

Item 5.1 Outstanding Actions

Governance, Risk and Best Value Committee

March 2015

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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			This is now in place and has been operating consistently. Recommended that the item is closed.
2	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		

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3	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	November 2014		Inquiry now called by Scottish Government. Verbal Update on Tram project to be provided in 2015.
4	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		
5	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.	Director of Corporate Governance	June 2014		Organisational Development now expected to lead this report.

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6	03/04/2014	Internal Audit 2013/14 – Overview of Internal Audit Follow Up Arrangements and Status Report as at 28 February 2014	That future reports detail when risks were highlighted and when they were likely to be addressed.	Chief internal Auditor			All recommendations have a completion dates and those graded medium or high which are open at the quarterly update beyond their due date will be highlighted to the Committee. These recommendations will continue to be highlighted quarterly until they are closed. Recommended that the item is closed.
7	03/04/2014	CMT Risk Register	To ask if any of the service area risk registers included a failure to comply with the Equalities and Human Rights Acts.	Director of Corporate Governance			

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8	03/04/2014	Governance of Major Projects: Water of Leith and Braid Burn Flood Prevention Schemes	That a briefing should be given to all political groups on the lessons learnt on major projects, with particular reference to the Water of Leith Flood Prevention Scheme.	Director of Services for Communities			
9	22/05/2014	Outstanding Actions – May 2014	To request that future revenue reports to the Finance and Resources Committee include more detail on works in individual schools.	Head of Finance			Now included in regular capital monitoring reports. Item recommended for closure.
10	22/05/2014	Outstanding Actions – May 2014	To ask that Internal Audit report to Committee in December 2014 on the current year's school maintenance programme.	Chief Internal Auditor	December 2014		To be included in the next quarterly update
11	22/05/2014	Internal Audit Co-Source Update	To request that the Head of Legal, Risk and Compliance provide an update to Committee in March 2015.	Director of Corporate Governance	March 2015		On agenda – recommended for closure
12	22/05/2014	Review of Council Policy: Update	To request an update report on Council policies in December 2014	Director of Corporate Governance	December 2014		Expected in April 2015

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13	19/06/2014	Governance, Risk and Best Value Work Programme - June 2014	To request that Internal Audit reviews the implementation of the cycling budget motion from February 2012 Full Council and, if necessary, any subsequent Transport (or other) Committee policies or motions on the cycling budget. The review to include how and whether only appropriate expenditure items were allocated to the cycling budget, and to identify, at a high level, any potential improvements to the way that the cycling budget was administered.	Director of Corporate Governance			
14	19/06/2014	Property Conservation – Complaints Resolution – referral report from the Finance and Resources Committee	To request that an update be provided to the Committee's meeting in February 2015 on progress with the historical legacy issues and how the new structure and processes were working.	Director of Corporate Governance	March 2015		Expected in April 2015

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15	19/06/2014	Committee Decisions: Dissemination and Implementation and Update to Member/Officer Protocol	To agree that a report outlining all decisions taken in the previous year by that committee, update on implementation of decisions and recommendations to discharge actions be presented to the Corporate Policy and Strategy Committee, Executive Committees and the Governance, Risk and Best Value Committee on an annual basis.	Director of Corporate Governance			
16	19/06/2014	Committee Decisions: Dissemination and Implementation and Update to Member/Officer Protocol	That a spot-checking system on the dissemination of committee decisions to staff be introduced with an update being provided to the Committee every six months.	Director of Corporate Governance			
17	14/08/2014	Procurement Controls in Councils – Report by Audit Scotland	To ask that an update report regarding procurement and seeking best value at the Council's Arm's Length External Organisations be provided to committee in 6 months' time.	Director of Corporate Governance	March 2015		Expected in May 2015

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18	14/08/2014	Procurement Controls in Councils – Report by Audit Scotland	To agree that a briefing session on procurement be organised for elected members who are directors of the Council's Arm's Length External Organisations.	Director of Corporate Governance			Training delivered on 20 and 21 October 2014. Further training scheduled for March 2015. Recommended for closure.
19	14/08/2014	Internal Audit – Quarterly Update Report - to 20 June 2014	To request that a report on the progress of management action on non-contractual overtime be brought to committee in 6 months.	Director of Corporate Governance	March 2015		
20	24/09/14	Update on the EICC – Verbal update by the Director of Corporate Governance	Edinburgh International Conference Centre (EICC) newly appointed Chief Executive to be invited to attend the Committee in November 2014, when a further report on the EICC is expected	Director of Corporate Governance	November 2014		Reported first in November 2014, further report expected in April 2015

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21	24/09/14	Revenue Monitoring 2013/14 – Outturn – referral from the Finance and Resources Committee	To provide information to members on the 2012/13 figures, targets and money gained for all local authorities regarding the business rate incentivisation scheme.	Director of Corporate Governance		November 2014	Item is recommended for closure
22	24/09/14	Corporate Management Team Risk Register	To request that information be circulated to members via e-mail outlining the timetable for the completion of conditioned surveys of council owned assets.	Director of Services for Communities			Now circulated. Item recommended for closure.
23	09/10/14	Pride in Our People and Key Engagement Activity - Update	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	Chief Executive			Added to work programme

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24	09/10/14	Disposal of Council Property Assets – Outstanding Conditions of Sale	To ask Internal Audit to explore the new system for monitoring conditions of sale in spring 2015, and report to Committee in June.	Director of Corporate Governance	June 2015		
25	09/10/14	Internal Audit Update on Leavers' Process	To request a further report in January 2015 looking at the overall leavers' process and the improvements initiated.	Director of Corporate Governance	January 2015		Expected March 2015
26	09/10/14	Review of Political Management Arrangements	To ask that information on the number of, and reasons given for, the late submission of reports is submitted bi-annually to committee	Director of Corporate Governance			

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27	09/10/14	Greendykes and Wauchope Communal Heating Update	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.	Acting Director of Services for Communities	October 2015		
28	13/11/14	Staff who have accepted Voluntary Redundancy or Voluntary Early Release Arrangements and returned to employment with the City of Edinburgh Council	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.	Director of Corporate Governance	March 2015		Expected May 2015

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29	18/12/14	Motion – Duncan Place Resource Centre	Outcome of investigation (on how building condition was left to deteriorate) to be reported to Governance, Risk and Best Value Committee in two cycles. This report to include reference to the longer term history of the maintenance of the premises and related Council decisions taken over the last 15 years, at least.	Director of Services for Communities	March 2015		
30	18/12/2014	Cameron House Community Centre: Review of Project Delivery	To continue consideration of the report until March 2015 to allow members of the committee to examine the Turner and Townsend Review Report.	Director of Services for Communities	March 2015		

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31	18/12/2014	Children and Families (SMT) Risk Register	To ask that, following the next officer review of the Children and Families' risk register in January 2015, an updated register be submitted to the March meeting of the Education, Children and Families Committee prior to coming to Governance, Risk and Best Value Committee in April 2015.	Director of Children and Families	April 2015		
32	29/01/15	Work Programme January 2015	To request that a report comes to Committee within two cycles detailing the extent to which the Council's work under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 accords with the Scottish Ministers' Code of Practice, and how the process could be	Director of Corporate Governance	April 2015		

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			simplified and made more effective.				
33	29/01/15	Work Programme January 2015	To ask that a report be submitted to the Governance, Risk and Best Value Committee within two cycles with regard to Lothian Buses, including detail on the shareholder agreement and dividend policy.	Director of Services for Communities	April 2015		