

Outstanding Actions

Governance, Risk and Best Value Committee

23 January 2025

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	A briefing note on current risks to projects to be circulated.	Interim Executive Director of Place	31 October 2024		<p>Recommended for closure</p> <p>Briefing note circulated on 31 October 2024.</p> <p>Update October 2024</p> <p>It is hoped to circulate the briefing note prior to the committee meeting on 31 October.</p>
2	28.11.23	Internal Audit Update Report:	An update report to be provided on the management of ad hoc	Interim Executive Director	June 2025		Update January 2025

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		Quarter 2 2023/24	mixed tenure works which will include an update on actions, sampling work and addressing concerns around fraud.	Place			<p>An update is provided in the Business Bulletin for Committee on 23 January 2025 with a further report in June 2025.</p> <p>Update October 2024</p> <p>These actions are still being progressed. An update will be prepared for Committee in January 2025.</p> <p>Update June 2024</p> <p>Committee will receive an update on these actions in November</p>

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							<p>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 GRBV in February 2024</p>

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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.	Interim Executive Director Place	October 2024 and six-monthly thereafter		<p>Recommended for closure</p> <p>Six monthly updates added to the work programme.</p> <p>Update October 2024</p> <p>A Business Bulletin update is provided in October.</p> <p>Update September 2024</p> <p>Discussions are on-going with FCC and an update will be provided to Committee in November 2024.</p>

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							<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	07.05.24	Complaints relating to Edinburgh's Christmas 2022 (private report)	Officers to provide written briefing note on the process that was followed.	Chief Executive	January 2025		<p>Update January 2025</p> <p>Note expected to be issued by end January.</p>
5	09.05.24 Council meeting	Decision Making Framework 2024	Requests a review of the changes to the Procedural Standing Orders, Corporate Debt Policy, Scheme of Delegation to Officers and Committee Terms of Reference and Delegated Functions to come to	Chief Executive	June 2025		

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			Finance & Resources Governance, Risk and Best Value Committee in one year, setting out the impact of the changes including any unintended consequences.				
6	04.06.24	Accessibility of Council Information	A stand alone report to be submitted which looks at the presentation and accessibility of committee reporting, this may also be included in existing reporting.	Chief Executive	June 2025		
7	17.09.24	Corporate Leadership Team Risk Report as at 1 August 2024	1) Agrees the report to P&S Committee on UNISON's End Violence at Work Charter should make reference to the inclusion of violent incidents on the risk register and this this committee's concern at the persistently high	Executive Director of Corporate Services	December 2024		Recommended for closure Report considered by P&S Committee December 2024

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			level.				
			2) Agrees to receive an update, in a future risk report, on all further actions taken to reduce violent incidents including work with the trade unions and the high level outcomes of that report to Policy and Sustainability Committee.	Executive Director of Corporate Services	January 2025		Recommended for closure Report considered by P&S Committee December 2024
8	17.09.24	Public Performance Scorecard - Annual Report	Requests a Business Bulletin update in two cycles that outlines: <ul style="list-style-type: none"> 1. potential causes for such a consistent increase in Fol requests; and 2. any dialogue with other local authorities via COSLA whether they have also seen 	Executive Director of Corporate Services	January 2025		Recommended for closure Update in business bulletin

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			an increase in Fol Requests.				
9	17.09.24	Quarterly Status Update – Digital Services	<p>1) Requests the next quarterly update includes broad-stroke considerations on “offline” alternative customer journey channels (such as telephone or face-to-face contact) for ongoing IT projects (‘Strategic Programme of Work’ in the report) both with regard to:</p> <ul style="list-style-type: none"> • ‘service users’ who may have issues accessing digital services, and • how alternatives can be utilised in the event of local or global IT disruptions. 	Executive Director of Corporate Services	January 2025		<p>Recommended for closure</p> <p>Information included in report on agenda</p>

