

# Outstanding Actions

## Governance, Risk and Best Value Committee

2 May 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	10.08.21	<a href="#">First Line Governance and Assurance Model</a>	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	August 2023		<p><b><u>Update May 2023</u></b> Report will be presented to August Committee.</p> <p><b><u>Update March 2023</u></b> Report will be presented to May Committee.</p> <p><b><u>November 2022</u></b> Following the update in November, the next update will be provided in</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>March.</p> <p><b><u>October 2022</u></b> Updates will be provided monthly in the Business Bulletin.</p> <p><b><u>August 2022</u></b> Update included in August Business Bulletin.</p> <p>Updates will be provided on an ongoing basis.</p>
2	21.09.21	<a href="#">Corporate Leadership Team Risk Report as at 23 August 2021 – Report by the Chief Executive</a>	1) 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.	Service Director - Legal & Assurance			<b>Closed</b>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) 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	May 2023		<p><b>Recommended for closure</b></p> <p>On the agenda for Full Council on 4 May 2023.</p> <p><b><u>Update May 2023</u></b> Report has been deferred to Council in May 2023.</p> <p><b><u>March 2023</u></b> Reviewed report template going to Council on 16.03.23.</p> <p><b><u>January 2023</u></b> Review of Report Template will be considered at Council in February 2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p><b><u>October 2022</u></b>  To be discussed as part of the Political Management Arrangement report which will be considered at Council in December. Further information in Business Bulletin.</p> <p><b><u>June 2022</u></b>  Report template will be submitted to Council for consideration in September alongside the Council's other governance documents.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			3) 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	May 2023	May 2023	<p><b>Recommended for Closure</b></p> <p>Report was considered at P&amp;S on 21.03.23 and has been referred to GRBV for May 2023, with an overview of overall progress reported to the Policy and Sustainability Committee bi-annually.</p> <p><b><u>Update March 2023</u></b></p> <p>Best Value report going to P&amp;S Committee on 21.03.23 and will thereafter be referred to GRBV in May.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<b><u>November 2022</u></b> Following the update in November, the next update will be provided in March.
			4) That reports are prepared in the following terms on the following areas:  4.1) Common Good – a Report reviewing progress towards completion of 2017/18 recommendations on 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	Executive Director of Corporate Services	March 2022		<b>Closed March 2022</b>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			relevant Executive Committee.				
			4.2) 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 Committee.	Executive Director of Corporate Services	March 2022		<b>Closed March 2022</b>
			4.3) Community Asset Transfer – short Report in two cycles on current process and timescales to include a table on number of requests	Executive Director of Place	March 2022		<b>Closed March 2022</b>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			received and stage in process with time taken to get to that point.				
3	18.01.22	<a href="#">Committee Decision Process and the Policy Register</a> – Report by the Executive Director of Corporate Services	1) To request that a review or internal audit (to be decided in March when the 2022/23 Internal Audit Annual Plan is considered to ensure capacity) is undertaken to ensure the recommendations at paragraph 4.18 of the report have been implemented and that the processes are working effectively.	Executive Director of Corporate Services	December 2022		<b>Closed January 2023</b>
			2) To agree to produce a simple guide to the Council's governance arrangements, decision making and committee process, including IIAs, implementation of	Executive Director of Corporate Services	August 2023		<b><u>Update March 2023</u></b> This guidance will be informed by the workshops and survey on the barriers to elected



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			decisions, the policy register and the use of the webcast for reviewing committee discussion. The guide to be included in members' training and made available to members and officers on the Orb, with a link to it to be included in committee action sheets for information.				office as agreed by Policy and Sustainability Committee and Council.  <b><u>October 2022</u></b> A guide is being prepared and will be circulated to members when available.
4	23.08.22	Annual Governance Statement	To request officers consider the role of the GRBV Committee in performance monitoring including potential dashboard reporting and the referral process between Policy and Sustainability Committee and GRBV Committee for overall scrutiny of council performance.	Executive Director of Corporate Services	March 2023	March 2023	<b>Recommended for Closure</b> Report was considered at P&S on 21.03.23.  <b><u>Update March 2023</u></b> Report on how performance is considered by committee will go to P&S on

