycle. This reduces the Committee's flexibility to manage its own business, but members requested that officers consider the frequency of these reports and whether any could be reduced or combined into other reports.
- 4.3 Referral reports from executive committees also added to the committee's workload. It was noted that the purpose of some referral was unclear and members

requested that executive committees indicate the specific areas of reports GRBV Committee is being asked to scrutinise. It was also noted that GRBV Committee does not require to consider every referral report where it does not feel additional scrutiny to be necessary and executive committees should not rely on GRBV Committee to perform the scrutiny function that lies primarily with executive committees. A revision to the committee Terms of Reference to this effect will be considered. Officers will also consider providing further guidance to executive committees on performing effective scrutiny.

- 4.4 A reduction in regular and referral reports would allow more time to focus on specific areas requiring detailed scrutiny. Reports to GRBV Committee could be improved to assist the committee to scrutinise effectively by ensuring only relevant information is included in a readable format, with any areas of concern highlighted. Examples include the regular revenue and capital monitoring reports and assurance schedules.
- 4.5 The introduction of a 'routine reports' section on committee agendas was also considered. Members agreed that some reports, such as statutory reports, did not normally require detailed discussion. These reports could be presented to committee, but taken by exception at meetings. Members would request discussion on specific reports in this section at the meeting if required. This would also assist with time management and allow deeper scrutiny on other items.
- 4.6 Amendments may be made to the work programme where required to accommodate additional requests from committee or Council. These updates will be included in the work programme presented to each committee and will be reported in the annual report on the Committee Work Programme.

## **5. Next Steps**

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- 5.1 Feedback from the workshop will be provided to relevant officers to consider and implement.
- 5.2 A further workshop will be held in May 2025 to review progress against the approved work programme and self-assess the committee's achievements. A review of this process will be undertaken for a decision to be made on whether to continue this approach.

## **6. Financial impact**

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- 6.1 There is no financial impact arising from this report.

## **7. Equality and Poverty Impact**

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- 7.1 Equalities impacts arising from committee business will continue to be considered as part of the council's overall governance and political management frameworks.

## **8. Climate and Nature Emergency Implications**

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- 8.1 There are no climate or environmental impacts arising from this report.

## **9. Risk, policy, compliance, governance and community impact**

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- 9.1 The revised work programme process should have a positive impact on committee governance arrangements by encouraging discussion between members and officers and improving forward planning. The review which will be undertaken after the trial period in May 2025 will allow improvements to be identified and incorporated into any future approach.
- 9.2 Failure to appropriately plan committee business can increase risk to the council. The revised process will ensure consistency across committees and directorates.

## **10. Background reading/external references**

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- 10.1 [Minute of City of Edinburgh Council, September 2023](#)
- 10.2 [City of Edinburgh Council, September 2023, webcast](#)
- 10.3 [Governance Documentation](#), September 2023

## **11. Appendices**

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- 11.1 Appendix 1 – Governance, Risk and Best Value Committee Work Programme 2024/25

# Governance, Risk and Best Value Committee Work Programme

12 September 2024

Date	Type	Item
September 2024	Regular Reports	IA Annual Report and Opinion
		City of Edinburgh Council – Annual Audit Report to the Council and the Controller of Audit
		CLT Risk Report
		Annual Performance Report
		Quarterly Status Update - Digital Services
		Update on the Council’s Transport ALEOs (Referral from T&E)
		Corporate Governance Code
	Other items	Independent Inquiry and Whistleblowing Culture Review Update
		Workforce Innovation – Best Value Thematic Work in City of Edinburgh Council 2023-24
		Elected Member Attendance at COSLA Conference 2024
		Digital Services - Vulnerability Management
		Update – Proposals to End Library Overdue Fines
		Investigation into Potential Governance Breaches
		Directorates Cyber Incident Response IA Report Phased Implementation plan

October 2024	Regular Reports	Revenue Monitoring
		Capital Monitoring
		Revenue Outturn
		Capital Outturn and Receipts
		Treasury Management Strategy Annual Report
		Local Government Budgets
		Major Projects Update Report
		Internal Audit Quarterly Outcomes Report
		Internal Audit Quarterly Activity Report
		IA Overdue Findings and Key Performance Indicators
		Public Performance Scorecard
		Annual Assurance Statement - Corporate Services
		Other items
		Ad Hoc Mixed Tenure Internal Audit Action Update
	Educational Support Base IA outcome	
January 2025	Regular Reports	Internal Audit Quarterly Outcomes Report
		Internal Audit Quarterly Activity Report
		IA Overdue Findings and Key Performance Indicators

		CLT Risk Report
		Revenue Monitoring
		Capital Monitoring
		Treasury Mid-term report
		Children's, Education and Justice Services Annual Assurance Schedules
		EHSCP Annual Assurance Statement
		Quarterly Status Update - Digital Services
		Edinburgh International Conference Centre Progress Report
		Capital City Partnership Progress Report (referral from HHFW in October)
		Committee Statistics
		Strategic Programme Board
		Public Performance Scorecard
Other items		
March 2025	Regular Reports	IA Audit Plan
		Internal Audit Quarterly Outcomes Report
		Internal Audit Quarterly Activity Report
		IA Overdue Findings and Key Performance Indicators
		Internal Audit Charter
		Accounts Commission - Local Government in Scotland: Financial Bulletin

		External Audit Annual Plan
		CLT Risk Report
		Revenue Monitoring
		Capital Monitoring
		Treasury Management Strategy
		Capital Theatres Annual Update (referral from C&C in February)
		Edinburgh Leisure Annual Update (referral from C&C in February)
		Public Performance Scorecard
		Other items
June 2025	Regular Reports	Internal Audit Quarterly Outcomes Report
		Internal Audit Quarterly Activity Report
		IA Overdue Findings and Key Performance Indicators
		CLT Risk Report
		Whistleblowing Annual Report
		Place Annual Assurance Schedules
		Major Projects Update Report
		Annual Assurance Exercise
		Quarterly Status Update - Digital Services
	Other items	Review of Changes to Decision Making Framework



