

Item 5.1 Outstanding Actions

Governance, Risk and Best Value Committee

31 October 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 –	To ask that an update	Executive	April 2018		A verbal update

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		Audit and Risk Service: Delivery Model Update	report on the internal audit function be provided to the Governance, Risk and Best Value Committee a year after implementation.	Director of Resources			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	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		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

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							Resources 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		The Interim Chief Officer provided an update to Committee in Sept 2017. The Shift Allocation System was included in a wider review, the results of which would be reported as soon as possible.
5.	22/12/2016	Internal Audit Quarterly Update Report: 1 July	To request an update report on the recommendation for	Executive Director of Place	November 2017		

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		2016 – 30 September 2016	Edinburgh Buildings Services by November 2017.				
6	09/03/2017 26/09/17	Outstanding Actions Outstanding Actions – 26 September 2017	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. To request a timeline for the development of governance arrangements for the Edinburgh Partnership	Chief Executive Chief Executive	January 2018		The Edinburgh Partnership Board (EP) will agree on the refreshed governance arrangements in March 2018. This is linked with locality committee developments which will also come early 2018. A report will be provided to members on potential proposals in January 2018. Members will

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							receive a presentation on the proposed EP protocols in October 2017 and a report containing context, process, next steps and engagement of elected members in November 2017.
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 delivery. This would be reported to the Governance, Risk and	Chief Executive	March 2018		<i>Action 1</i> - The report on Portfolio of Change, key themes, schedule of delivery and the refreshed governance arrangements is due in January 2018 following consideration at CP&S.

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			<p>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</p>				<p><i>Action 2</i> - The lessons learned exercise will be carried out as part of the normal project activity at the end of the project. The scope will be shared with elected members for comment.</p> <p><i>Action 3</i> – The Chief Information Officer has met with the Parent Council of JGHS to update them on the progress of WiFi in the school</p>

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8	29/08/2017	Status of the ICT Programme	<p>parent councils on the progress with WiFi provision in schools</p> <p>To ask the Executive Director for Communities and Families for a report on:</p> <ol style="list-style-type: none"> 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. 2) What advice James Gillespie's High School were given by the directorate on the implications of their decision. 3) Further information 	Executive Director for Communities and Families	January 2018		An update report on this item is on the October 2017 agenda.

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			<p>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>				
9	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		<p>The Executive Director for Communities and Families will provide an update in November 2017.</p> <p>The final audit report would be referred from the Corporate Policy and Strategy Committee to</p>

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							GRBV in March 2018.
10	01/08/2017	Property Conservation Project Closure Review	<p>1) To request a report on forecasting for potential problems with major 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>	Chief Executive	January 2018		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 will be referred to GRBV following consideration at Corporate Policy and Strategy in December 2017
11	01/08/2017	Employee Engagement Update 2017	To request the action plan drafted following the 2017 employee survey was reported to GRBV for	Executive Director of Resources	January 2018		The report will be provided following completion of the employee survey

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			scrutiny and approval prior to implementation				and the development of an action plan to address the results.
12	01/08/2017	Monitoring Officer Investigation	To request a review report on Project Management within the Council.	Chief Executive	January 2018		
13	29/08/2017	Roads Services Improvement Plan	To ask for a report back in 6 months time	Executive Director of Place	February 2018		
14	26/09/2017	Internal Audit Quarterly Update Report: 1 January 2017 – 30 June 2017	To request information on: <ul style="list-style-type: none"> the total spend on homelessness provision the checks in place for recovering money from the Government. the governance of the Homelessness Taskforce 	Chief Internal Auditor	January 2018		A report on the total spend on homelessness provision, recovery of money from the government and governance of the Homelessness Taskforce will be referred to GRBV following consideration by the Housing and

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							Economy Committee.
15	26/09/2017	Internal Audit: Overdue Recommendations and Late Management Responses	<p>1) To request an update on:</p> <ul style="list-style-type: none"> the progress of actions due to close in September. Mortuary Services <p>2) To request a scoping report with proposals to address the outstanding actions for Health and Social Care back to GRBV with an appendix highlighting who is responsible for each area.</p>	Chief Internal Auditor	November 2017		<p>The requested updates were circulated to members on 9 October 2017.</p> <p>An update will be provided to Committee in November 2017 on the scoping report for proposals to address outstanding H&SC actions.</p>
16	26/09/2017	Principles to Govern the Working Relationships between the City of Edinburgh	To accept the high-level principles subject to further information on how elected members could best engage with the process.	Chief Internal Auditor	November 2017		An update will be provided to Committee in November 2017 on how elected members can

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		Council Governance, Risk and Best Value Committee and the Edinburgh Integrated Joint Board Audit and Risk Committee					best engage with the process.
17	26/09/2017	City of Edinburgh Council – 2016/17 Annual Audit Report to the Council and the Controller of Audit	<ol style="list-style-type: none"> 1) To request an update report in January 2018 on the progress of the improvements recommended in the action plan. 2) To request a briefing to members on Edinburgh Catering Services including the current situation and a breakdown of what has caused the deficit 	Chief Executive	January 2018		The briefing on Edinburgh Catering Services was circulated to members on 9 October 2017. A report on this matter is on the October 2017 agenda.