

Item 6.1 Work programme

Governance, Risk and Best Value

October 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	November 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	November 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 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 2015

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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 2015
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 2015

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Section C – Scrutiny Items								
13	Welfare Reform	Review	To be confirmed	Scrutiny	Danny Gallacher, Head of Corporate and Transactional Services	Council Wide	January 2014	January 2015
14	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
15	Legacy Property Conservation Service		Update on the resolution of complaints and the billing and conclusion of outstanding debts	Scrutiny	Alastair Maclean, Director of Corporate Governance	Council Wide	quarterly	December 2014
16	Review of CMT Risk Scrutiny		Quarterly review of CMT's scrutiny of risk	Risk Management	Chief Executive	Council Wide	quarterly	December 2014
17	Whistle blowing Quarterly Report		Quarterly Report	Scrutiny	Alastair Maclean, Director of Corporate Governance	Internal	Quarterly	TBC

GRBV Upcoming Reports

Appendix 1

Number	Report Title	Type	Flexible/Not Flexible
13 November 2014 Committee			
1	Corporate & Operational Governance: annual progress report	Scrutiny	Flexible
2	Capital & Revenue monitoring	Scrutiny	Flexible
3	Tram – Verbal Update	Scrutiny	Flexible
4	Compromise Agreements	Scrutiny	Flexible
5	Fraud – Recent Investigations	Scrutiny	Flexible
6	Internal Audit follow up arrangements	Internal Audit	Flexible
7	Internal Audit quarterly report	Internal Audit	Flexible
8	VERA report: subsequent re-employment information	Scrutiny	Flexible
9	EICC - Update report	Scrutiny	Flexible
10	Member/Officer Protocol	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 with Service Area Register	Scrutiny	Flexible
4	Policy Review Update	Scrutiny	Flexible
5	Legacy Property Conservation Service: Resolution Update	Scrutiny	Flexible
6	Riddle's Court and 4-6 Victoria Terrace	Scrutiny	Flexible
29 January 2015 Committee			
1	Welfare Reform	Scrutiny	Flexible
2	Cameron House Community Centre – maintenance	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	Internal Audit follow up arrangements	Internal Audit	Flexible
5	Internal Audit quarterly report	Internal Audit	Flexible
6	Governance of Major Projects - Update	Major project	Flexible
7	CMT Risk Register	Scrutiny	Flexible
8	Property Conservation – Update	Scrutiny	Flexible
9	Procurement and Best Value in ALEOs	Scrutiny	Flexible
10	Non Contractual Overtime	Scrutiny	Flexible
23 April 2015 Committee			
1	Audit Scotland Annual Audit Plan	External Audit	Not flexible
2	CMT Risk Register	Scrutiny	Flexible