

# Outstanding Actions

## Governance, Risk and Best Value Committee

8 June 2021

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	September 2021 <del>March 2021</del> <del>December 2020</del> <del>May 2020</del> <del>September 2019</del> <del>January 2019</del> <del>November 2017</del>		<p><b><u>March 2021</u></b></p> <p>An update is provided on the Business Bulletin for the meeting on 23 March 2021</p> <p><b><u>July 2020</u></b></p> <p>A briefing note by the Chief Internal Auditor was circulated to members separately.</p> <p><b><u>September 2019</u></b></p> <p>A briefing note by the Chief Internal Auditor was</p>

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							circulated to members separately.
2	17.09.19	<a href="#">Work Programme – Member/Officer Protocol</a>	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	<del>August 2021</del> <del>June 2021</del> <del>May 2021</del> <del>March 2021</del> <del>February 2021</del> <del>November 2020</del> <del>September 2020</del> <del>January 2020</del>		<p><b><u>June 2021</u></b></p> <p>Timescale extended to allow further engagement with political groups</p> <p><b><u>March 2021</u></b></p> <p>Sessions with political groups are currently being arranged</p> <p><b><u>February 2021</u></b></p> <p>The timescales have been extended to allow for further engagement with elected members.</p> <p><b><u>December 2020</u></b></p>

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							<p>The Code of Conduct Consultation is now live. The draft response to this is being developed to be presented to Council on 4 February 2021 (Consultation closes 6 February). Officers are working to ensure these two documents align</p> <p>The Member/Officer Protocol will be brought to GRBV following this exercise in February 2021.</p> <p><b><u>July 2020</u></b></p> <p>Scottish Government are</p>

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							<p>consulting on changes to the Code of Conduct and it is suggested that changes to the 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>

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							Workshop with members held on 29 October 2019. A joint workshop will be arranged with officers and members early 2020 (following the General Election).
3	09.06.20	<a href="#">Draft Annual Governance Statement</a>	To agree to include further information on the issues raised in relation to Council ALEOs and specifically the assurance statement relating to Marketing Edinburgh in the update scheduled to be reported to committee in July		July 2021		
4	07.07.20	Motion by Councillor Doggart – Pandemic Planning	1) Agrees that the chief executive reviews the council's response and	Chief Executive	TBC		An interim debrief of the Council's response to Covid-19 has been undertaken with

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			<p>preparedness to COVID-19 but acknowledges that as the council is still responding to the pandemic, any review would be premature at this time.</p> <p>2) 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>				<p>key findings shared with the Adaptation and Renewal All Party Oversight 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</p>

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							opportunity
5	03.11.20	<a href="#">Internal Audit: Final Internal Audit reports supporting the 2019/20 Annual Opinion</a>	To note the Head of Place Development would consider how Fire Safety measures are managed and communicated to Committee and Ward Councillors in the High-Rise Blocks within the Council's property estate.	Executive Director of Place	June 2021		
6	08.12.20	<a href="#">Best Value Assurance Audit</a>	1) That the Governance, Risk and Best Value Committee recommends that when the refreshed Council Business Plan is brought forward this should clearly state what current plans it replaces and how progress against the Plan will be measured and reported to Council	Chief Executive	June 2021 <del>March 2021</del>		A workshop on the Planning and Performance Management Framework is being arranged with GRBV members.

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			so that Council governance is clear.				
			2) That the further consideration of genuine local community empowerment is reported back to Committee with details on how this will be put in place with a clear process and timescale that progress can be measured against.		May 2021		
7	16.02.21	<a href="#">Business Bulletin</a>	1) To agree to circulate a briefing note to Committee from the Chief Executive of The City of Edinburgh Council (CEC) and the Chief Officer of the Edinburgh Integrated Joint Board (EIJB) to clarify how the Council can control the risks it is	Chief Executive & Chief Officer EIJB	June 2021 <del>April 2021</del>		The workshop will be held on 3 June 2021  A briefing note will be circulated after the workshop has taken place.



