

Outstanding Actions

Governance, Risk and Best Value Committee

18 August 2020

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 2020 March 2020 December 2019 November 2019 August 2019 April 2019		<u>Recommended for closure</u> Retention of Social Work Case Records (Looked After and Accommodated Children) was appendix 5 of the Internal Audit: Final Internal Audit reports supporting the 2019/20 Annual Opinion considered by committee on 7 July 2020. <u>June 2020 Update:</u>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>Recommendation 1.2 of the Internal Audit Update Report: 1 November 2019 to 10 February 2020 on the agenda for the March meeting of the Committee had recommended this outstanding action for closure.</p> <p>The meeting was cancelled due to the Covid-19 situation.</p> <p><u>November 2019</u></p> <p>An update was circulated on 6 November 2019.</p> <p><u>October 2019</u></p> <p>A team has now been established to</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>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 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</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>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><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</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>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 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	To accept the high-level principles subject to	Chief Internal Auditor	December 2020		<p>July 2020 A briefing note by</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		between the City of Edinburgh Council Governance, Risk and Best Value Committee and the Edinburgh Integrated Joint Board Audit and Risk Committee	further information on how elected members could best engage with the process.		May 2020 September 2019 January 2019 November 2017		<p>the Chief Internal Auditor was circulated to members separately.</p> <p><u>September 2019</u> A briefing note by the Chief Internal Auditor was circulated to members separately.</p>
3	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	September 2020 February 2020 December 2019		<p><u>June 2020 Update</u> - Due to the Covid-19 emergency the roll out of Modern Gov phase two has been delayed. Work is being carried out on whether the project can be progressed further while on lockdown</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
4	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	October / November 2020 February 2020 January 2020		<p><u>June 2020:</u> Update More detailed report due at Policy & Sustainability in October 2020. Then onto the next available GRBV.</p> <p><u>March 2020:</u> Update The report was scheduled to come to the March meeting. This meeting was cancelled due to the Covid-19 outbreak.</p> <p><u>February 2020:</u> Update A report on filming in Edinburgh will be considered by Policy & Sustainability</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Committee on 25 February 2020. This includes details of the income recovered by the Council. This report will also be shared with Governance Risk and Best Value.
5	17.09.19	Work Programme – Management of Sheltered Housing Work Programme – Member/Officer Protocol	1) To request a report on the management of sheltered housing under Items for Scrutiny. 2) To add the review of the Member/Officer Protocol to the workplan with timescales for submission and to	Chief Officer, Edinburgh Health and Social Care Partnership Chief Executive	October 2019 November 2020 September 2020		1. CLOSED. 1. Report submitted to Committee on 29 October 2019. New action opened (see 17 below) July 2020 Scottish Government are consulting on changes to the

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			agree that a workshop for members would be held prior to submission to the Committee.		January 2020		<p>Code of Conduct and it is suggested that changes to the protocol await this piece of work</p> <p><u>June 2020 Update</u> Consideration of the member/officer protocol is awaiting the finalisation of the revised Code of Conduct from the Scottish Government that will impact on the content of the Protocol.</p> <p>Timescales to be confirmed.</p> <p><u>December 2019</u> Workshop with members held on</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							29 October 2019. A joint workshop will be arranged with officers and members early 2020 (following the General Election).
6	29.10.19	Quarterly Status Update – Digital Services Programme	<ol style="list-style-type: none"> 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 bedded in focussing on the benefits realisation and evaluation of the project. 	Executive Director of Resources	September 2020		<p><u>June 2020 Update</u></p> <p>It was agreed by members and officials in the run up to working remotely as a result of Covid-19 that the Digital Report would be pushed out to quarter 3 to focus on critical service decisions which required to be made at Committee.</p> <p>As this report on CDE will be part of</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							the next Digital update it will be included in the Q3 report. The positive news is that the closure report is now finalised and phase 1 of the programme completed, so all work has been done and the verbal update will be discussed at Committee at Q3.
7	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</p>	Chief Officer, EHSCP	October 2020	March 2020	<p>1) Closed on 9 June 2020</p> <p>June 2020 Update Sheltered Housing is now on the annual cycle for the EIJB for October 2020.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>further update be presented to the Integration Joint Board, as the parent reporting body for the Health and Social Care Partnership, 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.</p>				
8	03.12.19	Annual Assurance Schedule - Place Directorate	1) To request a report back setting out what	Executive Director of Place	December 2020		August 2020: Update This report will

