

Item 5.1 Outstanding Actions

Governance, Risk and Best Value Committee

October 2015

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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.	Deputy Chief Executive	November 2014		Inquiry now called by Scottish Government. Verbal Update on Tram project to be provided in 2015.
2	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.	Deputy Chief Executive	September 2014		

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3	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.	Deputy Chief Executive	June 2014		Organisational Development now expected to lead this report.
4	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.	Deputy Chief Executive	September 2015		
5	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	Deputy Chief Executive			

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			Committees and the Governance, Risk and Best Value Committee on an annual basis.				
6	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.	Deputy Chief Executive	October 2015		
7	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			Please see agenda item 7.1 - <i>Pride in our People and key engagement activity update 2015 –</i> Recommended for closure

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8	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.	Deputy Chief Executive	October 2015		
9	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		
10	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.	Deputy Chief Executive	March 2015		

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11	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.	Acting Director of Services for Communities	December 2015		
12	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.	Executive Director of Communities and Families	November 2015		

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13	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.	Deputy Chief Executive	October 2015		Recommended for closure
14	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.	Executive Director of Communities and Families			

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15	23/04/2015	Third Party Grant: Challenge Fund Awards	To request that the Director of Corporate Governance reports to GRBV Committee of 13 August 2015 regarding the Committee reports process and whether there are opportunities for speeding this process up.	Deputy Chief Executive	August 2015		Please see agenda item 7.5 – <i>Committee Report Process</i> – Recommended for closure
16	21/05/2015	Governance of Major Projects: Progress Report	To include details on the overall capital funding in regard to the Early Years Projects.	Deputy Chief Executive			
17	21/05/2015	Governance of Major Projects: Progress Report	To provide a briefing note to Committee on the impact of the Fleet Review project on service delivery.	Acting Director of Services for Communities	September 2015		
18	21/05/2015	Report by the Accounts Commission - An overview of local government in Scotland 2015	To note that clarity would be provided regarding the audit arrangements for the new Health and Social Care Integrated Joint Board.	Deputy Chief Executive			

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19	18/06/2015	Property Conservation: Programme Momentum Review, July 2014 – April 2015	To ask the Director of Corporate Governance to provide a briefing note regarding the issues with the allocation of shares for billing.	Deputy Chief Executive			
20	18/06/2015	Property Conservation: Programme Momentum Review, July 2014 – April 2015	To request an update report to Governance, Risk and Best Value Committee in six months.	Deputy Chief Executive	November 2015		
21	18/06/2015	Corporate Leadership Group (CLG) Risk Update	To request a report to the December Committee on how best to ensure a consistent approach to measuring demographics and how this was applied across the Council.	Deputy Chief Executive			
22	13/08/2015	Work Programme	To request that the Chief Social Work Officer reports on the management of care staff, particularly client contact time versus	Chief Social Work Officer	November 2015		

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			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'.				
23	13/08/2015	Common Good Assets Register	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.	Acting Director of Services for Communities	November 2015		
24	13/08/2015	Common Good Assets Register	To invite Andy Wightman to speak at a future meeting of the Committee.	Deputy Chief Executive			
25	23/09/2015	Internal Audit Report: Integrated Health and Social Care	To request an update on the process and timings for sign off of the Council's response to the statutory	Deputy Chief Executive			

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			consultation on the Strategic Plan.				
26	23/09/2015	Internal Audit Report: Integrated Health and Social Care	To request an update on the critical and high risks identified in the audit report to the December Committee.	Deputy Chief Executive	December 2015		
27	23/09/2015	Internal Audit Quarterly Update Report: 1 April 2015 – 30 June 2015	To ask that a summary of the Internal Audit findings on management of HMO licenses be circulated to members of the Regulatory Committee for information.	Acting Director of Services for Communities			
28	23/09/2015	Internal Audit follow-up arrangements: status report from 1 April 2015 to 30 September 2015	To request an update to the December committee on ICT contract management, governance and change control arrangements, and the transition process to the new ICT provider.	Deputy Chief Executive	December 2015		