

Governance, Risk and Best Value Committee

27 November 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	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		The internal auditor's investigation is still ongoing therefore it may take a few months before an update is provided. The Executive

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>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>
4	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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>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. 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>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
5	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	January 2019		Deferred to January 2019.
6	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 	Chief Officer, Edinburgh Health and Social Care Partnership Chief Internal Auditor	January 2019 28 August 2018		CLOSED

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>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 and Drug Partnership.</p>	Chief Social Work Officer/Head of Safer and Stronger communities	May 2018	8 May 2018	CLOSED
7	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	November 2018		<p>Recommended for closure</p> <p>Briefing note circulated on 2 November 2018</p>
8	31/07/18	Internal Audit Opinion and Annual Report for the Year Ended 31 March 2018	To request that each Director bring forward a plan on how they will strengthen the control environment within their Directorate and in future include reference to this	Chief Executive and all Executive Directors	15 January 2018		<p><u>3 October 2018</u></p> <p>Assurance schedules will be reported as follows:</p> <p>Resources – 30 October 2018</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			within each Director's assurance statement.				Place and C&F – 27 November 2018 Health & Social Care and Chief Executive (Strategy and Insight including Comms – 15 January 2018
9	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	January 2019		
10	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	April 2019		A report is scheduled to go to the Education, Children and Families Committee in March 2019 and will be reported to

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							the Edinburgh Partnership thereafter.
11	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		
12	25/09/18	Internal Audit: Overdue Findings and Late Management Responses as at 31 August 2018	To agree that an update on the three outstanding Overdue Findings for Place Directorate would be provided at the next meeting	Executive Director of Place	November 2018		Recommended for Closure Briefing note will be circulated before November 2018 committee.
13	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</p>	<p>Executive Director of Place</p> <p>Executive Director of Place</p>	<p>October 2018</p> <p>January 2019</p>		<p>1. Closed – briefing circulated to GRBV members on 12 October 2018.</p> <p>2. Roads Improvement Plan progress update will be</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>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 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.</p>	Executive Director of Place	January 2019		<p>presented to Committee in January 2019.</p> <p>3. An overview report on Housing is being prepared for January's GRBV Committee.</p>
14	30/10/18	Governance, Risk and Best Value	To note that a performance update on the garden	Executive Director of Place	January 2019		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Work Programme – 30.10.18	waste charge, including the implementation of the new collection process, would be considered by the Transport and Environment Committee in December and should be referred to this committee.				
15	30/10/18	Quarterly Status Update – ICT Programme	To request a briefing note on the history of the Council's use of the MyGovScotland portal for and future plans.	Executive Director of Resources	November 2018		Recommended for closure Circulated on 14/11/18
16	30/10/18	Annual Assurance Schedule – Resources	To agree that a briefing note on payroll overpayments would be circulated to members.	Executive Director of Resources	November 2018		Recommended for closure Circulated on 20/11/18
17	30/10/18	Internal Audit: Training Attendance and Feedback	To agree that the training materials would be shared with committee members.	Executive Director of Resources	October 2018		Recommended for closure Circulated on 31/10/18
18	30/10/18	Delivery of the New Boroughmuir	That the Convener and Vice-Convener would	Convener/Vice-			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		High School – Post-Project Review (B agenda report)	discuss with officers what information on project implementation could be made public.	Convener			