

# Report

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| Report to:       | <b>Risk and Audit Scrutiny Forum</b>                        |
| Date of Meeting: | <b>5 February 2013</b>                                      |
| Report by:       | <b>Executive Director (Finance and Corporate Resources)</b> |

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| Subject: | <b>Forward Programme for Future Meetings</b> |
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise members of the forward programme for the meetings of the Risk and Audit Scrutiny Forum to June 2013
- ◆ invite members to suggest topics for inclusion in the Forum's forward programme

## 2. Recommendation(s)

2.1. The Forum is asked to approve the following recommendation(s):-

- (1) that the report and the outline forward programme for the Risk and Audit Scrutiny Forum attached as an appendix to the report be noted

## 3. Background

3.1. The Audit Scotland report on the Audit of Best Value and Community Planning highlighted the need for changes to the membership and conduct of the (former) Risk Management and Audit Forum to improve compliance with good practice guidance.

3.2. As part of the improvement measures, an Action Plan for the Risk and Audit Scrutiny Forum was prepared. The Plan contains a number of actions, one of which is to include, as a standard agenda item, a list of items proposed for consideration at subsequent meetings of the Forum to provide an opportunity for members to inform future agendas. The outline forward programme for the Forum to June 2013 is attached, for members' information, as an appendix to the report.

## 4. Employee Implications

4.1. There are no employee implications.

## 5. Financial Implications

5.1. There are no financial implications.

## 6. Other Implications

6.1. There are no risk or sustainability issues associated with the content of this report.

## 7. Equality Impact Assessment and Consultation Arrangements

7.1. The report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

- 7.2 There was no requirement to undertake any consultation in terms of the information contained in this report.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

23 January 2013

**Link(s) to Council Values/Objectives**

Value – Accountable, Effective and Efficient

**Previous References**

Executive Committee 8 July 2009

**List of Background Papers**

Audit Scotland Audit of Best Value and Community Planning

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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## **APPENDIX – RASF OUTLINE FORWARD PROGRAMME TO JUNE 2013**

| Date          | Item                                     | Responsibility                |
|---------------|--|-------------------------------|
| 23 April 2013 | 1. Good Governance Action Plan           | Head of Legal Services        |
|               | 2. Top Risk Review Follow Up Report      | Head of Audit and Improvement |
|               | 3. Internal Audit Plan 2013/2014         | Audit Manager                 |
|               | 4. Interim Controls Report               | External Audit                |
| 18 June 2013  | 1. Risk Management Year End Report       | Head of Audit and Improvement |
|               | 2. NFI 2012/2013 Exercise Analysis       | Audit Manager                 |
|               | 3. Interim Management Letter             | External Audit                |
|               | 4. Follow Up of 2011/2012 External Audit | External Audit                |
|               | 5. Governance Statement                  | Head of Legal Services        |
|               | 6. Internal Audit Terms of Reference     | Audit Manager                 |
|               | 7. Internal Audit Charter                | Audit Manager                 |
|               | 8. SRA/AIP Feedback from LAN             | Head of Audit and Improvement |

N.B:-.

- ◆ Audit Scotland national studies and reviews will appear as a recurring item but the frequency and subject matter will vary according to their programme.
- ◆ Internal Audit Progress report will appear as a recurring item