

Minutes

Governance, Risk and Best Value Committee

10.00am, Tuesday, 5 June 2018

Present

Councillors Mowat (Convener), Main (Vice-Convener), Bird, Jim Campbell, Doggart, Howie, Lang, McVey (substituting for Councillor Bridgman), Munro, Rae and Watt.

1. Minute

Decision

To approve the minute of 8 May 2018 as a correct record.

2. Outstanding Actions

Details were provided on the outstanding actions arising from decisions taken by the Committee.

Decision

- 1) To agree to close the following Actions:
 - Action 2** - Internal Audit – Audit and Risk Service: Delivery Model Update
 - Action 5** - Outstanding Actions (Governance of the Edinburgh Partnership)
 - Action 11** - City of Edinburgh Council – 2016/17 Annual Audit Report to the Council and the Controller of Audit
 - Action 12** - Complaints Management
 - Action 17** - Internal Audit Report – Historic Internal Audit Findings
 - Action 18(4)** – Status of the ICT Programme
- 2) **Action 14(2) – Licensing Forum – Review of Constitution and Membership**
– to note that a report would be submitted to the Committee in July on the revised constitution and recruitment process for the Licensing Forum.
- 3) To note the remaining outstanding actions.
(Reference – Outstanding Actions – 5 June 2018, submitted.)

3. Work Programme

Decision

- 1) To ask for expected dates for those reports marked TBC.

- 2) To otherwise note the work programme.

(Reference – Governance, Risk and Best Value Committee Work Programme – 5 June 2018, submitted.)

4. Internal Audit Overdue Findings – Late Management Responses – and 2017-18 Plan Completion

Details were provided on overdue Internal Audit findings and audit reports issued in draft where management responses had not been received within the agreed service standard timeframes as at 23 March 2018 together with the progress of the delivery of the 2017/18 Internal Audit plan as at 11 May 2018.

Decision

- 1) To note the status of the overdue Internal Audit findings as at 23 March 2018.
- 2) To note Internal Audit progress towards implementation of an automated open and overdue findings monitoring and reporting process.
- 3) To note that a further 30 historic Internal Audit findings dating back to 1 April 2015 that had not been implemented, or implemented but not sustained, would be reopened as overdue (based on the original implementation date) with effect from 15 May, as reported to Committee on 8 May 2018.
- 4) To note that there was one report issued in draft where management responses had not been received within the agreed two-week service standard (Lothian Pension Fund Pensions Tax). This report had now been finalised.
- 5) To note that the proposals in relation to shadow IT set out in the report by the Executive Director of Resources had been approved by the Corporate Leadership Team (CLT) with an 18-month timeframe agreed to address shadow IT risk.
- 6) To note the progress with the 18 audits to be completed to support the 2017/18 Internal Audit annual opinion.

(References – Governance, Risk and Best Value Committee, 8 May 2018 (item 6); report by the Executive Director of Resources, submitted.)

5. Response to Historic Internal Audit Findings

Details were provided on statements which had been obtained from each Directorate confirming their ability and capacity to address all the full population of current, historic and emerging Internal Audit findings and their capacity to support delivery of the 2018/19 Internal Audit annual plan.

Decision

- 1) To note the Council's response to the decision on historic Internal Audit findings.
- 2) To note that updates would be provided on a quarterly basis as part of the Internal Audit Quarterly Activity Report.

(References – Governance, Risk and Best Value Committee, 8 May 2018 (item 6); report by the Executive Director of Resources, submitted.)

6. Internal Audit Report – Housing Property Follow Up – May 2018

The outcomes of the Internal Audit follow-up review of Edinburgh Building Services were presented.

Decision

- 1) To note the outcomes of the May 2018 Housing Property follow-up review.
- 2) To note the progress made by both HPS and Repairs Direct with implementation of agreed management actions to address the findings raised in the original August 2016 report.
- 3) To note that the High and Medium rated findings to be re-opened were included in the total population of 30 historic Internal Audit findings to be re-opened as approved by the Committee on 8 May 2018.
- 4) To note that implementation of the agreed management actions to address the High and Medium findings that had been re-opened and the new findings raised would be tracked as part of the monthly Internal Audit follow-up process.
- 5) To ask the Executive Director of Place to provide updated information on gas inspection records.
- 6) To refer the report to the Housing and Economy Committee for scrutiny.

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

7. Internal Audit and Risk – Update on Service Delivery Model

The Committee had agreed a new model of working for the Internal Audit and Risk functions of the Council. An update on delivery through the new model of working was presented.

Decision

To note the report by the Executive Director of Resources.

(References –Governance, Risk and Best Value Committee, 21 April 2016 (item 8); report by the Executive Director of Resources, submitted.)

