

Item 7.1 Work programme

Governance, Risk and Best Value

October 2013

No	Title / description	Sub section	Purpose/Reason	Category or type	Lead officer	Stakeholders	Progress updates	Expected date
Section A – Regular Audit Items								
1	Internal Audit 12/13 – Overview of internal audit follow up arrangements		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 CMT and the Committee	Internal Audit	Lorna Stewart (HIAR)	Council Wide	Every 3 cycles	December 2013
2	Internal Audit Quarterly Activity 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	Lorna Stewart (HIAR)	Council Wide	Every 3 cycles	December 2013

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3	IA Annual Report for the Year		Review of annual IA activity with overall IA opinion on governance framework of the Council for consideration and challenge by Committee	Internal Audit	Lorna Stewart (HIAR)	Council Wide	Annually	September 2014
4	IA Audit Plan for the year		Presentation of Risk Based Internal Audit Plan for approval by Committee	Internal Audit	Lorna Stewart (HIAR)	Council Wide	Annually	September 2014
5	Risk Management Policy and Strategy		Updated Council wide risk management policy and strategy being submitted for approval	Risk Management/ Internal Audit	Lorna Stewart (HIAR)	Council Wide	Annually	November 2013
6	CMT Risk Register		Updated Council Risk register being presented for consideration and challenge	Risk Management	Lorna Stewart (HIAR)	CMT	June and November	November 2013
7	Review of CMT Risk Scrutiny		Bi-annual review of CMT's scrutiny of risk	Risk Management	Chief Executive	Council Wide	June and November	November 2013
8	Audit Scotland	Benefits Risk Assessment Report	Annual report on risks around benefits section including update on previous reports	External Audit	Lorna Stewart (HIAR)	Council Wide	Annually	November 2013

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9	Audit Scotland	Review of Internal Audit	Annual report on internal audit support provided to External Audit	External Audit	Lorna Stewart (HIAR)	Council Wide	Annually	TBC
10	Audit Scotland	Annual Audit Plan	Annual audit plan for approval	External Audit	Lorna Stewart (HIAR)	Council Wide	Annually	March 2014
11	Audit Scotland	Annual Audit Report	Annual audit report	External Audit	Lorna Stewart (HIAR)	Council Wide	Annually	December 2013
12	Audit Scotland	Internal Controls Report	Annual report on Council wide control framework	External Audit	Lorna Stewart (HIAR)	Council Wide	Annually	June 2014
13	Audit Scotland	Review of Internal Controls	Progress report on the Council's action plan to address the internal controls highlighted by Audit Scotland for improvement.	Internal Audit	Lorna Stewart (HIAR)	Council Wide	n/a	November 2013
14	Audit Scotland	ISA 260	Annual ISA 260 Report	External Audit	Hugh Dunn	Council Wide	Annually	September 2014
Section B – Standing Performance/Project Items								
15	Tram Project Update	Quarterly Review	To monitor the effectiveness of the Project and its governance	Major Project	Colin Smith SRO Colin.smith@edinburghtrams.com	All	Every three months	November 2013

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16	Governance of Major Projects	6 monthly updates	To ensure major projects undertaken by the Council were being adequately project managed	Major Project	Alan Coyle Major Projects Manager	All	Every 6 months	February 2014 and August 2014
17	Performance	Performance reports	Progress and accountability of Council Outcomes and Coalition Pledges. This includes regular reporting on the SOA and statutory performance.	Operational (financial and non-financial)	Sarah MacKenzie	All	Quarterly: January 2013 April 2013 August 2013 December 2013	December 2013

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Section C – Scrutiny Items								
18	Review of Political Management Arrangements	12 month review and consultation outcomes	To input additional evidence to the review of political management arrangements.	Scrutiny	Carol Campbell, Head of Legal, Risk and Compliance and Kirsty-Louise Campbell, Governance Manager	Members of the public, key stakeholders, elected members & senior officers		October 2013
19	Water of Leith Flood Prevention Project	A review of the project	To review the management of the project and investigate lessons learned	Scrutiny	John Bury. Head of Planning			November 2013
20	Welfare Reform	Review	To be confirmed	Scrutiny	Danny Gallacher, Head of Corporate and Transactional Services			December 2013
21	Statutory Repairs	Review	To be confirmed	Scrutiny	Mark Turley, Director of Services for Communities and Cathy King, Head of Housing and Regeneration			Lessons Learned in October 2013 Final report in 2014
22	HR Induction Policy	Review	To scrutinise the induction procedures in place	Scrutiny	Philip Barr, Head of Organisational Development	All staff		November 2013

GRBV Upcoming Reports

Appendix 1

Number	Report Title	Type	Flexible/Not Flexible
14 November 2013 Committee			
1	Risk Management Policy and Strategy	Internal Audit	Flexible
2	Tram Project Update	Major Project	Flexible
3	Water of Leith Flood/Braid Burn Prevention Project	Scrutiny/Major Project	Flexible
4	Risk Register	Internal Audit	Flexible
5	Review of CMT Risk Scrutiny	Scrutiny	Flexible
6	Summer School Maintenance Update	Scrutiny	Flexible
7	Review of Internal Controls	Audit Scotland/Internal Audit	Flexible
8	HR Induction	Scrutiny	Flexible
9	National Fraud Initiative 2012/13	Internal Audit	Flexible
19 December 2013 Committee			
1	Internal Audit – Overview of Follow up arrangements	Internal Audit	Not Flexible
2	Internal Audit Quarterly Report	Internal Audit	Not Flexible
3	Performance Reports	Performance	Flexible
4	Welfare Reform	Scrutiny	Flexible
5	Annual Report for the Year	Audit Scotland	Not Flexible