

Outstanding Actions

Governance, Risk and Best Value Committee

04 June 2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	28.11.23	Edinburgh International Conference Centre – Annual Update for the year ending 31 December 2022 – referral from the Finance and Resources Committee	1) A briefing note on current risks to projects to be circulated.	Executive Director of Place	June 2024		<p>Update June 2024</p> <p>It is hoped to circulate this to Committee by the end of June 2024.</p> <p>Update May 2024</p> <p>This briefing note is currently being prepared and it is hoped to circulate this to Committee by the end of May 2024.</p> <p>Update February</p>

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							<p>2024</p> <p>This briefing note is currently being prepared and will be circulated when complete.</p> <p>Update January 2024</p> <p>This briefing note is currently being prepared and will be circulated when complete.</p>
			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		<p>Closed at meeting – 07 May 2024</p> <p>A Business Bulletin update is provided for Committee on 7 May 2024.</p> <p>Update February</p>

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							<p>2024</p> <p>This briefing is currently being prepared and will be circulated when complete. A summary of the briefing will be included in the next Business Bulletin for Committee following completion of the briefing.</p> <p>Update January 2024</p> <p>A summary will be included in the Committee Business Bulletin following completion of the briefing note.</p>

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2	28.11.23	Internal Audit Update Report: Quarter 2 2023/24	<p>1) A report to be submitted in one cycle which sets out:</p> <ul style="list-style-type: none"> • Details of the Corporate Health and Safety Team and an assessment of the capacity within that team • 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 	Executive Director Corporate Services	February 2024		<p>Closed at meeting – 07 May 2024</p> <p>Submitted to February GRBV</p> <p>Update February 2024</p> <p>On GRBV agenda for February Meeting.</p> <p>Update January 2024</p> <p>Convener and Executive Director Corporate Services have agreed to defer to February.</p>

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			<p>Health and Safety audit</p> <ul style="list-style-type: none"> • An assessment of the council's current health and safety policies and procedures and the management and ownership of them. • 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 				

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			risk areas of the council.				
			2) An urgent briefing to be circulated to members of GRBV and Policy and Sustainability 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.	Executive Director Corporate Services	December 2023	December 2023	Closed at meeting 16.01.2024 Circulated to members on the 28/12/23
			3) An update report to be provided on the management of ad hoc mixed tenure works which will	Executive Director Place	November 2024		Update June 2024 Committee will receive an update

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			include an update on actions, sampling work and addressing concerns around fraud.				<p>on these actions in November 2024.</p> <p>Update May 2024</p> <p>The audit actions are currently in progress and Committee will receive an update on these actions in September 2024.</p> <p>Update January 2024</p> <p>Risk acceptance will be included within the IA open and overdue performance dashboard paper presented to</p>

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							GRBV in February 2024
3	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		<p>Update May 2024</p> <p>GRBV agreed six monthly updates from August, which are likely to be Business Bulletin updates rather than separate reports.</p>
4	16.01.24	Draft Public Performance Scorecard	<p>Officers to set up a 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 - 	Executive Director Corporate Services	31 May 2024 (subject to public consultation timelines)		<p>Recommended for Closure</p> <p>Workshop scheduled 30/05/24</p> <p>Update May 2024</p> <p>Workshop</p>

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			<p>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;</p> <ul style="list-style-type: none"> • Performance data for areas not covered in the report; and • Ways in which to enhance accessibility and to make the format as engaging to members of the public as possible. 				scheduled for 30 May 2024
5	20.02.24	Internal Audit Update Report: Quarter 3 2023/24	<p>1) Report to be submitted in three cycles setting out:</p> <ul style="list-style-type: none"> • Which 	Head of Commercial and Procurement	June 2024		<p>June Update</p> <p>Report on agenda for June GRBV.</p>

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			<p>Directorates/Service Areas are responsible for the top ten highest levels of spend where there are contracts classed as 'non contract spend' and not managed in line with contract standing orders</p> <ul style="list-style-type: none"> • Which Directorates/Service Areas have the top ten highest number of contracts where there has been a failure to carry out PVG, insurance and compliance checks • Which Directorates/Service Areas have the top ten highest number 				<p>May Update</p> <p>Report scheduled for June GRBV.</p>

