

Item 5.1 Outstanding Actions

Governance, Risk and Best Value Committee

September 2015

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	14.11.2013	Tram Project Update	To ask that the Director of Corporate Governance writes to the Scottish Government requesting an update on likely timescales for the tram project inquiry.	Director of Corporate Governance	November 2014		Inquiry now called by Scottish Government. Verbal Update on Tram project to be provided in 2015.
2	14.11.2013	Corporate and Operational Governance	To request that the Director of Corporate Governance provides an update report in September 2014, in particular providing progress on procurement, risk and the development of a related training programme.	Director of Corporate Governance	September 2014		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
3	19.12.2013	Corporate Governance: High Performing Workforce – Induction and Training	To request that a follow-up report by the Chief Internal Auditor be submitted to the Committee in June 2014.	Director of Corporate Governance	June 2014		Organisational Development now expected to lead this report.
4	03/04/2014	Governance of Major Projects: Water of Leith and Braid Burn Flood Prevention Schemes	That a briefing should be given to all political groups on the lessons learnt on major projects, with particular reference to the Water of Leith Flood Prevention Scheme.	Director of Services for Communities	September 2015		
5	19/06/2014	Committee Decisions: Dissemination and Implementation and Update to Member/Officer Protocol	To agree that a report outlining all decisions taken in the previous year by that committee, update on implementation of decisions and recommendations to discharge actions be presented to the Corporate Policy and Strategy Committee, Executive Committees and the Governance, Risk and Best Value Committee on an annual basis.	Director of Corporate Governance	August 2015		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
6	19/06/2014	Committee Decisions: Dissemination and Implementation and Update to Member/Officer Protocol	That a spot-checking system on the dissemination of committee decisions to staff be introduced with an update being provided to the Committee every six months.	Director of Corporate Governance	October 2015		
7	09/10/14	Pride in Our People and Key Engagement Activity - Update	To ask that reports on 'Pride in Our People' be submitted to Governance, Risk and Best Value Committee on an annual basis, including details of engagement methods with hard to reach staff and whether a wider staff group had been involved in the process.	Chief Executive			Added to work programme
8	09/10/14	Disposal of Council Property Assets – Outstanding Conditions of Sale	To ask Internal Audit to explore the new system for monitoring conditions of sale in spring 2015, and report to Committee in June.	Director of Corporate Governance	June 2015		Expected September 2015 in Quarterly Report. Recommended for closure.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
9	09/10/14	Review of Political Management Arrangements	To ask that information on the number of, and reasons given for, the late submission of reports is submitted bi-annually to committee.	Director of Corporate Governance	October 2015		
10	09/10/14	Greendykes and Wauchope Communal Heating Update	To request a report in 12 months to both the Finance and Resources Committee and Health, Social Care and Housing Committee on whether the savings were achieved.	Acting Director of Services for Communities	October 2015		
11	13/11/14	Staff who have accepted Voluntary Redundancy or Voluntary Early Release Arrangements and returned to employment with the City of Edinburgh Council	To request a report by the Director of Corporate Governance, in March 2015, providing a high level overview of workforce management and including further detail on the policies around the employment of teachers and use of supply teachers.	Director of Corporate Governance	March 2015		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	05/03/2015	Cameron House Community Centre: Review of Project Delivery	To request a report to the Education, Children and Families Committee in 3 cycles providing an update on how ongoing issues with the building were being resolved.	Director of Services for Communities	December 2015		
13	05/03/2015	Cameron House Community Centre: Review of Project Delivery	To request a report within two cycles to the Education, Children and Families Committee prior to coming to Governance, Risk and Best Value Committee on governance arrangements (including the escalation of issues, service management and the interaction with Neighbourhood Partnerships) and Council support to community centre management committees.	Director of Children and Families	November 2015		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
14	05/03/2015	Best Value (2) Audit Report 2014	To request an update report on the transformational change programme to the October meeting of Governance, Risk and Best Value Committee.	Director of Corporate Governance	October 2015		
15	05/03/2015	Motion by Councillor Burns – Parliament Hall – Common Good	To request a report to Corporate Policy and Strategy Committee, prior to consideration by the Governance, Risk and Best Value Committee, on the costs and timescales involved in fully updating the register of Common Good Assets, including a definition of Common Good and the Council's responsibilities concerning such assets. In preparing the report, officers should consider the resources and skill sets required to carry out the review of the register.	Director of Services for Communities	August 2015		Recommended for closure. Report provided to Corporate Policy and Strategy Committee on 4 August 2015 and referred to Governance, Risk and Best Value Committee on 13 August 2015.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
16	05/03/2015	Internal Audit Follow-Up Arrangements: Status Report from 1 October to 31 December 2014	To note that mandatory information security training for all staff would be rolled out as part of the ongoing Performance Review and Development process and that once this had been completed for staff in Children and Families it would be reported as part of the Internal Audit Quarterly Review report.	Director of Children and Families			
17	23/04/2015	Third Party Grant: Challenge Fund Awards	To request that the Director of Corporate Governance reports to GRBV Committee of 13 August 2015 regarding the Committee reports process and whether there are opportunities for speeding this process up.	Director of Corporate Governance	October 2015		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
18	21/05/2015	Governance of Major Projects: Progress Report	To include details on the overall capital funding in regard to the Early Years Projects.	Director of Corporate Governance			
19	21/05/2015	Governance of Major Projects: Progress Report	To provide a briefing note to Committee on the impact of the Fleet Review project on service delivery	Acting Director of Services for Communities	September 2015		
20	21/05/2015	Report by the Accounts Commission - An overview of local government in Scotland 2015	To note that clarity would be provided regarding the audit arrangements for the new Health and Social Care Integrated Joint Board.	Director of Corporate			
21	18/06/2015	Property Conservation: Programme Momentum Review, July 2014 – April 2015	To ask the Director of Corporate Governance to provide a briefing note regarding the issues with the allocation of shares for billing.	Director of Corporate Governance			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
22	18/06/2015	Property Conservation: Programme Momentum Review, July 2014 – April 2015	To request an update report to Governance, Risk and Best Value Committee in six months.	Director of Corporate Governance	November 2015		
23	18/06/2015	Corporate Leadership Group (CLG) Risk Update	To request a report to the December Committee on how best to ensure a consistent approach to measuring demographics and how this was applied across the Council.	Director of Corporate Governance			
24	18/06/2015	Review of events in relation to ownership of Parliament House in 2005/6	To note that there would be a forthcoming report on the Common Good Fund to the Corporate Policy and Strategy Committee which would address: i) The potential for Common Good being removed from the Scheme of Delegation to Officers ii) Future reporting arrangements on the Common Good register.	Director of Corporate Governance			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
25	13/08/2015	Work Programme	To request that the Chief Social Work Officer reports on the management of care staff, particularly client contact time versus total hours worked and the number of visits for each carer. This should include the full visit data for a week - visit start and finish times and shift start and finish times to compare contact time with 'downtime'.	Chief Social Work Officer	November 2015		
26	13/08/2015	Common Good Assets Register	To request an update report in November 2015 to the Governance, Risk and Best Value Committee, including details of how community knowledge and historical documents could be utilised in defining common good.	Acting Director of Services for Communities	November 2015		
27	13/08/2015	Common Good Assets Register	To invite Andy Wightman to speak at a future meeting of the Committee.	Deputy Chief Executive			