

# Outstanding Actions

## Governance, Risk and Best Value Committee

19 September 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	October 2023		<p><b><u>Update August 2023</u></b> A progress report is on the GRBV agenda for 1 August and a full report will come to GRBV on 31 October,</p> <p><b><u>Update May 2023</u></b> Report will be presented to August Committee.</p> <p><b><u>Update March 2023</u></b></p>

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							<p>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 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>

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2	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 decisions, the policy register and the use of the webcast for reviewing committee	Executive Director of Corporate Services	January 2024		<b><u>Update August 2023</u></b>  An interim set of guidance will be prepared for December and then an updated set will be provided once the workshops have

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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>fed into it.</p> <p><b><u>Update March 2023</u></b> 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><b><u>October 2022</u></b> 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	Executive Director of Corporate Services	September 2023		<p><b><u>Update September 2023</u></b> Corporate Governance Code Self-</p>

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			considered in the next self-assessment exercise and provided in the next iteration of the report.				Assessment report
4	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 be shared with Elected Members for the Elected Member	Senior Audit Manager	November 2022		<b>Closed December 2022</b>

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			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	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 following the workshop with GRBV members, and will be referred to GRBV thereafter.  <b><u>Update March 2023</u></b>

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							Included in report going to P&S on 21.03.23 and will thereafter be referred to GRBV in May 2023.
5	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 for the delivery of the second line assurance framework.	Service director – Legal and Assurance	October 2023		<b><u>Update August 2023</u></b> A progress report is on the GRBV agenda for 1 August and a full report will come to GRBV on 31

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							<p>October.</p> <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>
			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	Senior Audit Manager	31 March 2023		<b>Closed March 2023</b>



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			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			<b>Closed December 2022</b>
			5) To agree that Committee during the planned whistleblowing workshop would review the process for how Committee received assurance on the satisfactory implementation of	Governance Manager			<b>Closed December 2022</b>

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			whistleblowing actions.				
			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			<b>Closed December 2022</b>
			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>
6	14.03.23	Change Portfolio	1) To request a workshop on risks being presented.	Executive Director of	End August 2023		<b>Recommended for Closure</b>

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				Corporate Services			This workshop was held on 14 August.
			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>Closed May 2023</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.
7	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	August 2023		<b>Recommended for closure</b>  A briefing note on the Deposit Return Scheme and its impact on the Council was circulated on 25 July 2023.

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8	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		<p><b>Recommended for Closure</b></p> <p><b><u>Update September 2023</u></b> All dates for the current year have now been arranged.</p> <p><b><u>Update May 2023</u></b></p> <p>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</p>

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							members.
9	02.05.23	Internal Audit Open and Overdue Internal Audit Actions – Performance Dashboard at 31 March 2023 – report by the Head of Internal Audit	To add an additional column to future reports showing the date of each audit in appendix 2.	Head of Internal Audit	August 2023		<b>Recommended for Closure</b>  Information was included in August GRBV Internal Audit report.
10	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		<b>Closed August 2023</b>  <b><u>Update August 2023</u></b> 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

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							also on the agenda for 1 August
			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		<b>Closed August 2023</b>
			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		<b>Recommended for Closure</b>  <b><u>Update August 2023</u></b> Going to Finance and Resources Committee on 20 June and this will be referred to Governance Risk and Best Value Committee on 1 August.

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11	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 progress and issues encountered.	Executive Director of Corporate Services	October 2023		
			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		
12	01.08.2023	<a href="#">Edinburgh Leisure Annual Report 2021/22</a> – referral from the Culture and Communities Committee	1) To circulate a briefing note to members outlining the membership of the Edinburgh leisure Remuneration	Executive Director of Place	October 2023		

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			Committee, current recruitment issues, the number of staff currently being paid below the living wage and the number of staff on each spinal column point on the pay scale.				
			2) A briefing note to be circulated to members outlining the governance routes for Committee to make clear their expectation that all ALEOs pay their staff living wage.	Executive Director of Place	October 2023		
13	01.08.2023	<a href="#">Internal Audit Update Report: Quarter 4 2022/23</a> – Report by the Head of Internal	Previous audit on policies and procedures and the outcomes of these are to be circulated to members.	Executive Director of Corporate Services	October 2023		<b>Recommended for Closure</b>  Circulated to members



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		Audit					following August committee.
14	01.08.2023	<a href="#">Annual Assurance Schedule – Edinburgh Health and Social Care Partnership</a> – Report by the Interim Chief Officer, Health and Social Care Partnership	Interim Chief Officer, HSCP to include a response to the issues raised by the GRBV Committee in the upcoming Improvement Plan report to the Policy and Sustainability Committee.	Interim Chief Officer, Health and Social Care Partnership	October 2023		
15	01.08.2023	<a href="#">Workforce Deep Dive – Hard to Fill Roles</a> – referral from the Finance and Resources Committee	A briefing note to be shared with members outlining service areas where recruitment has been challenging.	Executive Director of Corporate Services	October 2023		<b>Recommended for Closure</b>  <b><u>Update</u></b> <b><u>September 2023</u></b> There is no establishment that is shared between HR and Finance and a report cannot be produced for

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							individual vacancies / areas of large numbers of vacancies. There is no more detail than provided in the report to August GRBV which sets out known difficult areas for recruitment.