

Item 5.1 Outstanding Actions

Governance, Risk and Best Value Committee

November 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 | | |

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| 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 | | | |

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| 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 | November 2015 | | On November agenda – item recommended for closure |
| 7 | 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 | November 2015 | | On November agenda – item recommended for closure |
| 8 | 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 | | The expected end date has been changed to February 2016 following consideration of the report on savings achieved at the Health, Social Care and Housing |

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| | | | | | | | Committee in January 2016 then referral to the Finance and Resources Committee. |
| 9 | 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 | | |

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| 10 | 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 | | |
| 11 | 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 | | On November agenda – item recommended for closure |

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| 12 | 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 | | | |
| 13 | 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 | | | |
| 14 | 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 | | Expected January 2016 when Review is completed. |

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| 15 | 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 | | | |
| 16 | 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 | | | On November agenda – item recommended for closure |
| 17 | 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 | | |

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| 18 | 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 | | | |
| 19 | 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 | | |
| 20 | 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 | | On November agenda – item recommended for closure |

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| 21 | 13/08/2015 | Common Good Assets Register | To invite Andy Wightman to speak at a future meeting of the Committee. | Deputy Chief Executive | | | On November agenda – item recommended for closure |
| 22 | 23/09/2015 | Internal Audit Report: Integrated Health and Social Care | To request an update on the process and timings for sign off of the Council's response to the statutory consultation on the Strategic Plan. | Deputy Chief Executive | | | |
| 23 | 23/09/2015 | Internal Audit Report: Integrated Health and Social Care | To request an update on the critical and high risks identified in the audit report to the December Committee. | Deputy Chief Executive | December 2015 | | |
| 24 | 23/09/2015 | Internal Audit Quarterly Update Report: 1 April 2015 – 30 June 2015 | To ask that a summary of the Internal Audit findings on management of HMO licenses be circulated to members of the Regulatory Committee for information. | Acting Director of Services for Communities | | | |

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| 25 | 23/09/2015 | Internal Audit follow-up arrangements: status report from 1 April 2015 to 30 September 2015 | To request an update to the December committee on ICT contract management, governance and change control arrangements, and the transition process to the new ICT provider. | Deputy Chief Executive | December 2015 | | |
| 26 | 19/10/2015 | Committee Report Process | To request that the Strategy and Governance Manager circulate a breakdown of the committee report figures detailed in paragraph 3.12, outlining those which were statutory and decisions-making. | Deputy Chief Executive | | | |
| 27 | 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. | Deputy Chief Executive | October 2016 | | |