

Governance, Risk and Best Value Committee

4 June 2019

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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	August 2019 April 2019		<p><u>May 2019</u></p> <p>Strategy and Comms are preparing a paper which will include the outcomes of the audit findings – this will be reported to the Corporate Policy and Strategy Committee and referred thereafter to GRBV.</p> <p><u>Update</u></p> <p>The internal auditor's investigation is still</p>

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							<p>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>
2	01/08/2017	Employee Engagement Update 2017	To request the action plan drafted following the 2017 employee survey was reported	Chief Executive	June 2019 March 2019		Recommended for closure – report is on the agenda for 4 June 2019 at Item

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			to GRBV for scrutiny and approval prior to implementation				<p>8.6 – Colleague Opinion Survey 2018 – Action and Engagement Plan</p> <p><u>5 April 2019</u> This is being reported to the Corporate Policy and Strategy Committee on 14 May 2019 and thereafter referred to this Committee</p> <p><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</p>
3	26/09/2017	Principles to Govern the Working Relationships	To accept the high-level principles	Chief Internal Auditor	September 2019		

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		between the City of Edinburgh Council Governance, Risk and Best Value Committee and the Edinburgh Integrated Joint Board Audit and Risk Committee	subject to further information on how elected members could best engage with the process.		January 2019 November 2017		
4	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/Chief Officer, EHSCP	August 2019 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

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							Edinburgh Health & Social Care Partnership – 19 March 2019 June 2019 August 2019 (Assurance Schedule needs to be considered by the IJB in June and will be reported to GRBV in August)
5	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 / Executive Director for Communities and Families	October 2019 June 2019		<u>May 2019</u> The report was submitted to Education, Children and Families Committee in March 2019 and it will be submitted to the Edinburgh Partnership in October 2019. <u>October 2018</u>

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							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.
6	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		
7	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</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. CLOSED – Roads</p>

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			report be brought back to committee to provide a progress update on the Roads Improvement Programme.				Improvement Plan progress update on the agenda for January 2019.
			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	Chief Officer, Edinburgh Health and Social Care Partnership	August 2019 June 2019 March 2019		<u>May 2019 (Update)</u> The Health and Social Care overview report will now be submitted in August 2019 <u>March 2019 (Update)</u> The Health and Social Care overview report will now be submitted in June 2019 Overview reports on Health and

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			include details of Integration Joint Board (IJB) governance and the responsibilities of the IJB and the Council.				Social Care and Housing report will be submitted in March 2019.
8	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	June 2019 March 2019		Convener and Vice-Convener have been in discussion with officials regarding this matter.
9	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 Place	May 2019		Recommended for closure – briefing not issued 6 May 2019

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10	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		
11	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	June 2019 February 2019		Briefing Note will be issued before Committee meets in June 2019.
12	19.02.19	Revenue Monitoring 2018-19 - Month Nine Position - referral from the Finance and Resources Committee	To agree that briefing notes would be circulated to Committee members on: a) the demand for home to school travel;	Executive Director for Communities and Families Executive Director for	May 2019		a) CLOSED – briefing note issued on 27 March 2019. b) CLOSED – briefing note issued

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			<p>b) [redacted] commu nications with central Government ministers on the issue of Unaccompanie d Asylum Seeking Children;</p> <p>c) the up to date position on income from parking charges.</p>	<p>Communities and Families</p> <p>Executive Director of Place</p>			<p>on 27 March 2019.</p> <p>c) Recommended for closure – briefing note issued 6 May 2019</p>
13	19.03.19	Internal Audit Annual Plan 2019/20	To request an update on the Business Bulletin on how to improve the working relationships with the Third and Independent sectors.	Chief Officer, Edinburgh Health and Social Care Partnership	May 2019		Recommended for closure – update was included on business bulletin on 7 May 2019 (see action 16 for further action)

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14	19.03.19	Housing Service – Annual External Audit Follow Up	That a workshop/briefing session would be set up for members on housing issues and their complexities and difficulties, with a briefing paper to follow.	Executive Director of Place	June 2019		This session is currently being arranged with members of the committee.
15	19.03.19	The Governance Relationship between the Council and the EIJB	To request details on the Ministerial Strategic Group for Health and Community Care - Review of Progress with Integration of Health and Social Care, and the IJB Governance Review, via the Committee's Business Bulletin.	Chief Officer, Edinburgh Health and Social Care Partnership	August 2019 June 2019		This will be submitted via the Committee Business Bulletin in August 2019.
16	07.05.19	Business Bulletin - Governance, Risk and Best Value Committee	To request a briefing note providing more detail on how relationships with the	Chief Officer, Edinburgh Health and Social Care	August 2019		

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			third and independent sector were being improved.	Partnership			
17	07.05.19	Internal Audit Quarterly Update Report: 26 November 2018 to 29 March 2019	To request a briefing note on the Developer Contributions audit, covering how the department assessed works carried out and works which were paid for in kind, how costs of particular items were calculated, and how developers were being assessed equitably.	Executive Director of Place	June 2019		Briefing Note will be issued before Committee meets in June 2019.
18	07.05.19	Corporate Leadership Team Risk Report	To request a briefing note on potential scenarios relating to the impact of Brexit and to agree that the most recent Corporate Policy and	Chief Executive	June 2019		Details, including the minutes of the Brexit Working Group and financial impact information provided to CoSLA, are being compiled

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			Strategy Committee Business Bulletin would be circulated to members.				and will be circulated to the committee before the June meeting.
19	07.05.19	Capital City Partnership: Progress Update	To request a Business Bulletin update detailing the work undertaken on KPIs that was not included in the report.	Executive Director of Place	August 2019 June 2019		This will be included on the Business Bulletin for August 2019, as it will be submitted to the Housing and Economy Committee first in June 2019.