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			<p>of contracts where there is no named contract manager, or the wrong contract manager is named</p> <ul style="list-style-type: none"> • Which Directorates/Service Areas have the top ten highest number of contracts that have not been entered into the contract register <p>This report will also set out the reasons why there has been a failure of contract management and what specific actions are being taken in those service areas to bring contract management back in line with standing orders; and</p> <p>This report will also set out</p>				

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			<p>the risks associated with the failures in contract management, particularly whether any children and young people or vulnerable adults have been put at risk, alongside financial and other risks.</p> <p>This report will be referred to all executive committees who are responsible for any service area covered by the above request</p>				
			<p>2) This Audit and previous audit on Mixed Tenure Repairs and the audit on Damp and Mould are referred to the Housing, Homelessness and Fair Work committee with a recommendation that monitoring of the audit management actions are included in their Housing Service Improvement Plan in</p>	Executive Director Corporate Services	February 2024	February 2024	<p>Closed at meeting – 07 May 2024</p> <p>Referred to Housing, Homelessness and Fairwork Committee on the 27 February 2024.</p>

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			order for them to monitor the aspects which include securing best value for the HRA and improving services for tenants.				
6	19.03.24	Internal Audit: 2024/25 Internal Audit Annual Plan	<p>Audit to be carried out into the decision not to offer Educational Support Base (ESB) placements for the next school year, and instead to replace with ESP provision. The scope of the audit should include:</p> <ul style="list-style-type: none"> • communication with parents, children and young people, and schools • planning of the additional provision that would be needed to support children 	Head of Internal Audit			<p>Recommended for Closure</p> <p>Included in process being carried out.</p> <p>Update May 2024</p> <p>Committee services confirming with convenor if this should be closed as the Head of Internal Audit has advised that this is the scope of the audit that was asked for which</p>

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			<p>and young people within a mainstream setting including staffing levels and physical spaces that might be required, and whether this was done ahead of the decision being made.</p> <ul style="list-style-type: none"> • how the above planning was communicated to parents when being presented with the decision by the Education Resource Group (ERG). • whether or not 				will be built into the audit.

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			<p>appropriate risk assessments and equalities impact assessments were taken ahead of the decision</p> <ul style="list-style-type: none"> whether the decision was driven by considerations in line with GIRFEC or primarily as a budgetary decision to drive down the cost of home to school transport 				
7	07/05/24	Strategic Programme Board	Officers to arrange a workshop covering what is expected of GRVB and what information would be beneficial in relation to	Executive Director - Corporate Services	September 2024		<p>Update June 2024</p> <p>Work is progressing</p>

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			scrutinising the Strategic Programme Board report.				expected completion date of Sept 24
8	07/05/24	Motion by Councillor Heap - PVG and Insurance Checks	<p>Officers to circulate a briefing note outlining:</p> <ul style="list-style-type: none"> • The nature of the spot checks which were not done • If any spot checks were not done, why not • What risks, if any, were posed to staff and service users as a result of the issues around the spot checks • What work has been done to establish whether there have been similar issues in other services • The action plan referred to in the press statement 	Chief Officer EIJB	May 2024		<p>Recommended for Closure</p> <p>Briefing note circulated 25/05/24</p>

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9	07/05/24	Motion by Councillor Jenkinson – IT Services Availability	Officers to provide a Business Bulletin update to the next meeting of GRBV detailing the business case, technical detail (if not commercially sensitive), impact analysis and any financial implications this planned outage had on the Council.	Executive Director - Corporate Services	June 24		Recommended for Closure Update included in business bulletin and briefing note circulated on the 09 May 2024.
10	07/05/24	Complaints relating to Edinburgh's Christmas 2022	Officer to provide written briefing note on the process that was followed.	Chief Executive	July 2024		Update June 2024 Work in progress expected completion date of July 24