

## Governance, Risk and Best Value Committee

10am, Thursday, 9 October 2014

### Present

Councillors Balfour (Convener), Blacklock, Gardner, Griffiths (substituting for Councillor Child), Howat, Keil, Lunn, Main, Mowat, Orr, Redpath (substituting for Councillor Munro), Shields and Tymkewycz.

### 1. Minute

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#### Decision

To approve the minute of the Governance, Risk and Best Value Committee of 24 September 2014 as a correct record, subject to changing 'conditioned' to 'condition' in decision 4 at item 9.

### 2. Outstanding Actions – October 2014

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Details were provided of the outstanding actions arising from decisions taken by the Committee.

#### Decision

To agree to close actions 7, 9, 23 and 29.

(Reference – Outstanding Actions October 2014, submitted.)

### 3. Governance, Risk and Best Value Work Programme – October 2014

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Approval was sought for the Governance, Risk and Best Value Work Programme for October 2014.

#### Decision

To approve the work programme.

(Reference – Work Programme October 2014, submitted.)

## 4. Pride in Our People and Key Engagement Activity - Update

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The achievements and outcomes of Phase 1 of Pride in Our People, the Council's Employee engagement campaign and the plans for Phase 2 were highlighted.

### Decision

- 1) To note the report.
- 2) To ask that reports on 'Pride in Our People' be submitted to Governance, Risk and Best Value Committee on an annual basis, including details of engagement methods with hard to reach staff and whether a wider staff group had been involved in the process.

(Reference – report by the Chief Executive, submitted.)

## 5. Disposal of Council Property Assets – Outstanding Conditions of Sale

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A summary of the position in respect of the conditions of sale imposed on disposals of the Council's surplus property assets was provided. Information was also given about the introduction of a new system to track such conditions of sale.

### Decision

- 1) To note the information in the report.
- 2) To ask members to consider any further information required or questions they would like answered and submit them to the Clerk before the Agenda Planning Meeting for Governance, Risk and Best Value Committee in November for incorporation into a report to be brought to the January meeting. This report should also include information on the agreement process for the sale of Council assets.
- 3) To ask Internal Audit to explore the new system for monitoring conditions of sale in spring 2015, and report to Committee in June.

(Reference – report by the Acting Director of Services for Communities.)

## 6. Post Implementation Review – Capital Monitoring Review

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The findings of a post-implementation review of the capital monitoring process were presented.

### Decision

- 1) To note the recommendations of the post implementation review.

- 2) To request that information on slippage (in a project-by-project breakdown) submitted to the Finance and Resources Committee be sent to committee members.

(Reference –report by the Director of Corporate Governance, submitted.)

## **7. Internal Audit Update on Leavers' Process**

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A summary was provided of the work undertaken to assess the process for removing leavers from the Council's ICT systems in order to seek assurance that the process operated effectively and efficiently.

### **Decision**

- 1) To note the conclusions provided on the design and application of the leavers' process within the report.
- 2) To request a further report in January 2015 looking at the overall leavers' process and the improvements initiated.

(References – Governance, Risk and Best Value Committee 3 April 2014 (minute item 7); report by the Chief Internal Audit and Risk Officer, submitted.)

## **8. Corporate and Operational Governance: Update**

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An update was provided on progress with the review of all aspects of governance, corporate oversight and internal controls and the planned approach to continue to strengthen corporate and operational governance.

### **Decision**

- 1) To note the progress and actions outlined in the report.
- 2) To refer the report to the Corporate Policy and Strategy Committee for its consideration.

(References – Governance, Risk and Best Value Committee 14 August 2014 (minute item 5); report by the Director of Corporate Governance, submitted.)

## 9. Review of Political Management Arrangements

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Following a review of political management arrangements in 2013 a further review focussing on the operation of the policy development and review sub-committees was instructed. A consultation was carried out with elected members and senior officers on the policy development and review sub-committees and the political management arrangements in general, and options for further improvements were outlined.

In discussion, concern was raised over reports being submitted after the usual circulation date for committee papers.

### Decision

- 1) To note the report.
- 2) To request that information be added to the report submitted to Council, explaining why some policy development and review sub-committees were considered by interviewees to exhibit best practice.
- 3) To agree that the Clerk writes to all directors notifying them of members' concerns regarding the late submission of reports.
- 4) To ask that information on the number of, and reasons given for, the late submission of reports is submitted bi-annually to committee.

(References – Act of Council No 12 of 23 October 2013; report by the Director of Corporate Governance, submitted.)

## 10. Currie Wind Turbine – Spend to Save

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The Finance and Resources Committee on 28 August 2014 had referred a report on the work undertaken to identify a sustainable solution to the operation of the wind turbine at Currie High School.

### Decision

To note the report.

(References – Finance and Resources Committee 28 August 2014 (minute item 16); referral report by the Finance and Resources Committee, submitted.)

## 11. Greendykes and Wauchope Communal Heating Update

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The Health, Social Care and Housing Committee on 9 September 2014 had referred a report on the retrofitting of a district heating system in the multi-storey blocks at

Greendykes and Wauchope House for a review of the processes associated with the installation and operation of the district heating system.

### **Decision**

- 1) To note the report.
- 2) To request a report in 12 months to both the Finance and Resources Committee and Health, Social Care and Housing Committee on whether the savings were achieved.

(References – Health, Social Care and Housing Committee 9 September 2014 (Minute item 5); referral report by the Health, Social Care and Housing Committee, submitted.)