

Policy and Sustainability Committee

10.00am, Tuesday 12 March 2024

Internal Audit Open and Overdue Internal Audit Actions - Performance Dashboard as at 29 January 2024 – referral from the Governance Risk and Best Value Committee

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1. For Decision/Action

The Governance, Risk and Best Value Committee has referred the relevant items in appendix 2 Internal Audit Open and Overdue Internal Audit Actions - Performance Dashboard as at 29 January 2024 to the Policy and Sustainability Committee with the following recommendations:

- 1) To recommend that the Policy and Sustainability Committee adds items 4, 5 and 6 to the Forward Work Plan; and
- 2) To recommend that the Policy and Sustainability Committee adds items 7, 8, 9 and 10 to the Business Bulletin.

Dr Deborah Smart

Executive Director of Corporate Services

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Referral Report

Internal Audit Open and Overdue Internal Audit Actions - Performance Dashboard as at 29 January 2024

2. Terms of Referral

- 2.1 On 20 February 2024, the Governance, Risk and Best Value Committee considered a report on the Internal Audit Open and Overdue Internal Audit Actions – Performance Dashboard as at 29 January 2024.
- 2.2 The Governance, Risk and Best Value Committee agreed:
- 2.2.1 To note the status of open and overdue Internal Audit (IA) actions and key performance indicators as at 29 January 2024.
- 2.2.2 To refer the items in the table at appendix 2 of the report by the Head of Internal Audit to the following committees with the following recommendations:
- Items 1,2 and 3 to Finance and Resources Committee and recommends this becomes a standing item on their Business Bulletin until the end of 2024 to ensure any slippage in progress is addressed;
 - Items 4, 5 and 6 to Policy and Sustainability Committee and recommends that they add this to their Forward Work Plan;
 - Item 7 to Policy and Sustainability Committee and recommends that the Committee adds this to their Business Bulletin;
 - Items 8, 9 and 10 to Policy and Sustainability and Education, Children and Families Committee and recommends that the Committees adds this to their Business Bulletin;
 - Items 11,12, 13, 14 and 15 to Education, Children and Families Committee for noting; and
- 2.2.3 To refer this paper to the Edinburgh Integration Joint Board Audit and Assurance Committee for information in relation to the current Health and Social Care Partnership position.

3. Background Reading/ External References

- 3.1 [Governance, Risk and Best Value Committee – 20 February 2024 – Webcast](#)

