

Item 5.1 Outstanding Actions

Governance, Risk and Best Value Committee

April 2015

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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		
2	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.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
3	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		
4	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.
5	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			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
6	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		September 2015	
7	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
8	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		Report to Committee in April 2015, recommended for closure.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
9	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			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
10	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
11	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			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	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			
13	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
14	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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
15	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		
16	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 submitted to Committee in April 2015. Recommended for closure.
17	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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
18	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		
19	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
20	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			
21	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		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
22	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
23	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		Submitted to Committee in April 2015. Recommended for closure.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
24	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 simplified and made more effective.	Director of Corporate Governance	April 2015		Submitted to Committee in April 2015. Recommended for closure.
25	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		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
26	05/03/2015	Cameron House Community Centre: Review of Project Delivery	To request a report to the Education, Children and Families Committee in 3 cycles providing an update on how ongoing issues with the building were being resolved.	Director of Services for Communities	December 2015		
27	05/03/2015	Cameron House Community Centre: Review of Project Delivery	To request a report within two cycles to the Education, Children and Families Committee prior to coming to Governance, Risk and Best Value Committee on governance arrangements (including the escalation of issues, service management and the interaction with Neighbourhood Partnerships) and Council support to community centre management committees.	Director of Services for Communities	November 2015		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
28	05/03/2015	Best Value (2) Audit Report 2014	To request an update report on the transformational change programme to the October meeting of Governance, Risk and Best Value Committee.	Director of Corporate Governance	October 2015		
29	05/03/2015	Motion by Councillor Burns – Parliament Hall – Common Good	To request a report in June 2015 detailing how the situation regarding Parliament Hall arose, including the chronology and any progress on discussions with the Scottish Government.	Director of Corporate Governance	June 2015		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
30	05/03/2015	Motion by Councillor Burns – Parliament Hall – Common Good	To request a report to Corporate Policy and Strategy Committee, prior to consideration by the Governance, Risk and Best Value Committee, on the costs and timescales involved in fully updating the register of Common Good Assets, including a definition of Common Good and the Council's responsibilities concerning such assets. In preparing the report, officers should consider the resources and skill sets required to carry out the review of the register.	Director of Services for Communities			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
31	05/03/2015	Motion by Councillor Blacklock – Third Party Grant Challenge Funds Award	Due to concerns raised at the Economy Committee on 13 February 2015 regarding Item 7.8 Third Party Grant: Challenge Fund Awards, Committee agrees to scrutinise this report and the processes that led to it in the presence of the appropriate Council officers.				Report submitted to Committee in April 2015. Recommended for closure.
32	05/03/2015	Internal Audit Follow-Up Arrangements: Status Report from 1 October to 31 December 2014	To note that mandatory information security training for all staff would be rolled out as part of the ongoing Performance Review and Development process and that once this had been completed for staff in Children and Families it would be reported as part of the Internal Audit Quarterly Review report.	Director of Children and Families			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
33	05/03/2015	Corporate Management Team (CMT) Risk Update	To ask that future reports show the direction of travel of residual risks, and highlight newly identified risks.	Director of Corporate Governance	June 2015		