

Outstanding Actions

Governance, Risk and Best Value Committee

18 January 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	26/09/2017	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	To accept the high-level principles subject to further information on how elected members could best engage with the process.	Chief Internal Auditor	March 2022 September 2021 March 2021 December 2020 May 2020 September 2019 January 2019 November 2017		<u>December 2021</u> Report was presented to committee which detailed the refreshed principles which have been discussed and agreed by the NHSL and four Lothian Chief Internal Auditors (CIAs), and the chairs of their respective audit and risk / audit and assurance committees.

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							<p><u>September 2021</u></p> <p>The refreshed Principles were received from NHSL in April 2020. However, the workshop to be attended by the IJB Audit Committee Chairs for the four Lothians; the NHSL Audit Committee Chair; and the four Lothian and the NHSL CIAs to review, discuss, and finalise the refreshed principles has still to be scheduled due to a significant number of existing commitments and</p>

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							<p>the timing of planned annual leave. It is recommended that the date for completion of this action is extended to the end of February 2022 to allow the principles to be reviewed and finalised and approved by relevant Lothian IJB and NHSL Audit and Assurance / Audit and Risk Committees.</p> <p><u>March 2021</u> An update was provided on the Business Bulletin for the meeting on 23 March 2021.</p>

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							<p><u>July 2020</u> A briefing note by 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>
2	17.09.19	Work Programme – Member/Officer Protocol	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.	Executive Director of Corporate Services	<p>August 2022</p> <p>August 2021</p> <p>June 2021</p> <p>May 2021</p> <p>March 2021</p>		<p><u>August 2021</u> This will now form part of the wider review of political management arrangements following the Local Government Election.</p>

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					<p>February 2021</p> <p>November 2020</p> <p>September 2020</p> <p>January 2020</p>		<p><u>June 2021</u></p> <p>Timescale extended to allow further engagement with political groups.</p> <p><u>March 2021</u></p> <p>Sessions with political groups are currently being arranged.</p> <p><u>February 2021</u></p> <p>The timescales have been extended to allow for further engagement with elected members.</p> <p><u>December 2020</u></p> <p>The Code of Conduct</p>

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							<p>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. The Member/Officer Protocol will be brought to GRBV following this exercise in February 2021.</p> <p><u>July 2020</u></p> <p>Scottish Government are consulting on</p>

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							<p>changes to the Code of Conduct and it is suggested that changes to the protocol await this piece of work.</p> <p><u>June 2020</u> Update 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></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	07.07.20	Motion by Councillor Doggart – Pandemic Planning	<p>1) Agrees that the Executive Director of Corporate Services 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 premature at this time.</p> <p>2) Asks that the Executive Director of Corporate Services updates the</p>	Executive Director of Corporate Services	April 2022		<p><u>Update</u> <u>September 2021</u></p> <p>A close report and lessons learned is underway for the Adaptation and Renewal programme after which advice will be provided on a lessons learned exercise for Covid-19 as references in the accounts commission report to P&S on 5</p>

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			<p>Policy and Sustainability committee on when he believes it would be appropriate both in terms of Corporate Services and timing for such a review to take place.</p>				<p>March.</p> <p><u>Update August 2021</u></p> <p>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 into the council's documentation for further waves / local outbreaks. A summary will be provided to the next P&S Committee. As</p>

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							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.
4	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	Executive Director of Place	June 2021		Closed August 2021 This was reported to Housing, Homelessness and Fair Work Committee in June 2021.

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			Confidential Schedule of 23.03.21)				
			2) To agree to provide a briefing note (referenced in Confidential Schedule of 23.03.21)	Executive Director of Place	June 2021		Closed August 2021 This briefing has been followed up.
			3) To note that once the agreed management actions had been implemented, a closure report would be brought to the GRBV committee.	Executive Director of Place	Summer 2022		
5	04.05.21	Change Portfolio	1) To agree to provide a briefing note to update Committee on the North Bridge Refurbishment.	Executive Director of Place	December 2021	December 2021	Closed December 2021 Briefing note circulated on 8 November and report on agenda

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			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	June 2021		<p>Closed August 2021</p> <p>An update on project status and plans moving forward was reported to Housing, Homelessness and Fair Work Committee in June 2021.</p>
			3) 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 would assess what information could be provided.	Executive Director of Corporate Services	March 2023		<p>Update August 2021</p> <p>The Business Intelligence Programme is well underway, and the remit of the programme is to build MI dashboards which report on key areas across</p>

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							<p>Service Areas. The immediate focus is on dashboards for Place, HR and Customer.</p> <p>Update June 2021</p> <p>The Head of Customer and Digital Services has this work underway.</p>
6	10.08.21	First Line Governance and Assurance Model	To agree that progress updates should be provided in each GRBV Committee Business Bulletin from November onwards, including an update on the finalised structure and recruitment.	Service Director - Legal & Assurance	September 2022		Updates will be provided on an ongoing basis
7	21.09.21	Work Programme	1) Requests a report within two cycles on	Interim Executive	December 2021	December 2021	Closed December 2021

