

Item 6.1 Work programme

Governance, Risk and Best Value

June 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	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	August 2014

No	Title / description	Sub section	Purpose/Reason	Category or type	Lead officer	Stakeholders	Progress updates	Expected date
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	March 2015
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	March 2015
5	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
6	Audit Scotland	Annual Audit Plan	Annual audit plan for approval	External Audit	Hugh Dunn	Council Wide	Annually	April 2015
7	Audit Scotland	Annual Audit Report	Annual audit report	External Audit	Hugh Dunn	Council Wide	Annually	December 2014
8	Audit Scotland	Internal Controls Report	Annual report on Council wide control framework	External Audit	Hugh Dunn	Council Wide	Annually	August 2014

No	Title / description	Sub section	Purpose/Reason	Category or type	Lead officer	Stakeholders	Progress updates	Expected date
9	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	TBC
10	Audit Scotland	ISA 260	Annual ISA 260 Report	External Audit	Hugh Dunn	Council Wide	Annually	September 2014
11	Audit Scotland	Annual overview report	Based on the local government audit work in 2013, the report provides a high-level, independent view on the progress councils are making in managing their finances and in achieving Best Value, and is designed to help councillors identify priorities in 2014.	External Audit	Hugh Dunn	All local authorities in Scotland	n/a	TBC
Section B – Standing Project Items								
12	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

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Section C – Scrutiny Items								
13	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, Acting Director of Services for Communities	Council Wide		Report to be submitted prior to phase 2
14	Welfare Reform	Review	To be confirmed	Scrutiny	Danny Gallacher, Head of Corporate and Transactional Services	Council Wide	January 2014	January 2015
15	Statutory Repairs	Review	To be confirmed	Scrutiny	John Bury, Acting Director of Services for Communities	Council Wide	June 2014	Report on processes and progress of resolution of statutory repairs expected in June 2014. Final report expected in 2014
16	Whistle blowing Policy		Update on implementation	Scrutiny	Alastair Maclean, Director of Corporate Governance	Internal	TBC	August 2014
17	Review of CMT Risk Scrutiny		Quarterly review of CMT's scrutiny of risk	Risk Management	Chief Executive	Council Wide	quarterly	September 2014

GRBV Upcoming Reports

Appendix 1

Number	Report Title	Type	Flexible/Not 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
4	Internal Controls – Annual Report	External Audit	Flexible
5	High Performing Workforce	Scrutiny	Flexible
6	External Audit – Best Value	Scrutiny	Flexible
7	National Fraud Initiative	Scrutiny	Flexible
8	Internal Controls Phase 2	Scrutiny	Flexible
9	Whistleblowing Policy	Scrutiny	Flexible
24 September 2014 Committee			
1	CMT Risk Register	Scrutiny	Flexible
2	ISA 260 Report	External Audit	Not flexible
3	Looked After Children	Scrutiny	Flexible
4	Corporate and Operational Governance Procurement/Risk/Training	Scrutiny	Flexible
5	Cameron House Community Centre – maintenance	Scrutiny	Flexible
6	EICC Update	Scrutiny	Flexible
9 October 2014 Committee			
1	Pride in Our People	Scrutiny	Flexible
2	Riddle's Court and 4-6 Victoria Terrace	Scrutiny	Flexible

13 November 2014 Committee			
1	Corporate & Operational Governance: annual progress report	Scrutiny	Flexible
2	Capital & Revenue monitoring - Period 5	Scrutiny	Flexible
18 December 2014 Committee			
1	Audit Scotland Annual Report	External Audit	Not flexible
2	Summer School Maintenance	Internal Audit	Flexible
3	CMT Risk Register	Scrutiny	Flexible
4	Policy Review Update	Scrutiny	Flexible
29 January 2015 Committee			
1	Welfare Reform	Scrutiny	Flexible
5 March 2015 Committee			
1	Internal Audit Annual Report for the Year	Internal Audit	Flexible
2	Internal Audit Plan for the Year	Internal Audit	Flexible
3	Internal Audit Co-Source Update	Scrutiny	Flexible
4	Governance of Major Projects - Update	Major project	Flexible
5	CMT Risk Register	Scrutiny	Flexible
23 April 2015 Committee			
1	Audit Scotland Annual Audit Plan	External Audit	Not flexible
2	CMT Risk Register	Scrutiny	Flexible