

Outstanding Actions

Governance, Risk and Best Value Committee

3 December 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	March 2020 December 2019 November 2019 August 2019 April 2019		<u>November 2019</u> An update was circulated on 6 November 2019. <u>October 2019</u> A team has now been established to review the historic population of files to identify any that could potentially have been merged with incorrect file retention dates applied. Internal Audit will review the

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							<p>scope and approach being applied to this review in October to confirm that it is appropriately designed to ensure that any merged files are identified and reviewed.</p> <p>A final report detailing the outcomes of this work together with Internal Audit recommendations in relation to the review process applied to files prior to their destruction will be presented to the Governance Risk and Best Value Committee in December 2019.</p>

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							<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 ongoing therefore it may take a few months before an update is provided.</p> <p>The Executive Director for</p>

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							<p>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 Policy and Sustainability Committee to GRBV.</p>
2	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	<p>May 2020</p> <p>September 2019</p> <p>January 2019</p> <p>November 2017</p>		<p><u>September 2019</u></p> <p>Please note that a briefing note by the Chief Internal Auditor has been circulated to members separately.</p>

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3	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	December 2019 October 2019 June 2019		<p><u>September 2019</u></p> <p>The Edinburgh Partnership will consider this report on 18 September 2019, in order to allow it to be considered by the Education, Children and Families Committee on 8 October 2019.</p> <p><u>May 2019</u></p> <p>The report was submitted to the Education, Children and Families Committee in March 2019 and it will be submitted to the Edinburgh Partnership in October 2019.</p>

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							<p><u>October 2018</u></p> <p>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.</p>
4	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	February 2020 December 2019		
5	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	October 2019	<p>Recommended for closure.</p> <p>Report approved by Committee on 29 October 2019.</p>

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6	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	December 2019	December 2019	Recommended for closure. Briefing Note was issued to members on 15 November 2019.
7	04.06.19	Welfare Reform Annual Report	To agree that the Convener would write to the Convener of the Corporate Policy and Strategy Committee recommending that he write to the UK Government requesting assistance to mitigate the impact of welfare reform, and that details, including any responses, would be provided in the Committee's Business Bulletin.	Convener	December 2019 August 2019		December 2019 Update - Convener has written to the Convener of the Policy and Sustainability Committee. Details including any responses will be provided in the Committee's Business Bulletin at a future meeting.

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8	04.06.19	Accounts Commission – Local Government in Scotland: Challenges and Performance 2019 – referral from the Finance and Resources Committee	<p>1) To request a briefing note clarifying the data in Exhibit 4 of the report on the percentage of young people in poverty.</p> <p>2) To agree that the Convener would write to the Convener of the Finance and Resources Committee to recommend that he write to the Scottish Government conveying the Committee's concerns at the lack of government funding, and that details, including any responses, would be provided in the Committee's</p>	<p>Chief Executive</p> <p>Convener</p>	<p>August 2019</p> <p>December 2019</p>		<p>1) Closed - Update provided in the Business Bulletin for Committee on 12 September 2019.</p> <p>December 2019 Update - Convener has written to the Convener of the Finance and Resources Committee. Details including any responses will be included in the Committee's Business Bulletin at a future meeting.</p>

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			Business Bulletin.				
9	04.06.19	Change Portfolio	To agree to an update on the Business Bulletin on the timescale for the Paperless Strategy and Councillors' responsibilities as data controllers.	Executive Director of Resources	October 2019	October 2019	Recommended for closure. Item was included in the Business Bulletin submitted to Committee on 29 October 2019.
10	13.08.19	Internal Audit Annual Opinion for the year ended 31 March 2019	To request that the Chief Executive, Executive Directors and Chief Officer of the Edinburgh Health and Social Care Partnership, supported by the Chief Internal Auditor, report to the relevant Executive Committee at the earliest opportunity and the subsequent GRBV Committee setting out clear plans to ensure the closure of all historic and overdue	Chief Executive Executive Executive Directors Chief Officer, EHSCP Chief Internal Auditor	December 2019		Resources Update A report on items pertaining to the Resources Directorate has been submitted for the October meeting of Finance & Resources Committee and is to be referred to the following meeting of this Committee.

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			internal audit management actions to enable an improvement to the overall Internal Audit Opinion for 2019/20 and to refer all audits with a red finding to the next meeting of the appropriate Executive Committee for their consideration and that action plans would be reported back to GRBV.				
11	13.08.19	Annual Update on Council Transport Arms-Length Companies	To agree that the report to Policy and Sustainability Committee later this year would provide additional clarity regarding the reporting arrangements for ALEOs to the Council and governance schematics and this	Chief Executive	November 2019		December 2019 Update Report will be on the agenda for the Policy and Sustainability Committee on 25 February 2020.

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12	13.08.19	Marketing Edinburgh Annual Update	To agree that details would be provided about the amount of income generated by Film Edinburgh for the Council.	Executive Director of Place	January 2020		Briefing Note will be issued before Committee meeting in January 2020
13	17.09.19	Outstanding Actions – Procedure for Oversight of Annual Assurance Statements	To request that an update be provided in the Committee's Business Bulletin on the procedure for Committee oversight of the annual assurance statements.	Chief Executive	December 2019		
14	17.09.19	Work Programme – Management of Sheltered Housing	1) To request a report on the management of sheltered housing under Items for Scrutiny.	Chief Officer, Edinburgh Health and Social Care Partnership	October 2019		Recommended for closure. 1. Report submitted to Committee on 29 October 2019. New

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		Work Programme – Member/Officer Protocol	2) To add the review of the Member/Officer Protocol to the workplan with timescales for submission and to agree that a workshop for members would be held prior to submission to the Committee.	Chief Executive	January 2020		<p>action opened (see 17 below)</p> <p>2. Action added to the Work Programme.</p> <p><u>December 2019</u></p> <p>Workshop with members held on 29 October 2019. A joint workshop will be arranged with officers and members early 2020 (following the General Election).</p>
15	17.09.19	City of Edinburgh Council – 2018/19 Annual Audit Report to the Council and the Controller of Audit	1) To request that an update report be submitted in January 2020 on progress with the action plan.	Chief Executive & Executive Director of Resources	January 2020		

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			2) To agree that the Convener would write to the Convener of the Policy and Sustainability Committee to request details of the Committee's planned scrutiny activities and when reports were expected.	Convener			<u>December 2019 Update</u> - Convener has written to the Convener of the Policy and Sustainability Committee on this issue.
16	29.10.19	Quarterly Status Update – Digital Services Programme	1) To note the quarterly update. 2) To request that a further report be brought back to Committee in six months on the Customer Digital Enablement programme once the new CRM had	Executive Director of Resources	April 2020		

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			bedded in focussing on the benefits realisation and evaluation of the project.				
17	29.10.19	City of Edinburgh Council – Sheltered Housing	<p>1) To note the report and the work ongoing to maintain and improve services for residents of sheltered housing and strengthen resident involvement.</p> <p>2) To request that a further update be presented to the Integration Joint Board, as the parent reporting body for the Health and Social Care Partnership,</p>	Chief Officer, EHSCP	October 2020		

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			in one year focussing specifically on key improvements to address social isolation and communication with residents with a request that the report is thereafter referred to this Committee for its consideration.				