

# Item 7.1 Work programme

## Governance, Risk and Best Value

December 2013

N o	Title / description	Sub section	Purpose/Reason	Category or type	Lead officer	Stakeholders	Progress updates	Expected date
<b>Section A – Regular Audit Items</b>								
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	January 2014 (to allow for Committee training)
6	CMT Risk Register		Updated Council Risk register being presented for consideration and challenge	Risk Management	Lorna Stewart (HIAR)	CMT	March and September	March 2014
7	Review of CMT Risk Scrutiny		Bi-annual review of CMT's scrutiny of risk	Risk Management	Chief Executive	Council Wide	March and September	March 2014
8	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

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9	Audit Scotland	Annual Audit Plan	Annual audit plan for approval	External Audit	Lorna Stewart (HIAR)	Council Wide	Annually	March 2014
10	Audit Scotland	Annual Audit Report	Annual audit report	External Audit	Lorna Stewart (HIAR)	Council Wide	Annually	December 2013
11	Audit Scotland	Internal Controls Report	Annual report on Council wide control framework	External Audit	Lorna Stewart (HIAR)	Council Wide	Annually	June 2014
12	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	April 2014
13	Audit Scotland	ISA 260	Annual ISA 260 Report	External Audit	Hugh Dunn	Council Wide	Annually	September 2014
<b>Section B – Standing Performance/Project Items</b>								
14	Tram Project Update	Quarterly Review	To monitor the effectiveness of the Project and its governance	Major Project	Colin Smith SRO <a href="mailto:Colin.smith@edinburghtrams.com">Colin.smith@edinburghtrams.com</a>	All	Every three months	March 2014
15	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	January 2014 and August 2014

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<b>Section C – Scrutiny Items</b>								
16	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			January 2014
17	Welfare Reform	Review	To be confirmed	Scrutiny	Danny Gallacher, Head of Corporate and Transactional Services			January 2014
18	Statutory Repairs	Review	To be confirmed	Scrutiny	Mark Turley, Director of Services for Communities and Cathy King, Head of Housing and Regeneration			Final report in 2014
19	HR Induction Policy	Review	To scrutinise the induction procedures in place	Scrutiny	Philip Barr, Head of Organisational Development	All staff		December 2013