

Governance, Risk and Best Value Committee

January 2018

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	19/10/2015	Committee Report Process	To investigate technology offered by the new IT provider with a view to improving report format and reducing officer workload. To request a progress report back to Committee in one year.	Chief Executive	March 2018		Work has been undertaken looking at different options. An option has been identified and funding options are being explored.
2	21/04/2016	Internal Audit – Audit and Risk Service: Delivery Model Update	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.	Executive Director of Resources	April 2018		A verbal update on appointments was provided in February 2017. An update on new service model will be provided after one year.

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							Assurance of progress was provided within the Internal Audit Opinion Report considered on 1 August 2017.
3	26/09/16	Corporate Leadership Team Risk Update	To request that progress reports on the additional precautionary surveys currently being undertaken in buildings sharing similar design features to those of the PPP1 schools, would be referred to the Governance, Risk and Best Value Committee for scrutiny.	Executive Director of Resources	May 2018	5 December 2017	Recommended for Closure A report was submitted to the Corporate Policy and Strategy Committee in December 2017 who have called for a further update in 12 months.

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4	24/10/16	Home Care and Re-ablement Service Contact Time	To request an update report 6 months after the implementation of the new ICT system for shift allocation.	Chief Officer, Edinburgh Health and Social Care Partnership	Date TBC		The Interim Chief Officer provided an update to Committee in Sept 2017. The Shift Allocation System was included in a wider review, the results of which would be reported as soon as possible.
	29/09/17		To ask the Chief Officer, Edinburgh Health and Social Care Partnership to provide an update on why the new ICT system for shift allocation was not implemented earlier in the year				The Edinburgh Health and Social Care Partnership developed a high-level plan to address the challenges faced by the Partnership in the short- and medium-term. Objectives and detailed action plans for the

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							priority workstreams would follow. The review of home care services would be included in this, although it is not possible at this stage to say when plans would be available.
5.	22/12/2016	Internal Audit Quarterly Update Report: 1 July 2016 – 30 September 2016	To request an update report on the recommendation for Edinburgh Buildings Services by November 2017.	Executive Director of Place	January 2018		The update for members on the Internal Audit recommendation for Edinburgh Buildings Services would be delayed to coincide with the 17/18 audit plan review on the area which was due to finish in December 2017.

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6	09/03/2017	Outstanding Actions	To request that the report on the Governance of the Edinburgh Partnership would be referred from the Communities and Neighbourhoods Committee to the Governance, Risk and Best Value Committee.	Chief Executive	TBC		Timescales have been pushed back as this work has been subsumed into the review of Edinburgh Partnership Governance.
	26/09/17	Outstanding Actions – 26 September 2017	To request a timeline for the development of governance arrangements for the Edinburgh Partnership	Chief Executive			
7.	20/04/2017	Governance of Major Projects: progress report	To note the review underway for how change was reported and managed across the Council which will also include strengthening of governance arrangements around project and programme delivery. This would be reported to the Governance, Risk and	Chief Executive	March 2018		<p>The report forms part of the Change Management report which will be considered together with the Audit report.</p> <p><i>Action 1</i> - The report on Portfolio of Change, key</p>

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			<p>Best Value Committee with developed proposals in the next reporting period.</p> <p>To request that members of Governance, Risk and Best Value Committee have input into the scope of the lessons learned report to be drafted on the New Boroughmuir High School and that this report was referred to the Governance, Risk and Best Value Committee following consideration at the Education, Children and Families Committee.</p> <p>To request communication with teachers, parents and parent councils on the progress with WIFI provision in schools</p>				<p>themes, schedule of delivery and the refreshed governance arrangements is due in January 2018 following consideration at CP&S.</p> <p><i>Action 2</i> - The lessons learned exercise will be carried out as part of the normal project activity at the end of the project. The scope will be shared with elected members for comment.</p> <p><i>Action 3</i> – The Chief Information Officer has met with the Parent Council of JGHS</p>

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							to update them on the progress of WiFi in the school
8.	29/08/2017	Status of the ICT Programme	<p>To ask the Executive Director for Communities and Families for a report on:</p> <ol style="list-style-type: none"> 1) How the decision was taken to enable pupils attending James Gillespie's High School to bring their own IT devices rather than Council devices. 2) What advice James Gillespie's High School were given by the directorate on the implications of their decision. 3) Further information of other schools within the City who are in 	Executive Director for Communities and Families	January 2018	17 November 2017	<p>GRBV Committee on 17 November 2017.</p> <p>This action will not close until it has been considered by the Education, Children and Families Committee.</p>

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			<p>the same situation and their experiences.</p> <p>4) Possible solutions to the issue raised by the deputation on the lack of wi-fi at the High School and related timescales.</p>				
9	01/08/2017	Governance, Risk and Best Value Work Programme – 1 August 2017	To note an investigation report on retention of case records would be reported to the appropriate committee and a timescale for this would be provided as soon as possible.	Executive Director for Communities and Families	March 2018		<p>The Executive Director for Communities and Families will provide an update once the Chief Internal Auditor's investigation is concluded.</p> <p>The final audit report would be referred from the Corporate Policy and Strategy Committee to</p>

