

Governance, Risk and Best Value Committee

July 2018

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	19/10/2015	Committee Report Process	To investigate technology offered by the new IT provider with a view to improving report format and reducing officer workload. To request a progress report back to Committee in one year.	Chief Executive	August 2018		Work has been undertaken looking at different options. An option has been identified and funding options are being explored.
2	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	Executive Director of Resources	December 2018		A report was submitted to the Corporate Policy and Strategy Committee in December 2017 who have called for a further update in 12 months.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Best Value Committee for scrutiny.				The update report will then be referred to this Committee.
3	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			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.
	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			The replacement of

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>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 effectively with the replacement for Swift.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
4	20.04.2017	Governance of Major Projects: progress report	<p>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 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</p>	Chief Executive	February 2018	20 February 2018	<p>1) CLOSED</p> <p>2) The lessons learned exercise will be carried out as part of the normal project activity at the end of the project. The scope will be</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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 Committee.		August 2018		shared with elected members for comment. 8 May 2018 To ask the Executive Director 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) To request communication with teachers, parents and parent councils on the progress with WIFI provision in schools.		June 2017	June 2017	3) CLOSED

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
5.	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	September 2018		<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 Committee to GRBV.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
6	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	Executive Director of Resources	September 2018		<p>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 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>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
7	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 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 Internal Auditor	<p>October 2017</p> <p>August 2018</p>	<p>October 2017</p>	<p>1) CLOSED</p> <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</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							IJB H&SC purchasing budget audit that is due to complete by 31 March 2018. It is expected that the emerging findings from this review will replace a number of the historic overdue findings.
8	26/09/2017	Principles to Govern the Working Relationships between the City of Edinburgh Council Governance, Risk and Best Value Committee and the Edinburgh	To accept the high-level principles subject to further information on how elected members could best engage with the process.	Chief Internal Auditor	August 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
		Integrated Joint Board Audit and Risk Committee					
9	31/10/2017	Spot-checking on the Dissemination of Council Policies	To note that a report which explored with directorates more effective ways to monitor the dissemination and understanding of Council policies by employees would be submitted by Spring 2018.	Chief Executive	July 2018		
10	20/02/18	Licensing Forum - Review of Constitution and Membership	1) To call for a report to the next meeting of the Committee on the current appointment process to the Licensing Forum together with the timelines for reviewing the current process.	Executive Director of Place	March 2018	20 March 2018	1) CLOSED

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) To request a review of the appointment process to the Licensing Forum.	Executive Director of Place	July 2018		2) Recommended for Closure Report on agenda for this meeting
11	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</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>August 2018</p> <p>28 August 2018</p> <p>May 2018</p>	<p>8 May 2018</p>	CLOSED

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			that that report be referred on to the Edinburgh Alcohol and Drug Partnership.				
12	08/05/18	Internal Audit Report - Building Standards March 2018	To note that a further update would be provided in August 2018.	Executive Director of Place	August 2018		
13	08/05/18	Status of the ICT Programme	<p>1) To call for a programme to measure milestones over time going forward with an end date of June 2019</p> <p>2) To request that the Governance, Risk and Best Value Committee be provided with a programme for the End User Compute</p>	Executive Director of Resources		<p>July 2018</p> <p>July 2018</p>	<p>1) Recommended for Closure</p> <p>Briefing note circulated to Committee members on 13 July 2018.</p> <p>2) Recommended for Closure</p> <p>Briefing note circulated to members on 13 July 2018</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Project to enable milestones to be measured by the Committee.</p> <p>3) To ask the Executive Director to provide a quarterly report which includes a programme with timescales of “stable service”, detailing the 28 transformation projects including those that have been completed and those awaiting commencement and when they can be expected.</p> <p>4) To ask the Executive Director to provide information to members on the on-line fault reporting system</p>		July 2018	July 2018	<p>3) Recommended for closure</p> <p>Report on agenda for this meeting</p> <p>4) CLOSED.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
14	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			
15	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 improvement to waste service complaints had been achieved and what had still to be done.</p>	<p>Chief Executive</p> <p>Executive Director of Place</p>	August 2018		A briefing note is in being prepared

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
16	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 is proposed to re-set following discussion at the Finance and Resources Committee in June 2018 and will then be reported back to Finance and Resources in September 2018, following which it will be referred to GRBV Committee in October 2018
17	05/06/18	Reports Presented to Council and Committees - referral from the City of Edinburgh Council	To agree that a report be submitted to the Committee on 28 August 2018 on the terms of the motion referred by the Council	Chief Executive	28 August 2018		