

Governance, Risk and Best Value Committee

May 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	May 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	June 2018		A verbal update on appointments was provided in February 2017. An update on new service model will be provided after one year. Assurance of

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							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	December 2018		<p>A report was submitted to the Corporate Policy and Strategy Committee in December 2017 who have called for a further update in 12 months.</p> <p>The update report will then be referred to this Committee.</p>
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	Ongoing		The Edinburgh Health and Social Care Partnership developed a high-level plan to

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	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				address the challenges faced by the Partnership in the short- and medium-term. Objectives and detailed action plans for the 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	May 2018		Recommended for Closure Report on agenda for this meeting.

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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 Culture and Communities Committee to the Governance, Risk and Best Value Committee.	Chief Executive	May 2018		16.01.18 An update has been requested for the timescales.
	26/09/17	Outstanding Actions – 26 September 2017	To request a timeline for the development of governance arrangements for the Edinburgh Partnership	Chief Executive			Timescales have been pushed back as this work has been subsumed into the review of Edinburgh Partnership Governance, which is currently underway.
7	20.04.2017	Governance of Major Projects: progress report	1) 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	Chief Executive	February 2018	20 February 2018	<i>Action 1</i> – The report on Portfolio of Change, key themes, schedule of delivery and the refreshed governance arrangements was considered on 20 February 2018

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			<p>reported to the Governance, Risk and Best Value Committee with developed proposals in the next reporting period.</p> <p>2) 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>		TBC		<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>On 20 March 2018 the Committee asked for clarification on their input for this decision.</p>

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			3) To request communication with teachers, parents and parent councils on the progress with WIFI provision in schools.		June 2017	June 2017	<i>Action 3</i> – The Chief Information Officer/Head of ICT has met with the Parent Council of JGHS to update them on the progress of WiFi in the school.
8	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	September 2018		<p>The internal auditor's investigation is still ongoing therefore it may take a few months before and update is provided.</p> <p>The Executive Director for Communities and Families will provide an update once the Chief Internal Auditor's investigation is</p>

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							concluded. The final audit report would be referred from the Corporate Policy and Strategy Committee to GRBV.
9	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	June 2018		The report will be provided following completion of the employee survey which is due to commence in March 2018 and following an analysis and reporting of the results an action plan will be developed and reported to committee to address the results.

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10	26/09/2017	Internal Audit Quarterly Update Report: 1 January 2017 – 30 June 2017	<p>To request information on:</p> <ol style="list-style-type: none"> 1) the total spend on homelessness provision 2) the checks in place for recovering money from the Government. 3) the governance of the Homelessness Taskforce 	Acting Head of Safer and Stronger Communities	May 2018		<p>Recommended for closure</p> <p>Information requested was circulated to members on 19 April 2018</p>
11	26/09/2017	Internal Audit: Overdue Recommendations and Late Management Responses	<ol style="list-style-type: none"> 1) To request an update on: <ol style="list-style-type: none"> a) the progress of actions due to close in September. b) Mortuary Services 2) To request a scoping report with 	Chief Internal Auditor	October 2017	October 2017	<ol style="list-style-type: none"> 1) The requested updates were circulated to members on 9 October 2017. 2) Following discussion with

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			proposals to address the outstanding actions for Health and Social Care back to GRBV with an appendix highlighting who is responsible for each area.				the Chief Officer, it has been agreed that overdue H&SC recommendations will be reviewed in conjunction with the findings of the IJB H&SC purchasing budget audit that is due to complete by 31 March 2018. It is expected that the emerging findings from this review will replace a number of the historic overdue findings.

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12	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	June 2018		An update will be provided to Committee in June 2018 on how elected members can best engage with the process.
13	26/09/2017	City of Edinburgh Council – 2016/17 Annual Audit Report to the Council and the Controller of Audit	<p>1) To request an update report in January 2018 on the progress of the improvements recommended in the action plan.</p> <p>2) To request a briefing to members on Edinburgh Catering</p>	Chief Executive and Executive Director of Resources	May 2018	October 2017	The briefing on Edinburgh Catering Services was circulated to

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			Services including the current situation and a breakdown of what has caused the deficit				members on 9 October 2017. A report on this matter was on the October 2017 agenda.
14	31/10/2017	Complaints Management	<p>1) To note that an update report would be presented to Committee in Spring 2018</p> <p>2) To include the previous years' comparative figures any future report.</p>	Chief Executive	June 2018		
15	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	Chief Executive	June 2018		

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			would be submitted by Spring 2018.				
16	16/01/18	2016-17 Annual Audit Report and Review of Internal Controls - Progress Update	To note that a further update on longer-term actions would be provided to the Committee's meeting in May 2018.	Chief Executive and Executive Director of Resources	May 2018	May 2018	Recommended for Closure Report on the agenda for this meeting
17	16/01/18	External Audit Review of CGI IT Security Controls – Progress Update (B Agenda)	To ask for a report providing an update on the audit actions and covering general security for the May Committee meeting.	Executive Director of Resources	May 2018	May 2018	Recommended for Closure Report on the agenda for this meeting
18	20/02/18	Risks Arising from Carillion PLC Entering Administration	To request a written member briefing on how the Council would monitor the risk with third party contracts and how this could be incorporated into the Council's risk management process.	Executive Director of Resources	May 2018		A briefing note is to be issued during April 2018

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19	20/02/18	Licensing Forum - Review of Constitution and Membership	<p>1) To call for a report to the next meeting of the Committee on the current appointment process to the Licensing Forum together with the timelines for reviewing the current process.</p> <p>2) To request a review of the appointment process to the Licensing Forum.</p>	<p>Executive Director of Place</p> <p>Executive Director of Place</p>	<p>March 2018</p> <p>TBC</p>	20 March 2018	1) Closed
20	20/03/18	Internal Audit Quarterly Update Report Quarter 3 – (1 October – 31 December 2017)	<p>1) To circulate performance information in regard to third party suppliers for Adult Drug and Alcohol services to members for information.</p> <p>2) To ask that Internal Audit provide a future</p>	<p>Interim Chief Officer, Edinburgh Health and Social Care Partnership</p> <p>Chief Internal Auditor</p>	<p>June 2018</p> <p>28 August 2018</p>		

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			<p>update on GDPR readiness.</p> <p>3) To ask for a report on the Edinburgh Alcohol and Drug Partnership governance and reporting arrangements and that that report be referred on to the Edinburgh Alcohol and Drug Partnership.</p>	Chief Social Work Officer/Head of Safer and Stronger communities	May 2018	8 May 2018	<p>Recommended for Closure</p> <p>Report on the agenda for this meeting</p>
21	20/03/18	Audit Scotland Report - Equal Pay in Scottish Councils	<p>To request a written member briefing on:</p> <p>1) the outstanding pay claims detailing those currently in employment with the Council and former employees;</p> <p>2) the grades of those</p>	Executive Director of Resources	May 2018	8 May 2018	<p>Recommended for Closure</p> <p>A briefing note was issued on 24 April 2018</p>

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			<p>claiming on the outstanding cases;</p> <p>3) how many of those cases had ACAS involvement and were going to tribunal; and</p> <p>4) how many were waiting for tribunal dates.</p>				