

Minutes

Governance, Risk and Best Value Committee

10am, Thursday, 13 November 2014

Present

Councillors Balfour (Convener), Blacklock, Child, Gardner, Howat, Keil, Lunn, Main, Mowat, Munro, Orr, and Tymkewycz.

1. Minute

Decision

To approve the minute of the Governance, Risk and Best Value Committee of 9 October 2014 as a correct record.

2. Outstanding Actions – November 2014

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

Decision

To agree to close actions 18, 25, 26, 31, 35, 37 and 38.

(Reference – Outstanding Actions November 2014, submitted.)

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

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

Decision

To approve the work programme.

(Reference – Work Programme November 2014, submitted.)

4. Riddle's Court and 4-6 Victoria Terrace – Internal Audit Update

Internal Audit had undertaken an assessment of the process issues that arose during the lease of Riddles Court to the Scottish Historic Buildings Trust. Areas where improvements could help prevent a recurrence in future situations where the Council was dealing with multiple parties were also identified.

Decision

- 1) To note the conclusions provided on the processes surrounding the Riddles Court Lease.
- 2) To refer the report to both the Education, Children and Families, and Finance and Resources Committee for information.

(Reference – report by the Chief Internal Audit and Risk Officer, submitted.)

5. Staff who have accepted Voluntary Redundancy or Voluntary Early Release Arrangements and returned to employment with the City of Edinburgh Council

Details were provided of the number of employees who had accepted Voluntary Redundancy/Voluntary Early Release Arrangements since the financial year 2012/13 and had subsequently returned to employment with the Council.

Decision

- 1) To note the details of employees who had returned to employment with the Council following receipt of a voluntary redundancy or voluntary early release arrangement payment.
- 2) To note that the Council's Redundancy Policy requires employees to confirm in writing that an alternative job has not been offered and accepted within four weeks of dismissal.
- 3) To request a report by the Director of Corporate Governance, in March 2015, providing a high level overview of workforce management and including further detail on the policies around the employment of teachers and use of supply teachers.

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

6. Settlement Agreements

Committee was advised of the background to Settlement Agreements (formerly Compromise Agreements) between the City of Edinburgh Council and employees or former employees of the Council; including information about the circumstances in which such agreements were used.

Decision

- 1) To note the report.
- 2) To request that the Scheme of Delegation to Officers, currently being redrafted, includes the requirement to consult with the relevant convener when officers are approving settlement agreements.

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

7. Internal Audit Follow-Up Arrangements – Status from 21 June to 30 September 2014

An overview of internal audit follow up arrangements and the status of follow-up actions reviewed between 21 June 2014 and 30 September 2014 was provided.

Decision

To note the status of follow-up actions.

(Reference – report by the Chief Internal Audit and Risk Officer, submitted.)

8. Internal Audit Quarterly Update Report –21 June to 30 September 2014

Committee was given a quarterly update of Internal Audit activity covering 21 June to 30 September 2014.

Decision

To note the progress of Internal Audit in respect of the 2013/14 and 2014/15 internal audit plans and the areas of higher priority findings.

(Reference – report by the Chief Internal Audit and Risk Officer, submitted.)

9. Member/Officer Protocol

A revised Member-Officer Protocol was considered which clarified the rights of Elected Members to access information and documentation, and outlined the required principles in how officers should carry out their roles.

Decision

- 1) To note the report.
- 2) To refer the Protocol to Council for approval with an additional link in the referral report to the current Protocol.

(Reference – Governance, Risk and Best Value Committee 14 August 2014 (Minute Item 10); report by the Director of Corporate Governance, submitted.)

10. Self-Directed Support in Edinburgh – the First Six Months

Audit Scotland, in June 2014, produced a report on the progress made by both the Scottish Government and local authorities in implementing self-directed support.

An overview of the first six months operation of self-directed support in Edinburgh, responded to the key recommendations by Audit Scotland and detailed the challenges still to be addressed was provided.

Decision

- 1) To note the progress in implementing self-directed support, as detailed in the report by the Chief Social Work Officer.
- 2) To note the action being taken in response to the Audit Scotland report on self-directed support.

(References – report by the Chief Social Work Officer, submitted.)

11. Revenue Monitoring 2014/15 – Half Year Position

On 30 October 2014 the Finance and Resources Committee considered a report on the projected half-year revenue monitoring position for the Council, based on the analysis of period five data, and had agreed, amongst other things, to refer the report to the Governance, Risk and Best value Committee for consideration as part of its workplan.

Decision

To note the report.

(References – Finance and Resources Committee 30 October 2014 (Minute item 6); referral report by the Finance and Resources Committee, submitted.)

12. Capital Monitoring 2014/15 – Half Year Position

The Finance and Resources Committee on 30 October 2014 considered a report that set out the overall position of the Council's capital budget at the half year position, based on month five data, and the projected outturn for the year. The report was referred to the Governance, Risk and Best Value Committee for consideration as part of its work programme.

Decision

To note the report.

(References – Finance and Resources Committee 30 October 2014 (Minute item 7); referral report by the Finance and Resources Committee, submitted.)

13. Review of Contract Procedures relating to the ICT Procurement Process

The Finance and Resources Committee on 30 October 2014 considered a report that provided an update on the key activities being undertaken through the ICT Services Procurement project. The report was referred to the Governance, Risk and Best Value Committee for consideration.

Decision

To note the report.

(References – Finance and Resources Committee 30 October 2014 (Minute item 19); referral report by the Finance and Resources Committee, submitted.)

14. Governance of Major Projects – Update on the Edinburgh International Conference Centre

The Finance and Resources Committee on 30 October 2014 considered a report on the financial position of the Edinburgh International Conference Centre and referred it to the Governance, Risk and Best Value Committee for further scrutiny.

Decision

To note the information.

(References – Finance and Resources Committee 30 October 2014 (Minute item 10); referral report by the Finance and Resources Committee, submitted.)

Declaration of Interest: Councillor Munro declared an interest in the above item as a director of Edinburgh International Conference limited.

15. Governance of Major Projects – Progress

The Finance and Resources Committee on 30 October 2014 considered a report that provided an update of the major projects portfolio and the forthcoming assurance review schedule. The report was referred to the Governance, Risk and Best Value Committee for consideration as part of its work programme.

Decision

To note the report and that the Chief Executive had agreed to include the three separate nursery provision projects in the major project review.

(References – Finance and Resources Committee 30 October 2014 (Minute item 9); referral report by the Finance and Resources Committee, submitted.)

16. External Fraud Prevention and Detection

The Finance and Resources Committee on 30 October 2014 considered a report detailing external fraud detection activities undertaken by the Council during 2013/14. The report was referred to the Governance, Risk and Best Value Committee as members had asked for information on internal fraud investigations.

Decision

To note the report.

(References – Finance and Resources Committee 30 October 2014 (Minute item 11); referral report by the Finance and Resources Committee, submitted.)

17. Resolution to consider in private

The Committee, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting for consideration of item 18 below on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 1, 3, 14 and 15 of Schedule 7(A) of the Act.

18. Whistleblowing – Verbal Update

A verbal update on the Council's whistleblowing policy was provided.

Decision

To note the verbal update.

(Reference – verbal update by the Chief Executive.)