8. Accounts Commission – Local Government in Scotland – Challenges and Performance 2018

Details were provided on the Accounts Commission's complementary, forward-looking report assessing councils' readiness to confront the growing challenges that lay ahead following its earlier Scotland-wide review of 2016/17 local government financial performance. It had re-emphasised a number of previous messages of relevance to all councils in Scotland, including the need for robust financial and service planning, appropriately resourced transformational change programmes and close working with

elected members and communities in prioritising services to deliver key outcomes and secure financial sustainability.

Decision

- 1) To note the joint report by the Chief Executive and Executive Director of Resources.
- 2) To refer the report to all Executive Committees for consideration, with particular emphasis on the issues raised in Paragraphs 3.4 and 3.6.3 of the report.

(Reference – joint report by the Chief Executive and the Executive Director of Resources, submitted.)

9. National and Local Scrutiny Plans 2018-19

Details were provided on the Audit Scotland National and Local Scrutiny Plans which summarised the planned scrutiny activity for the City of Edinburgh Council from April 2018 to March 2019.

Decision

- 1) To note the report by the Chief Executive.
- 2) To refer the report to the Housing and Economy Committee highlighting Paragraph 24 of the Local Scrutiny Plan.

(Reference - report by the Chief Executive, submitted.)

10. Edinburgh Partnership – Review and Consultation of Governance and Partnership Working Arrangements

Details were provided on the proposed review and consultation on the potential for enhancing community planning arrangements at neighbourhood level together with the scope and timescale for this.

Decision

To note the report by the Chief Executive.

(Reference – report by the Chief Executive, submitted.)

11. Complaints Management - Update

Details were provided on a Council-wide review of complaints management across Council services and the development of a Corporate Complaint Improvement Plan to strengthen arrangements in this area. Progress against the Improvement Plan was set out and improved figures for 2017-18 were highlighted.

Decision

- 1) To note the implementation of the Improvement Plan.
- 2) To note improved complaints performance across the organisation.

- 3) To ask the Chief Executive for a briefing note on the reasons for the increase in the timescales for handling complaints.
- 4) To ask the Executive Director of Place for a briefing note on how the improvement to waste service complaints had been achieved and what had still to be done.

(References – Governance, Risk and Best Value Committee 31 October 2017 (item 4); report by the Chief Executive, submitted.)

12. Change Portfolio

Details were provided on the Council's new approach to delivery of major capital projects together with an update on the status of the portfolio in May.

Decision

- 1) To note the new format for the Council's change portfolio.
- 2) To note the dashboard containing the status of projects within the portfolio as at the end of April in Appendix 1 to the report by the Chief Executive.
- 3) To note those projects which had been assessed as RED for two months of more.
- 4) To ask for a report on the Asset Management Strategy Dashboard following a report on the matter being considered by the Finance and Resources Committee on 12 June 2018.

(References – Governance, Risk and Best Value Committee, 20 February 2018 (item 9); report by the Chief Executive, submitted.)

13. Immediate Pressures and Longer Term Sustainability – Health and Social Care

Details were provided on short-term actions that were underway, together with longer-term intentions, for the alleviation of pressures on services and budgets and the service design changes necessary to support sustainability of health and social care in Edinburgh.

Decision

To note the short term actions underway, and the medium and longer-term actions set out in the plan at Appendix 1 to the report by the Chief Officer, Edinburgh Health and Social Care Partnership.

(Reference – report by the Chief Officer, Edinburgh Health and Social Care Partnership, submitted.)

14. Whistleblowing Update

The Committee considered a high level overview of the operation of the Council's whistleblowing hotline for the period 1 January to 31 March 2018.

Decision

To note the report.

(Reference – report by the Chief Executive, submitted.)

15. Reports Presented to Council and Committees – Motion by Councillor Daggart - Referral from the City of Edinburgh Council

The Convener ruled that the following item, notice of which had been given at the start of the meeting, be considered as a matter of urgency to allow the Committee to give early consideration to this matter.

The City of Edinburgh Council had referred the following adjusted motion by Councillor Daggart for consideration:

“Council:

Instructs the Chief Executive to report to Governance, Risk and Best Value Committee by 28 August 2018 on the number of reports presented to Council and all Council committees since the inception of the current Council. The report should contain:

- a) Number of reports due for committee
- b) Number of reports presented to committee/Council on time
- c) Number of reports presented late, or not at all, to committee/Council
- d) The reasons for the late presenting of reports
- e) Steps the Chief Executive will take to ensure no further report deadlines are missed during the current Council: and

Any other information the Chief Executive believes will inform Council.”

Decision

To agree that a report be submitted to the Committee on 28 August 2018 on the terms of the motion referred by the Council.

(References – Act of Council No 17 of 31 May 2018; referral report from the City of Edinburgh Council, submitted.)

17. Whistleblowing Monitoring Report

The Committee, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of the following item of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraphs 1, 12 and 15 of Part 1 of Schedule 7(A) of the Act.

An overview of the disclosures received and investigation outcome reports completed during the period 1 January to 31 March 2018 was provided.

Decision

To note the report.

(Reference – report by the Chief Executive, submitted)