

Governance, Risk and Best Value Committee

October 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	15 January 2019		The Edinburgh Schools Inquiry update report will be considered at Corporate Policy and Strategy Committee on 4 December. It will be referred onto GRBV thereafter (15 January 2019)
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

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	Chief Officer, Edinburgh Health and Social Care Partnership			<p>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.</p> <p>The replacement of the existing shift/resource allocation system has been placed on hold pending a wider consideration of the ICT strategy for the Partnership and the wide</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							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 also include strengthening of governance arrangements around	Chief Executive	February 2018	20 February 2018	1) CLOSED.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>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 consideration at the Education, Children and Families</p>		November 2018		2) Recommended for closure – referral report on the agenda for 30 October 2018.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Committee.</p> <p>3) To request communication with teachers, parents and parent councils on the progress with WiFi provision in schools</p>		June 2017	June 2017	<p>CLOSED</p> <p>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.</p>
4	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	January 2019		<p>The internal auditor's investigation is still ongoing therefore it may take a few months before an update is provided.</p> <p>The Executive Director for Communities and Families will provide an update</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>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	January 2019		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 plan will be developed and reported to

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>committee to address the results.</p> <p><u>UPDATE</u></p> <p>The employee survey closed at the end of June 2018. Analysis work is still being carried out, with a report expected to come to the Corporate Policy and Strategy Committee in December 2018 and to the Governance, Risk and Best Value Committee in January 2019.</p>
6	26/09/2017	Internal Audit: Overdue Recommendations and Late	<p>1) To request an update on:</p> <p>a) the progress of</p>	Chief Internal Auditor	October 2017	October 2017	1) CLOSED

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Management Responses	<p>actions due to close in September.</p> <p>b) Mortuary 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>		October 2018		2) Recommended for closure – on the agenda for 30 October 2018.
7	26/09/2017	Principles to Govern the Working Relationships between the City of Edinburgh Council Governance, Risk and Best Value Committee and the	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.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Edinburgh Integrated Joint Board Audit and Risk Committee					
8	20/03/18	Internal Audit Quarterly Update Report Quarter 3 – (1 October – 31 December 2017)	<ol style="list-style-type: none"> 1) To circulate performance information in regard to third party suppliers for Adult Drug and Alcohol services to members for information. 2) To ask that Internal Audit provide a future update on GDPR readiness. 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 	<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>8 May 2018</p>	<p>CLOSED</p> <p>CLOSED</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Edinburgh Alcohol 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		Recommended for closure – briefing note will be circulated to members before committee on 30 October 2018.
10	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		Recommended for closure – the Asset Management Strategy Transformation Programme – Update Report was considered at F&R on 27 September has been referred to GRBV – on the agenda for 30 October 2018.
11	31/07/18	Internal Audit Opinion and	To request that each Director bring forward a	Chief Executive and all	15 January 2018		<u>3 October 2018</u>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		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			Assurance schedules will be reported as follows: Resources – 30 October 2018 Place and C&F – 27 November 2018 Health & Social Care and Chief Executive (Strategy and Insight including Comms – 15 January 2018
12	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	November 2018		An update on this will be prepared for Committee in November 2018
13	31/07/18	Expansion of Early	To ask the Chief Executive	Chief Executive	April 2019		A report is

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Learning and Childcare from 600 – 1140 hours by 2020. Audit Scotland Report and Risks	to submit a report to the Edinburgh Partnership on workforce planning.				scheduled to go to the Education, Children and Families Committee in March 2019 and will be reported to the Edinburgh Partnership thereafter.
14	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	September 2018		Recommended for closure – briefing note circulated on 26 September 2018.
15	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		
16	25/09/18	Internal Audit: Overdue Findings and Late Management Responses as at	To agree that an update on the three outstanding Overdue Findings for Place Directorate would be provided at the next	Executive Director of Place	30 October 2018		Recommended for closure (pending update from the Head of Place Development and

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		31 August 2018	meeting				the Head of Place Management on 30 October 2018.
17	25/09/18	City of Edinburgh Council – 2017/18 Annual Audit Report to the Council and the Controller of Audit	<p>1) To agree that Place Directorate would provide a briefing note to members on the housing issues in the report.</p> <p>2) To agree that a report be brought back to committee to provide a progress update on the Roads Improvement Programme.</p> <p>3) To agree that the Governance, Risk and Best Value Committee Work Programme would be updated to include two overview reports; one on Housing and one on Health and Social Care, covering outstanding</p>	<p>Executive Director of Place</p> <p>Executive Director of Place</p> <p>Executive Director of Place</p>	<p>October 2018</p> <p>November 2018</p> <p>January 2019</p>		<p>1. Recommended for closure – briefing circulated to GRBV members on 12 October 2018.</p> <p>2. Roads Improvement Plan progress update will be presented to Committee in November 2018.</p> <p>3. An overview report on Housing is being prepared for January's GRBV Committee.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			audit issues and the direction of travel. The Health and Social Care report was expected to include details of Integration Joint Board (IJB) governance and the responsibilities of the IJB and the Council.				