

Item 4.1 - Minutes

Governance, Risk and Best Value Committee

2.00pm, Monday, 24 October 2016

Present

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

1. Minute

Decision

To approve the minute of the Governance, Risk and Best Value Committee of 26 September 2016 as a correct record.

2. Outstanding Actions

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

Decision

- 1) To agree to close items 3, 5, 6 (actions 2 and 3), 9, 10, 13 and 14.
- 2) To agree that item 17 would remain open and to adjust the expected date to November 2016.
- 3) To otherwise note the outstanding actions.

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

3. Work Programme

Decision

- 1) To agree to remove item 5 as this was no longer considered as a separate report but was incorporated in the annual audit plan.
- 2) To adjust the expected date of item 15 to December 2016.
- 3) To otherwise note the work programme.

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

4. The Edinburgh Partnership – Governance, Risk and Best Value Arrangements

An update was provided on the arrangements of the Edinburgh Partnership Board to manage any concerns regarding governance, risk and best value.

Decision

- 1) To note the arrangements put in place by the Edinburgh Partnership Board to manage governance, risk and best value matters.
- 2) To note that a review of the governance arrangements of the Edinburgh Partnership was due to be carried out in 2017 and to request that this review considered communications, reporting processes and membership, and be completed prior to the local government elections in May 2017.

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

5. The City of Edinburgh Council – 2015/16 Annual Audit Report to Members and the Controller of Audit

The Committee considered the findings from the Council's 2015/16 external audit and the unqualified audit opinion issued on the Annual Accounts.

Decision

- 1) To note that, following the audit process, an unqualified audit opinion had been issued on the Council's Annual Accounts for 2015/16.
- 2) To note the continuing progress made in addressing the improvement actions contained within the Best Value report issued in December 2014 and that delivery of the remaining actions set out in the action plan in Appendix IV to the report would be reported to the Governance, Risk and Best Value Committee during the year.
- 3) To request a briefing note to members of the Governance, Risk and Best Value Committee and the Finance and Resources Committee in January 2017 on the changes to funding arrangements from the updated Local Government Accounting Code including specific information on Highways Network Assets.

(References – Act of Council No 6 of 30 June 2016 - joint report by the Chief Executive and Acting Executive Director of Resources, submitted.)

6. External and Internal Audit Arrangements for the Edinburgh Integration Joint Board

A summary was provided of the governance arrangements and audit service provision available to the Edinburgh Integration Joint Board as required by the Accounts Commission.

Decision

- 1) To note the report.
- 2) To update members of the Governance, Risk and Best Value Committee on any changes to the Edinburgh Integration Joint Board audit capacity and the five medium risks which were identified within the planning process

(Reference – report by the Chief Officer – Edinburgh Health and Social Care Partnership, submitted.)

7. Home Care and Re-ablement Service Contact Time

An update was provided on the systems and methodology of rota management in home care, this included client feedback, breakdown of contact time by area and changes put in place to maximise staff time. Channel shift was also examined and how improved technology could benefit the service.

Decision

- 1) To note that comprehensive monitoring and adjusting of rotas in Home Care and Reablement was undertaken regularly.
- 2) To note that work was ongoing to consider how channel shift and greater use of technology with such a dispersed workforce could benefit the service overall.
- 3) To note that travel time remained a significant factor in contact time in the City of Edinburgh Council Home Care and Re-ablement, comprising up to 24% of each shift.
- 4) To note that the Care Inspectorate and client feedback was received regularly by the service, and service improvements were subsequently made where required.
- 5) To request an update report 6 months after the implementation of the new ICT system for shift allocation.

(Reference – report by the Chief Officer – Edinburgh Health and Social Care Partnership, submitted.)

8. Place Risk Update

The Committee considered the highest priority risks of the service area alongside the key controls and management actions in place to mitigate these. The risk register would be updated regularly to reflect any changes to the area.

Decision

- 1) To note the report.

- 2) To close the outstanding action from 3 March 2016 relating to definition and examples of non-housing asset and to specify the action taken to mitigate high risks.
- 3) To request that details of any financial implications from the review of fixed assets was reported to the Finance and Resources Committee.

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

9. Governance of Major Projects: progress report

An update was provided on the major projects portfolio, made up of projects with a value of over £5 million or those particularly sensitive to the Council's reputation. The forthcoming assurance review schedule was also considered.

Decision

- 1) To note the current synopsis of the dashboard reports for the major projects portfolio set out in appendix 1 of the report.
- 2) To note the completed Assurance Review St James Quarter assurance review set out in paragraph 3.4 of the report.
- 3) To note a close report has been received and Health and Social Care Integration has been removed from the portfolio.
- 4) To request a details for members of the Governance, Risk and Best Value Committee on the delay of the Connected Capital project.
- 5) To request a follow-up report on the New Boroughmuir High School project including information on lessons learnt, cost implications and risks to the Council.
- 6) To request a briefing note for members of the Governance, Risk and Best Value Committee on the new Zero Waste Contract.

(References – Governance, Risk and Best Value Committee, 26 May 2016 (item 5) - report by the Chief Executive, submitted.)

10. Committee Decisions – August 2015 – August 2016

An outline report was considered on the assurance work and implementation of Governance, Risk and Best Value Committee decisions covering the period from August 2015 to August 2016.

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 the next summary report would be presented to Committee in October 2017.

(References – Governance, Risk and Best Value Committee, 19 June 2014 (item 9) - report by the Interim Head of Strategy and Insight, submitted.)

11. Property Conservation – Scope for shared owners legislative change, ESRS consultation process with owners and Extra Judicial

Details were provided on consultation with owners under the new service and extra judicial agreements process as requested by Committee on 18 August 2016.

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 appendix 1 of this item on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 12 of Part 1 of Schedule 7(A) of the Act.

Decision

- 1) To note the scope for shared owner's legislative change.
- 2) To note the Edinburgh Shared Repairs Service (ESRS) consultation process with owners in relation to Statutory Notices.
- 3) To delegate authority to the Committee Services Manager to draft a covering report for referral to the appropriate committee with a request that they receive a report on the following:
 - Concerns around paragraph 3.27 of the report and that any guidance or procedure on additional works should be updated accordingly;
 - That ward councillors were notified when a settlement to a complainant and other affected owners was authorised through the Property Conservation Programme Board;
 - That an annual report should be considered by a committee on the decisions of the Project Panel.
- 4) To agree that the Convener would write to the Chief Executive requesting that councillors were given access to information on cases where a constituent had requested their assistance.
- 5) To request a briefing note for members of the Governance, Risk and Best Value Committee detailing the amount that had been reimbursed the number of owners who had not been located for a refund and the sums of money involved.
- 6) To note the concerns expressed at the robustness of the extra judicial process and that the Convener with three members of the Governance, Risk and Best Value Committee should meet informally with relevant officers to discuss these concerns and a note of the meeting would be reported back to Committee.

(References – Act of Council No 3 of 12 February 2015 - report by the Acting Executive Director of Resources, submitted.)

12. 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 appendix 1 of item 11 above on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 12 of Part 1 of Schedule 7(A) of the Act.