4. Appendices

Appendix 1 – Overdue audit actions as at 29 January 2024

Overdue audit actions as at 29 January 2024

Ref:	Directorate	Audit Code	Audit Name link to report and date	% Progress	Title	Priority Rating	Agreed Management Action	Status	Expected Date	Revised Date	Days Overdue	Status Update	Business Lead
4	Corporate Services	CW2001	Arms length external organisations (ALEOs) August 2021	<div style="width: 29%;"><div style="background-color: #6aa84f; height: 10px; width: 29%;"></div></div> 29% 7 Actions 2 closed 5 in progress 3 overdue	1.1 ALEO Governance Framework	High Priority	Second line responsibilities for the design, implementation, and ongoing maintenance of an ALEO governance framework will be agreed; and An ALEO governance framework will be designed implemented, and communicated that incorporates all of the recommendations made.	In Progress	30/09/2022	29/03/2024	483	Revised completion date has been set to allow time for key person dependency and also to take on board recommendation's from Tram Inquiry.	Deborah Smart Nick Smith Gavin King
5					2.1 - Conflicts of Interest and Appointments	High Priority	<p>A paper will be presented to full Council that highlights potential conflicts of interest between ALEO and Council committee appointments, with a request that the Council either risk accepts or takes action to address the potential conflicts identified. This report will also highlight that future potential conflicts could occur if EM appointments to either ALEOs or Council committees are changed, and that this should be considered by political groups as part of any subsequent appointment changes. Executive directors will be advised of any potential ALEO conflicts of interest that have been risk accepted and requested to ensure that these are reflected in relevant risk registers.</p> <p>A framework will be designed and provided to all ALEOs that makes recommendations for an appropriate composition of both elected members and independent members for inclusion in ALEO boards to ensure that there is an appropriate balance and mix of skills. The skills, background and experience required for Council Observers who represent the Council's interest at board meetings will be considered; documented; and consistently applied to all appointments. Each Directorate will be asked to confirm annually, that the background, skills and experience of each CO remains appropriate.</p>	In Progress	30/06/2023	31/05/2024	210	Revised completion date has been set to allow time for key person dependency and also to take on board recommendation's from Tram Inquiry.	Deborah Smart Nick Smith Gavin King
6					2.2 - Training	High Priority	Training materials will be reviewed. It was agreed at a meeting of full Council in June 2016 that EMs who were directors of Council companies would undertake mandatory training on their duties under the Companies Act. Training will also be made mandatory for COs. Completion of training by both EMs and COs will be monitored and where training has not been completed, Group Leaders will be notified.	In Progress	30/06/2023	31/05/2024	210	Revised completion date has been set to allow time for key person dependency and also to take on board recommendation's from Tram Inquiry.	Deborah Smart Nick Smith Gavin King
7	Place	CW2006	Health and Safety – Asbestos Recommendations – B agenda	<div style="width: 89%;"><div style="background-color: #6aa84f; height: 10px; width: 89%;"></div></div> 89% 9 Actions 8 closed 1 in progress 1 overdue	2.1b: Estates and Facilities Management – population of CAFM system	Medium Priority	Asbestos registers will be manually transferred from the current PDF version and populated directly into CAFM where they will be maintained in the CAFM asbestos module. There is no requirement for a technology upgrade to support this process. This has already been performed for a sample of three properties and the full population should be achievable by 31 March 2023.	In Progress	31/03/2023	31/03/2024	301	Revised completion date has been set to 31/03/24 following discussion with FM Management. Input of data to CAFM/ AMIS has stalled due to system issues. Information is currently being updated and maintained in Excel in meantime. Discussions are ongoing.	Paul Lawrence Gareth Barwell Mark Stenhouse

Ref:	Directorate	Audit Code	Audit Name link to report and date	% Progress	Title	Priority Rating	Agreed Management Action	Status	Expected Date	Revised Date	Days Overdue	Status Update	Business Lead
8	Corporate Services	CW2101	Complaints Management July 2022	75%	2.1 Complaints management and oversight – Corporate Services	Medium Priority	Following completion of the review by the Strategic Complaints function (recommendation 1.1), Corporate Services will establish a suitable Directorate level oversight and assurance process to support compliance with the Corporate Complaints policy, ensuring that our current practice for monitoring performance is suitably enhanced so as to provide assurance that all Corporate Services complaints are being managed appropriately.	In Progress	31/12/2023	29/02/2024	26	Action is progressing, date extended to ensure sufficient time to provide evidence to Internal Audit of the process operating in practice.	Deborah Smart Nick Smith Gavin King
9	Children, Education and Justice Services				2.1c Complaints management and oversight – Children, Education and Justice Services	Medium Priority	Complaints for schools are reviewed and discussed by senior management on a weekly basis. A summary report will be provided to Education and Children's Services senior management team (SMT) on a regular basis to support directorate oversight processes. In addition, to ensure adequate oversight at a directorate level, Education and Children's Services SMT will review complaints on a monthly basis. This will include reviewing the number, nature, process compliance as well as lessons learnt, monitoring of any action plans and change management. This will be reviewed as part of the wider quality and assurance and performance management session for the directorate and in line with the review by the Strategic Complaints function.	In Progress	31/12/2023	31/03/2024	26	Action is progressing, date extended to ensure sufficient time to provide evidence to Internal Audit of the process operating in practice.	Amanda Hatton Gillian Tracey
10	Children, Education and Justice Services	CW2202	Application technology controls - SEEMIS November 2022	67%	1.1 SEEMIS Records Retention and Disposal	Medium Priority	Record retention periods for pupil data will be reviewed and agreed with IGU. Following that, the Council's Records Retention Schedule and Quick Guide for Managing Pupil Information will be updated. A schedule will be created to facilitate a timely, complete disposal of pupil data in line with agreed record retention periods.	In Progress	31/05/2023	31/01/2024	240	Revised completion date has been set to 31/01/24 per update that Education colleagues confirm they are finalising the new guidance and ensuring the link to the council retention schedules are accurate.	Amanda Hatton Lorna French Gillian Tracey