

Outstanding Actions

Governance, Risk and Best Value Committee

20 February 2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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.	Head of Internal Audit	March 2024		<p><u>Update February 2024</u></p> <p>To be included in the Internal Audit Annual Plan 2024/25 going to GRBV in March</p> <p><u>Update November 2023</u></p> <p>This is being considered as part of the 2024/25 annual planning process in collaboration with the Governance and</p>

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							Assurance team - expected completion date 31/03/24 <u>Update May 2023</u> 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		Closed October 2023 <u>Update October 2023</u> Governance and Assurance report coming to Committee on 31 October <u>Update August 2023</u>

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							<p>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 Internal Audit capacity, as a result of the	Senior Audit Manager	31 March 2023		Closed March 2023

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			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
			5) To agree that Committee during the planned whistleblowing	Governance Manager			Closed December 2022

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			workshop would review the process for how Committee received assurance on the satisfactory 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	Interim Executive Director of Corporate			Closed December 2022

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			organisational effectiveness and robust decision making.				
2	01.08.2023	Edinburgh Leisure Annual Report 2021/22 – referral from the Culture and Communities Committee	1) To circulate a 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.	Executive Director of Place	January 2024 December 2023		<p>Recommended for Closure</p> <p>Briefing note circulated on 02/02/24</p> <p><u>Update January 2024</u></p> <p>This briefing is expected to be circulated in advance of Committee on 16 January 2024.</p> <p><u>Update October 2023</u></p> <p>Briefing note will be circulated to members.</p>

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							<p><u>Update October 2023</u></p> <p>Briefing note will be circulated to members.</p>
			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 Corporate Services	January 2024		<p>Recommended for Closure</p> <p>Circulated 25 January 2024</p> <p><u>Update January 2024</u></p> <p>Report being submitted to P&S in January and briefing note is being prepared for circulation.</p> <p><u>Update October 2023</u></p> <p>A report is being prepared for</p>

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							January Policy and Sustainability Committee regarding this.
3	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		Recommended for Closure This report was considered by Committee on 16.01.2024. <u>Update January 2024</u> Submitted to January meeting
			2) To agree that that reports on the future progress of this project are made to GRBV every six months.	Executive Director Place	August 2024		Closed at meeting 16.01.24
4	28.11.23	Edinburgh International	1) A briefing note on current risks to projects	Executive Director of	February		<u>Update February</u>

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		Conference Centre – Annual Update for the year ending 31 December 2022 – referral from the Finance and Resources Committee	to be circulated.	Place	2024 January 2024		<u>2024</u> This briefing note is currently being prepared and will be circulated when complete. <u>Update January 2024</u> This briefing note is currently being prepared and will be circulated when complete.
			2) Officers to circulate full briefing note being prepared for F&R regarding loan stocks to be circulated to GRBV and to provide an update in the business bulletin.	Executive Director of Place	May 2024		<u>Update February 2024</u> This briefing is currently being prepared and will be circulated when complete. A summary of the briefing will be included in the

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							<p>next Business Bulletin for Committee following completion of the briefing.</p> <p><u>Update January 2024</u></p> <p>A summary will be included in the Committee Business Bulletin following completion of the briefing note.</p>
5	28.11.23	Internal Audit Open and Overdue Internal Audit Actions – Performance Dashboard as at 31 October 2023	1) EC&F briefing note on Early Years 1140 Hours Expansion Programme delivery March 2023 to be circulated to members of GRBV.	Executive Director of Education and Children’s Services	January 2024		<p>Recommended for Closure</p> <p>Briefing Session held on the 18 January.</p> <p><u>Update January 2024</u></p>

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							Briefing session being held 18 January with GRBV and F&R Members on Early Years funding.
			2) Briefing note to be circulated to members of GRBV on the timescales for Self Directed Support (SDS) Children's Services June 2023	Executive Director of Education and Children's Services	January 2024		<p><u>Update February 2024</u></p> <p>Briefing in train this will be provided before the next GRBV committee</p> <p><u>Update January 2024</u></p> <p>Briefing will be provided to members by end of January 2024</p>
			3) An update on Shadow IT Systems in the Risk	Head of Internal	February 2024		Recommended for Closure

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			Acceptance form to be submitted with the February Update report.	Audit			Information contained in Internal Update report submitted to February meeting. <u>Update January 2024</u> Risk acceptance will be included within the IA open and overdue performance dashboard paper presented to GRBV in February 2024
6	28.11.23	Internal Audit Update Report: Quarter 2 2023/24	1) A report to be submitted in one cycle which sets out: <ul style="list-style-type: none"> • Details of the Corporate Health and Safety Team and an 	Executive Director Corporate Services	February 2024		<u>Update February 2024</u> On GRBV agenda for February Meeting.

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			<p>assessment of the capacity within that team</p> <ul style="list-style-type: none"> • Areas within the council that have been assessed as potentially high risk, and what actions have been taken to investigate the adherence to health and safety policies and procedures within those teams including the outcomes of workplace inspections as recommended in the Cross Directorate Health and Safety audit • An assessment of the council's current health and safety policies and procedures and the 				<p><u>Update January 2024</u></p> <p>Convener and Executive Director Corporate Services have agreed to defer to February.</p>

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			<p>management and ownership of them.</p> <ul style="list-style-type: none"> • Details of any training needs that have been identified and development of training programmes on health and safety and risk management. • Outcomes of the review of organisational arrangements and how oversight of risk assessment and risk control will be managed within high risk areas of the council. 				
			2) An urgent briefing to be circulated to members of GRBV and Policy and Sustainability	Executive Director Corporate Services	December 2023	December 2023	<p>Closed at meeting 16.01.2024</p> <p>Circulated to</p>

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			Committee on the issues raised in the Cross Departmental audit regarding Murrayburn Depot, and the actions that have already been taken to improve health and safety including concerns raised about potential environmental contamination.				members on the 28/12/23
			3) An update report to be provided on the management of ad hoc mixed tenure works which will include an update on actions, sampling work and addressing concerns around fraud.	Executive Director Place	May 2024		Update January 2024 Risk acceptance will be included within the IA open and overdue performance dashboard paper presented to GRBV in February 2024

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7	28.11.23	Corporate Leadership Team Risk Report as at 26 October 2023	A data led report to be provided on the impact of Council decisions on officer's workload including a breakdown of sources.	Chief Executive Head of Democracy Governance and Resilience	February 2024		<u>Update February 2024</u> On agenda for February meeting (Committee Statistics) <u>Update January 2024</u> To be combined with statistics report due for submission to GRBV in February.
8	16.01.24	Millerhill Energy from Waste Plant: Heat Interchange Unit	Officers to provide details on lesson learnt on procurement process and to provide an update when the contract is agreed as a Business Bulletin and a Briefing Note.	Executive Director Place	August 2024		
9	16.01.24	Draft Public	Officers to set up a	Executive	31 May		

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		Performance Scorecard	<p>workshop following the public consultation and allowing enough time to enact changes focussing on:</p> <ul style="list-style-type: none"> • Areas where there is a grey RAG or no target including - Homeless cases housed, Average number of days to re-let properties, Rent collected as % of total rent due and Value of lost rent from empty homes; • Performance data for areas not covered in the report; and • Ways in which to enhance accessibility and to make the format as 	Director Corporate Services	2024 (subject to public consultation timelines)		

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			engaging to members of the public as possible.				
10	16.01.24	Analysis of the top five areas of risk associated with issues raised in audits	Officers to set up a workshop for members of GRBV regarding scrutiny of risk.	Executive Director Corporate Services	June 2024		February update Workshop proposed for April 2024.