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>21.03.23.</p> <p><b><u>January 2023</u></b>  Report was considered at the Policy and Sustainability Committee on 17 January, confirming how performance is scrutinised at Committees is being reviewed.</p> <p><b><u>November 2022</u></b>  Meeting to discuss with Convener has been requested.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
5	23.08.22	Corporate Governance Code	To request that a section on areas for improvement and potential actions to address areas where there were issues would be considered in the next self-assessment exercise and provided in the next iteration of the report.	Executive Director of Corporate Services	August 2023		
6	23.08.22	Annual Assurance Schedule – Edinburgh Health and Social Care Partnership	To request information on the percentage of teams which currently have a risk register in place and that greater detail on progress be provided in future Annual Assurance Schedules.	Chief Officer – Edinburgh Health and Social Care Partnership	February 2023	March 2023	<p><b>Recommended for Closure</b></p> <p>Note to committee circulated on 14 March 2023.</p> <p><b><u>Update January 2023</u></b></p> <p>By February 2023 to have all teams transitioned to the new risk management process.</p> <p>All teams in the</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Partnership have risk management processes in place. We are transitioning the Partnership over to an integrated risk management process which takes account of NHSL and CEC risk management approaches and we have transitioned 25% over to the new operating process.
7	23.08.22	Gas Services Improvement Plan Closure Report	To agree to continue the report for two cycles to allow completion of the two audits currently underway and for these to be presented to the Committee with the report.	Executive Director of Place	March 2023	March 2023	<b>Recommended for Closure</b> Report was considered at GRBV on 14.03.23.  <b><u>Update January</u></b>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p><b><u>2023</u></b> Report is agenda for March Committee.</p> <p><b><u>November 2022</u></b> Report will be submitted once the results from the external assessment have been received.</p>
8	11.10.22	Outstanding Actions	To agree to provide an update on action 4 (Community Centres (update)), to advise if a report concerning the future management of community centres was presented to the Culture and Communities Committee in August 2022.	Executive Director of Place	March 2023		<p><b><u>Update</u></b> <b><u>November 2022</u></b> A report on the future management of community centres was not submitted to Culture and Communities Committee in August 2022. Culture and Communities</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Committee will be kept updated on how the Council will work with Community Centres in the future.
9	11.10.22	Internal Audit: The Chartered Institute of Internal Auditors - External Quality Assessment	1) To note that a risk maturity assessment would take place and this would form the basis for measurement of progress toward organisational risk maturity.	Head of Health & Safety	February 2023		<b>Closed March 2023</b>
			2) To agree committee would be advised, via the business bulletin, of progress relating to organisational risk maturity.	Head of Health & Safety	January 2023		<b>Closed January 2023</b>
			3) To agree that an assurance map would	Senior Audit Manager	November 2022		<b>Closed December 2022</b>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			be shared with Elected Members for the Elected Member Training Session in November 2022.				
			4) To agree that a report was presented to Committee by end of March 2023 to propose the council's risk model.	Service Director – Legal and Assurance	May 2023	March 2023	<b>Recommended for Closure</b> Report was considered at P&S on 21.03.23. The Risk Management Policy (RMP) is going back to P&S in August with a more detailed assessment of elected member involvement, roles, reporting and escalation following the workshop with GRBV members, and will be

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							referred to GRBV thereafter.  <b><u>Update March 2023</u></b> Included in report going to P&S on 21.03.23 and will thereafter be referred to GRBV in May 2023.
10	11.10.22	Internal Audit Update Report: 1 May to 31 August 2022	1) To agree that Committee would be advised of the Council's second line assurance landscape.	Senior Audit Manager	December 2023		<b><u>Update May 2023</u></b>  Work is progressing to understand the sources of assurance across the Council.
			2) To agree that Committee were advised of the timescales proposed	Service director – Legal and Assurance	August 2023		<b><u>Update May 2023</u></b> Report will be presented to



