

## Governance, Risk and Best Value Committee

15 January 2019

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	26/09/16	<a href="#">Corporate Leadership Team Risk Update</a>	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		<b>Recommended for closure</b>  The Edinburgh Schools Inquiry update report on the agenda for 15 January 2019.
2	24/10/16	<a href="#">Home Care and Re-ablement Service Contact Time</a>	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	<a href="#">Governance, Risk and Best Value Work Programme – 1 August 2017</a>	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	April 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	<a href="#">Employee Engagement Update 2017</a>	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		<p><b>Recommended for closure</b></p> <p>Report on the agenda for January 2019.</p>
5	26/09/2017	<a href="#">Principles to Govern the Working</a>	To accept the high-level principles subject to further information on how elected	Chief Internal Auditor	November 2017		Deferred to September 2019.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		<a href="#">Relationships between the City of Edinburgh Council Governance, Risk and Best Value Committee and the Edinburgh Integrated Joint Board Audit and Risk Committee</a>	members could best engage with the process.				
6	20/03/18	<a href="#">Internal Audit Quarterly Update Report Quarter 3 – (1 October – 31 December 2017)</a>	<ol style="list-style-type: none"> <li>1) To circulate performance information in regard to third party suppliers for Adult Drug and Alcohol services to members for information.</li> <li>2) To ask that Internal Audit provide a future update on GDPR readiness.</li> <li>3) To ask for a report on the Edinburgh Alcohol</li> </ol>	<p>Chief Officer, Edinburgh Health and Social Care Partnership</p> <p>Chief Internal Auditor</p> <p>Chief Social Work</p>	<p>January 2019</p> <p>28 August 2018</p> <p>May 2018</p>	<p></p> <p>8 May 2018</p>	<p></p> <p><b>CLOSED</b></p> <p><b>CLOSED</b></p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			and Drug Partnership governance and reporting arrangements and that that report be referred on to the Edinburgh Alcohol and Drug Partnership.	Officer/Head of Safer and Stronger communities			
7	31/07/18	<a href="#">Internal Audit Opinion and Annual Report for the Year Ended 31 March 2018</a>	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 within each Director's assurance statement.	Chief Executive and all Executive Directors	19 March 2019		Assurance schedules will be reported as follows:  Resources – 30 October 2018  Place – 27 November 2018  Communities and Families – 15 January 2019  Chief Executive (Strategy and Communications) – 19 February 2019

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Edinburgh Health & Social Care Partnership – 19 March 2019
8	31/07/18	<a href="#">Licensing Forum - Update on Review of Constitution and Membership</a>	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	March 2019		Update report to GRBV is on the agenda for January 2019. The revised process and constitution will be submitted to Council in March 2019.
9	31/07/18	<a href="#">Expansion of Early Learning and Childcare from 600 – 1140 hours by 2020. Audit Scotland Report and Risks</a>	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 the Edinburgh Partnership thereafter.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
10	28/08/18	<a href="#">Committee Reporting</a>	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		
11	25/09/18	<a href="#">City of Edinburgh Council – 2017/18 Annual Audit Report to the Council and the Controller of Audit</a>	<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</p>	<p>Executive Director of Place</p> <p>Executive Director of Place</p> <p>Executive Director of Place</p>	<p>October 2018</p> <p>January 2019</p> <p>March 2019</p>		<p>1. <b>CLOSED</b> – briefing circulated to GRBV members on 12 October 2018.</p> <p>2. <b>Recommended for closure</b> – Roads Improvement Plan progress update on the agenda for January 2019.</p> <p>3. Overview report on Health and Social Care report will be submitted in February 2019;</p>



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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.				Housing report will be submitted in March 2019.
12	30/10/18	<a href="#">Governance, Risk and Best Value Work Programme – 30.10.18</a>	To note that a performance update on the garden 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.	Executive Director of Place	January 2019		<b>Recommended for closure</b>  The Edinburgh Schools Inquiry update report on the agenda for 15 January 2019.
13	30/10/18	Delivery of the New Boroughmuir	That the Convener and Vice-Convener would	Convener/Vice-Convener	January 2019		

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.				
14	27/11/18	<a href="#">Internal Audit: Capacity to Deliver the 2018/19 Internal Audit Plan as at 22 October 2018</a>	That a briefing note would be circulated, providing detail on how the City Deal Partnership would seek external assurance on its programme of activities.	Chief Executive	January 2019		<b>Recommended for closure</b>  Briefing note circulated on 7 January 2019.
15	27/11/18	<a href="#">Corporate Leadership Team Risk Update</a>	That a briefing note providing details of the membership and frequency of meetings of the Citizen’s Panel would be provided	Chief Executive	October 2018		<b>Recommended for closure</b>  Briefing note circulated on 12 October 2018.
16	27/11/18	<a href="#">Corporate Governance Framework Self-Assessment 2017/18</a>	That the Convener would write to the Conveners of the Council’s Executive Committees to ask that committees seek assurance from officers that Internal Audit recommendations were	Convener	Not specified		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			being actioned.				
17	27/11/18	<a href="#">Change Portfolio</a>	That a briefing note providing more detail about the reasons for the budget pressure on the Edinburgh Leisure Sports Facilities and Schools project would be provided to members.	Chief Executive	Not specified		<p><b>Recommended for closure</b></p> <p>Briefing note circulated on 9 January 2019.</p>