

Governance, Risk and Best Value Committee

September 2018

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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		<p>A report was submitted to the Corporate Policy and Strategy Committee in December 2017 who have called for a further update in 12 months.</p> <p>The update report will then be referred to this Committee.</p>

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2	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	31 March 2019		A project is currently underway to look at short term interventions to increase efficiency and contact time within the internal Home Care and Reablement service. This will consider issues such as sickness absence management, mobile working technology, improved management information and efficiency of travel. The replacement of the existing shift/resource allocation system has been placed on
	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	Chief Officer, Edinburgh Health and Social Care Partnership	31 March 2019		

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							hold pending a wider consideration of the ICT strategy for the Partnership and the wide variety of systems currently utilised within the Partnership. An outline business case is in development for the replacement of the existing Swift system. Any replacement for our shift allocation system would need to interface effectively with the replacement for Swift.
3	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	February 2018	20 February 2018	1) CLOSED

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			<p>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.</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</p>		November 2018		<p>2) UPDATE <u>10 August 2018</u> A report is to be submitted to the Education, Children and Families Committee in October 2018 which will then be referred to this Committee.</p> <p><u>8 May 2018</u> To ask the Executive Director</p>

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			consideration at the Education, Children and Families Committee. 3) To request communication with teachers, parents and parent councils on the progress with WIFI provision in schools.		June 2017	June 2017	for Communities and Families to set up a workshop for members to enable them to contribute to the scoping of the lessons learned report 3) CLOSED 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
4	01/08/2017	<u>Governance, Risk and Best Value Work Programme – 1 August 2017</u>	To note an investigation report on retention of case records would be reported to the appropriate committee and a timescale for this would	Executive Director for Communities and Families	January 2019		The internal auditor's investigation is still ongoing therefore it may take a few months before an

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			be provided as soon as possible.				<p>update is provided.</p> <p>The Executive Director for Communities and Families will provide an update once the Chief Internal Auditor's investigation is concluded.</p> <p>The final audit report would be referred from the Corporate Policy and Strategy Committee to GRBV.</p>
5	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	Chief Executive	September 2018		The report will be provided following completion of the employee survey which is due to commence in March 2018 and

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							<p>following an analysis and reporting of the results an action plan will be developed and reported to committee to address the results.</p> <p><u>UPDATE</u></p> <p>The employee survey closed at the end of June 2018 and the results are currently being analysed.</p>
6	26/09/2017	Internal Audit: Overdue Recommendations and Late Management Responses	<p>1) To request an update on:</p> <p>a) the progress of actions due to close in September.</p> <p>b) Mortuary</p>	Chief Internal Auditor	October 2017	October 2017	1) CLOSED

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			<p>Services</p> <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 Officer, Edinburgh Health and Social Care Partnership	October 2018		<p>2) Following discussion with the Chief Officer, Edinburgh Health and Social Care Partnership, 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</p>

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							is expected that the emerging findings from this review will replace a number of the historic overdue findings.
7	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	27 November 2018		An update will be provided to Committee in August 2018 on how elected members can best engage with the process.

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8	20/03/18	Internal Audit Quarterly Update Report Quarter 3 – (1 October – 31 December 2017)	<p>1) To circulate performance information in regard to third party suppliers for Adult Drug and Alcohol services to members for information.</p> <p>2) To ask that Internal Audit provide a future update on GDPR readiness.</p> <p>3) To ask for a report on the Edinburgh Alcohol and Drug Partnership governance and reporting arrangements and that that report be referred on to the Edinburgh Alcohol</p>	<p>Chief Officer, Edinburgh Health and Social Care Partnership</p> <p>Chief Internal Auditor</p> <p>Chief Social Work Officer/Head of Safer and Stronger communities</p>	<p>November 2018</p> <p>28 August 2018</p> <p>May 2018</p>	<p></p> <p></p> <p>8 May 2018</p>	<p></p> <p>CLOSED</p> <p>CLOSED</p>

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			and Drug Partnership.				
9	05/06/18	Internal Audit Report - Housing Property Follow Up - May 2018	To ask the Executive Director of Place to provide updated information on gas inspection records.	Executive Director of Place	Awaiting update		<p><u>UPDATED</u> <u>10 August 2018</u></p> <p>A briefing note for members has been prepared and will be circulated in advance of Committee</p>
10	05/06/18	Complaints Management - Update	<p>1) To ask the Chief Executive for a briefing note on the reasons for the increase in the timescales for handling complaints.</p> <p>2) To ask the Executive Director of Place for a briefing note on how the</p>	<p>Chief Executive</p> <p>Executive Director of Place</p>	<p>August 2018</p> <p>August 2018</p>		<p>Recommended for closure – briefing note circulated on 19 September 2018</p>

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			improvement to waste service complaints had been achieved and what had still to be done.				
11	05/06/18	Change Portfolio	To ask for a report on the Asset Management Strategy Programme Dashboard following a report on the matter being considered by the Finance and Resources Committee	Executive Director of Resources	October 2018		The Asset Management Strategy Transformation Programme – Update’ report will be considered at F&R on 27 September and there is a recommendation to refer this report to GRBV. This will be considered at GRBV in October.
12	31/07/18	Internal Audit Opinion and	To request that each Director bring forward a	Chief Executive and all			<u>9 August 2018</u>

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		Annual Report for the Year Ended 31 March 2018	plan on how they will strengthen the control environment within their Directorate and in future include reference to this within each Director's assurance statement.	Executive Directors			Committee Services are co-ordinating with Directorates for date for the presentation of the plans
13	31/07/18	Licensing Forum - Update on Review of Constitution and Membership	To note the progress made on reviewing the appointment process and constitution, with a revised process and constitution to be submitted to the City of Edinburgh Council for approval.	Executive Director of Place	October 2018		
14	31/07/18	Expansion of Early Learning and Childcare from 600 – 1140 hours by 2020. Audit Scotland Report and Risks	To ask the Chief Executive to submit a report to the Edinburgh Partnership on workforce planning.	Chief Executive	Awaiting update		

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15	28/08/18	Revenue Monitoring 2017/18 – Outturn Report	To request a briefing note on the work undertaken to ensure uptake of the Council Tax Reduction Scheme.	Executive Director of Resources	Awaiting update		<p><u>11 September 2018</u></p> <p>Meeting arranged with Councillor Lang for 20 September to discuss the benefit query. Following the meeting, a briefing note will be prepared as required.</p>
16	28/08/18	Committee Reporting	To request a report by the end of 2019 to monitor the impact of the steps taken to improve the process.	Chief Executive	End of 2019		