

## Governance, Risk and Best Value Committee

10.00am, Tuesday, 15 January 2019

### Present

Councillors Mowat (Convener), Main (Vice-Convener), Bird, Jim Campbell, Doggart, Howie, Key, Lang, Munro, Staniforth (substituting for Councillor Rae) and Watt.

### 1. Minute

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#### Decision

To approve the minute of 27 November 2018 as a correct record.

### 2. Outstanding Actions

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

#### Decision

1) To agree to close the following Actions:

**Action 1** – Corporate Leadership Team Risk Update

**Action 11(2)** – City of Edinburgh Council 2017/18 – Annual Audit Report to the Council and Controller of Audit

**Action 12** – Governance, Risk and Best Value Work Programme 30.10.18

**Action 14** – Internal Audit Capacity to Deliver the 2018/19 Internal Audit Plan as at 22 October 2018

**Action 15** – Corporate Leadership Team Risk Update

**Action 17** – Change Portfolio

2) To note in regard to Action 4 – Employee Engagement Update 2017, that a report would be submitted to the Corporate Policy and Strategy Committee and thereafter referred to this Committee

3) To otherwise note the outstanding actions.

(Reference – Outstanding Actions – 15 January 2019, submitted.)

### 3. Work Programme

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#### Decision

To note the Work Programme.

(Reference – Governance, Risk and Best Value Committee Work Programme – 15 January 2019, submitted.)

### 4. Accounts Commission: Local Government in Scotland – Financial Overview 2017/18

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Details were provided on the Accounts Commission's Scotland-wide review of local government financial performance for 2017/18 which was published in November 2018. The overview report was aimed primarily at councillors and senior officers and assessed councils' financial performance and preparedness in the context of a number of existing and emerging challenges.

#### Decision

- 1) To note the report by the Executive Director of Resources.
- 2) To refer the report to the Finance and Resources Committee for its consideration, in the context of setting the Council's revenue and capital budgets for 2019/20 as part of a longer-term programme of change.
- 3) To ask for a report to be submitted to the next meeting of the Finance and Resources Committee on how the funding allocations were calculated and the work being carried out by the Scottish Government and COSLA on the funding formula, and that this report be referred to this Committee thereafter.

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

### 5. Edinburgh Leisure Annual Report

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The annual report on Edinburgh Leisure's performance for 2017/18 was presented.

#### Decision

To note the performance of Edinburgh Leisure during 2017/18, which was considered by the Culture and Communities Committee in September 2018.

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

#### Declaration of Interests

Councillor Staniforth declared a non-financial in this item as a member of the Board of Edinburgh Leisure and did not take part in the consideration of this item.

## **6. Capital Monitoring 2018/19 – Half Year Position – referral from the Finance and Resources Committee**

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The Finance and Resources Committee had referred a report which set out the overall position of the Council's capital budget at the half year position (based on month five data) and the projected outturn for the year to the Governance, Risk and Best Value Committee as part of its work-plan.

### **Decision**

- 1) To note the report.
- 2) To agree that the briefing note which had been circulated to members of the Finance and Resources Committee on Active Travel projects be circulated to members of this Committee.

(References – Finance and Resources Committee, 4 December 2018 (item 11); referral from the Finance and Resources Committee, submitted.)

## **7. Revenue Monitoring 2018/19 – month six position – referral from the Finance and Resources Committee**

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The Finance and Resources Committee had referred a report which set out the projected overall six-month position for the Council's 2018/19 revenue expenditure budget based on analysis of actual expenditure and income to the end of August 2018 supplemented by subsequent analysis of underlying pressures and progress in realising savings associated with both approved and mitigating budget measures to the Governance, Risk and Best Value Committee as part of its work programme.

### **Decision**

- 1) To note the report.
- 2) To note that a report was being prepared on the structure and governance arrangements of the Edinburgh Integration Joint Board and a date for consideration would be included on the next Work Programme.

(References – Finance and Resources Committee, 4 December 2018 (item 8); referral from the Finance and Resources Committee, submitted.)

## **8. Treasury Management: Mid-Term Report 2018/19 – referral from the Finance and Resources Committee**

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The City of Edinburgh Council had referred a report which provided an update on Treasury Management Activity undertaken in the first half of 2018/19, to the Governance, Risk and Best Value Committee for scrutiny.

### **Decision**

To note the report.

(References – Act of Council No 7 of 13 December 2018, referral from the City of Edinburgh Council, submitted.)