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							GRBV in March 2018.
10	01/08/2017	Property Conservation Project Closure Review	<p>To request a report on forecasting for potential problems with major projects and plans from the Resilience team to prevent these.</p> <p>To provide members with information on the progress of appointing a single point of contact for all major projects.</p>	Chief Executive	March 2018		<p>The report forms part of the Change Management report which will be considered together with the Audit report.</p> <p>The report on Portfolio of Change, key themes, schedule of delivery and the refreshed governance arrangements to ensure required management and scrutiny of project/programme delivery will be referred to GRBV following consideration at</p>

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							Corporate Policy and Strategy in December 2017
11	01/08/2017	Employee Engagement Update 2017	To request the action plan drafted following the 2017 employee survey was reported to GRBV for scrutiny and approval prior to implementation	Executive Director of Resources	May 2018		The report will be provided following completion of the employee survey which is now due to take place after the budget in February 2018 and the development of an action plan to address the results.
12	01/08/2017	Monitoring Officer Investigation	To request a review report on Project Management within the Council.	Chief Executive	M 2018		The report forms part of the Change Management report which will be considered together with the Audit report.

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13	29/08/2017	Roads Services Improvement Plan	To ask for a report back in 6 months time	Executive Director of Place	February 2018		
14	26/09/2017	Internal Audit Quarterly Update Report: 1 January 2017 – 30 June 2017	To request information on: the total spend on homelessness provision the checks in place for recovering money from the Government. the governance of the Homelessness Taskforce	Acting Head of Safer and Stronger Communities	January 2018		A report on the total spend on homelessness provision, recovery of money from the government and governance of the Homelessness Taskforce will be referred to GRBV following consideration by the Housing and Economy Committee.
15	26/09/2017	Internal Audit: Overdue Recommendations and Late Management Responses	To request an update on: the progress of actions due to close in September. Mortuary Services	Chief Internal Auditor	January 2018		The requested updates were circulated to members on 9 October 2017. An update will be

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			To request a scoping report with proposals to address the outstanding actions for Health and Social Care back to GRBV with an appendix highlighting who is responsible for each area.				provided to Committee in November 2017 on the scoping report for proposals to address outstanding H&SC actions.
16	26/09/2017	Principles to Govern the Working Relationships between the City of Edinburgh Council Governance, Risk and Best Value Committee and the Edinburgh Integrated Joint Board Audit and Risk Committee	To accept the high-level principles subject to further information on how elected members could best engage with the process.	Chief Internal Auditor	March 2018		An update will be provided to Committee in March 2018 on how elected members can best engage with the process.

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17	26/09/2017	City of Edinburgh Council – 2016/17 Annual Audit Report to the Council and the Controller of Audit	<p>To request an update report in January 2018 on the progress of the improvements recommended in the action plan.</p> <p>To request a briefing to members on Edinburgh Catering Services including the current situation and a breakdown of what has caused the deficit</p>	Chief Executive	January 2018		The briefing on Edinburgh Catering Services was circulated to members on 9 October 2017. A report on this matter was on the October 2017 agenda.
18	31/10/2017	Complaints Management	<p>To note that an update report would be presented to Committee in Spring 2018</p> <p>To include the previous years' comparative figures any future report.</p>	Chief Executive	May 2018		

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19	31/10/2017	Spot-checking on the Dissemination of Council Policies	To note that a report which explored with directorates more effective ways to monitor the dissemination and understanding of Council policies by employees would be submitted by Spring 2018.	Chief Executive	May 2018		
20	31/10/2017	Edinburgh Catering Services	To note the actions proposed as part of a general turnaround and improvement plan for the service and to receive a further report which outlined progress made in March 2018.	Executive Director of Resources	March 2018		
21	31/10/2017	External Audit Review of CGI IT Security Controls (B Agenda item)	To agree that a further update on progress with the implementation of the improvement actions identified would be provided to the Committee in January	Executive Director of Resources	January 2018		Two reports will be presented to Committee – on the overall ICT Programme delivery, and a follow-up to the External audit of

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			<p>2018.</p> <p>To invite the appropriate officers from CGI to attend for consideration of the update report in January 2018; which would cover the progress with the action plan against the audit recommendations but would also address the progress with the wider ICT transformation programme</p>				cybersecurity.
22	28/11/17	GRBV Work Programme - November 2017	To request a further report by the Executive Director of Place, reviewing the process for the appointments of the Licensing Forum members	Executive Director of Place			
23	28/11/17	Re-basing the 2017-18 Internal Audit Plan	To ask the Chief Internal Auditor to provide an update to the next	Chief Internal Auditor	January 2018		

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			meeting on the expected resource challenges for future audits				
24	28/11/17	ICT in Schools - Update	To note that a further report on ICT in schools would be brought to Committee in January 2018	Executive Director for Children and Families	January 2018		
25	28/11/17	Corporate Governance Framework 2016-2017	To delegate authority to the Corporate Governance Manager, in consultation with the Convener, to establish a Member/Officer Working Group to look at how to improve the co-ordination, reporting and use of the strategic management information	Corporate Governance Manager			