Governance, Risk and Best Value Committee

March 2018

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	May 2018		Work has been undertaken looking at different options. An option has been identified and funding options are being explored.
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	June 2018		A verbal update on appointments was provided in February 2017. An update on new service model will be provided after one year.\n\nAssurance of

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							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	December 2018		A report was submitted to the Corporate Policy and Strategy Committee in December 2017 who have called for a further update in 12 months.

The update report will then be referred to this Committee. |
| 4 | 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 | Ongoing | | The Edinburgh Health and Social Care Partnership developed a high-level plan to |

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
	29/09/17		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				address the challenges faced by the Partnership in the short- and medium-term. Objectives and detailed action plans for the priority workstreams would follow. The review of home care services would be included in this, although it is not possible at this stage to say when plans would be available.
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	May 2018		The update for members on the Internal Audit recommendation for Edinburgh Buildings Services would be delayed to coincide with the 17/18 audit

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							plan review on the area which was due to finish in December 2017.

Audit work has completed the draft report is being prepared. Completion of the audit was delayed due to the time taken to retrieve records from storage to support our testing. Audit report will be finalised by 31st March and an update can be provided to the April GRBV Committee meeting. |

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
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	May 2018		16.01.18 An update has been requested for the timescales. Timescales have been pushed back as this work has been subsumed into the review of Edinburgh Partnership Governance, which is currently underway.
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	Chief Executive	February 2018	20 February 20118	*Action 1 -* The report on Portfolio of Change, key themes, schedule of delivery and the refreshed governance arrangements was considered on 20 February 2018.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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 Committee.		TBC		*Action 2* - 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.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			3) To request communication with teachers, parents and parent councils on the progress with WIFI provision in schools		June 2017	June 2017	*Action 3* – The Chief Information Officer/Head of ICT has met with the Parent Council of JGHS to update them on the progress of WiFi in the school
8.	29/08/2017	Status of the ICT Programme	To ask the Executive Director for Communities and Families for a report on: 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	Executive Director for Communities and Families	January 2018	17 November 2017	GRBV Committee on 17 November 2017. This action will not close until it has been considered by the Education, Children and Families Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			implications of their decision. 3) Further information of other schools within the City who are in the same situation and their experiences. 4) Possible solutions to the issue raised by the deputation on the lack of wi-fi at the High School and related timescales.				
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	September 2018		The internal auditor's investigation is still ongoing therefore it may take a few months before and update is provided. The Executive Director for

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Communities and Families will provide an update once the Chief Internal Auditor's investigation is concluded.

The final audit report would be referred from the Corporate Policy and Strategy Committee to GRBV. |
| 10 | 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 | June 2018 | | The report will be provided following completion of the employee survey which is due to commence in March 2018 and following an analysis and reporting of the results an action |

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							plan will be developed and reported to committee to address the results.
11	29/08/2017	Roads Services Improvement Plan	To ask for a report back in 6 months time	Executive Director of Place	March 2018		Recommended for Closure Report on the agenda for this meeting
12	26/09/2017	Internal Audit Quarterly Update Report: 1 January 2017 – 30 June 2017	To request information on: 1) the total spend on homelessness provision 2) the checks in place for recovering money from the Government. 3) the governance of the Homelessness Taskforce	Acting Head of Safer and Stronger Communities	May 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 Economy Committee

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
13	26/09/2017	Internal Audit: Overdue Recommendations and Late Management Responses	1) To request an update on: a) the progress of actions due to close in September. b) Mortuary Services 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.	Chief Internal Auditor	May 2018		The requested updates were circulated to members on 9 October 2017. Following discussion with the Chief Officer, it has been agreed that overdue H&SC recommendations will be reviewed in conjunction with the findings of the IJB H&SC purchasing budget audit that is due to complete by 31 March 2018. It is expected that the emerging findings from this review will replace a number of the historic overdue findings.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
14	26/09/2017	Principles to Govern the Working Relationships between the City of Edinburgh Council Governance, Risk and Best Value Committee and the Edinburgh Integrated Joint Board Audit and Risk Committee	To accept the high-level principles subject to further information on how elected members could best engage with the process.	Chief Internal Auditor	May 2018		An update will be provided to Committee in May 2018 on how elected members can best engage with the process.
15	26/09/2017	City of Edinburgh Council – 2016/17 Annual Audit Report to the Council and the Controller of Audit	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	Chief Executive	May 2018	 October 2017	 The briefing on Edinburgh Catering Services was circulated to

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Services including the current situation and a breakdown of what has caused the deficit				members on 9 October 2017. A report on this matter was on the October 2017 agenda.
16	31/10/2017	Complaints Management	1) To note that an update report would be presented to Committee in Spring 2018 2) To include the previous years' comparative figures any future report.	Chief Executive	May 2018		
17	31/10/2017	Spot-checking on the Dissemination of Council Policies	To note that a report which explored with directorates more effective ways to monitor the dissemination and understanding of Council	Chief Executive	May 2018		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			policies by employees would be submitted by Spring 2018.				
18	31/10/2017	Edinburgh Catering Services	To note the actions proposed as part of a general turnaround and improvement plan for the service and to receive a further report which outlined progress made in March 2018.	Executive Director of Resources	March 2018		A full report is to be presented to the Finance and Resources Committee in June 2018 and a brief update will be provided to this Committee in March 2018.
19	28/11/17	ICT in Schools - Update	To note that a further report on ICT in schools would be brought to Committee in January 2018	Executive Director for Children and Families	March 2018		Report is to be submitted to the Education, Children and Families Committee on 6 March 2018.
20	28/11/17	Corporate Governance Framework 2016-2017	To delegate authority to the Corporate Governance Manager, in consultation with the Convener, to establish a	Corporate Governance Manager	February 2018		A workshop with elected members was held on 8 March 2018.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Member/Officer Working Group to look at how to improve the co-ordination, reporting and use of the strategic management information				
21	16/01/18	Internal Audit Quarterly Update Report - Quarter 2 (1 July-30 September 2017)	To note that a further update on longer-term actions would be provided to the Committee's meeting in May 2018.	Chief Executive and Executive Director of Resources	May 2018		
22	16/01/18	External Audit Review of CGI IT Security Controls – Progress Update (B Agenda)	To ask for a report providing an update on the audit actions and covering general security for the May Committee meeting.	Executive Director of Resources	May 2018		The Executive Director of Resources met with Scott Moncrieff on 13 February 2018 and this report is being prepared for Committee.
23	20/02/18	Risks Arising from Carillion PLC Entering Administration	To request a written member briefing on how the Council would monitor the risk with third party contracts and how this	Executive Director of Resources	April 2018		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			could be incorporated into the Council's risk management process.				
24	20/02/18	Licensing Forum - Review of Constitution and Membership	1) To call for a report to the next meeting of the Committee on the current appointment process to the Licensing Forum together with the timelines for reviewing the current process.	Executive Director of Place	March 2018		
			2) To request a review of the appointment process to the Licensing Forum.	Executive Director of Place	TBC		