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			operational governance is in place to ensure that projects are delivered.		August 2020 March 2020		come to Committee in due course.
			2) Information to be provided to all Elected Members on the new city wide and locality team structures together with contact details of designated Senior Responsible Officers for major and local projects.	Executive Director of Place	December 2020 August 2020 March 2020		
9	03.12.19	Whistleblowing Investigation Report – Report by the Chief Officer, Edinburgh	To request a Business Bulletin update to this Committee at the appropriate time on the	Chief Officer, Edinburgh Health and Social Care	August 2020 March 2020		<u>Recommended for closure</u> This is covered in

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Health and Social Care Partnership – B agenda	protocols and safeguards in place to assist staff decision making on evacuation procedures.	Partnership			Business Bulletin for 18 Aug GRBV Committee
10	18.02.20	Annual Assurance Schedule - Chief Executive	To agree that details would be provided on item 3.2 of the assurance statement in relation to the service area's controls to effectively manage off-payroll workers/contractors, including what the issues were and how they were followed up.	Chief Executive	August 2020		<u>Recommended for closure</u> This is covered in Business Bulletin for 18 Aug GRBV Committee.
11	18.02.20	The EDI Group - update report	To request that the forthcoming 2019 Annual Accounts report include detail of the reasons for the reduced revenue for the Market	Executive Director of Place	December 2020 August 2020 March 2020		<u>August 2020: Update</u> The EDI Annual Accounts have not yet been finalised, once finalised

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Street Hotel.				accounts will go to EDI Board for approval before coming to GRBV. <u>June 2020:</u> Update This will be incorporated in the 2019 annual accounts report.
12	09.06.20	Internal Audit: Covid-19 Response	1) To note that the update on the Council's response to Covid-19 coming to the next meeting of the Governance, Risk and Best Value Committee in July would incorporate an updated risk register including management actions taken over	Chief Internal Auditor	August 2020		<u>1) Recommended for closure</u> Report is on the agenda for this meeting. 1) A separate report will be brought to the August committee on the updated risk to allow the risks to first be considered by CLT and P&S in

