

Outstanding Actions

Governance, Risk and Best Value Committee

1 August 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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	October 2023		<u>Update August 2023</u> A progress report is on the GRBV agenda for 1 August and a full report will come to GRBV on 31 October, <u>Update May 2023</u> Report will be presented to August Committee. <u>Update March 2023</u>

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							<p>Report will be presented to May Committee.</p> <p><u>November 2022</u> Following the update in November, the next update will be provided in March.</p> <p><u>October 2022</u> Updates will be provided monthly in the Business Bulletin.</p> <p><u>August 2022</u> Update included in August Business Bulletin.</p> <p>Updates will be provided on an ongoing basis.</p>

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2	18.01.22	Committee Decision Process and the Policy Register – 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		Closed January 2023
			2) To agree to produce a simple guide to the Council's governance arrangements, decision making and committee process, including IIAs, implementation of decisions, the policy register and the use of the webcast for reviewing committee	Executive Director of Corporate Services	January 2024		<u>Update August 2023</u> An interim set of guidance will be prepared for December and then an updated set will be provided once the workshops have fed into it.

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			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.				<p><u>Update March 2023</u> This guidance will be informed by the workshops and survey on the barriers to elected office as agreed by Policy and Sustainability Committee and Council.</p> <p><u>October 2022</u> A guide is being prepared and will be circulated to members when available.</p>
3	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-	Executive Director of Corporate Services	September 2023		

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			assessment exercise and provided in the next iteration of the report.				
4	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	August 2023	<p>Recommended for Closure</p> <p>Note to committee circulated on 14 March 2023.</p> <p><u>Update January 2023</u> By February 2023 to have all teams transitioned to the new risk management process.</p> <p>All teams in the Partnership have risk management processes in place. We are transitioning the</p>

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							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.
5	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		Closed March 2023
			2) To agree committee would be advised, via the business bulletin,	Head of Health &	January 2023		Closed January 2023

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			of progress relating to organisational risk maturity.	Safety			
			3) To agree that an assurance map would be shared with Elected Members for the Elected Member Training Session in November 2022.	Senior Audit Manager	November 2022		Closed December 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	October 2023		Report was considered at P&S on 21.03.23. The Risk Management Policy (RMP) is going back to P&S in October with a more detailed assessment of elected member involvement, roles, reporting and escalation

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							<p>following the workshop with GRBV members, and will be referred to GRBV thereafter.</p> <p><u>Update March 2023</u> Included in report going to P&S on 21.03.23 and will thereafter be referred to GRBV in May 2023.</p>
6	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		<p><u>Update May 2023</u> Work is progressing to understand the sources of assurance across the Council.</p>

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			2) To agree that Committee were advised of the timescales proposed for the delivery of the second line assurance framework.	Service director – Legal and Assurance	October 2023		<p><u>Update August 2023</u> A progress report is on the GRBV agenda for 1 August and a full report will come to GRBV on 31 October.</p> <p><u>Update May 2023</u> Report will be presented to August Committee.</p> <p><u>Update March 2023</u> Report will be presented to May Committee.</p>
			3) To agree that assurance was provided to Committee concerning risk to	Senior Audit Manager	31 March 2023		<u>Closed March 2023</u>

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			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.				
			4) To agree that a briefing note would be provided 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.	Chief Executive			Closed December 2022

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			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			Closed December 2022
			6) To agree that a briefing note would be provided to members, concerning CGI's inability to provide network availability assurance.	Interim Executive Director of Corporate			Closed December 2022
			7) To agree that a briefing note concerning progress with data quality and management was provided to committee particularly in view of	Interim Executive Director of Corporate			Closed December 2022

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			how any planned improvements to the management of data would correlate with organisational effectiveness and robust decision making.				
7	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 Finance and Resources Committee, the Executive Director of Place and the Chief Executive to attend to answer questions.	Executive Director of Corporate Services			Closed March 2023
			2) To note the management update for action 16 does not correspond to the	Executive Director of Education and			Closed March 2023

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			management action, and that the Executive Director of Education and Children's Services would circulate an appropriate update to members.	Children's Services			
			3) To note that Place Directorate would provide a revised completion date and update for actions 10 and 11.	Executive Director of Place			<p><u>Update August 2023</u></p> <p>Recommended for closure</p> <p>Revised completion dates have been uploaded to TeamCentral and now form part of Internal Audit's monitoring and Committee reporting.</p> <p><u>Update March 2023</u></p>

