

Outstanding Actions

Governance, Risk and Best Value Committee

18 February 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	01/08/2017	Governance, Risk and Best Value Work Programme – 1 August 2017	To note an investigation report on retention of case records would be reported to the appropriate committee and a timescale for this would be provided as soon as possible.	Executive Director for Communities and Families	<p>March 2020</p> <p>December 2019</p> <p>November 2019</p> <p>August 2019</p> <p>April 2019</p>		<p><u>November 2019</u></p> <p>An update was circulated on 6 November 2019.</p> <p><u>October 2019</u></p> <p>A team has now been established to review the historic population of files to identify any that could potentially have been merged with incorrect file retention dates applied. Internal Audit will review the scope and</p>

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							<p>approach being applied to this review in October to confirm that it is appropriately designed to ensure that any merged files are identified and reviewed.</p> <p>A final report detailing the outcomes of this work together with Internal Audit recommendations in relation to the review process applied to files prior to their destruction will be presented to the Governance Risk and Best Value Committee in December 2019.</p> <p><u>May 2019</u></p>

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							<p>Strategy and Comms are preparing a paper which will include the outcomes of the audit findings – this will be reported to the Corporate Policy and Strategy Committee and referred thereafter to GRBV.</p> <p><u>Update</u></p> <p>The internal auditor's investigation is still ongoing therefore it may take a few months before an update is provided.</p> <p>The Executive Director for Communities and Families will</p>

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							<p>provide an update once the Chief Internal Auditor's investigation is concluded.</p> <p>The final audit report would be referred from the Policy and Sustainability Committee to GRBV.</p>
2	26/09/2017	Principles to Govern the Working Relationships between the City of Edinburgh Council Governance, Risk and Best Value Committee and the Edinburgh Integrated Joint Board Audit and Risk Committee	To accept the high-level principles subject to further information on how elected members could best engage with the process.	Chief Internal Auditor	<p>May 2020</p> <p>September 2019</p> <p>January 2019</p> <p>November 2017</p>		<p><u>September 2019</u></p> <p>Please note that a briefing note by the Chief Internal Auditor has been circulated to members separately.</p>
3	31/07/18	Expansion of Early Learning and Childcare	To ask the Chief Executive to submit a	Executive Director for	March 2020		<u>December 2019</u>

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		from 600 – 1140 hours by 2020. Audit Scotland Report and Risks	report to the Edinburgh Partnership on workforce planning.	Communities and Families	December 2019 October 2019 June 2019		<p>An update was provided to members on 12.12.19.</p> <p>To note a report is due to be submitted to Education, Children and Families Committee in March 2020</p> <p><u>September 2019</u></p> <p>The Edinburgh Partnership will consider this report on 18 September 2019, in order to allow it to be considered by the Education, Children and Families Committee on 8 October 2019.</p>

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							<p><u>May 2019</u></p> <p>The report was submitted to the Education, Children and Families Committee in March 2019 and it will be submitted to the Edinburgh Partnership in October 2019.</p> <p><u>October 2018</u></p> <p>A report is scheduled to go to the Education, Children and Families Committee in March 2019 and will be reported to the Edinburgh Partnership thereafter.</p>

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4	28/08/18	Committee Reporting	To request a report by the end of 2019 to monitor the impact of the steps taken to improve the process.	Chief Executive	May 2020 February 2020 December 2019		Report scheduled for GRBV Committee in May 2020
5	04.06.19	Welfare Reform Annual Report	To agree that the Convener would write to the Convener of the Corporate Policy and Strategy Committee recommending that he write to the UK Government requesting assistance to mitigate the impact of welfare reform, and that details, including any responses, would be provided in the Committee's Business Bulletin.	Convener	December 2019 August 2019		<u>February 2020 Update</u> – Information included in the business bulletin for this meeting <u>December 2019 Update</u> - Convener has written to the Convener of the Policy and Sustainability Committee. Details including any responses will be provided in the Committee's Business Bulletin at

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							a future meeting.
6	04.06.19	Accounts Commission – Local Government in Scotland: Challenges and Performance 2019 – referral from the Finance and Resources Committee	<p>1) To request a briefing note clarifying the data in Exhibit 4 of the report on the percentage of young people in poverty.</p> <p>2) To agree that the Convener would write to the Convener of the Finance and Resources Committee to recommend that he write to the Scottish Government conveying the Committee's concerns at the lack of government funding, and that details, including any responses, would be provided in the</p>	<p>Chief Executive</p> <p>Convener</p>	<p>August 2019</p> <p>December 2019</p>		<p>1) Closed - Update provided in the Business Bulletin for Committee on 12 September 2019.</p> <p>2) Recommended for closure February 2020 Update – Information included in the business bulletin</p> <p>December 2019 Update - Convener has written to the Convener of the Finance and Resources Committee. Details including any responses will be included in the</p>