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>the past three months.</p> <p>2) To agree to circulate the explanatory note on the process for making urgent and non-urgent changes to the Internal Audit Plan, which would allow members to discuss and consider whether this was required to be added to the committee agenda.</p>	Chief Executive			<p>July.</p> <p><u>2) Recommended for closure</u></p> <p>2) GRBV members are accessing the Teams room to review the IA reports and determine whether they should be presented to Cttee for review and scrutiny. All red report outcomes and any with red / high findings are presented automatically as per the GRBV decision below, but they are also asking for other reports to be scrutinised too. The annual opinion paper for August has been updated to reflect that some of the 19/20 reports</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>3) To agree that any overall red rated reports as outlined Appendix 1 of the report would be brought back to committee for scrutiny.</p> <p>4) To agree that any green and amber rated reports as outlined in Appendix 1 of the report would be circulated to members, which would allow members to flag an item for the committee</p>	Chief Internal Auditor			<p>will be reviewed and scrutinised by Committee in September.</p> <p><u>3) Closed 07.07.20</u> Reports sent 16.06.20</p> <p><u>4) Closed 07.07.20</u> Reports sent 16.06.20</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			agenda if detailed scrutiny was required.				
13	09.06.20	Draft Annual Governance Statement	<p>1) To agree to discuss with Strategy and Communications how the committee could support effective communication of the Council's policies.</p> <p>2) To agree to provide further detail on the process around resolving issues with community councillors.</p> <p>3) To agree to include further information on the issues raised in</p>	Chief Executive	December 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>relation to Council ALEOs and specifically the assurance statement relating to Marketing Edinburgh in the update scheduled to be reported to committee in July.</p> <p>4) To agree the following textual changes:</p> <ul style="list-style-type: none"> • adjust paragraph 1.1 of the Annual Governance Statement to take the second sentence beginning with, "This 				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>governance statement provides assurance ...” before the first sentence beginning with, “The Covid-19 emergency has meant...”</p> <ul style="list-style-type: none"> • To correct the typo at paragraph 1.21 to read “Development Management Sub-Committee” • To remove the second 				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			“that” from paragraph 1.27.				
14	09.06.20	Whistleblowing Monitoring Report – B Agenda	1) To agree to bring back the outcome of the final review on the Gas Safety investigation as soon as practicable. 2) To agree to follow up on the care home investigation.	Chief Executive	December 2020 December 2020		
15	07.07.20	Edinburgh Leisure Accounts	To share information on the pay ratio between the highest and lowest paid employees.	Executive Director for Communities and Families			<u>Recommended for closure</u> Information circulated 28 July 2020.
16	07.07.20	Internal Audit: Final Internal Audit reports supporting the 2019/20	To agree the Internal Audit Final Report on Revenue Budget	Committee Services			<u>Recommended for closure</u>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Annual Opinion	Setting and Management would be circulated to all elected members.				Report circulated on 10 July 2020
17	07.07.20	Decisions Taken Under Delegated Power and Operational Decision Making - Covid-19	To agree an update on the work regarding protected characteristics would be incorporated in to the next report going to Policy and Sustainability.	Chief Executive	September 2020		Update August 2020. Report going to Policy and Sustainability Committee on 20 August
18	07.07.20	Motion by Councillor Doggart – Pandemic Planning	<p>1) Thanks officers for the emergency response to the pandemic and the necessary changes to services;</p> <p>2) Notes the Scottish Government route map out of</p>	Chief Executive	TBC		An interim debrief of the Council's response to Covid-19 has been undertaken with key findings shared with the Adaptation and Renewal All Party Oversight Group on the 13th August. Lessons identified have been incorporated

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>lockdown, the subsequent phases which will bring further changes, and the risk of the need to pause or return to strict measures;</p> <p>3) Notes that both Exercise Silver Swan and Exercise Iris were Scottish Government, rather than City of Edinburgh Council, led exercises from 2016.</p> <p>4) Notes the council's current governance arrangements and notes that</p>				<p>into the council's documentation for further waves / local outbreaks. A summary will be provided to the next P&S Committee. As the incident remains ongoing, it is too early to undertake a full lessons learned exercise at this time, but this will be kept under review and undertaken at the earliest appropriate opportunity</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>although one of the agreed delegated functions of GRBV is 'To scrutinise the procedures and processes implemented in response to the Covid-19 emergency', the request for a report regarding the council's involvement in Exercise Silver Swan and Exercise Iris does not meet this criteria.</p> <p>5) Notes the adaptation and renewal programme for</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>recovery and agrees that the opportunity to reflect on lessons learned and scrutinise the council's response to COVID-19, will be an integral part of this going forward.</p> <p>6) Agrees that the chief executive reviews the council's response and preparedness to COVID-19 but acknowledges that as the council is still responding to the pandemic, any review would be</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>premature at this time.</p> <p>7) Asks that the chief executive updates the Policy and Sustainability committee on when he believes it would be appropriate both in terms of resources and timing for such a review to take place.</p>				
19	07.07.20	Business Bulletin	To note Cllr Rae would have discussions with Sheila Haig, Customer Manager, and would liaise with the Convener if the action was to be taken further.	Customer Manager, Customer Services and Information Technology / Convener			<p><u>Recommended for closure</u></p> <p>Discussion held 20 July 2020</p>