

Item 5.1 Outstanding Actions

Governance, Risk and Best Value Committee

September 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		<p>A verbal update on appointments was provided in February 2017. An update on new service model will be provided after one year.</p> <p>Assurance of progress was provided within the Internal Audit Opinion Report considered on 1 August 2017.</p>
3	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	May 2018		<p>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</p>

							Committee in March 2018. The expected completion date for phase one is 31 January 2018.
4	24/10/16 29/09/17	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. To ask the Chief Officer, Edinburgh Health and Social Care Partnership to provide an update on why the new ICT system for shift allocation was not implemented earlier in the year	Chief Officer, Edinburgh Health and Social Care Partnership	Date TBC		Department to draft a briefing note – chased CH
5.	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 2017.	Executive Director of Place	November 2017		

6	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	January 2018		<p>The Edinburgh Partnership Board will agree on the refreshed governance arrangements in March 2018. This is linked with locality committee developments which will also come early 2018.</p> <p>A report will be provided to members on potential proposals in January 2018</p>
7	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 also include strengthening of governance arrangements around project and programme	Chief Executive			<i>Action 1</i> - The report on Portfolio of Change, key themes, schedule of delivery and the refreshed governance arrangements is due on 31 October 2017.

			<p>delivery. This would be reported to the Governance, Risk and Best Value Committee with developed proposals in the next reporting period.</p> <p>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 Committee.</p> <p>3) To request communication with teachers, parents and parent councils on the</p>				<p><i>Action 2 - Awaiting comment</i></p> <p><i>Action 3 – The Chief Information Officer has met with the Parent Council of JGHS to update them on the progress of WiFi in the school</i></p>
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			progress with WiFi provision in schools				
8	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	March 2018		The Executive Director for Communities and Families will provide an update in November 2017. The final audit report would be referred from the Corporate Policy and Strategy Committee to GRBV in March 2018.
9	01/08/2017	Internal Audit Opinion and Annual Report for the Year Ended 31 March 2017	To request a report on benchmarking, including historic trends, based on Internal Audit findings with other Local Authorities	Chief Internal Auditor	September 2017		<i>Recommended for closure, included on 26 September agenda.</i>
10	01/08/2017	Property Conservation Project Closure	1) To request a report on forecasting for potential problems with major	Chief Executive	October 2017		The report on Portfolio of Change, key

		Review	<p>projects and plans from the Resilience team to prevent these.</p> <p>2) To provide members with information on the progress of appointing a single point of contact for all major projects.</p>				<p>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.</p>
11	01/08/2017	Employee Engagement Update 2017	<p>To request the action plan drafted following the 2017 employee survey was reported to GRBV for scrutiny and approval prior to implementation</p>	Executive Director of Resources	January 2018		<p>The report will be provided, following the completion of the employee survey and the development of an action plan to address the results.</p>
12	01/08/2017	Monitoring Officer Investigation	<p>1) To request a scoping report on the review of the complaints procedure to the GRBV Committee on 26 September 2017 which included engagement</p>	Chief Executive	October 2017		

			<p>with staff and councillors on how to improve services.</p> <p>2) To request a report to track the implementation of the Ombudsman recommendations and how these would be monitored in future.</p>				
13	01/08/2017	Monitoring Officer Investigation	To request a review report on Project Management within the Council.	Chief Executive	October 2017		
14	29/08/2017	Status of the ICT Programme	<p>To ask the Executive Director for Communities and Families for a report on:</p> <p>1) How the decision was taken to enable pupils attending James Gillespie's High School to bring their own IT devices rather than Council devices.</p>	Executive Director for Communities and Families	Date TBC		<i>Awaiting comment</i>

			<p>2) What advice James Gillespie's High School were given by the directorate on the implications of their decision.</p> <p>3) Further information of other schools within the City who are in the same situation and their experiences.</p> <p>4) Possible solutions to the issue raised by the deputation on the lack of wi-fi at the High School and related timescales.</p>				
15	29/09/2017	Roads Services Improvement Plan	To ask for a report back in 6 months time	Executive Director of Place	February 2018		