

Item 4.1 - Minutes

Governance, Risk and Best Value Committee

10.00am, Tuesday, 1 August 2017

Present

Councillors Mowat (Convener), Main (Vice-Convener), Jim Campbell, Dickie, Gordon, Lang, Munro, Rae, Ritchie, Watt and Webber

1. Minute

Decision

To approve the minute of the Governance, Risk and Best Value Committee of 20 April 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 items 5, 8, 10 and 12 (parts 2 and 4)
- 2) To agree to include update comments on all outstanding actions.
- 3) To note the remaining outstanding actions.

(Reference – Outstanding Actions – 1 August 2017, submitted.)

3. Work Programme

Decision

- 1) To note an investigation report on the retention of case records would be reported to the appropriate committee and a timescale for this would be provided as soon as possible.
- 2) To note the work programme.

(Reference – Governance, Risk and Best Value Work Programme – 1 August 2017, submitted.)

4. Internal Audit Opinion and Annual Report for the Year Ended 31 March 2017

Committee considered the report based on the Internal Audit activity undertaken for the financial year ended 31 March 2017, prepared as required by the Public Sector Internal Audit Standards.

Decision

- 1) To note the internal audit opinion for the year ended 31 March 2017.
- 2) To explore bookmarking appendices in future meeting papers.
- 3) To provide information on the audit involvement in the Edinburgh Tattoo.
- 4) To include further information in the comments section for the Integrated Health and Social Care Budgeting Process listed in appendix 3 of the report.
- 5) To request a report on benchmarking, including historic trends, based on Internal Audit findings with other Local Authorities.
- 6) To provide an update on the coverage of ICT in the Audit Plan for 2016/17.

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

5. Internal Audit: Overdue Recommendations and Late Management Responses

The current overdue Internal Audit recommendations were considered alongside details for the revised approach to monitoring and reporting as agreed by the Corporate Leadership Team.

Decision

- 1) To note the status of the overdue Internal Audit recommendations as at 27 June 2017.
- 2) To note the revised approach for monitoring and reporting on open and overdue Internal Audit recommendations (outlined at sections 3.9 and Appendix 3 of the report, approved at Corporate Leadership Team (CLT) on 5 July 2017.
- 3) To examine the format of the report to improve readability.
- 4) To request an update on the status of the recommendations referred to in paragraph 3.7 of the report.
- 5) To request that updated dates and comments were included in the Internal Audit findings.

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

6. External Audit – National and Local Scrutiny Plans 2017/18

The Audit Scotland National and Local Scrutiny Plans which were considered which included specific detail on the planned scrutiny activity for the Council from April 2017 to March 2018.

Decision

- 1) To note the report and appendices
- 2) To request a briefing for members on Best Value and how the Committee fits in the wider scrutiny framework.

(References – Governance, Risk and Best Value Committee, 9 March 2017 (item 10); report by the Chief Executive, submitted)

7. Property Conservation Project Closure Review

The Internal Audit Project Closure Review on Property Conservation and detail on lessons learned from the Council's conduct during this matter was presented.

Decision

- 1) To note the "lessons learned" from the Property Conservation service closure set in out in Appendix 1 of the report and the findings of the Internal Audit review of the Edinburgh Shared Repairs Service described in Appendix 2 of the report.
- 2) To provide members with information of the finance budgeting practices across council.
- 3) To request a report on forecasting for potential problems with major projects and plans from the Resilience team to prevent these.
- 4) To provide members with information on the progress of appointing a single point of contact for all major projects.
- 5) To request that the Convener and Vice-Convener meet with the Council Leader and Chief Executive to discuss the most appropriate form of apology to affected owners.

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

8. Corporate Leadership Team Risk Update

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

Decision

- 1) To note the information provided.
- 2) To invite appropriate officers to discuss key risks and mitigations as required.

(References – Governance, Risk and Best Value Committee, 9 March 2017 (item 9); report by the Executive Director of Resources, submitted)

9. Employee Engagement Update 2017

The new colleague opinion survey and updated plans for digital communications were presented as part of the wider engagement programme.

Decision

- 1) To note the changes and progress made since the start of the year.
- 2) To note and agree the approach to be taken for the employee survey which will be conducted in 2017
- 3) To request the action plan drafted following the 2017 employee survey was reported to GRBV for scrutiny and approval prior to implementation.

(References – Finance and Resources Committee, 23 February 2017 (item 9); report by the Executive Director of Resources, submitted.)

10. Monitoring Officer Investigation

Committee considered the new arrangements put in place to prevent a reoccurrence of the issues identified in the Monitoring Officer Report.

Decision

To note the robust measures which have been put in place to prevent a recurrence of the issues identified in the Monitoring Officer Report.

(Reference – report by the Monitoring Officer, submitted.)