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			for the delivery of the second line assurance framework.				August Committee.  <b><u>Update March 2023</u></b> Report will be presented to May Committee.
			3) To agree that assurance was provided to Committee concerning risk to Internal Audit capacity, as a result of the council accepting third party funding with audit conditions, which may compromise Internal Audit's capacity for existing workload commitments and generate vulnerabilities for the council.	Senior Audit Manager	31 March 2023		<b>Closed March 2023</b>
			4) To agree that a briefing note would be provided	Chief Executive			<b>Closed December 2022</b>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			to Committee by 18 October 2022, to advise why the Audit found that the Directorate Whistleblowing monitoring and reporting processes were inadequate and not operating effectively.				
			5) To agree that Committee during the planned whistleblowing workshop would review the process for how Committee received assurance on the satisfactory implementation of whistleblowing actions.	Governance Manager			<b>Closed December 2022</b>
			6) To agree that a briefing note would be provided to members, concerning CGI's	Interim Executive Director of			<b>Closed December 2022</b>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			inability to provide network availability assurance.	Corporate			
			7) To agree that a briefing note concerning progress with data quality and management was provided to committee particularly in view of how any planned improvements to the management of data would correlate with organisational effectiveness and robust decision making.	Interim Executive Director of Corporate			<b>Closed December 2022</b>
11	24.01.23	Internal Audit: Open and Overdue Internal Audit Actions – Performance Dashboard as at 5 December 2022	1) To note that the management action for the Asset Management Strategy would be reopened and continued to the next committee to allow the Convener of the	Executive Director of Corporate Services			<b>Closed March 2023</b>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Finance and Resources Committee, the Executive Director of Place and the Chief Executive to attend to answer questions.				
			2) To note the management update for action 16 does not correspond to the management action, and that the Executive Director of Education and Children's Services would circulate an appropriate update to members.	Executive Director of Education and Children's Services			<b>Closed March 2023</b>
			3) To note that Place Directorate would provide a revised completion date and update for actions 10 and 11.	Executive Director of Place			<b><u>Update March 2023</u></b> Action has been reopened and the service have been requested to update.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	24.01.23	Internal Audit Update Report: 1 September to 5 December 2022	1) To note the SWIFT Application Technology Controls audit report would be referred to the Policy and Sustainability Committee; and to request that regular updates on this work are reported to the Committee.	Senior Audit Manager	May 2023	March 2023	<b>Recommended for Closure</b> Report was considered at P&S on 21.03.23.  <b><u>Update March 2023</u></b> Report going to P&S Committee on 21.03.23.
			2) To note the link to the Elected Members MyLearning Hub would be recirculated to members.	Executive Director of Corporate Services			<b>Closed March 2023</b>
			3) To request a Business Bulletin update on discussions with the Convener of the Transport and Environment Committee on setting up an Active Travel	Executive Director of Corporate Services			<b>Closed March 2023</b>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Board or forum.				
13	24.01.23	Corporate Leadership Team Risk Report as at 28 November 2022	1) To note discussions would take place out with Committee on how the Council's risk appetite and risk ratings are presented in this report.	Executive Director of Corporate Services	May 2023	May 2023	<p><b>Recommended for Closure</b> Session with members held on 08.03.23. There are a number of changes to the report prepared for GRBV on 2 May 2023</p> <p><b><u>Update March 2023</u></b> In progress, session requested with Members and work has begun on drafting a more detailed report to address points highlighted.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) To request Business Bulletin updates on setting risk appetite; and that the Policy and Sustainability Committee would take this work forward.	Executive Director of Corporate Services		May 2023	<b>Recommended for closure</b>  This work is being taken forward by P&S committee and will be covered in the RMP and Risk Appetite Statement (RAS) going to P&S committee in August 2023.
14	24.01.23	Quarterly Status Update – Digital Services	To request a table in the next report which tracks changes in volume vs. service availability, to highlight how the service performs with change and how this impacts the end service user.	Executive Director of Corporate Services		May 2023	<b>Recommended for closure</b>  Report is on the agenda for 2 May 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
15	24.01.23	Annual Assurance Schedule - Executive Director of Education and Children's Services	To request a Teams briefing for members on the background of the report.	Executive Director of Education and Children's Services	March 2023		<b><u>Update March 2023</u></b> Executive Director of Children, Education and Justice Services will provide a presentation to members.
16	24.01.23	Edinburgh International Conference Centre - annual update for the year ending 31 December 2021 - referral report from the Housing, Homelessness and Fair Work Committee	To note the Convener would write to the Convener of the Housing, Homelessness and Fair Work Committee to ask for Business Bulletin updates on the progress of the hotel build project.	Convener of Housing, Homelessness and Fair Work / Head of Development & Regeneration			<b><u>Update March 2023</u></b> Convener wrote to the Convener of the Housing, Homelessness and Fair Work Committee on 15.02.23.