## **9. Internal Audit: Overdue Findings and Late Management Responses as at 23 November 2018**

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The current overdue Internal Audit recommendations were considered together with audit reports that had been issued where final management responses had not been received within the two-week service standard.

### **Decision**

- 1) To note the report by the Executive Director of Resources.
- 2) To agree that a report be provided which detailed how the Corporate Management Team would take forward historic items.
- 3) To agree that the next report to Committee on this matter include amended estimated/revised dates for completion for all actions.
- 4) To agree that the film on internal audit, which had been presented to the Committee, be circulated to all members of the Council
- 5) To agree that an update be provided to members on the current position with Action 9 – Drivers Pre-employment and ongoing checks – Council Drivers.

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

## **10. Internal Audit Update Report: 1 August to 23 November 2018**

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Details were provided of Internal Audit (IA) reviews completed as at 23 November 2018, progress with the 2018/19 IA plan and current IA priorities.

### **Decision**

- 1) To note the outcomes of the completed audits.
- 2) To progress with the delivery of the 2018/19 Internal Audit plan and the carried forward 2017/18 audits
- 3) To agree the implementation of Internal Audit key performance indicators to support timely and effective delivery of the annual plan.
- 4) To agree key Internal Audit priorities and ongoing areas of focus.
- 5) To agree that an information session be arranged for members following the budget process to reclarify and explain the Council's project management processes.

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

## **11. Annual Assurance Schedule – Communities and Families**

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The Communities and Families Directorate Annual Assurance Schedule was submitted for scrutiny. Details were also provided of progress in developing an action plan to respond to the issues identified in the annual assurance statement.

## **Decision**

- 1) To note the Community and Families Directorate annual assurance schedule, submitted for scrutiny.
- 2) To note that an action plan was being developed to respond to the issues identified in the annual assurance statement, which would be combined with other Directorate plans to provide a composite action plan for reporting to the Corporate Policy and Strategy Committee.

(Reference – report by the Executive Director for Children and Families, submitted.)

## **12. Roads Services Improvement Plan**

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An update was provided on progress for the Roads Service Improvement Plan which identified different issues that impacted on road assessment management performance across the Council and the actions that were being taken to address them.

### **Decision**

- 1) To note the progress made with implementing the actions in the Roads Services Improvement Plan.
- 2) To agree that an update be submitted in October 2019 following the meeting of the Transport and Environment Committee.

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

## **13. Licensing Forum: Update on Review of Consultation and Membership**

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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. An update was provided on the outcome of the consultation on reviewing the constitution and the proposed process for recruiting and selecting future members of the Forum.

### **Decision**

- 1) To note the progress made on reviewing the appointment process and constitution, with a revised recruitment process.
- 2) To further note that the revised constitution and proposed recruitment process would be submitted to full Council for approval at the earliest opportunity.

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

## **14. Garden Waste Bin Collection Project: What Worked Well and Lessons Learned – referral from the Transport and Environment Committee**

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The Transport and Environment Committee had referred a report on the implementation of the Garden Waste Charge, to understand what worked well and

what lessons could be learned to the Governance, Risk and Best Value Committee for review and scrutiny.

**Decision**

- 1) To note the report.
- 2) To ask that a briefing note be circulated providing details of vehicles, overtime and staffing.

(References – Transport and Environment Committee, 6 December 2018 (item 18); referral from the Transport and Environment Committee, submitted.)

**15. Edinburgh Schools Inquiry - Update**

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The Committee had requested that progress reports on the additional precautionary surveys being undertaken in buildings sharing similar design features to those of the PPP1 schools, be referred to the Governance, Risk and Best Value Committee for scrutiny. An update was provided on actions taken by the Council in response to the Edinburgh Schools Inquiry Report.

**Decision**

To note the report by the Chief Executive and the continued positive progress being made by the Council.

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

**16. Colleague Opinion Survey 2018 – referral from the Corporate Policy and Strategy Committee**

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The Corporate Policy and Strategy Committee had referred a report which summarised the results of the Colleague Opinion Survey 2018 and the next steps planned to the Governance, Risk and Best Value Committee for consideration.

**Decision**

- 1) To note the report.
- 2) To consider including in future surveys the views of staff on political decision making and engagement.

(References – Corporate Policy and Strategy Committee, 4 December 2018 (item 6); referral from the Corporate Policy and Strategy Committee, submitted.)