

Governance, Risk and Best Value Committee

19 February 2019

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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
	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			

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							<p>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 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</p>

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							effectively with the replacement for Swift.
2	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	April 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 once the Chief Internal Auditor's investigation is concluded.</p> <p>The final audit report would be referred from the Corporate Policy and Strategy</p>

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							Committee to GRBV.
3	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	March 2019		<u>15 January 2019</u> A report is to be submitted to the Corporate Policy and Strategy Committee in February 2019 and thereafter referred to this Committee
4	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	September 2019		

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5	20/03/18	Internal Audit Quarterly Update Report Quarter 3 – (1 October – 31 December 2017)	1) To circulate performance information in regard to third party suppliers for Adult Drug and Alcohol services to members for information.	Chief Officer, Edinburgh Health and Social Care Partnership		1 February 2019	Recommended for closure Briefing note was circulated to members on 1 February 2019
			2) To ask that Internal Audit provide a future update on GDPR readiness.	Chief Internal Auditor	28 August 2018	CLOSED	
			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.	Chief Social Work Officer/Head of Safer and Stronger communities	May 2018	8 May 2018 CLOSED	

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6	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 within each Director's assurance statement.	Chief Executive and all Executive Directors	19 March 2019		<p>Assurance schedules will be reported as follows:</p> <p>Resources – 30 October 2018</p> <p>Place – 27 November 2018</p> <p>Communities and Families – 15 January 2019</p> <p>Chief Executive (Strategy and Communications) – 19 February 2019</p> <p>Edinburgh Health & Social Care Partnership – 19 March 2019</p>

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7	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	March 2019		Update report to GRBV was considered in January 2019. The revised process and constitution will be submitted to Council in March 2019.
8	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 the Edinburgh Partnership thereafter.
9	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	December 2019		

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10	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 audit issues and the direction of travel. The</p>	<p>Executive Director of Place</p> <p>Executive Director of Place</p> <p>Chief Executive and Executive Director of Place</p>	<p>October 2018</p> <p>January 2019</p> <p>March 2019</p>		<p>1. CLOSED – briefing circulated to GRBV members on 12 October 2018.</p> <p>2. CLOSED – Roads Improvement Plan progress update on the agenda for January 2019.</p> <p>Overview reports on Health and Social Care and Housing report will be submitted in March 2019.</p>

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			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.				
11	30/10/18	Delivery of the New Boroughmuir High School – Post-Project Review (B agenda report)	That the Convener and Vice-Convener would discuss with officers what information on project implementation could be made public.	Convener/Vice-Convener	March 2019		
12	27/11/18	Corporate Governance Framework Self-Assessment 2017/18	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 being actioned.	Convener	Not specified		

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13	15/01/19	Accounts Commission: Local Government in Scotland – Financial Overview 2017/18	To ask for a report to be submitted to the next meeting of the Finance and Resources Committee on how the funding allocations were calculated and the work being carried out by the Scottish Government and COSLA on the funding formula, and that this report be referred to this Committee thereafter.	Executive Director of Resources	March 2019		
14	15/01/19	Capital Monitoring 2018/19 – Half Year Position – referral from the Finance and Resources Committee	To agree that the briefing note which had been circulated to members of the Finance and Resources Committee on Active Travel projects be circulated to members of this Committee.	Executive Director of Resources	March 2019		The briefing has not yet been issued to members of the Finance and Resources Committee

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15	15/01/19	Internal Audit: Overdue Findings and Late Management Responses as at 23 November 2018	<p>1) To agree that a report be provided which detailed how the Corporate Management Team would take forward historic items.</p> <p>2) To agree that the film on internal audit, which had been presented to the Committee, be circulated to all members of the Council</p> <p>3) To agree that an update be provided to members on the current position with Action 9 – Drivers Pre-employment and ongoing checks – Council Drivers.</p>	<p>Executive Director of Resources</p> <p>Executive Director of Resources</p> <p>Executive Director of Resources</p>	May 2019	<p>15 January 2019</p> <p>15 January 2019</p>	<p>Recommended for closure The video and training slides were circulated to all Councillors on 15 January 2019</p> <p>Recommended for closure Update was provided to members on 15 January 2019</p>

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16	15/01/19	Roads Services Improvement Plan	To agree that an update be submitted in October 2019 following the meeting of the Transport and Environment Committee.	Executive Director of Place	October 2019		
17	15/01/19	Garden Waste Bin Collection Project: What Worked Well and Lessons Learned – referral from the Transport and Environment Committee	To ask that a briefing note be circulated providing details of vehicles, overtime and staffing.	Executive Director of Place	February 2019		