

Item 7.1 Work programme

Governance, Risk and Best Value

March 2014

N o	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	Chief Internal Auditor	Council Wide	Every 3 cycles	April and August 2014
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	Chief Internal Auditor	Council Wide	Every 3 cycles	April and August 2014

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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	Chief Internal Auditor	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	Chief Internal Auditor	Council Wide	Annually	September 2014
5	CMT Risk Register		Updated Council Risk register being presented for consideration and challenge	Risk Management	Lorna Stewart	CMT	April and September	April 2014
6	Review of CMT Risk Scrutiny		Bi-annual review of CMT's scrutiny of risk	Risk Management	Chief Executive	Council Wide	April and September	April 2014
7	Audit Scotland	Review of Internal Audit	Annual report on internal audit support provided to External Audit	External Audit	Chief Internal Auditor	Council Wide	Annually	TBC
8	Audit Scotland	Annual Audit Plan	Annual audit plan for approval	External Audit	Hugh Dunn	Council Wide	Annually	April 2014
9	Audit Scotland	Annual Audit Report	Annual audit report	External Audit	Hugh Dunn	Council Wide	Annually	December 2014

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10	Audit Scotland	Internal Controls Report	Annual report on Council wide control framework	External Audit	Hugh Dunn	Council Wide	Annually	June 2014
11	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	Chief Internal Auditor	Council Wide	n/a	April 2014
12	Audit Scotland	ISA 260	Annual ISA 260 Report	External Audit	Hugh Dunn	Council Wide	Annually	September 2014
Section B – Standing Performance/Project Items								
13	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	April and June 2014
14	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	Bi-annually – May and August 2014
Section C – Scrutiny Items								
15	Water of Leith Flood Prevention	A review of the project	To review the management of the project and investigate	Scrutiny	John Bury Head of Planning		April 2014	April 2014

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	Project		lessons learned					
16	Welfare Reform	Review	To be confirmed	Scrutiny	Danny Gallacher, Head of Corporate and Transactional Services		January 2014	January 2015
17	Statutory Repairs	Review	To be confirmed	Scrutiny	Mark Turley, Director of Services for Communities and Cathy King, Head of Housing and Regeneration		June 2014	Final report in 2014

GRBV Upcoming Reports

Appendix 1

Number	Report Title	Type	Flexible/Not Flexible
3 April 2014 Committee			
1	Internal Audit – Overview of Follow up arrangements	Internal Audit	Flexible
2	Internal Audit Quarterly Report	Internal Audit	Flexible
3	Internal Audit – work programme	Internal Audit	Not Flexible
4	Risk Register	Internal Audit	Not Flexible
5	Review of CMT Risk Scrutiny	Scrutiny	Not Flexible
6	Tram Project Update	Major Project	Not Flexible
7	Audit Scotland – Annual Audit Plan	External Audit	Not Flexible
8	Water of Leith/Braidburn	Scrutiny	Not Flexible
22 May Committee			
1	Internal Audit Co-Source	Scrutiny	Flexible
2	Analysis of the performance of Internal Audit	Scrutiny	Flexible
3	Policy Register	Scrutiny	Flexible
4	Internal Controls Phase 2	Scrutiny	Flexible
5	Dissemination of Committee Decisions	Scrutiny	Flexible
6	Governance of Major Projects	Major Project	Flexible
19 June 2014 Committee			
1	Internal Controls – Annual Report	Internal Audit	Flexible
2	Tram Project Update	Major Project	Flexible
3	External Audit – Best Value	Scrutiny	Flexible
4	National Fraud Initiative – Update	Scrutiny	Flexible
14 August 2014 Committee			
1	Internal Audit – Overview of Follow up arrangements	Internal Audit	Flexible
2	Internal Audit Quarterly Report	Internal Audit	Flexible
3	Governance of Major Projects - Update	Major project	Flexible