

# Governance, Risk and Best Value Committee

2:00pm, Monday, 24 October 2016

## Committee Decisions – August 2015 - August 2016

Item number	7.7
Report number	
Executive/routine	
Wards	All

### Executive summary

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Following the decision of the Governance, Risk and Best Value Committee on 19 June 2014, to strengthen existing arrangements and provide greater assurance with regard to the dissemination of committee decisions, a review of actions has been undertaken by directorates to ensure that all decisions taken by the Corporate Policy and Strategy Committee, the executive committees and the Governance, Risk and Best Value Committee are progressing as expected and to highlight any exceptions.

This report outlines the assurance work undertaken and details the implementation of Governance, Risk and Best Value Committee decisions covering the period from August 2015 to August 2016.

### Links

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[Coalition pledges](#)  
[Council outcomes](#)  
[Single Outcome Agreement](#)

## Committee Decisions – August 2015 – July 2016

### Recommendations

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- 1.1 To note the position on the implementation of Governance, Risk and Best Value Committee decisions as detailed in the appendix to this report.
- 1.2 To note that the next summary report would be presented to Committee in October 2017.

### Background

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- 2.1 The Governance, Risk and Best Value Committee on 19 June 2014 agreed increased monitoring for the dissemination and implementation of committee decisions by directorates.
- 2.2 It was agreed that an annual report outlining all decisions taken in the previous year and an update on the 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.
- 2.3 A report to this effect was submitted to the Governance, Risk and Best Value Committee on 13 August 2015 outlining the status of actions for the initial November 2014 to June 2015 period. At this period there were no concerns reported to Committee and all recorded actions have since been completed.

### Main report

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- 3.1 When a decision is taken at committee that requires further action this is tracked and monitored by various methods.
- 3.2 Since November 2012 for the Governance, Risk and Best Value Committee and April 2014 for other committees, if a decision requires a further report to committee, it is added to the forward plan, the report schedule and the Rolling Actions Log is updated. The Rolling Actions Log is then considered by committee each cycle, ensuring that there is clear oversight of the implementation of decisions by the committee. It is also published with the committee papers, resulting in the monitoring being carried out in a transparent manner. This ensures that there are clear linkages between the decisions taken at committee and the planning of new business.

- 3.3 However, a gap existed for committee decisions that did not request a further report to committee. The implementation of these decisions was left with individual service areas and any monitoring was not publicly available.
- 3.4 The approach agreed by the Governance, Risk and Best Value Committee on 19 June 2014 aimed to address this gap. Following the meeting a committee decisions spreadsheet was introduced to track decisions that did not require further reporting and thus would not be covered by the Rolling Actions Log. This new process aimed to ensure that the implementation of relevant actions would be recorded effectively, monitored and considered annually at each committee.
- 3.5 This spreadsheet is completed by Committee Services and directorate staff who are responsible for updating the status of actions attributed to each service area.
- 3.6 A similar report on all decisions taken in the previous year and an update on the implementation of decisions and recommendations to discharge actions will be presented to the Corporate Policy and Strategy Committee and to each executive committee annually.
- 3.7 The consideration of these reports will augment committee oversight of the implementation of decisions, resulting in an increase in accountable and transparent decision making.

### **Governance, Risk and Best Value Committee Decisions**

- 3.8 A review of actions has been undertaken by directorates to ensure that all decisions not required to be reported back to committee are progressing as expected and to highlight any exceptions. A summary of decisions for the period August 2015 to August 2016, including status, is detailed in the appendix to this report.
- 3.9 At the Governance, Risk and Best Value Committee there have been 9 decisions made which were recorded through the committee decisions spreadsheet.
- 3.10 All actions that remain open are being progressed and there are no concerns to highlight to Committee.

### **Measures of success**

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- 4.1 Annual reporting ensures the effective implementation and monitoring of committee decisions.

### **Financial impact**

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- 5.1 There are no direct financial impacts as a result of this report.

## Risk, policy, compliance and governance impact

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- 6.1 The improvements in business processes help ensure increased transparency and assurance across the Council's decision making processes.

## Equalities impact

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- 7.1 There are no direct equalities impacts as a result of this report.

## Sustainability impact

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- 8.1 There is no direct sustainability impact as a result of this report.

## Consultation and engagement

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- 9.1 The spreadsheet described is completed throughout all service areas across the Council.

