

# Item 4.1 Minutes

## Governance, Risk and Best Value Committee

10am, Thursday 13 August 2015

### Present

Councillors Balfour (Convener), Child, Bill Cook, Dixon, Keil, Main, Munro, Orr, Rose (substituting for Councillor Mowat), Shields and Tymkewycz.

### 1. Minute

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#### Decision

To approve the minute of the Governance, Risk and Best Value Committee of 18 June 2015 as a correct record.

### 2. Outstanding Actions

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

#### Decision

To agree to close actions 1 and 25.

(Reference – Outstanding Actions - August 2015, submitted.)

### 3. Work Programme

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#### Decision

- 1) To approve the Work Programme, with the inclusion of the update report on Cameron House.
- 2) To request that the Chief Social Work Officer reports on the management of care staff, particularly client contact time versus total hours worked and the number of visits for each carer. This should include the full visit data for a week - visit start and finish times and shift start and finish times to compare contact time with 'downtime'.

(Reference – Governance, Risk and Best Value Work Programme – August 2015, submitted.)

## **4. Common Good Assets Register**

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The Corporate Policy and Strategy Committee on 4 August 2015 considered a report detailing 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.

### **Decision**

- 1) To note the report.
- 2) To note that a report was being provided to the Finances and Resources Committee on Common Good in September 2015.
- 3) To request an update report in November 2015 to the Governance, Risk and Best Value Committee, including details of how community knowledge and historical documents could be utilised in defining common good.
- 4) To invite Andy Wightman to speak at a future meeting of the Committee.

(Reference – referral report from the Corporate Policy and Strategy Committee, submitted.)

## **5. Accounts Commission Annual Report 2014/15 and Audit Scotland Annual Report and Accounts 2014/15**

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An overview was provided of the Accounts Commission and Audit Scotland annual reports for 2014/15.

### **Decision**

- 1) To note the Accounts Commission 2014/15 annual report.
- 2) To note Audit Scotland's 2014/15 annual report and accounts.

(Reference – report by the Chief Operating Officer and Deputy Chief Executive, submitted.)

## **6. Audit Scotland: Review of key internal controls, 2014/15**

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An update was provided on Audit Scotland's review of the effectiveness of the Council's internal control framework, which was undertaken as part of its annual programme of scrutiny. The 2014/15 review was undertaken between January and May

2015 and Audit Scotland's overall assessment was that the key controls examined continued to operate satisfactorily. A number of opportunities to enhance the effectiveness of the existing framework had been identified and these formed the basis of a corresponding action plan.

Representatives from Audit Scotland were present for this item.

### **Decision**

To note the findings of Audit Scotland's 2014/15 review and that regular updates on the effectiveness of the Council's internal control framework would continue to be provided to the Committee.

(Reference – report by the Chief Operating Officer and Deputy Chief Executive, submitted.)

## **7. Corporate Governance Framework 2014/15**

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The Council's self assessment of its governance framework for the period 1 April 2014 to 31 March 2015 was provided. The governance framework consisted of an underlying set of legislative requirements, governance principles and management processes. Improvement actions had been identified for those areas requiring further development.

### **Decision**

- 1) To note the corporate governance framework self-assessment which was outlined in appendix one to the Chief Operating Officer and Deputy Chief Executive's report.
- 2) To agree that the improvement actions which have been identified would be addressed by the Corporate Improvement and Transformation Plan.

(Reference – report by the Chief Operating Officer and Deputy Chief Executive, submitted.)

## **8. Committee Decisions – November 2014 – June 2015**

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A report was provided which outlined the assurance work undertaken on the monitoring of committee decisions and detailed the implementation of Governance, Risk and Best Value Committee decisions covering the initial period from November 2014 to June 2015.

## **Decision**

- 1) To note the position on the implementation of Governance, Risk and Best Value Committee decisions as detailed in the appendix to the report.
- 2) To note that reports on the implementation of committee decisions would be submitted to the next meetings of the Corporate Policy and Strategy Committee and each executive committee.
- 3) To note that an annual summary report would be presented to Committee in 12 months time.

(References – Governance, Risk and Best Value Committee 19 June 2014 (Item 9); report by the Chief Operating Officer and Deputy Chief Executive, submitted.)