

Item 4.1 - Minutes

Governance, Risk and Best Value Committee

10am, Thursday 21 April 2016

Present

Councillors Mowat (In the Chair), Bagshaw (substitute for Councillor Main), Child, Dixon, Gardner, Keil, Mowat, Munro, Orr, Redpath, Ritchie, Robson (substitute for Cllr Gardner), Redpath, Shields, Tymkewycz, and Whyte (substitute for Councillor Balfour).

1. Appointment of Chair

Decision

In the absence of the Convener, Councillor Mowat was appointed to chair the meeting.

2. Minute

Decision

To approve the minute of the Governance, Risk and Best Value Committee of 3 March 2016.

3. Outstanding Actions

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

Decision

- 1) To agree to close items 2, 4, 12 and 13.
- 2) To note that the Acting Head of Legal and Risk would deliver a verbal update on the tram project to the next Governance, Risk and Best Value Committee.
- 3) To note that where expected completion dates of actions had been exceeded, items would be reviewed and new timescales put in place where appropriate.
- 4) To otherwise note the outstanding actions.

(Reference – Outstanding Actions – April 2016, submitted.)

4. Work Programme

Decision

- 1) To request that a report on PPP and schools, scheduled to go to the next Corporate Policy and Strategy Committee, should afterwards come to the Governance, Risk and Best Value Committee.
- 2) To approve the Work Programme.

(Reference – Governance, Risk and Best Value Work Programme – April 2016, submitted.)

5. External Audit: Annual Audit Plan 2015/16

Committee was provided with the external auditor's Annual Audit Plan, which included a summary of planned audit activity, defined responsibilities, reviewed risks and detailed fees and resources.

Representatives from Audit Scotland were present for this item.

Decision

To note the external auditor's annual audit plan and that progress against the plan would be reported to Committee.

(Reference – report by the Acting Executive Director of Resources, submitted.)

6. Summary of the Accounts Commission's 'Major Capital Investment in Councils Follow Up Report

A summary of the Accounts Commission's recent follow up review on major capital investments in councils was provided. Details were given of a follow up review, a summary of main findings and recommendations, as well as an update on the Council's action plan.

Decision

- 1) To note the report and the existing or planned actions to address its recommendations.
- 2) To request that information regarding the design-life of schools currently under design/construction would be circulated to the Committee.
- 3) To note that an annual report detailing capital investment activity and lessons learnt would be submitted to the relevant executive committee and to request that this also be submitted to the Governance, Risk and Best Value Committee.

- 4) To request that the end of year capital report contain an analysis of the source of capital funding and how it impacted on the revenue budget.

(Reference – report by the Acting Executive Director of Resources, submitted.)

7. Monitoring Officer Investigation: Cameron House – Verbal Update

The Acting Head of Legal and Risk gave a verbal update on the Monitoring Officer Investigation at Cameron House.

Decision

To note the verbal update.

8. Internal Audit – Audit and Risk Service: Delivery Model Update

Committee considered a report which set out plans for the future provision of internal audit and risk services.

Decision

- 1) To note the proposals for future provision of internal audit and risk services.
- 2) To request that the Head of Legal and Risk outline the changes and associated reasons for the changes from the report by the Acting Executive Director of Resources and the Internal Audit delivery proposals in the Council report in December 2015.
- 3) To ask that an update report on the internal audit function be provided to the Governance, Risk and Best Value Committee a year after implementation.

(Reference – report by the Acting Executive Director of Resources, submitted.)

9. Schools Assurance Framework Pilot

The pilot Schools Assurance Framework was launched in 2015/16. Details were given of key themes which had emerged from visits undertaken to 15 schools across the City by a combined Internal Audit and Health and Safety team. The report also set out how the process had been strengthened by feedback from the 2015/16 cycle, and plans to broaden the scope of the assurance programme.

Decision

To note the report.

(Reference – report by the Chief Internal Auditor, submitted.)

10. Best Value Audit Report 2016 – referral from the City of Edinburgh Council

The City of Edinburgh Council had, on 10 March 2016, considered a report which provided the findings of the most recent Best Value Audit progress report together with an update on changes to the scrutiny of all local authorities' work programmes by Audit Scotland. The Council had agreed to refer the report to the Governance, Risk and Best value Committee for scrutiny and information.

Decision

To note the report.

(References – Act of Council No 10 of 10 March 2016; report by the Chief Executive, submitted.)

11. Re-employment and Re-engagement of Staff – referral from the Finance and Resources Committee

The Finance and Resources Committee had previously approved the implementation of a time-bar of one year before re-engagement or re-employment of former employees who had left the Council through voluntary redundancy or the Voluntary Early Release Arrangement (VERA). The report was referred to the Governance, Risk and Best value Committee as part of its work plan.

Decision

To note the report, and that the Head of Human Resources would circulate to the Committee a briefing note which provided further information on financial bars and payback time.

(References – Finance and Resources Committee 17 March 2016 (item 2b); report by the Acting Executive Director of Resources, submitted.)

12. Induction and Mandatory Learning

The Governance, Risk and Best Value Committee had previously scrutinised the lack of compliance with the Council's suite of mandatory learning and induction process. A summary was provided of work undertaken to develop a revised approach, and details given of the proposed introduction of a corporate induction programme for new employees.

Decision

To note the current position and progress with regard to an organisation-wide review of mandatory learning and the introduction of a Corporate Induction programme.

(Reference – report by the Acting Executive Director of Resources, submitted.)

13. Looked After Children: Transformation Programme Progress Report

The Looked After Children Service had developed a transformation programme containing a range of initiatives to shift the balance of care towards more preventative and less costly services. This would avoid a continued increase in costs and deliver cashable savings from 2015/16. Committee was provided with an update on progress to the end of December 2015.

Decision

- 1) To note progress made to date against the targets set out in appendix 1 to the report.
- 2) To note the actions in progress to achieve targets to March 2018, and that the next update would be provided in September 2016.
- 3) To ask that the report into the implementation and effectiveness of the new arrangements be brought to the Governance, Risk and Best Value Committee following consideration by the appropriate committee. This report should be informed by the work carried out by the multi-agency partnership, contain detail of the delivery mechanisms and methods, and focus on outcomes.

(Reference – report by the Acting Director of Communities and Families, submitted.)

14. Annual Treasury Strategy 2016 - 17

The City of Edinburgh Council, on 10 March 2016, considered a report on the proposed Treasury Management Strategy for the Council for 2016/17 which included an Annual Investment Strategy and Debt Management Strategy. The report was referred to the Governance, Risk and Best Value Committee for scrutiny.

Decision

To note the report.

(References – Act of Council No 13 of 10 March 2016; report by the Acting Executive Director of Resources, submitted.)

15. Council Retention Schedule

Committee considered a report which presented the revised Council Retention Schedule, updated following consultation to remove duplicate or conflicting retention rules.

Decision

To note the development and implementation of the Council Retention Schedule.

(Reference – report by the Chief Executive, submitted.)

16. Whistleblowing Update

Committee considered a high level overview of the operation of the Council's whistleblowing hotline for the period 1 December 2015 to 29 February 2016.

Decision

To note the report.

(Reference – report by the Chief Executive, 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 and 4 of Part 1 of Schedule 7(A) of the Act.

18. Whistleblowing Update

Committee considered a report which provided an overview of disclosures received and the investigation outcome reports completed during the period 1 December 2015 to 29 February 2016.

Decision

To note the report.

(Reference – report by the Chief Executive, submitted.)