

Outstanding Actions

Governance, Risk and Best Value Committee

13 August 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	November 2019 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>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<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	26/09/2017	Principles to Govern the Working Relationships between the City of Edinburgh Council	To accept the high-level principles subject to further information on how	Chief Internal Auditor	September 2019 January 2019		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Governance, Risk and Best Value Committee and the Edinburgh Integrated Joint Board Audit and Risk Committee	elected members could best engage with the process.		November 2017		
3	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 Edinburgh Health & Social Care

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Partnership – 19 March 2019 June 2019 August 2019 (EHSCP Assurance Schedule is on the agenda for August 2019)
4	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 the Education, Children and Families Committee in March 2019 and it will be submitted to the Edinburgh Partnership in October 2019. <u>October 2018</u> A report is scheduled to go to the Education, Children and

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Families Committee in March 2019 and will be reported to the Edinburgh Partnership thereafter.
5	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		
6	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</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 Improvement Plan progress update on the agenda for</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>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 Health and Social Care report was expected to include details of Integration Joint Board (IJB) governance and</p>	Chief Officer, Edinburgh Health and Social Care Partnership	<p>August 2019</p> <p>June 2019</p> <p>March 2019</p>		<p>January 2019.</p> <p>Details of the outstanding audit issues are included in the report on the agenda for August 2019 at Item 8.6 – Internal Audit Update (referral from the IJB Audit and Risk Committee). An overview of IJB governance was provided in a report to the March meeting of GRBV: The Governance Relationship between the Council and the EIJB</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			the responsibilities of the IJB and the Council.				<p>May 2019 (Update)</p> <p>The Health and Social Care overview report will now be submitted in August 2019</p> <p>March 2019 (Update)</p> <p>The Health and Social Care overview report will now be submitted in June 2019</p> <p>Overview reports on Health and Social Care and Housing report will be submitted in March 2019.</p>
7	30/10/18	Delivery of the New Boroughmuir High School – Post-Project Review (B agenda	That the Convener and Vice-Convener would discuss with officers what	Convener	August 2019 June 2019		Convener has been in discussion with officials regarding this matter.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		report)	information on project implementation could be made public.		March 2019		
8	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		
9	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	August 2019 June 2019 February 2019		Briefing Note will be issued before Committee meets in August. Briefing Note will be issued before Committee meets in June 2019.
10	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	Executive Director of Place	June 2019		Recommended for closure – workshop took place on 11 June at 10:30am.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			their complexities and difficulties, with a briefing paper to follow.				
11	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	June 2019	May 2019	Recommended for closure – this was included in the Committee Business Bulletin in May 2019.
12	07.05.19	Business Bulletin - Governance, Risk and Best Value Committee	To request a briefing note providing more detail on how relationships with the third and independent sector were being improved.	Chief Officer, Edinburgh Health and Social Care Partnership	August 2019		
13	07.05.19	Internal Audit	To request a briefing	Executive	August 2019		Briefing Note will

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Quarterly Update Report: 26 November 2018 to 29 March 2019	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.	Director of Place	June 2019		be issued before Committee meets in August 2019. Briefing Note will be issued before Committee meets in June 2019.
14	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 Strategy Committee Business Bulletin would be circulated to members.	Chief Executive	June 2019		Recommended for closure – details, including the minutes of the Brexit Working Group and financial impact information provided to CoSLA, circulated on 5 June 2019.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
15	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 is included on the Business Bulletin for August 2019.
16	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	August 2019		
17	04.06.19	Accounts Commission – Local Government in	1) To request a briefing note	Chief Executive	August 2019		Briefing note will be submitted before

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Scotland: Challenges and Performance 2019 – referral from the Finance and Resources Committee	<p>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</p>	Convener			the Committee in August 2019.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			in the Committee's Business Bulletin.				
18	04.06.19	Accounts Commission – Safeguarding public money: are you getting it right? – referral from the Finance and Resources Committee	<p>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.</p> <p>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.</p>	Chief Executive Convener	July 2019 TBC		1) Recommended for closure – 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.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
19	04.06.19	Workforce Control Annual Report – referral from the Finance and Resources Committee	To ask the Executive Director of Place for a briefing note on the current use of agency staff within his Directorate, whether this was linked to visitor pressures / festival pressures and whether or not these costs could be quantified.	Executive Director of Place	August 2019		Briefing Note will be issued before Committee meets in August 2019.
20	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		The Head of Customer and Digital Services is currently finalising processes and will have an update including timescales for inclusion in the papers for October's meeting.