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			Committee's Business Bulletin.				Committee's Business Bulletin at a future meeting.
7	13.08.19	Internal Audit Annual Opinion for the year ended 31 March 2019	To request that the Chief Executive, Executive Directors and Chief Officer of the Edinburgh Health and Social Care Partnership, supported by the Chief Internal Auditor, report to the relevant Executive Committee at the earliest opportunity and the subsequent GRBV Committee setting out clear plans to ensure the closure of all historic and overdue internal audit management actions to enable an improvement to the overall Internal Audit Opinion for 2019/20 and to refer all	Chief Executive Executive Directors Chief Officer, EHSCP Chief Internal Auditor	December 2019		Recommended for closure Place Directorate Update - December 2019: An update was considered at the Transport and Environment Committee on 5 December and will be referred to Planning, Policy & Sustainability to consider the outstanding / over actions which relate to their Committee. This report was considered at GRBV on 14

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			audits with a red finding to the next meeting of the appropriate Executive Committee for their consideration and that action plans would be reported back to GRBV.				<p>January 2020</p> <p>Resources Update:</p> <p>Resources Directorate – Internal Audit Action Update was considered at GRBV on 29 October 2019.</p> <p>Resources Update</p> <p>A report on items pertaining to the Resources Directorate has been submitted for the October meeting of Finance & Resources Committee and is to be referred to the following meeting of this Committee.</p>

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							EHSCP Update: Report went to GRBV on 3 December on historic actions.
8	13.08.19	Annual Update on Council Transport Arms-Length Companies	To agree that the report to Policy and Sustainability Committee later this year would provide additional clarity regarding the reporting arrangements for ALEOs to the Council and governance schematics and this should be referred back to GRBV Committee.	Chief Executive	February 2020 November 2019		<u>December 2019 Update</u> Report will be on the agenda for the Policy and Sustainability Committee on 25 February 2020.
9	13.08.19	Marketing Edinburgh Annual Update	To agree that details would be provided about the amount of income generated by Film	Executive Director of Place	February 2020 January 2020		Update February 2020: A report on filming

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			Edinburgh for the Council.				in Edinburgh will be considered by Policy & Sustainability Committee on 25 February 2020. This includes details of the income recovered by the Council. This report will also be shared with Governance Risk and Best Value.
10	17.09.19	Outstanding Actions – Procedure for Oversight of Annual Assurance Statements	To request that an update be provided in the Committee's Business Bulletin on the procedure for Committee oversight of the annual assurance statements.	Chief Executive	February 2020 January 2020 December 2019		Update February 2020: Update on Business Bulletin for February Committee meeting Update January 2020: Democracy,

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							Governance & Resilience Senior Manager will provide a verbal update at the meeting.
11	17.09.19	Work Programme – Management of Sheltered Housing Work Programme – Member/Officer Protocol	<p>1) To request a report on the management of sheltered housing under Items for Scrutiny.</p> <p>2) To add the review of the Member/ Officer Protocol to the workplan with timescales for submission and to agree that a workshop for members would be held prior to</p>	<p>Chief Officer, Edinburgh Health and Social Care Partnership</p> <p>Chief Executive</p>	<p>October 2019</p> <p>March 2020</p> <p>January 2020</p>		<p>1. CLOSED.</p> <p>1. Report submitted to Committee on 29 October 2019. New action opened (see 17 below)</p> <p>2. Action added to the Work Programme.</p> <p><u>December 2019</u></p> <p>Workshop with members held on 29 October 2019. A joint workshop will be arranged</p>

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			submission to the Committee.				with officers and members early 2020 (following the General Election).
12	17.09.19	City of Edinburgh Council – 2018/19 Annual Audit Report to the Council and the Controller of Audit	<p>1) To request that an update report be submitted in January 2020 on progress with the action plan.</p> <p>2) To agree that the Convener would write to the Convener of the Policy and Sustainability Committee to request details of the Committee's planned</p>	<p>Chief Executive & Executive Director of Resources</p> <p>Convener</p>	January 2020		<p>1) Recommended for closure</p> <p>Report was on the agenda for the January meeting</p> <p><u>Resources Update</u></p> <p>A report is on the agenda for the January meeting of Committee.</p> <p>2) Closed</p> <p><u>December 2019 Update</u> - Convener has written to the Convener of the</p>