## Background reading/external references

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[Minute of the Governance, Risk and Best Value Committee – 19 June 2014](#)

[Report to the Governance, Risk and Best Value Committee - Committee Decisions – Dissemination and Implementation and Update to member/officer Protocol – Report by Director of Corporate Governance](#)

## Kirsty-Louise Campbell

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## Links

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### Coalition pledges

**Council outcomes** CO25 - The Council has efficient and effective services that deliver on objectives.

### Single Outcome Agreement

**Appendices** 1 – Governance, Risk and Best Value - Committee Decisions

## Appendix 1 – Committee Decisions – Governance, Risk and Best Value

<b>Governance, Risk and Best Value Committee Decisions Overview</b>			
<b>Date</b>	<b>Number of Decisions</b>	<b>Open</b>	<b>Closed</b>
13/08/15	1		1
19/10/16	1		1
12/11/15	1		1
26/05/16	3	1	2
23/06/16	3	2	1
<b>Total</b>	<b>9</b>	<b>3</b>	<b>6</b>

<b>Breakdown of tasks by directorate</b>			
<b>Directorate</b>	<b>Number of Decisions</b>	<b>Open</b>	<b>Closed</b>
Chief Executive's Office	5	1	4
City Strategy and Economy	0	-	-
Communities and Families	1	1	-
Health & Social Care	1	-	1
Resources	1	-	1
Place	1	1	-

**N.B:** - Tasks can belong to more than one directorate, leading to slight disparity in figures.

## Outstanding Tasks in full

Item no.	Date	Directorate	Item	Decision	Status	Comments
1	13.08.15	Chief Operating Officer and Deputy Chief Executive	Corporate Governance Framework 2014/15	To agree that the improvement actions which have been identified would be addressed by the Corporate Improvement and Transformation Plan.	Closed	The Framework was presented to GRVB on 18 August 2016.
2	19.10.15	Deputy Chief Executive	Revenue Monitoring 2014/15 – Outturn Report	To note that the Head of Finance would explore ways to use the common good fund to pro-actively maintain and refurbish common good property.	Closed	Update report considered by the Finance and Resources Committee in January and August 2016.
3	12.11.15	Chief Executive	Monitoring Officer Investigation: Cameron House	To request that the decision of today's meeting be conveyed in writing to the Cameron House Management Committee.	Closed	
4	26.05.16	Chief Executive	Governance of Major Projects: Progress Report	To investigate the delay in the installation of cabinets to support the broadband infrastructure as part of the Connected Capital Programme	Closed	The Rest of Scotland roll out is progressing well and is on schedule in terms of kms laid. There are

Item no.	Date	Directorate	Item	Decision	Status	Comments
						<p>issues with a number of cabinets in Edinburgh's boundaries and these are spread over the city area, not just the city centre. In some instances issues are due to wayleaves being required and reaching agreement with or locating the landowner is challenging, in other examples our planning and roads teams are finding it difficult to find a suitable location for the</p>

Item no.	Date	Directorate	Item	Decision	Status	Comments
						new cabinet either because of space issues or roads or planning regulations. They continue to work with BT Openreach and their contractors to find a solution that is acceptable to all but it often requires a number of iterations
5	26.05.16	Chief Executive	Spot-checking on the Dissemination of Committee Decisions and Late Committee Reports	To include in future staff surveys, a question to clarify if a specific policy is relevant to the role of the respondent.	Ongoing	Next update scheduled for early 2017
6	26.05.16	Chief Officer, Edinburgh, Health and Social Care	The Audit Arrangements of the Edinburgh Integration Joint Board	To note that the Governance, Risk and Best Value Committee would be informed if the Council's Internal Audit team were requested to undertake more	Closed	



Item no.	Date	Directorate	Item	Decision	Status	Comments
		Partnership		than the three agreed reviews for the Edinburgh integration Joint Board.		
7	23.06.16	Acting Executive Director of Communities and Families	Recent Developments in Gaelic Education Provision in Edinburgh	To request that the current policy for GME access to secondary schools was published on the Council website and to review the appropriateness of the distance from school criteria for GME admissions to secondary school. A work-plan of how this would be achieved, including actions in place to avoid any future legal challenge, should be in place by November 2016.	Ongoing	Ongoing - Policy for GME access to secondary schools is published on the website and work-plan for the review of the policy is in development.
8	23.06.16	Acting Executive Director of Resources	Corporate Leadership Team Risk Update	To request that a message was placed on the Council's external website to warn citizens that councillors and officers would have no access to email from close of business on 24 June to 26 June 2016.	Closed	
9	23.06.16	Executive Director of Place	Waste Management Presentation	To investigate issues regarding garden waste collections from schools.	Open	The delegated authority is required once

Item no.	Date	Directorate	Item	Decision	Status	Comments
						Financial Close has occurred – it is expected that this will take place in the month of September but is subject to final negotiations.