

# Outstanding Actions

## Governance, Risk and Best Value Committee

3 November 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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	December 2020 <del>May 2020</del> September 2019 January 2019 November 2017		<b><u>July 2020</u></b> A briefing note by the Chief Internal Auditor was circulated to members separately.  <b><u>September 2019</u></b> A briefing note by the Chief Internal Auditor was circulated to members separately.
2	28/08/18	<a href="#">Committee Reporting</a>	To request a report by the end of 2019 to monitor the impact of	Chief Executive	December 2020 <del>September</del>		<b><u>June 2020 Update</u></b> - Due to the Covid-

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			the steps taken to improve the process.		2020 <del>February 2020</del> <del>December 2019</del>		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
3	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	December 2020 <del>October / November 2020</del> <del>February 2020</del> January 2020		Marketing Edinburgh Annual Report is on the agenda for Housing, Homelessness and Fair work Committee on 5 November and will be referred to GRBV on 8 December.  <b><u>June 2020:</u></b> <b>Update</b> More detailed

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							<p>report due at Policy &amp; Sustainability in October 2020. Then onto the next available GRBV.</p> <p><b><u>March 2020:</u></b>  <b>Update</b>  The report was scheduled to come to the March meeting. This meeting was cancelled due to the Covid-19 outbreak.</p> <p><b><u>February 2020:</u></b>  <b>Update</b>  A report on filming in Edinburgh will be considered by Policy &amp; Sustainability Committee on 25 February 2020. This includes</p>

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							details of the income recovered by the Council. This report will also be shared with Governance Risk and Best Value.
4	17.09.19	<a href="#">Work Programme – Management of Sheltered Housing</a>  <a href="#">Work Programme – Member/Officer Protocol</a>	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 agree that a workshop for members would	Chief Officer, Edinburgh Health and Social Care Partnership  Chief Executive	October 2019  November 2020 September 2020 January 2020		<b>1. CLOSED.</b>  1. Report submitted to Committee on 29 October 2019. New action opened (see 17 below)  <b><u>July 2020</u></b>  Scottish Government are consulting on changes to the Code of Conduct and it is suggested that changes to the

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			be held prior to submission to the Committee.				<p>protocol await this piece of work</p> <p><b><u>June 2020</u></b>  <b>Update</b>            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><b><u>December 2019</u></b></p> <p>Workshop with members held on 29 October 2019. A joint workshop will be arranged</p>

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							with officers and members early 2020 (following the General Election).
5	29.10.19	<a href="#">City of Edinburgh Council – Sheltered Housing</a>	<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, in one year</p>	Chief Officer, EHSCP	October 2020	March 2020	<p><b>1) Closed on 9 June 2020</b></p> <p><b>June 2020 Update</b> Sheltered Housing is now on the annual cycle for the EIJB for October 2020.</p> <p><b>Recommended for closure</b></p> <p>Report is on the agenda for this meeting.</p>

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			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.				
6	03.12.19	<a href="#">Annual Assurance Schedule - Place Directorate</a>	1) To request a report back setting out what operational governance is in place to ensure that projects are delivered.	Executive Director of Place	December 2020 <del>August 2020</del> <del>March 2020</del>		<b><u>August 2020:</u></b> <b>Update</b> This report will come to Committee in due course.
			2) Information to be provided to all Elected Members	Executive Director of Place	December 2020		

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			on the new city wide and locality team structures together with contact details of designated Senior Responsible Officers for major and local projects.		August 2020 <del>March 2020</del>		
7	18.02.20	<a href="#">The EDI Group - update report</a>	To request that the forthcoming 2019 Annual Accounts report include detail of the reasons for the reduced revenue for the Market Street Hotel.	Executive Director of Place	December 2020 <del>August 2020</del> <del>March 2020</del>		<p><b><u>August 2020:</u></b> <b>Update</b> The EDI Annual Accounts have not yet been finalised, once finalised accounts will go to EDI Board for approval before coming to GRBV.</p> <p><b><u>June 2020:</u></b> <b>Update</b> This will be incorporated in the</p>



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							2019 annual accounts report.
8	09.06.20	<a href="#"><u>Draft Annual Governance Statement</u></a>	<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 relation to Council</p>	Chief Executive	December 2020		

