

Item 5.1 Outstanding Actions

Governance, Risk and Best Value Committee

April 2014

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	06.11.12	Audit Scotland – Audit of Housing and Council Tax Benefit – Improvement Plan	That Internal Audit reviews the actions referred to in the improvement plan regarding the audit of housing and council tax benefit.	Director of Corporate Governance	Not specified		Will be added to 13/14 work program
2	24.01.13	Mortonhall Crematorium Investigation: Initial Findings – Covering Report	To request that the final results of the independent investigation were reported to the Governance, Risk and Best Value Committee	Chief Executive	Not specified		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
3	20.06.2013	Review of internal financial controls anti-fraud anti-bribery and anti-corruption arrangements - progress update	To ask the Director of Corporate Governance to report to Committee in March 2014 on how the Compliance, Risk and Governance Programme had been implemented and highlighting any areas of concern.	Director of Corporate Governance	March 2014		Expected May 2014
4	25.09.2013	Internal Audit Plan 2013/14	To request the Director of Corporate Governance to report back to the Committee in March 2014 with an analysis of the performance of Internal Audit.	Director of Corporate Governance	March 2014		Expected May 2014
5	25.09.2013	Compliance, Risk and Governance Programme: Review of Council Policy – Referral From Corporate Policy and Strategy	To request that the Director of Corporate Governance reports to the Governance, Risk and Best Value Committee in March 2014 with an update on progress with implementing the Council's policy register together with an analysis of	Director of Corporate Governance	March 2014		Expected May 2014 – Feedback on Pride in Our People presented March 2014

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			feedback from the Pride in Our People events.				
6	25.09.2013	Capital Monitoring 2012/13 – Outturn Slippage and Receipts – referral from the Finance and Budget Committee	To include revenue costs in reports outlining capital borrowing for projects.	Director of Corporate Governance			
7	10.10.2013	Internal Audit Co-Source Update	To provide an update report to Committee in May 2014, in particular including: i) Financial details; ii) Overview of objective skills learned by Internal Audit as a result of co-sourcing.	Director of Corporate Governance	May 2014		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
8	10.10.2013	Internal Audit Co-Source Update	To report on the Council's powers in regard to appointing its external auditor and how it can ensure best value in that appointment.	Director of Corporate Governance	June 2014		
9	14.11.2013	Tram Project Update	To ask that the Director of Corporate Governance writes to the Scottish Government requesting an update on likely timescales for the tram project inquiry.	Director of Corporate Governance			Sent late December 2013 and awaiting reply from the Scottish Government
10	14.11.2013	Summer School Maintenance	To request that the Chief Internal Auditor includes Summer School Maintenance in their work programme in 2013/14.	Chief Internal Auditor	April 2014		Work programme will be brought to Committee in April 2014 for approval
11	14.11.2013	Corporate and Operational Governance	To request that the Director of Corporate Governance provides an update report in September 2014, in particular providing progress on procurement, risk and the development of a related training programme.	Director of Corporate Governance	September 2014		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	14.11.2013	National Fraud Initiative	To note the information and that a further update would be brought to the Governance, Risk and Best Value Committee in April 2014.	Director of Corporate Governance	April 2014		Expected June 2014
13	19.12.2013	Outstanding Actions – December 2013	To request further detail on the financial figures for the Summer School maintenance 2012/13 programme.	Director of Services for Communities			Expected April 2014
14	19.12.2013	Corporate Governance: High Performing Workforce – Induction and Training	To request that a follow-up report by the Chief Internal Auditor be submitted to the Committee in June 2014.	Chief internal Auditor	June 2014		
15	19.12.2013	Internal Audit Quarterly Activity Report – to 30 November 2013	To request that the Director of Services for Communities reports to the appropriate committee as detailed in the confidential schedule, signed by the Convener, with reference to this minute.	Director of Services for Communities		11 March 2014	Report back to Committee April 2014

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
16	19.12.2013	Internal Audit Quarterly Activity Report – to 30 November 2013	<p>To request that the Director of Services for Communities reports to the Corporate Policy and Strategy Committee in February 2014 outlining the Council's position regarding contractors on a procurement framework:-</p> <ul style="list-style-type: none"> • whose standard of work fell below that stipulated by the framework; • who, having carried out substandard works, sought further work for the Council. 	Director of Services for Communities	February 2014		Expected March 2014
17	30.01.14	Work Programme January 2014	To ask the Director of Corporate Governance to report in May 2014 on the process of the dissemination and implementation of Committee decisions and new methods to inform all councillors of committee decisions.	Director of Corporate Governance	May 2014		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
18	30.01.14	Welfare Reform Governance - Update	Further report expected in 12 Months	Director of Corporate Governance	January 2015		
19	30.01.14	Governance of Major Projects - Water of Leith and Braid Burn Flood Prevention Scheme -	<p>1) To ask that the Director of Services for Communities to report on this item in April 2014 addressing the following areas:</p> <p>a) The proportion of the final costs of the Braidburn Flood Prevention Scheme paid by the Scottish Government and the breakdown of exposure to risk for the Council and the Scottish Government.</p> <p>b) The breakdown</p>	Director of Services for Communities	April 2014		On the agenda April 2014

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>of the £10m increase in main contract costs (not utilities) of the Braidburn Flood prevention Scheme and the reasons for the increase.</p> <p>c) Details of the decision process, including any committee involvement surrounding the change in scope for the Braidburn Scheme and the associated costs of this change.</p> <p>d) The expected date for the settlement of compensation claims in regard</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>to the Braidburn Scheme.</p> <p>e) The key 4 reasons for the increased costs and delay to the Water of Leith Flood Prevention Scheme.</p> <p>f) The lessons learnt from the Water of Leith Scheme, including in regard to contracts and how these are being implemented to ensure they were not repeated in future projects.</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
20	06/03/2014	Work Programme	To agree that the Children and Families Revenue Asset Management Priorities 2014-19 report which went to the Education, Children and Families Committee of 4 March 2014 be brought to the Governance, Risk and Best Value Committee for further scrutiny following its consideration by Finance and Resources Committee.		May 2014		
21	06/03/2014	Work Programme	To agree that the process and progress of resolution of Statutory Repairs complaints be scrutinised at the 19 June meeting, with Councillors Rankin and Cook, Mark Turley, Cathy King and Alastair Maclean invited to attend.	Director of Services for Communities	June 2014		
22	06/03/2014	Pride in our People Presentation	To ask that either a written or verbal update, in particular focusing on the outcomes of the initiative, be presented to Committee in October 2014.	Chief Communications Officer	October 2014		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
23	06/03/2014	Looked after Children: Transformation Programme Progress Report	<p>To ask that the update report scheduled to come to Committee in September includes a risk analysis of current targets and performance and the estimated impact of the Children and Young People's Bill on the current Looked After Children targets.</p> <p>To request information on support arrangements for children moving on from care be provided to Committee in September</p>	Director of Education, Children and Families	September 2014		