

Outstanding Actions

Governance, Risk and Best Value Committee

28 November 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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	Executive Director of Corporate Services	January 2024		Recommended for Closure This is included in

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			making and committee process, including IIAs, implementation of 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.				<p>the Committee Best Practice Guidelines which has been submitted to GRBV committee on 28 November.</p> <p><u>Update August 2023</u></p> <p>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.</p> <p><u>Update March 2023</u></p> <p>This guidance will be informed by the workshops and survey on the</p>

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							<p>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>
2	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	March 2024		<p><u>Update November 2023</u> This is being considered as part of the 2024/25 annual planning process in collaboration with the Governance and Assurance team - expected completion date 31/03/24</p>

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							<p><u>Update May 2023</u> Work is progressing to understand the sources of assurance across the Council.</p>
			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>Closed October 2023</u></p> <p><u>Update October 2023</u> Governance and Assurance report coming to Committee on 31 October</p> <p><u>Update August 2023</u> A progress report is on the GRBV agenda for 1 August and a full report will come</p>

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							to GRBV on 31 October. <u>Update May 2023</u> Report will be presented to August Committee. <u>Update March 2023</u> 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	Senior Audit Manager	31 March 2023		Closed March 2023

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

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			implementation of 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			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 how any planned improvements to the management of data would correlate with organisational effectiveness and robust decision making.	Interim Executive Director of Corporate			Closed December 2022
3	01.08.2023	Edinburgh Leisure	1) To circulate a	Executive	December		<u>Update October</u>

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		Annual Report 2021/22 – referral from the Culture and Communities Committee	briefing note to members outlining the membership of the Edinburgh leisure Remuneration 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.	Director of Place	2023		<u>2023</u> Breifing note will be circulated to members.
			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	Executive Director of Place	January 2024		<u>Update October 2023</u> A report is being prepared for January Policy and Sustainability Committee regarding this.

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			staff living wage.				
4	19.09.2023	2022/23 Internal Audit Annual Report and Opinion – Report by the Head of Internal Audit	1) Details to be provided to committee in three cycles outlining progress on 5 outstanding high-rated action from the Corporate Resilience Audit.	Head of Democracy Governance and Resilience	November 2023	November 2023	Recommended for Closure Information is included in the IA report going to GRBV on 28 Nov
			2) Agrees that directors of Place, Corporate Services and Children, Education and Justice Services will bring a report to GRBV Committee in three cycles which analyses the top five areas of risk associated with issues raised in audits. The report	Chief Executive Executive Directors of Place, Corporate Services & Education, Children and Justice Services. Chief Officer,	January 2024		

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			should set out an understanding of where there may be underlying and thematic weaknesses and what steps directorates are taking to manage risks in these areas.	Health and Social Care Partnership.			
5	19.09.2023	City of Edinburgh Council – 2022/23 Annual Accounts Audit – Report by the Executive Director of Corporate Services	1) A briefing note to be circulated detailing the impact of value adjustment of socially-rented housing stock, e.g. insurance costs or other annual revenue costs.	Executive Director of Corporate Services	November 2023	November 2023	Recommended for Closure Breifing note circulated Monday 6 November 2023
			2) Officers to request a response from the EICC board on the reasons for the decision to award a Chief Executive		November 2023		<u>Update</u> <u>November 2023</u> Officers have requested information and

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			bonus.				are awaiting a response.
6	31.08.23 (Council)	Motion by Councillor Griffiths – Childcare 4 All	Report to Governance Risk and Best Value Committee examining the governance and best value issues associated with this contract the decision to end it.	Executive Director of Children, Education and Justice Services	November 2023		Recommended for Closure Submitted to November meeting under title 'After school Care Provider – Additional Support Needs support'
7	31.08.23 (Council)	Response to Critical Risk Motion – Report by Chief Executive	Details of officer time taken responding to questions from Councillors to be provided in the next Risk Report to Governance, Risk and Best Value Committee.	Chief Executive	November 2023	November 2023	Recommended for Closure Included in the CLT Risk Report at Appendix 3 that is going to GRBV committee on 28 November.
8	31.10.23	Leadership of the development of	Briefing note to be circulating covering	Executive Director	November 2023		Update November 2023

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		new local strategic priorities - Best Value thematic work in City of Edinburgh Council 2022/23 – Report by Chief Executive	engagement and implementation of strategic support for community centres and local hubs with details on which neighbourhood networks are functioning.	Place			Briefing note is currently being prepared for in advance of the Committee meeting on 28.11.2023.
9	31.10.23	Strategic Programme Board – Report by Executive Director Corporate Services	Committee to be advised via a business bulletin update on the requested 6 Monthly Update report from the Capital Investment Board.	Executive Director Place	November 2023		Recommended for Closure Update included in November Business Bulletin
10	02.11.23 (Council)	Millerhill Energy from Waste Plant Heat Offtake Unit – Report by Executive Director Place	1) To agree that a report be provided to GRBV to allow scrutiny of the increase in costs to date.	Executive Director Place	January 2024		
			2) To agree that that reports on the future progress of this	Executive Director	July/August 2024		

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			project are made to GRBV every six months.	Place			