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
17	14.03.23	Outstanding Actions	To request an update and revised expected completion date for action 8 (Annual Assurance Schedule – Edinburgh Health and Social Care Partnership) by Committee in May.	Chief Officer, Edinburgh Health and Social Care Partnership			
18	14.03.23	Change Portfolio	1) To request a workshop on risks being presented.	Executive Director of Corporate Services	End May 2023		
			2) To request a further column in the appendix in future reports, noting the actions taken for each risk.	Executive Director of Corporate Services	May 2023	May 2023	<b>Recommended for closure</b>  A column will be added to show the mitigating action taken for each risk and this will be included in any future reports to GRBV.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
19	14.03.23	Annual Assurance Schedule - Corporate Services	1) To request a schedule of HR policies, indicating which have been reviewed, are to be reviewed and those which are out of date, be circulated to members.	Executive Director of Corporate Services	April 2023	April 2023	<b>Recommended for closure</b>  Briefing note circulated on 17 April 2023.
			2) To request a Business Bulletin update on this to Committee in May.	Executive Director of Corporate Services	May 2023	May 2023	<b>Recommended for closure</b>  On the Business Bulletin for May 2023.
20	14.03.23	Revenue Monitoring 2022/23 – month eight position – referral from the Finance and Resources Committee	To request a briefing note providing more details on the reduction in the assumed Housing Benefit recovery rate for those accommodated in dispersed flats, as referenced in paragraph 4.20 (v).	Executive Director of Corporate Services	May 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
21	14.03.23	Capital Monitoring 2022/23 – month eight position – referral from the Finance and Resources Committee	To request further details on how capital budgeting for the Edinburgh Health and Social Care Partnership works, with particular reference to Appendix 1 (approved budget, adjustments, revised budgets, etc.)	Chief Officer, Edinburgh Health and Social Care Partnership	March 2023	March 2023	<b>Recommended for Closure</b>  Briefing note was circulated to members on 16 March 2023.
22	14.03.23	Accounts Commission: Local Government in Scotland – Financial Bulletin 2021/22 – referral from the Finance and Resources Committee	To request a briefing note on the impact of the Deposit Return Scheme to the budget.	Executive Director of Place			
23	14.03.23	Whistleblowing Annual Report 2022 – report by Chief Executive	To request an update on the progress on timetabling dates for the Whistleblowing Sub-Committee be circulated to members.	Committee Services	May 2023		The first meeting of the Whistleblowing Sub-Committee has been arranged to be

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							held on 22 May 2023. A full timetable for future meetings will be circulated as soon as it has been agreed with members.