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			2) Requests that the next quarterly update makes specific reference, at the discretion of officers, to how both in-house IT and external providers (such as CGI) monitor carbon footprints and reduce CO2 emissions emitted from onsite and cloud-based data centres, and end-user devices deployed for the Council.	Executive Director of Corporate Services	January 2025		Recommended for closure Information included in report on agenda
			3) To include costs to the council associated with the ERP project in future reports.	Executive Director of Corporate Services	January 2025		Recommended for closure Information included in report on agenda
10	17.09.24	EIJB Internal Audit Update - referral	Use of consultants for delivery of savings to be	Executive Director of	June 2025		

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		from the EIJB Audit and Assurance Committee	considered for inclusion in the scope of financial monitoring and oversight audit in Q3/4.	Corporate Services			
11	17.09.24	Draft Climate Ready Edinburgh Plan – referral from the Policy and Sustainability Committee	Requests that Officers engage with committee members and officers from across the Council (including members of CLT, if required) to bring a proposal to the next committee meeting about how committee papers can better reflect considerations from within the Climate Ready Edinburgh plan and build adaptation governance into routine committee decision making.	Chief Executive	March 2025		Update October 2024 Discussions are taking place with the Green group and the implementation plan will be submitted to P&S Committee in March 2025.
12	17.09.24	Edinburgh Living Annual Update 2023 – referral from the Housing, Homelessness and Fair Work	1) Report on defects to be submitted to future GRBV Committee meeting.	Interim Executive Director of Place	Summer 2025		
			2) To circulate the briefing	Interim	January		It is expected that

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		Committee	note requested on rent collection rates by HHFW committee to GRBV Committee members.	Executive Director of Place	2025		this briefing note will be circulated in advance of Committee.
			3) To confirm the funding source for community benefits and whether requiring contractors to provide these benefits led to increased contract costs to the council.	Interim Executive Director of Place	October 2024		Recommended for closure Briefing note was circulated on 25 October 2024.
13	17.09.24	2023/24 Internal Audit Annual Report and Opinion	1) To agree to present an appropriately redacted version of the report at Appendix 2 to the next GRBV Committee meeting.	Executive Directors of Children, Education and Justice Services / Corporate Services	March 2025		Update January 2025 Political groups have been contacted to identify spokespeople to attend a meeting to discuss. Update October

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							2024 Discussions ongoing with consideration being given to a meeting with group spokespeople to discuss a way forward.
			2) To agree to submit a closure report on the audit at Appendix 2 to GRBV Committee following completion of audit actions.	Executive Director of Corporate Services	June 2025		
14	17.09.24	Digital Services - Vulnerability Management (private report)	To include benchmarking data on vulnerabilities in the next report.	Executive Director of Corporate Services	January 2025		Recommended for closure Information included in report on agenda
15	26.09.24	The City of	1) Agrees that a report on	Chief	March 2025		Update January

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	Council meeting	Edinburgh Council - 2023/24 Annual Audit Report - referral from the Finance and Resources Committee	the lessons learned exercise, and the improvement plan that comes out of it, in relation to item one in the Action Plan “Payments to providers of social care” will come to GRBV in three cycles, and that this report will include an update on the replacement of SWIFT and whether it is still on track for replacement in the second half of 2025. This report should then be referred on to Policy and Sustainability Committee.	Officer, EHSCP			<p>2025</p> <p>Report to be submitted to GRBV in March 2025 to allow prior consideration by EIJB</p> <p>Update October 2024</p> <p>A report would be brought to the January 2025 Committee.</p>
			2) Agrees that a report on item three in the Action Plan “Clarity of audit evidence” will be reported to GRBV in	Executive Director of Corporate Services	March 2025		

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			three cycles setting out the specialised financial models which are currently in operation which are close to expiry, and how these will be replaced in a way that improves the audit trail. This report should then be referred on to Finance and Resources.				
16	31.10.24	Business Bulletin	1) To request the next Business Bulletin contains an update on the EICC, including governance of funding, how much money was authorised and where these funds came from, to be presented in table form.	Executive Director of Corporate Services	January 2025		Recommended for closure Update in business bulletin
			2) To add a 6 monthly update report on the	Interim Executive	January		Recommended

