Item 5.1   Outstanding Actions

Governance, Risk and Best Value Committee

29 August 2017

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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	January 2018		The project has been delayed due to other connected ICT projects being re-planned. A meeting has been scheduled with ICT and CGI to agree an expected completion date and discuss the practicalities of e-voting with the current technology.

2	21/04/2016	Internal Audit – Audit and Risk Service: Delivery Model Update	To ask that an update report on the internal audit function be provided to the Governance, Risk and Best Value Committee a year after implementation.	Executive Director of Resources	April 2018		A verbal update on appointments was provided in February 2017. An update on new service model will be provided after one year. Assurance of progress was provided within the Internal Audit Opinion Report considered on 1 August 2017.
3	23/06/16	Recent Developments in Gaelic Education Provision in Edinburgh	1) To request a report to the Education, Children and Families Committee then to the Governance, Risk and Best Value Committee on the Council's current policy for GME access to secondary schools, the corresponding Government policy and an assessment on	Executive Director for Communities and Families	TBC		The Education, Children and Families Committee considered a report: *Schools and Lifelong Learning Estate Update* on 7 March 2017. The report confirms the future asset

			whether this was being met. 2) 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.				requirements for GME and appropriate admissions/placement policy will be considered as part of a Strategic Review, the outputs of which will be reported back to Committee. A context report on the catchment review process which includes access to GME would be considered at the Education, Children and Families Committee in August 2017 and information reported back to GRBV members

4	26/09/16	Corporate Leadership Team Risk Update	To request that progress reports on the additional precautionary surveys currently being undertaken in buildings sharing similar design features to those of the PPP1 schools, would be referred to the Governance, Risk and Best Value Committee for scrutiny.	Executive Director of Resources	Date TBC		An update will be included in the Progress Report on the Wide Structural Investigations. This will be referred to GRBV following consideration at the Finance and Resources Committee. The expected completion date for phase one is 31 January 2018
5	24/10/16	Home Care and Re-ablement Service Contact Time	To request an update report 6 months after the implementation of the new ICT system for shift allocation.	Chief Officer, Edinburgh Health and Social Care Partnership	Date TBC		
6.	22/12/2016	Internal Audit Quarterly Update Report: 1 July 2016 – 30 September 2016	To request an update report on the recommendation for Edinburgh Buildings Services by November	Executive Director of Place	November 2017		

			2017.				
7	09/03/2017	Outstanding Actions	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.	Chief Executive	September 2017		
8	20/04/2017	Edinburgh Road Services Improvement Plan	To circulate information on the backlog outstanding repairs and value to members of the Governance, Risk and Best Value Committee.	Executive Director of Place	29 August 2017		A report on the Edinburgh Road Services Improvement Plan will be considered at the Transport and Environment Committee on 10 August 2017 and information reported back to GRBV members.
9	20/04/2017	Governance of Major Projects: progress report	1) To note the review underway for how change was reported and managed across the Council which will	Chief Executive			Action 1 - The report on Portfolio of Change, key themes, schedule of delivery and

			also include strengthening of governance arrangements around project and programme delivery. This would be reported to the Governance, Risk and Best Value Committee with developed proposals in the next reporting period. 2) To request that members of Governance, Risk and Best Value Committee have input into the scope of the lessons learned report to be drafted on the New Boroughmuir High School and that this report was referred to the Governance, Risk and Best Value Committee following consideration at the Education, Children and Families				the refreshed governance arrangements is due on 31 October 2017. *Action 3* – Update included in the Status of ICT Programme Report on 29 August agenda. . .

| | | | Committee.

3) To request communication with teachers, parents and parent councils on the progress with WiFi provision in schools | | | | |
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| 10 | 20/04/2017 | Governance of Major Projects: progress report | To request a report would be submitted to the Governance, Risk and Best Value Committee on 22 June 2017 with information on the current status of the ICT Transformation Programme and how this would be tracked. | Chief Executive | 29 August 2017 | | Recommended for closure - a report on the current status of the ICT Transformation Programme is included on 29 August 2017 agenda. |
| 11 | 01/08/2017 | Governance, Risk and Best Value Work Programme – 1 August 2017 | To note an investigation report on retention of case records would be reported to the appropriate committee and a timescale for this would be provided as soon as possible. | Executive Director for Communities and Families | Date TBC | | |
| 12 | 01/08/2017 | Internal Audit Opinion and Annual Report for | To request a report on benchmarking, including historic trends, based on | Chief Internal Auditor | September 2017 | | |

		the Year Ended 31 March 2017	Internal Audit findings with other Local Authorities				

13	01/08/2017	Internal Audit Opinion and Annual Report for the Year Ended 31 March 2017	To provide an update on coverage of ICT in the 16/17 audit plan.	Chief Internal Auditor	29 August 2017		Recommended for closure – briefing circulated to members on 14 August 2017
14	01/08/2017	Internal Audit: Overdue Recommendations and Late Management Responses	1) To request an update on the status of the recommendations referred to in paragraph 3.7. 2) To request that updated dates and comments were included in the Internal Audit findings.	Chief Internal Auditor	29 August 2017		Recommended for closure – briefing circulated to members on 14 August 2017
15	01/08/2017	External Audit – National and Local Scrutiny Plans 2017/18	To request a briefing for members on Best Value and how the Committee fits in the wider scrutiny framework	Chief Executive	29 August 2017		Recommended for closure – included in GRBV workshop on 16 August 2017
16	01/08/2017	Property Conservation Project Closure Review	To provide members with information of the finance budgeting practices across council.	Executive Director of Resources	29 August 2017		Recommended for closure – briefing circulated to members on 14 August 2017

17	01/08/2017	Property Conservation Project Closure Review	1) To request a report on forecasting for potential problems with major projects and plans from the Resilience team to prevent these. 2) To provide members with information on the progress of appointing a single point of contact for all major projects.	Chief Executive	October 2017		The report on Portfolio of Change, key themes, schedule of delivery and the refreshed governance arrangements to ensure required management and scrutiny of project/programme delivery is due at GRBV on 31 October.
18	01/08/2017	Employee Engagement Update 2017	To request the action plan drafted following the 2017 employee survey was reported to GRBV for scrutiny and approval prior to implementation	Executive Director of Resources	January 2018		The report will be provided, following the completion of the employee survey and the development of an action plan to address the results.
19	01/08/2017	Monitoring Officer Investigation	1) To request a scoping report on the review of the complaints	Chief Executive	September 2017		

| | | | procedure to the GRBV Committee on 26 September 2017 which included engagement with staff and councillors on how to improve services.

2) To request a report to track the implementation of the Ombudsman recommendations and how these would be monitored in future. | | | | |
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| 20 | 01/08/2017 | Monitoring Officer Investigation | To request a review report on Project Management within the Council. | Chief Executive | October 2017 | | |