

Governance, Risk and Best Value Committee

10.00am, Tuesday, 31 July 2018

Present

Councillors Mowat (Convener), Main (Vice-Convener), Bird, Bridgman, Jim Campbell, Doggart, Howie, Lang, Munro, Rae and Watt.

1. Minute

Decision

To approve the minute of 5 June 2018 as a correct record.

2. Outstanding Actions

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

Decision

- 1) To agree to close the following Actions:
Action 10(2) - Licensing Forum – Review of Constitution and Membership
Action 13(1), (2) and (3) - Status of the ICT Programme.
- 2) To ask for an expected completion date for Action 3 – Home Care and Re-ablement Service Contract Time.
- 3) To ask that any new updates be marked clearly.
- 4) To otherwise note the remaining outstanding actions.

(Reference – Outstanding Actions – 31 July 2018, submitted.)

3. Work Programme

Decision

- 1) To add the scrutiny of directorate assurance into the work programme.
- 2) To otherwise note the work programme.

(Reference – Governance, Risk and Best Value Committee Work Programme – 31 July 2018, submitted.)

4. Internal Audit Opinion and Annual Report for the Year Ended 31 March 2018

Details were provided on the Internal Audit's annual opinion for the City of Edinburgh Council for the year ended 31 March 2018, prepared in line with the Public Sector Internal Audit Standards requirements.

Decision

To note with concern the 'red' high level finding on the Audit Opinion and considered that this required to be addressed as a matter of urgency, and therefore agree:

- 1) That the report be remitted to the Corporate Policy and Strategy Committee for their consideration and request that they report their discussions and any decisions back to the Governance, Risk and Best Value Committee.
- 2) To request each director to bring forward a plan on how they would strengthen the control environment within their directorate and in future include reference to this within each director's assurance statement.

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

5. Internal Audit Update Report: 1 January-31 July 2018

Details were provided on a summary of the findings and status of work from the Internal Audit plan of work. Additional reviews were to be added to the plan where considered necessary to address any emerging risks and issues identified during the year, subject to formal approval by the relevant committee.

The Internal Audit recruitment had been successful and the team now expected to be at full complement by the beginning of October 2018. Work had commenced on the 2018/19 annual plan, however, delivery had been impacted by the ongoing resourcing challenges. It had been agreed with PwC that resources would be provided in August to support delivery of three 2018/19 reviews.

Decision

- 1) To note the risks associated with the 21 high rated findings raised in the 17 Council reports.
- 2) To note that the 2 Lothian Pension Fund reports had been presented to the Pensions Committee for scrutiny.
- 3) To refer the 6 reports noted in Appendix 1 to the report by the Executive Director of Resources as potentially being of interest to the Audit and Risk Committee of the Edinburgh Integration Joint Board (EIJB), to that Committee.
- 4) To note that no reports were referred by the EIJB Audit and Risk Committee to the Governance Risk and Best Value Committee at their meetings in February, March and May 2018.
- 5) To note the current position with resources and successful recruitment.

- 6) To note the progress with the 2018/19 annual plan and recent Internal Audit priorities.
- 7) To ask for an update to the next meeting on the ability of the 18/19 Plan to deliver its outcomes.
- 8) To refer the audit report on CCTV noted in Appendix 1 to the report, to the CCTV Working Group for consideration.
- 9) To refer the high and medium risk findings to each executive committee as appropriate.
- 10) To ask for a further report on the processes involved for making changes to the 2017/18 Internal Audit Plan.

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

6. Improving the Implementation of Council Decision Making

Decision

To note that the report had been withdrawn.

7. Licensing Forum: Update on Review of Constitution and Membership

The Committee had agreed to a review of the appointment process for the Licensing Forum to ensure that it was transparent, fair and fully understood. Details were provided on a draft process which set out how the Council would recruit, select and appoint members to the Forum, together with proposed minor changes to the Constitution.

Decision

- 1) To note the appointment of three temporary Licensing Forum members representing the community which returned the Licensing Forum to a membership of 21.
- 2) To note the progress made on reviewing the appointment process and constitution, with a revised process and constitution to be submitted to this Committee prior to being submitted to the City of Edinburgh Council for approval.

(References –Governance, Risk and Best Value Committee, 20 February 2018 (item 1); report by the Executive Director of Place, submitted.)

8. Quarterly Status Update – ICT Programme

An update was provided on the programme of works within ICT and the current services delivered by the Council's external ICT partner.

Decision

To note the report by the Executive Director of Resources.

(References – Governance, Risk and Best Value Committee, 8 May 2018 (item 10); report by the Executive Director of Resources, submitted.)

9. Expansion of Early Learning and Childcare from 600-1140 Hours by 2020. Audit Scotland Report and Risks

A summary of the Audit Scotland Report, published in February 2018, on the expansion of Early Learning and Childcare was presented.

Decision

- 1) To note the report by the Executive Director for Communities and Families.
- 2) To ask the Chief Executive to submit a report to the Edinburgh Partnership on workforce planning.

(Reference - report by the Executive Director for Communities and Families, submitted.)

10. Annual Workforce Controls Report – referral from the Finance and Resources Committee

The Finance and Resources Committee had referred a report which provided insight into Council workforce metrics and trends for workforce Full Time Equivalent, new starts and leavers, basic salary, overtime costs and sickness absence rates and reasons, for the period January to December 2017 to the Governance, Risk and Best Value Committee for consideration as part of their work programme.

Decision

To note the report by the Executive Director of Resources.

(Reference – Finance and Resources Committee, 12 June 2018 (item 14); referral from the Finance and Resources Committee, submitted.)