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			how the re-opening of Community Centres was taken forward during the pandemic up to the current date, including feedback from CCs themselves and a timeline of activity.	Director of Education and Children's Services			Report considered December 2021
			2) As a result of at P&S committee urgent decisions made around community centres not having been implemented as requested, and a Health and Social report not addressing the decision made by Council, GRBV would like to review the processes and protocols around how decisions are implemented, to ensure that	Executive Director of Corporate Services	January 2022		Recommended for closure Report on agenda January 2022

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			<p>communications and information is accurate and effective.</p> <p>3) Requests a report in two cycles covering:</p> <ul style="list-style-type: none"> • how formal and informal committee and council actions are taken forward by officers following committee decisions and commitments made by directors and other officers in the course of committee business • the process followed by Committee Services to notify directorates of actions to be taken forward from Council and Committee decisions and how they are tracked. 				

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			<ul style="list-style-type: none"> the protocols for officers carrying out agreed actions A review of the 2 specific cases above and lessons learned. 				
8	21.09.21	Corporate Leadership Team Risk Report as at 23 August 2021 – Report by the Chief Executive	<ol style="list-style-type: none"> To agree that the Service Director – Legal and Assurance would send an email to Directors and senior managers to request that risk is properly considered in Council and committee reports. 	Executive Director of Corporate Services (Service Director – Legal and Assurance)			Closed Email sent to relevant officers 22 September 2021
			<ol style="list-style-type: none"> To request that the next review of the report template for Council and committees includes a 'risk' section to ensure this is considered. 	Executive Director of Corporate Services	August 2022		

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9	09.11.21	Business Bulletin	1) Requests a written report on the outcomes of the review of the Policy Register be brought to committee in January 2022 to be considered at the same meeting as the Committee Decisions Report.	Executive Director of Corporate Services	January 2022		Recommended for closure Report on agenda January 2022
			2) Requests that the Committee Decision Report address the use of Business Bulletins by Council and Committees.	Executive Director of Corporate Services	January 2022		Recommended for closure Report on agenda January 2022
			3) Notes that in August 2021, GRBV 'noted the proposed refreshed first line governance model structure and the next steps and implementation timeframes for the	Chief Executive	December 2021	December 2021	Closed December 2021 Briefing circulated 23 November 2021

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			<p>refreshed model', that each Executive Director committed to have in place by the end of September 21 the priority line 1 capacity and that the first quarterly cycle of reporting on assurance activities through Directorate and the CLT was to have been completed by March 22.</p> <p>Notes the business bulletin notes some progress but suggests that some work is not on schedule.</p> <p>Requests a written briefing for GRBV members on progress against each of the Next Steps by each directorate and the</p>				

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			commitment by each Director to have in place priority 1 capacity as outlined in the August report before the next GRBV meeting in December.				
			4) Agrees that a report is brought to GRBV in March 2022 on progress on assurance activities as outlined in Appendix one of the August report, highlighting any agreed changes to the framework by directors and clearly indicating responsibility.	Chief Executive	March 2022		
10	09.11.21	City of Edinburgh Council - 2020/21 Annual Audit Report to the Council and the	1) Agree that items 1, 2, 3, 4 and 5 shall have regular updates to the Executive Committees via their business	Executive Director of Corporate Services	1 – March 2022 2 – March 2022 3 – March		

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		Controller of Audit	bulletins on progress and full reports at implementation date detailing completion or outstanding actions.		2022 4 – March 2022 5 – June 2022		
			2) Agree that Item 6 (Implementation of BVAR recommendations) will be reported to each meeting of GRBV under the Business Bulletin to monitor progress (tabular form acceptable) towards completion dates.	Executive Director of Corporate Services Executive Director of Place	Ongoing		
			That reports are prepared in the following terms on the following areas: 3.1) Common Good – a report reviewing progress towards completion of 2017/18 recommendations on	Executive Director of Corporate Services	March 2022		<u>Update</u> <u>December 2021</u> Report scheduled for March to allow consideration by relevant executive committee

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			the Common Good Asset Register and what outstanding work there is to complete this and what resource is required (in officer hours) in two cycles and copied to the relevant Executive Committee.				
			3.2) Framework for collaboration with community councils – a report detailing current arrangements, funding and how this links into wider community planning responsibilities with any actions for improvement identified and reporting framework detailed in two cycles and copied to the relevant	Executive Director of Corporate Services	March 2022		<p><u>Update</u> <u>December 2021</u></p> <p>Report scheduled for March to allow consideration by relevant executive committee</p>

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			Executive Committee.				
			3.3) Community Asset Transfer – short report in two cycles on current process and timescales to include a table on number of requests received and stage in process with time taken to get to that point.	Executive Director of Place	March 2022		
11	14.12.21	Community Centres (update) – Report by the Executive Director of Education and Children’s Services	The Executive Director of Education and Children’s Services will provide a written response to councillors’ questions regarding Inch Community Centre, feedback from community centre management committees and progress made to improve the responsiveness to new guidance, which will be circulated to all committee	The Executive Director of Education and Children’s Services			

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			members.				