



## GOVERNANCE & RISK COMMITTEE WORKPLAN

**9 NOVEMBER 2020**

| <b>9 November 2020</b>                                       |  |                                    |
|--|--|------------------------------------|
| Corporate high risks   | Standing item  | Kenneth Ribbons and Donald Forrest |
| Strategic Risks  | Biennial report on corporate strategic risks   | Kenneth Ribbons                    |
| Health & Safety Statistics                                   | Standing item – stats and issues underlying risk register  | Julie Whitelaw                     |
| Self-assessment questionnaire                                | Annual survey – feedback of results, postponed from June meeting due to COVID-19   | James Millar                       |
| Brexit-related risks   | Instructed by committee in February 2020, postponed from June meeting due to COVID-19  | Graeme Struthers/David Maule       |
| Audit Scotland: COVID-19 Guide for audit and risk committees | Consideration of Audit Scotland guide (August 2020). Possibly combine with next entry, below   | James Millar                       |
| COVID-19 Risk Register                                       | Risk-related planning and actions due to the coronavirus pandemic – possibly a standing item after initial report in June and Recovery and Renewal Plan at Council Executive on 18 August 2020 | Graeme Struthers                   |
| External Audit Report 2019/20                                | Reporting on wider-scope audit findings, on referral from full council   | James Millar                       |
| <b>25 January 2021</b>                                       |  |                                    |
| Corporate high risks   | Standing item  | Kenneth Ribbons and Donald Forrest |
| Governance Issues – Progress Report                          | Six-monthly update on governance issues identified at  | James Millar                       |

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|  | June meeting in annual governance statement  |                                    |
| COVID-19 Risk Update                   | Standing item (if not discontinued before) report on risk-related planning and actions due to the coronavirus pandemic           | Caroline Burton/Kenneth Ribbons    |
| COVID-19 Governance Update             | Possible update on governance arrangements utilised as a result of the coronavirus pandemic                                      | James Millar                       |
| Brexit-related risks                   | Back as a standing item in light of the nearing end of the transition period   | Graeme Struthers/David Maule       |
| Risk Management Strategy Annual Report | Annual performance reports against all significant strategies supporting the Corporate Plan, postponed from June due to COVID-19 | Donald Forrest/Kenneth Ribbons     |
| <b>8 March 2021</b>                    |  |                                    |
| Corporate high risks                   | Standing item  | Kenneth Ribbons and Donald Forrest |
| Strategic Risks                        | Biennial report on corporate strategic risks   | Kenneth Ribbons                    |
| Risk Management Annual Plan            | Annual plan for committee approval   | Kenneth Ribbons                    |
| Self-assessment questionnaire          | Annual survey – agreement of questions and to proceed  | James Millar                       |
| COVID-19 Risk Update                   | Standing item (if not discontinued before) report on risk-related planning and actions due to the coronavirus pandemic           | Caroline Burton/Kenneth Ribbons    |
| COVID-19 Governance Update             | Possible update on governance arrangements utilised as a result of the coronavirus pandemic                                      | James Millar                       |
| Brexit-related risks                   | Following the end of the transition period   | Graeme Struthers/David Maule       |
| <b>14 June 2021</b>                    |  |                                    |

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| Corporate high risks                               | Standing item   | Kenneth Ribbons and Donald Forrest |
| Health & Safety Statistics                         | Standing item – stats and issues underlying risk register   | Julie Whitelaw                     |
| Internal Audit Annual Report                       | Includes findings of review of system of internal control which must precede and inform the approval of the annual governance statement                     | Kenneth Ribbons                    |
| Corporate Governance – Annual Governance Statement | Annual governance statement for approval together with populated Code of Corporate Governance, annual compliance statements and update on governance issues | James Millar                       |
| COVID-19 Risk Update                               | Standing item (if not discontinued before) report on risk-related planning and actions due to the coronavirus pandemic                                      | Caroline Burton/Kenneth Ribbons    |
| COVID-19 Governance Update                         | Possible update on governance arrangements utilised as a result of the coronavirus pandemic   | James Millar                       |
| Risk Management Annual Report                      | End-of-year report on completion on annual plan   | Kenneth Ribbons                    |