

# Report

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| Report to:       | <b>Risk and Audit Scrutiny Forum</b>            |
| Date of Meeting: | <b>3 March 2011</b>                             |
| Report by:       | <b>Executive Director (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 Risk and Audit Scrutiny Forum to the end of 2011
- ◆ 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 is 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 has been prepared. The Plan contains a number of proposed actions, one of which is to include, as a standard agenda item, proposals for the following meeting of the Forum to provide an opportunity for members to inform future agendas. The outline forward programme for the Forum to the end of 2011 is attached, for members' information, as an appendix to the report.

## 4. Employee Implications

4.1. None

## 5. Financial Implications

5.1. None

## 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. None required

**Robert McIlwain**  
**Executive Director (Corporate Resources)**

15 February 2011

**Link(s) to Council Values/Improvement Themes/Objectives**  
Improvement Theme – Governance and Accountability

**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 DRAFT FORWARD PROGRAMME TO END 2011

| Date              | Item  | Responsibility                   |
|-------------------|---|----------------------------------|
| 19 May 2011       | 1. Interim Controls Report  | External Audit                   |
|                   | 2. Internal Audit Annual Report   | Risk and Audit Manager           |
|                   | 3. Top Risks Update   | Risk Advisor                     |
| 14 July 2011      | 1 Draft SLC Annual Accounts   | Head of Finance                  |
|                   | 2. Governance Statement   | Head of Administration           |
|                   | 3. Efficiencies, Savings and Formal Statement   | Head of Finance                  |
|                   | 4. Approval of RASF Annual Report   | Risk and Audit Manager           |
|                   | 5. Risk management Annual Report  | Risk and Audit Manager           |
|                   | 6. Management of Fraud Risks  | Audit Advisor                    |
|                   | 7. Group Assurance  | Head of Administration           |
|                   | 8. Performance Indicators Report  | Accounting and Budgeting Manager |
| 29 September 2011 | 1. External Audit Opinions and Annual Audit Findings                                  | External Audit                   |
|                   | 2. Final Accounts and Annual Report   | Head of Finance                  |
|                   | 3. Financial Strategy   | Head of Finance                  |
|                   | 4. Forum Effectiveness and Assessment   | Head of Administration           |
|                   | 5. Governance Improvements  | Head of Administration           |
|                   | 6. Best Value Update  | Head of Improvement              |
| 3 November 2011   | 1. Annual Report to Members and Controller of Audit including Final Management Letter | External Audit                   |
|                   | 2. Top Risk update  | Risk and Audit Manager           |
|                   | 3. Progress on Risk management Workplan   | Risk Advisor                     |

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.