

# Outstanding Actions

## Governance, Risk and Best Value Committee

29 October 2019

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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	December 2019 <del>November 2019</del> <del>August 2019</del> <del>April 2019</del>		<b><u>October 2019</u></b>  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 scope and approach being applied to this review in October to confirm that it is appropriately

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							<p>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> <p><b><u>May 2019</u></b></p> <p>Strategy and Comms are preparing a paper which will include</p>

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							<p>the outcomes of the audit findings – this will be reported to the Corporate Policy and Strategy Committee and referred thereafter to GRBV.</p> <p><b><u>Update</u></b></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 Communities and Families will provide an update once the Chief Internal Auditor's investigation is</p>

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							concluded.  The final audit report would be referred from the Corporate Policy and Strategy Committee to GRBV.
2	26/09/2017	<a href="#">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</a>	To accept the high-level principles subject to further information on how elected members could best engage with the process.	Chief Internal Auditor	May 2020 <del>September 2019</del> January 2019 <del>November 2017</del>		<b><u>September 2019</u></b>  Please note that a briefing note by the Chief Internal Auditor has been circulated to members separately.
3	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 / Executive Director for Communities and Families	December 2019 <del>October 2019</del> June 2019		<b><u>September 2019</u></b>  The Edinburgh Partnership will consider this report on 18 December

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							<p>2019, in order to allow it to be considered by the Education, Children and Families Committee on 8 October 2019.</p> <p><b><u>May 2019</u></b></p> <p>The report was submitted to the Education, Children and Families Committee in <a href="#">March 2019</a> and it will be submitted to the Edinburgh Partnership in October 2019.</p> <p><b><u>October 2018</u></b></p> <p>A report is scheduled to go to the Education, Children and</p>

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							Families Committee in March 2019 and will be reported to the Edinburgh Partnership thereafter.
4	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	December 2019		
5	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	August 2019 <del>June 2019</del> <del>March 2019</del>		<b>Recommended for closure</b> The Convener has discussed this matter with officials and has agreed to close this action from the rolling actions log. The item will be added to the forward work programme with a date to be

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							confirmed, subject to the further advice of the Head of Legal and Risk. <del>Convener has been in discussion with officials regarding this matter.</del>
6	15/01/19	<a href="#">Roads Services Improvement Plan</a>	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		Report on agenda for this meeting.
7	15/01/19	<a href="#">Garden Waste Bin Collection Project: What Worked Well and Lessons Learned – referral from the Transport and Environment Committee</a>	To ask that a briefing note be circulated providing details of vehicles, overtime and staffing.	Executive Director of Place	October 2019 <del>August 2019</del> <del>June 2019</del> February 2019		Briefing Note will be issued before Committee meets in October  <del>Briefing Note will be issued before Committee meets in August.</del>

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							<del>Briefing Note will be issued before Committee meets in June 2019.</del>
8	04.06.19	<a href="#">Welfare Reform Annual Report</a>	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	August 2019		
9	04.06.19	<a href="#">Accounts Commission – Local Government in Scotland: Challenges and Performance 2019 – referral from the</a>	1) To request a briefing note clarifying the data in Exhibit 4 of the report on the	Chief Executive	August 2019		<b>1) Closed -</b> Update provided in the Business Bulletin for Committee on 12

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		<a href="#">Finance and Resources Committee</a>	<p>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 Business Bulletin.</p>	Convener			September 2019.

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10	04.06.19	<a href="#">Accounts Commission – Safeguarding public money: are you getting it right? – referral from the Finance and Resources Committee</a>	<ol style="list-style-type: none"> <li>1. To request that the Accounts Commission report be circulated to all members of the Council for information, and to recommend that it be included in the training pack for new councillors.</li> <li>2) To agree that the Convener would arrange a meeting with a group of members of the Committee and officers to consider the Councillor checklists and identify any gaps.</li> </ol>	Chief Executive	July 2019		<ol style="list-style-type: none"> <li>1. <b>CLOSED</b> – report circulated to all councillors on 25 July 2019 and to the Governance Team to arrange for it to be included in the training for new councillors.</li> </ol> <p><b>Recommended for closure</b></p> <p>The Convener has written to the Convener of Finance and Resources.</p>

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11	04.06.19	<a href="#">Change Portfolio</a>	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		<b>Update</b> - Item is included in the Business Bulletin for the October meeting of Committee.
12	13.08.19	<a href="#">Internal Audit Annual Opinion for the year ended 31 March 2019</a>	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	Chief Executive / Executive Directors / Chief Officer, EHSCP and Chief Internal Auditor	December 2019		<b>Resources Update</b> A report on items pertaining to the Resources Directorate has been submitted for the October meeting of F&R Committee and is to be referred to the following meeting of this Committee.

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			overdue 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.				
13	13.08.19	<a href="#">Annual Update on Council Transport Arms-Length Companies</a>	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		<b>Update</b> Report will be going to Policy and Sustainability Committee on 26 November 2019.

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			should be referred back to GRBV				
14	13.08.19	<a href="#">Marketing Edinburgh Annual Update</a>	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 December 2019
15	17.09.19	<a href="#">Outstanding Actions</a>	To request that an update be provided on the Committee's Business Bulletin on the procedure for Committee oversight of the annual assurance statements	Chief Executive	December 2019		
16	17.09.19	<a href="#">Work Programme</a>	1) To request a report on the management of sheltered housing, under Items for Scrutiny.	Chief Officer, Edinburgh Health and Social Care Partnership	December 2019		

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			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			
17	17.09.19	<a href="#">City of Edinburgh Council – 2018/19 Annual Audit Report to the Council and the Controller of Audit</a>	1) To request that an update report be submitted in January 2020 on progress with the action plan.  2) To agree that the Convener would write to the Convener of the Policy and Sustainability	Chief Executive / Executive Director of Resources  Convener	January 2020		

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			Committee to request details of the Committee's planned scrutiny activities and when reports were expected.				