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			exposed to through the EIJB.				
			2) To agree to organise a workshop for Committee Members with attendance from, the Chief Internal Auditor, the Governance Democracy and Resilience Senior Manager and the Chief Officer of the EIJB, to consider the working relationship between CEC and the EIJB, ownership of risks, members' level of comfort with risks and to reflect upon the findings of the Feeley Review of Adult Social Care.	Chief Executive & Chief Officer EIJB	June 2021 <del>April 2021</del>		
8	23.03.21	<a href="#">Internal Audit Overdue Findings and Key Performance Indicators</a>	1) To agree to revise the timescale on outstanding action 107 which had a 2024 close	Chief Executive	31.12.22		To align with the new approach to resilience planning, the deadlines of the

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		<a href="#">as at 10 February 2021</a>	date to an earlier date				<p>management actions has been re-considered.</p> <p>Business Impact Analysis (BIAs) across the organisation are being carried out and scenario-based protocols and associated documentation developed with services. The completion of this work will allow the Council Business Continuity Plan to be revised, by 31/12/2022.</p>
			2) To agree that the 30 outstanding actions which were over a year old would return to GRBV for scrutiny in	Chief Executive	June 2021		<p><b>Recommended for Closure</b></p> <p>Report is on the agenda for this</p>

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			May 2021 or later subject to the Chief Internal Auditor and Convenor of GRBV's discussion.				meeting.
9	23.03.21	Gas Service Improvement Plan – B Agenda	1) To note that the gas service improvement plan would be included in the broader service improvement plan going to the Housing, Homelessness and Fair Work Committee in June 2021 and agree to wrap this into a workshop (referenced in Confidential Schedule of 23.03.21)	Executive Director of Place	June 2021		
			2) To agree to provide a briefing note (referenced in Confidential Schedule of 23.03.21)	Executive Director of Place	June 2021		
			3) To note that once the	Chief	January 2022		

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			agreed management actions had been implemented, a closure report would be brought to the GRBV committee	Executive			
10	23.03.21	Whistleblowing Monitoring Report – B Agenda	To agree to provide a date for the completion of the management actions for case CEC-07-17.	Senior Education Manager (Community Services) – Communities and Families	June 2021		
11	04.05.21	<a href="#">Quarterly Status Update - Digital Services</a>	1) To agree to share the data with Committee that shows how many hits there are per page on the Council website and what services citizens are accessing.	Executive Director of Resources			<b>Recommended for Closure</b>  This information was shared directly with Cllrs Mowat and Campbell on the 4 <sup>th</sup> May.
			2) To agree to share the latest update on the InTune Migration with Committee.	Executive Director of Resources			<b>Recommended for Closure</b>  Briefing was circulated to all

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							Committee Members and Business Managers on Monday 10 <sup>th</sup> May.
12	04.05.21	<a href="#">Change Portfolio</a>	1) To agree to provide a briefing note to update Committee on the North Bridge Refurbishment.	Executive Director of Place			
			2) To agree that the Head of Place Management would provide reassurance why the Housing Service Improvement was amber status and details of what plans were in place to move it forward.	Executive Director of Place			
			3) To agree that the Head of Customer and Digital Services would engage with CGI to ensure there was	Executive Director of Resources			<b>Recommended for Closure</b> The Head of Customer & Digital Services followed

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			enough scrutiny on the Communal Bin review.				up with dialogue with the Head of Place Management who advised there was no digital or CGI involvement in the communal bin review. Should this require any future assistance then the Head of Place Management will make The Head of Customer & Digital Services aware.
			4) To note that the foundations and MI were in place and information could be pulled off for particular areas and to agree that the Head of Customer and Digital Services	Executive Director of Resources			<b>Update June 2021</b> The Head of Customer and Digital Services has this work underway.

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			would assess what information could be provided				