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			<p>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"> <li>adjust paragraph 1.1 of the Annual Governance Statement to take the second sentence beginning with, "This governance</li> </ul>				

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			<p>statement provides assurance ...” before the first sentence beginning with, “The Covid-19 emergency has meant...”</p> <ul style="list-style-type: none"> <li>• To correct the typo at paragraph 1.21 to read “Development Management Sub-Committee”</li> <li>• To remove the second “that” from</li> </ul>				

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			paragraph 1.27.				
9	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.	Chief Executive	December 2020		
			2) To agree to follow up on the care home investigation.		December 2020		
10	07.07.20	Motion by Councillor Doggart – Pandemic Planning	1) Thanks officers for the emergency response to the pandemic and the necessary changes to services;	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

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			<p>2) Notes the Scottish Government route map out of 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</p>				<p>Group on the 13th August. Lessons identified have been incorporated into the council's documentation for further waves / local outbreaks. A summary will be provided to the next P&amp;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>

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			council's current governance arrangements and notes that 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.				

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			<p>5) Notes the adaptation and renewal programme for 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</p>				

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			<p>council is still responding to the pandemic, any review would be 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>				
11	18.08.20	<a href="#">Internal Audit Annual Opinion for the year ended 31 March 2020</a>	1) Committee notes committee previously requested: that the Chief Executive, Executive Directors and	Chief Executive and Executive Directors	December 2020		<p><b>Recommended for closure</b></p> <p>Report considered at Policy &amp;</p>



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			<p>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 internal audit management actions to enable an improvement to the overall Internal Audit Opinion for 2019/20.</p> <p>Notes with disappointment that this internal audit opinion is red again and recognises the significant and thematic weaknesses that</p>				Sustainability Committee on 6 October.

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			<p>contributed to this opinion.</p> <p>Requests, therefore, that the Chief Executive and Executive Directors draft a comprehensive plan to be brought back to Policy and Sustainability Committee in 8 weeks – separately to the Adaptation and Renewal Programme, but showing how it would be integrated in to Adaptation and Renewal going forward, on how the areas for improvement listed at 4.16 will be addressed to enable the significant improvements required in time for the next annual audit opinion.</p>				
			2) To agree the	Chief	December		<b>Recommended for</b>

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			Democracy, Governance and Resilience Senior Manager would confirm within the business bulletin for GRBV on 29.9.20 the timetable for the roll out of the digital solution to risk management as referenced to the appendix 'Implementation of Assurance Actions and Linkage to Annual Governance Statements.	Executive	2020		<b>closure</b>  An update was on the business bulletin 29.09.20.
			3) To agree that a briefing note would be supplied to Elected Members, following the Chief Executive's discussion with the external auditor about risk function in view of the external auditor's	Chief Executive	October 2020		<b>Recommended for closure</b>  This was covered in report considered at Policy & Sustainability Committee on 6

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			findings on the adequacy of controls in place for when the Head of Legal and Risk and the Chief Internal Auditor were not present at Council Leadership Team (CLT) for key operational and strategic matters.				October.  Link to report ( <a href="#">here</a> )
			4) To include in the Risk Management Framework report to GRBV committee in September 2020, information on how the Council planned to respond to the risk highlighted in the external auditors report concerning the matter of independent challenge for key operational and strategic decisions to the CLT.	Executive Director of Resources	November 2020		<b>Recommended for closure</b>  Report on agenda for this meeting.

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12	29.09.20	<a href="#">Revenue Budget 2020/21 – Month Three Position</a>	1) To agree that the Convener would write to the Convener of the Policy and Sustainability Committee to raise the committee's concerns about whether the review of the IJB Strategic Plan was sufficient and that the response would be included on the Committee Business Bulletin (the draft letter would also be circulated to committee members for comment before it was sent).	Convener			<b>Update</b>  A draft letter was circulated to GRBV committee members on 29.10.20
			2) To request that a copy of the communication with the Cabinet Secretary for Finance at the Scottish Government (referenced at	Executive Director of Resources			<b>Recommended for closure</b>  An update is on the business bulletin for this meeting

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			paragraph 2.1.6) would be circulated to committee members.				