

Outstanding Actions

Governance, Risk and Best Value Committee

17 September 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>

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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	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	May 2020 September 2019		<p>Update September 2019</p> <p>Please note that a</p>

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		Governance, Risk and Best Value Committee and the Edinburgh Integrated Joint Board Audit and Risk Committee	elected members could best engage with the process.		January 2019 November 2017		briefing note by the Chief Internal Auditor has been circulated to members separately.
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		Recommended for Closure Assurance schedules were 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 (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

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							scheduled to go to the Education, Children and 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</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</p>

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			back to committee to provide a progress update on the Roads Improvement Programme.				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 include details of	Chief Officer, Edinburgh Health and Social Care Partnership	August 2019 June 2019 March 2019		Recommended for Closure Details of the outstanding audit issues were 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

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			Integration Joint Board (IJB) governance and the responsibilities of the IJB and the Council.				<p>to the March meeting of GRBV: The Governance Relationship between the Council and the EIJB</p> <p><u>May 2019 (Update)</u></p> <p>The Health and Social Care overview report will now be submitted in August 2019</p> <p><u>March 2019 (Update)</u></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</p>

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							Housing report will be submitted in March 2019.
7	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 June 2019 March 2019		Convener has been in discussion with officials regarding this matter.
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	January 2020 October 2019		Report due at Transport and Environment Committee in December 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	September 2019 August 2019 June 2019 February		Briefing Note will be issued before Committee meets in September Briefing Note will be issued before

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					2019		<p>Committee meets in August.</p> <p>Briefing Note will be issued before Committee meets in June 2019.</p>
10	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		<p>Recommended for Closure</p> <p>Briefing note circulated prior to August GRBV meeting.</p>
11	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	Executive Director of Place	August 2019 June 2019		<p>Recommended for Closure</p> <p>A briefing note was circulated to members on 12.08.19.</p> <p>Briefing Note will be issued before Committee meets</p>

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			calculated, and how developers were being assessed equitably.				in August 2019. Briefing Note will be issued before Committee meets in June 2019.
12	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		Recommended for Closure Update provided in the Business Bulletin for Committee on 13 August 2019. This is included on the Business Bulletin for August 2019.
13	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	Convener	August 2019		

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			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.				
14	04.06.19	Accounts Commission – Local Government in Scotland: Challenges and Performance 2019 – referral from the Finance and Resources Committee	<ol style="list-style-type: none"> 1) To request a briefing note clarifying the data in Exhibit 4 of the report on the percentage of young people in poverty. 2) To agree that the Convener would write to the Convener of the Finance and Resources Committee to 	Chief Executive Convener	August 2019		1) Recommended for Closure Update provided in the Business Bulletin for Committee on 12 September 2019.

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			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.				
15	04.06.19	Accounts Commission – Safeguarding public money: are you getting it right? – referral from the Finance and Resources Committee	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	Chief Executive	July 2019		1. CLOSED – 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

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			<p>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>	Convener	TBC		new councillors.
16	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		<p>Recommended for Closure</p> <p>A briefing note was circulated to members on 12.08.19.</p> <p>Briefing Note will be issued before Committee meets in August 2019.</p>

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17	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.
18	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	Chief Executive / Executive Directors / Chief Officer, EHSCP and Chief Internal Auditor	November 2019		

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			Committee setting out clear plans to ensure the closure of all historic and 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.				
19	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	Chief Executive			Update Report will be going to P&S on 26 November

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			reporting arrangements for ALEOs to the Council and governance schematics and this should be referred back to GRBV				
21	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	November 2019		Briefing Note will be issued before Committee meeting in November 2019