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			scrutiny activities and when reports were expected.				Policy and Sustainability Committee on this issue.
13	29.10.19	Quarterly Status Update – Digital Services Programme	<ol style="list-style-type: none"> 1) To note the quarterly update. 2) To request that a further report be brought back to Committee in six months on the Customer Digital Enablement programme once the new CRM had bedded in focussing on the benefits realisation and evaluation of the project. 	Executive Director of Resources	April 2020		
14	29.10.19	City of Edinburgh Council – Sheltered Housing	<ol style="list-style-type: none"> 1) To note the report and the work ongoing to maintain and 	Chief Officer, EHSCP	October 2020		

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			<p>improve services for residents of sheltered housing and strengthen resident involvement.</p> <p>2) To request that a further update be presented to the Integration Joint Board, as the parent reporting body for the Health and Social Care Partnership, in one year focussing specifically on key improvements to address social isolation and communication with residents with a request that the report is thereafter referred to this</p>				

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			Committee for its consideration.				
15	03.12.19	Historic and Outstanding Internal Audits – Health and Social Care	<p>1) To ask for an update in the Business Bulletin for the next meeting on new management actions on overdue internal audit items and whether they were on track to achieve their implementation dates.</p> <p>2) To circulate the briefing note on the relationships between the IJB, NHS Lothian and the Council previously prepared by the Democracy,</p>	<p>Chief Officer, Edinburgh Health and Social Care Partnership</p> <p>Chief Executive</p>	<p>January 2020</p> <p>March 2020</p>		<p>1) Recommended for closure</p> <p>1) Update January 2020:</p> <p>Update provided on Business Bulletin of 14 January 2020</p> <p>2) January 2020:</p> <p>Governance Relationship between the Council and the EIJB report circulated on 08.01.20</p>

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			<p>Governance & Resilience Senior Manager to members; the briefing note to be expanded to include:</p> <ul style="list-style-type: none"> • Clarification of the scrutiny process for projects instructed by the IJB but delivered by the Council and its officers • Confirmation of where the key controls sit in relation to the delivery of the health and social services delegated from the IJB. 				Democracy, Governance & Resilience Senior Manager will provide a verbal update at the January meeting.
			3) To agree that an update be	Chief	March 2020		

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			provided in the Business Bulletin for the next meeting of this Committee setting out when the information on the relationship between the IJB and the Council will be coming forward.	Executive			
16	03.12.19	Corporate Leadership Team Risk Register	Convener to write to the Convener of Policy and Sustainability Committee requesting information on what is set out in that Committee's work plan to fulfil its duties in terms of scrutiny of those services delegated to the Integration Joint Board including scrutiny of internal controls, performance, quality	Convener	February 2020		<p>Recommended for closure</p> <p><u>February 2020 Update</u> – Response has been received from the Convener of Policy and Sustainability</p> <p>Update January 2020:</p> <p>Committee agreed</p>

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			and compliance with the law.				<p>on 14 January 2020 that this action would remain open until response was received.</p> <p>Convener wrote to the Convener of Policy and Sustainability on 4 December 2019.</p>
17	03.12.19	Annual Assurance Schedule - Place Directorate	<p>1) To request a report back setting out what operational governance is in place to ensure that projects are delivered.</p> <p>2) Information to be provided to all Elected Members</p>	<p>Executive Director of Place</p> <p>Executive Director of Place</p>	<p>March 2020</p> <p>March 2020</p>		

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			on the new city wide and locality team structures together with contact details of designated Senior Responsible Officers for major and local projects.				
18	03.12.19	Whistleblowing Investigation Report – Report by the Chief Officer, Edinburgh Health and Social Care Partnership – B agenda	To request a Business Bulletin update to this Committee at the appropriate time on the protocols and safeguards in place to assist staff decision making on evacuation procedures.	Chief Officer, Edinburgh Health and Social Care Partnership	March 2020		
19	14.01.20	Half Year Capital Monitoring 2019/20 Position - referral from the Finance and Resources Committee	Details would be circulated about the impact of South Edinburgh Primary School on the accounts	Executive Director of Resources	January 2020		Recommended for closure Information sent on 21 January 2020

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			and the reason for the omission.				
20	14.01.20	Annual Assurance Schedule - Communities and Families	To agree that an update would be provided on the Education, Children and Families Committee Business Bulletin, including a link to the full report.	Executive Director for Communities and Families	March 2020		An update will be in the Business Bulletin for the next Education, Children and Families Committee Committee on 3 March so
21	14.01.20	Council Companies - Edinburgh Leisure Annual Report 2018/19	To agree that the full accounts should be submitted to Committee and that the Convener would liaise with the Convener of the Culture and Communities Committee regarding the reporting timeline.	Executive Director for Communities and Families	March 2020		
22	14.01.20	Place Directorate – Internal Audit Action Update - referral from the Transport and Environment Committee	That a note would be circulated providing an update on implementation dates.	Executive Director of Place	February 2020		This information will be circulated in advance of Committee on 18 February 2020.

