

Item 4.1 - Minutes

Governance, Risk and Best Value Committee

10.00am, Thursday, 9 March 2017

Present

Councillors Mowat (Convener), Balfour, Child, Dixon, Gardner (substituting for Councillor Redpath), Godzik (substituting for Councillor Robson) Keil, Main, Munro, Orr and Tymkewycz.

1. Minute

Decision

To approve the minute of the Governance, Risk and Best Value Committee of 2 February 2017 as a correct record.

2. Outstanding Actions

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

Decision

- 1) To agree to close item 11.
- 2) To request that the report on the Governance of the Edinburgh Partnership would be referred from the Communities and Neighbourhoods Committee to the Governance, Risk and Best Value Committee.
- 3) To note the remaining outstanding actions.

(Reference – Outstanding Actions – March 2017, submitted.)

3. Work Programme

Decision

To note the work programme.

(Reference – Governance, Risk and Best Value Work Programme – March 2017, submitted.)

4. Internal Audit Plan 2017/18

A summary was presented on the annual planning process for the Internal Audit Plan for the period 1 April 2017 to 31 March 2018. Work was ongoing on the 2016/17 plan in advance of the annual report which was scheduled for Committee consideration in June 2017.

Decision

- 1) To approve the Internal Audit Plan for the period 1 April 2017 to 31 March 2018.
- 2) To investigate bringing forward the audit on the Local Development Plan Phase 2: Education from quarter 4 provided there were no operational issues preventing this.

(Reference – report by the Chief Internal Auditor, submitted.)

5. Internal Audit follow-up arrangements: status report from 1 October 2016 to 31 December 2016

An overview of the Internal Audit process for following up the status of audit recommendations was provided. All open audit recommendations past their estimated closure date at 31 December 2016 were highlighted.

Decision

To note the status of the overdue outstanding recommendations.

(Reference – report by the Chief Internal Auditor, submitted.)

6. Internal Audit Quarterly Update Report: 1 October – 31 December 2016

Committee considered details of the Internal Audit activity from 1 October to 31 December 2016.

Decision

- 1) To note the progress of Internal Audit in issuing 13 internal audit reports during the quarter and to note the areas of higher priority findings for reviews issued in this quarter.
- 2) To refer the report noted in Appendix 1 of the report by the Chief Internal Auditor to the Audit and Risk Committee of the Edinburgh Integrated Joint Board (IJB).

(Reference – report by the Chief Internal Auditor, submitted.)

7. Internal Audit Charter Update

The Internal Audit Charter set out the scope of the Internal Audit function, roles, responsibilities, objectives and reporting structures. This would be updated and submitted for approval annually.

Decision

To approve the revised Internal Audit Charter.

(Reference – report by the Chief Internal Auditor, submitted.)

8. Roads Contract Management: Follow up

An update was provided on management's progress in implementing the actions identified by the Internal Audit review issued in April 2016.

Decision

- 1) To note the report.
- 2) To close the outstanding actions from audit SFC 1505: Roads Contract Management as they have been superseded by the Edinburgh Roads Service (ERS) Improvement Plan.
- 3) To note that the Portfolio and Governance team within Strategy and Insight would include the Edinburgh Roads Services Improvement Plan within the portfolio of projects that they support and assured going forwards.
- 4) To note that Internal Audit would undertake a review of the service delivery model proposed under the Edinburgh Roads Services Improvement Plan in quarter 3, 2017/18.
- 5) To request a report on the Edinburgh Roads Services Improvement Plan with short, medium and long terms actions, timescales and progress and that it was brought to the Governance, Risk and Best Value Committee in April 2017.
- 6) To request a report on the relationship between services based in the localities and services based centrally to the Governance, Risk and Best Value Committee.
- 7) To refer the report to the Transport and Environment Committee for scrutiny.

(Reference – report by the Chief Internal Auditor, submitted.)

9. Corporate Leadership Team Risk Update

The current highest priority risks and mitigating actions in place from the Corporate Leadership Team were considered.

Decision

To note the prioritised risk information for the Corporate Leadership Team.

(References – Governance, Risk and Best Value Committee, 22 December 2016 (item 8); - report by the Acting Executive Director of Resources, submitted.)

10. City of Edinburgh Council: External Audit Plan 2016/17

The draft 2016/17 External Audit plan for the Council and its charitable trusts by Scott-Moncrieff was presented.

Representatives from Scott-Moncrieff were in attendance for this item.

Decision

- 1) To note the contents of the External Audit Plan for 2016/17.
- 2) To note that periodic updates on the work set out therein will be provided to the Committee.

(References – Governance, Risk and Best Value Committee, 18 December 2016 (item 5); - report by the Chief Executive and Acting Executive Director of Resources, submitted.)

11. Welfare Reform – Update – referral from the Corporate Policy and Strategy Committee

The Corporate Policy and Strategy Committee on 28 February 2017 considered a report which provided an update on the progress being made by the Council and partners to develop arrangements in regard to the UK Government's welfare reforms. The report was referred to the Governance, Risk and Best Value Committee for scrutiny.

Decision

- 1) To request that information on the number of people in arrears due to being placed in accommodation too large for their needs by the Council was included in future reports.
- 2) To request a briefing for members of the Governance, Risk and Best Value Committee on the results from the operational changes in Advice Services

(References – Corporate Policy and Strategy Committee, 9 August 2016 (item 4); - report by the Acting Executive Director of Resources, submitted.)

12. Whistleblowing Annual Report

A high level overview of whistleblowing activity between 1 December 2015 and 30 November 2016 was provided.

Decision

To note the report.

(References – Finance and Resources Committee, 27 August 2015 (item 20); - report by the Chief Executive, submitted.)

13. Whistleblowing Update

The Committee considered a high level overview of the operation of the Council's whistleblowing hotline for the period 1 October to 31 December 2016.

Decision

To note the report

(Reference – report by the Chief Executive, submitted.)

14. Resolution to Consider in Private

The Committee, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting for consideration of item 15 below on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 1, 3, and 4 of Part 1 of Schedule 7(A) of the Act.

15. Whistleblowing: Monitoring Report

An overview was provided of the disclosures received and investigation outcome reports completed during the period 1 October to 31 December 2016.

Decision

To note the report.

(Reference – report by the Chief Executive, submitted.)