

GLASGOW CITY COUNCIL INTERNAL AUDIT SECTION

GLASGOW CITY REGION CABINET REPORT

Title of the Audit: Glasgow City Region City Deal – Programme Skills, Knowledge & Experience Arrangements

1. Introduction

- 1.1 The Glasgow City Region Local Authorities (Member Authorities) entered into a City Deal with the UK and Scottish Governments in August 2014 (the City Deal). This is a 20-year deal to deliver a range of Projects under the themes of Infrastructure, Innovation and Skills and Employment to maximise economic performance of the Region all as described in the City Deal Agreement. All Projects within the City Deal Programme are monitored, scrutinised and challenged by, and accountable to, the Glasgow City Region Programme Management Office (PMO).
- 1.2 As the programme has now been running for more than 8 years, there have been several changes to personnel involved during this time, throughout the Glasgow City Region PMO and within each member authority.
- 1.3 The purpose of the audit was to obtain assurance that member authorities have adequate arrangements in place for the training and handover of skills and experience when key officers leave or move post. Additionally, we examined governance arrangements such as ensuring schemes of delegation are updated to reflect changes, and effective document retention and management is in place to maintain audit trails and support officers in discharging their duties in relation to the programme.

The scope of the audit included a review of:

- The roles & responsibilities of key officers and teams.
- Skills and experience, to identify any gaps.
- Training arrangements for existing staff and new starts.
- Succession planning arrangements.
- The process in place to approve and update the Scheme of Delegation when required, and
- Record keeping arrangements.

- 1.4 We examined the arrangements in place within the PMO a sample of 4 member authorities.

2. Audit Opinion

- 2.1 Based on the audit work carried out, assurance can be taken that the control environment is satisfactory.

3. Main Findings

- 3.1 We are pleased to report that key controls are in place and generally operating effectively. The roles and responsibilities of officers and terms involved have been established, documented, and communicated to relevant officers,
- 3.2 We found that key procedures and guidance are kept up to date to ensure they accurately reflect current working practices. Business case documentation is in place which will

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identify skills or experience gaps within City Deal projects and there are suitable processes in place to address gaps should they develop over the course of a project.

- 3.3 Each of the Member Authorities examined had their own succession planning arrangements in place. We also confirmed that the PMO offers appropriate training to Member Authority staff.
- 3.4 An approved scheme of delegation is in place and subject to an annual review by the Glasgow City Region Cabinet. The expected record keeping arrangements are clearly set out within the Programme Management Toolkit.
- 3.5 The audit has been undertaken in accordance with the Public Sector Internal Audit Standards.
- 3.6 We would like to thank officers involved in this audit for their cooperation and assistance.