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							Action has been reopened and the service have been requested to update.
8	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	April 2023	<p>Recommended for Closure</p> <p><u>Update August 2023</u> Presentation completed - 27 April 2023</p> <p><u>Update March 2023</u> Executive Director of Children, Education and Justice Services will provide a presentation to members.</p>
9	24.01.23	Edinburgh	To note the Convener	Convener of			Recommended

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		International Conference Centre - annual update for the year ending 31 December 2021 - referral report from the Housing, Homelessness and Fair Work Committee	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.	Housing, Homelessness and Fair Work / Head of Development & Regeneration			for Closure Convener wrote to the Convener of the Housing, Homelessness and Fair Work Committee on 15.02.23.
10	14.03.23	Outstanding Actions	To request an update and revised expected completion date for action 4 (Annual Assurance Schedule – Edinburgh Health and Social Care Partnership) by Committee in May.	Chief Officer, Edinburgh Health and Social Care Partnership	May 2023	August 2023	Recommended for Closure The item is on the agenda for 1 August 2023.
11	14.03.23	Change Portfolio	1) To request a workshop on risks being presented.	Executive Director of Corporate	End August 2023		

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				Services			
			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	Closed May 2023 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.
12	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		Recommended for Closure A briefing note was circulated to GRBV members on 19 May.
13	14.03.23	Accounts	To request a briefing note	Executive	August		A briefing note on

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		Commission: Local Government in Scotland – Financial Bulletin 2021/22 – referral from the Finance and Resources Committee	on the impact of the Deposit Return Scheme to the budget.	Director of Place	2023		the Deposit Return Scheme and its impact on the Council is expected to be available in advance of Committee in August 2023.
14	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	August 2023		The first meeting of the Whistleblowing Sub-Committee has been arranged to be held on 22 May 2023. A full timetable for future meetings will be circulated as soon as it has been agreed with members.
15	02.05.23	Internal Audit Open and Overdue	To add an additional column to future reports	Head of Internal	August		Will be included in August GRBV

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		Internal Audit Actions – Performance Dashboard at 31 March 2023 – report by the Head of Internal Audit	showing the date of each audit in appendix 2.	Audit	2023		Report.
16	02.05.23	Corporate Leadership Team Risk Report at 20 March 2023 – report by the Executive Director of Corporate Services	1) The ‘workforce deep dive’ report being submitted to the Finance and Resources Committee in June be referred to GRBV Committee for scrutiny.	Executive Director of Corporate Services	August 2023		<p>Recommended for Closure</p> <p><u>Update August 2023</u> Report went to F&R on 20 June and is referred to GRBV and on the agenda for 1 August, the Internal Audit is included within the IA Quarter 4 update and is also on the agenda for 1 August</p>

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			2) Council Leader write to the appropriate Cabinet Secretary regarding the financial pressures in health and social care requesting support.	Executive Director of Corporate Services	August 2023		Recommended for Closure
			3) A report on the Council's budget process with recommendations on how it could be improved and what safeguards are in place to ensure any risks are identified during the process.	Executive Director of Corporate Services	October 2023		Update going to Finance and Resources Committee on 20 June and this will be referred to Governance Risk and Best Value Committee on 1 August.
17	02.05.2023	Quarterly Status Update – Digital Services – Report by the Executive Director of Corporate Services	1) To request key information on project progress is included in a dashboard format with notes on	Executive Director of Corporate Services	October 2023		

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			progress and issues encountered.				
			2) Closure report on the digital roll out in schools to be presented to the GRBV Committee in addition to Finance and Resources Committee.	Executive Director of Corporate Services	October 2023		
18	02.05.2023	Edinburgh Leisure Annual Report 2021-22 – referral from the Culture and Communities Committee	To continue consideration of the report to the next meeting and request the Chief Executive of Edinburgh Leisure attends the meeting to answer questions	Executive Director of Place	August 2023		<p>Recommended for closure</p> <p>The Chief Executive of Edinburgh Leisure has been invited to attend Committee in August 2023.</p>