

Item 6.1 Work programme

Governance, Risk and Best Value

April 2015

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 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	June 2015
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	June 2015

N o	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	June 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 2016
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	External Audit	Hugh Dunn	Council Wide	Annually	April 2016
7	Audit Scotland	Annual Audit Report	Annual audit report	External Audit	Hugh Dunn	Council Wide	Annually	December 2015
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	ISA 260	Annual ISA 260 Report	External Audit	Hugh Dunn	Council Wide	Annually	September 2015
10	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	June 2015
11	Accounts Commission	Annual report	Local Government Overview	External Audit	Hugh Dunn	Council Wide	Annually	June 2015
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	May 2015
Section C – Scrutiny Items								
13	Welfare Reform	Review	Regular update reports	Scrutiny	Danny Gallacher, Head of Corporate and Transactional Services	Council Wide	January 2015	January 2016

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14	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	June 2015
15	Review of CMT Risk Scrutiny		Quarterly review of CMT's scrutiny of risk	Risk Management	Chief Executive	Council Wide	quarterly	June 2015
16	Whistle blowing Quarterly Report		Quarterly Report	Scrutiny	Alastair Maclean, Director of Corporate Governance	Internal	Quarterly	June 2015
17	Pride in our People		Annual report of progress	Scrutiny	Chief Executive	Council Wide	Annual	October 2015

GRBV Upcoming Reports

Appendix 1

Number	Report Title	Type	Flexible/Not Flexible
21 May 2015 Committee			
1	Governance of Major Projects	Scrutiny	Flexible
2	Procurement and Best Value in ALEOs	Scrutiny	Flexible
3	Workforce Management – Overview and Policies for Employment of Teaching Staff	Scrutiny	Flexible
4	Lothian Buses	Scrutiny	Not flexible
5	Lothian Buses Shareholder Agreement	Scrutiny	Flexible
6	Internal Audit Update on Leavers Process	Internal Audit	Flexible
18 June 2015 Committee			
1	Monitoring Conditions of Sale (Council Assets)	Internal Audit	Flexible
2	Legacy Property Conservation Service	Scrutiny	Flexible
3	Whistleblowing Monitoring Report	Scrutiny	Flexible
4	Accounts Commission Annual report	External Audit	Not flexible
5	Audit Scotland – Annual Overview report	External Audit	Not flexible
6	IA Report for the Year	Internal Audit	Flexible
7	IA Quarterly Update	Internal Audit	Flexible
8	IA Follow up Arrangements	Internal Audit	Flexible
9	Parliament House	Scrutiny	Flexible
10	CMT Risk Register	Scrutiny	Flexible
13 August 2015 Committee			
1	Audit Scotland – Internal Controls report	External Audit	Not flexible
2	Governance of Major Projects	Scrutiny	Flexible
23 September 2015 Committee			
1	IA Quarterly Update	Internal Audit	Flexible
2	IA Follow up Arrangements	Internal Audit	Flexible

3	LAC Transformation Programme Update	Scrutiny	Flexible
4	Corporate and Operational Governance – Procurement and Risk	Scrutiny	Flexible
5	ISA 260 Report	External Audit	Not flexible
19 October 2015 Committee			
1	Pride in Our People	Scrutiny	Flexible
2	Greendykes and Wauchope	Scrutiny	Flexible
3	Transformational Change Programme	Scrutiny	Flexible
4	Whistleblowing Monitoring Report	Scrutiny	Flexible
5	CMT Risk Register	Scrutiny	Flexible