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			Forth Green Freeport to the work programme.	Director of Place	2025		for closure Added to work programme – first report due June 2025
			3) To discuss reporting arrangements on Forth Green Freeport with members.	Interim Executive Director of Place	June 2025		
17	31.10.24	Internal Audit: Audit outcomes June to October 2024	1) Security Arrangements for Council Premises: Agrees that the management actions must provide a detailed and robust plan for budgetary responsibility and prioritising spend to ensure security of buildings, using improved incident data to inform the decision-making process.	Interim Executive Director of Place	March 2025		

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			2) Safety of Council Operated Heavy Goods Vehicles (HGVs): Agrees to refer this report to the Transport and Environment Committee and recommends that they consider future monitoring of the implementation of management actions.	Executive Director of Corporate Services			Recommended for closure Referred to T&E Committee of 18 November 2024.
			3) Agrees to refer this audit to Policy and Sustainability Committee for consideration of Management Action 5.4 on the recommendation regarding drug and alcohol consumption while driving.	Executive Director of Corporate Services			Recommended for closure Referred to P&S Committee of 10 December 2024.
			4) To defer the Education	Executive			Recommended

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			Support Provision audit to the next meeting and to write to the Service Director requesting their attendance.	Directors of Children, Education and Justice Services / Corporate Services			for closure Report on agenda and Service Directors notified.
			5) Security Arrangements for Council Premises: To provide a briefing note on why the Security Policy was not agreed in 2021.	Interim Executive Director of Place	March 2025		
			6) Security Arrangements for Council Premises: To provide information on the communications plan for the rollout of the SHE portal and how colleagues will be encouraged to report incidents.	Interim Executive Director of Place	March 2025		
			7) Safety of Council Operated HGVs: To	Interim Executive	March 2025		

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			request a briefing note on GDPR compliance of the Tranman system and any actions being taken to ensure compliance.	Director of Place			
			8) Social Care Direct (Adult Services): To confirm whether recommended data quality workarounds were in place.	Chief Officer, EHSCP	February 2025		
18	31.10.24	Internal Audit Activity Report: October 2024	To request a business bulletin update on whistleblowing actions.	Executive Director of Corporate Services	January 2025		Recommended for closure Update included in business bulletin
19	31.10.24	Internal Audit Open and Overdue Internal Audit Actions – Performance Dashboard as at	HSCP Lone Working: To request a briefing note on reporting, engagement and timelines for risk assessments in Health and Social Care.	Chief Officer, EHSCP	December 2024	December 2024	Recommended for closure Briefing note issued 2 December 2024

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		13 September 2024					
20	31.10.24	Westfield Court - referral from the Housing, Homelessness and Fair Work Committee	<p>1) Agrees to receive a short, focused report on the boiler upgrades covering these points:</p> <ul style="list-style-type: none"> • When the boiler was replaced in 2018, who replaced it? • Were they experienced and accredited in working with communal heating systems? • What was the make and model of boiler and how was it chosen? • What was the make and model of the boiler that was replaced? 	Interim Executive Director of Place	March 2025		Report on agenda

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			<ul style="list-style-type: none"> • Was a procurement exercise undertaken? • What work was undertaken to ensure that the existing pipes and boiler were compatible? • Please provide a table of natural gas use, by volume (rather than by cost) for the heating system each year since 2020 • Please provide a copy of the building condition survey issued to the council in 2021 				
			2) Letters issued to residents to be circulated to	Interim Executive Director of	March 2025		

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21	31.10.24	Motion by the SNP Group - EVOC Funding (Private item)	Agrees to receive a report in one cycle (full decision in private action sheet and minute)	Executive Director of Corporate Services	January 2025		Recommended for closure Briefing issued 5 November 2024.
22	19.12.24 Council meeting	Motion by Councillor Munro – iPads	Requests that an investigation takes place into why this breach of digital security has been allowed to continue and that a report is then presented, to Governance, Risk and Best Value Committee, within 2 cycles with recommendations for appropriate measures the council will be put in place to prevent this harmful activity from happening in future.	Executive Director of Corporate Services	March 2025		