

Item 5.1 Outstanding Actions

Governance, Risk and Best Value Committee

January 2016

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 Resources	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 Resources	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 Resources	June 2014		Organisational Development now expected to lead this report.
4	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.	Director of Place	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 Committee in January 2016 then referral to the Finance and Resources Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
5	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 Resources	March 2015		
6	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 Communities and Families			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
7	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 Resources			
8	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	Director of Place	September 2015		Expected January 2016 when Review is completed.
9	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.	Chief Officer of Edinburgh Health and Care Partnership			
10	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 Resources			Recommended for closure – report on January agenda

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
11	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.	Chief Officer of Edinburgh Health and Care Partnership			
12	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.	Director of Place			
13	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.	Chief Executive			Recommended for closure – circulated 7 January 2016

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
14	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	October 2016		
15	12/11/2015	Property Conservation; Programme Momentum Review	To ask that information being provided to the Finance and Resources Committee regarding the breakdown of the costs of recovery efforts by the City of Edinburgh Council compared to monies collected be provided to the Governance, Risk and Best Value Committee in January 2016.	Director of Resources	January 2016		Recommended for closure – report on January agenda

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
16	12/11/2015	Property Conservation; Programme Momentum Review	To provide to the Governance, Risk and Best Value Committee in January 2016 the report considered by the Finance and Resources Committee in July 2014 on the policies, principles , methodology and procedures underpinning the project.	Director of Resources	January 2016		Recommended for closure – report on January agenda
17	12/11/2015	Internal Audit and Risk Service Delivery Model	To request an update report to committee in April 2016 informing how work to establish an in-house risk team was progressing and detailing plans for the future.	Director of Resources	April 2016		
18	12/11/2015	B – Monitoring Officer Investigation	To request a report from the Strategy and Governance Manager in March 2016 on the Council's document retention policy, its robustness and whether it	Chief Executive	March 2016		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			needs to be amended.				
19	15/12/2015	Internal Audit - Overview of Internal Audit Follow-Up Arrangements	To request that the Deputy Chief Executive would report in January 2016, confirming whether the Northgate system could log system access and activity for all users and the related costs if it was required to be improved.	Director of Resources	January 2016		
20	15/12/2015	Home Care and Reablement Service Contact Time	To request an update report in six months, this should include contact time by area and feedback from clients and bodies such as the Care Commission.	Chief Officer of Edinburgh Health and Care Partnership	May 2016		