

# Outstanding Actions

## Governance, Risk and Best Value Committee

9 June 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	01/08/2017	<a href="#">Governance, Risk and Best Value Work Programme – 1 August 2017</a>	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><del>December 2019</del></p> <p><del>November 2019</del></p> <p><del>August 2019</del></p> <p><del>April 2019</del></p>		<p><b><u>June 2020 Update:</u></b>            Recommendation 1.2 of the Internal Audit Update Report: 1 November 2019 to 10 February 2020 on the agenda for the March meeting of the Committee had recommended this outstanding action for closure.</p> <p>The meeting was cancelled due to the Covid-19 situation.</p>

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							<p><b><u>November 2019</u></b></p> <p>An update was circulated on 6 November 2019.</p> <p><b><u>October 2019</u></b></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 approach being applied to this review in October to confirm that it is appropriately designed to ensure that any merged</p>

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							<p>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><b><u>May 2019</u></b></p> <p>Strategy and Comms are preparing a paper which will include the outcomes of the audit findings – this</p>

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							<p>will be reported to the Corporate Policy and Strategy Committee and referred thereafter to GRBV.</p> <p><b><u>Update</u></b></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 provide an update once the Chief Internal Auditor's investigation is concluded.</p>

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							The final audit report would be referred from the Policy and Sustainability Committee to GRBV.
2	26/09/2017	<a href="#">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</a>	To accept the high-level principles subject to further information on how elected members could best engage with the process.	Chief Internal Auditor	May 2020 <del>September 2019</del> <del>January 2019</del> <del>November 2017</del>		<b><u>September 2019</u></b> A briefing note by the Chief Internal Auditor was circulated to members separately.
3	31/07/18	<a href="#">Expansion of Early Learning and Childcare from 600 – 1140 hours by 2020. Audit Scotland Report and Risks</a>	To ask the Chief Executive to submit a report to the Edinburgh Partnership on workforce planning.	Executive Director for Communities and Families	March 2020 <del>December 2019</del> <del>October 2019</del> <del>June 2019</del>	March 2020	<b>Recommended for closure</b>  <b><u>March 2020:</u></b> A report was considered at Education, Children and Families

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							<p>Committee on 03.03.20</p> <p>Report <a href="#">link</a></p> <p><b><u>December 2019</u></b></p> <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><b><u>September 2019</u></b></p> <p>The Edinburgh Partnership will consider this report on 18 September 2019, in order to allow it to be</p>

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							<p>considered by the Education, Children and Families Committee on 8 October 2019.</p> <p><b><u>May 2019</u></b></p> <p>The report was submitted to the Education, Children and Families Committee in <a href="#">March 2019</a> and it will be submitted to the Edinburgh Partnership in October 2019.</p> <p><b><u>October 2018</u></b></p> <p>A report is scheduled to go to the Education, Children and Families Committee in</p>

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							March 2019 and will be reported to the Edinburgh Partnership thereafter.
4	28/08/18	<a href="#">Committee Reporting</a>	To request a report by the end of 2019 to monitor the impact of the steps taken to improve the process.	Chief Executive	September 2020 <del>February 2020</del> <del>December 2019</del>		<b><u>June 2020 Update</u></b> - Due to the Covid-19 emergency the roll out of Modern Gov phase two has been delayed. Work is being carried out on whether the project can be progressed further while on lockdown
5	04.06.19	<a href="#">Welfare Reform Annual Report</a>	To agree that the Convener would write to the Convener of the Corporate Policy and Strategy Committee recommending that he write to the UK	Convener	February 2020 <del>December 2019</del> <del>August 2019</del>		<b><u>February 2020 Update</u></b> – Update in Business Bulletin in February 2020. The Convener of the Policy and Sustainability

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			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.				<p>Committee has written to the Secretary of State for Work and Pensions in the UK on 6 February 2020. To date, no response from the Secretary of State for Work and Pensions in the UK has been received.</p> <p><b><u>December 2019 Update</u></b> - 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 a future meeting.</p>

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6	13.08.19	<a href="#">Annual Update on Council Transport Arms-Length Companies</a>	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	July 2020 <del>February 2020</del> <del>November 2019</del>		<p><b><u>March 2020 Update</u></b> An update was due to be provided on the business bulletin for this meeting. The March meeting was cancelled due to Covid-19.</p> <p><b><u>December 2019 Update</u></b> Report will be on the agenda for the Policy and Sustainability Committee on 25 February 2020.</p>
7	13.08.19	<a href="#">Marketing Edinburgh Annual Update</a>	To agree that details would be provided about the amount of income generated by Film Edinburgh for the Council.	Executive Director of Place	October / November 2020 <del>February 2020</del>		<p><b><u>June 2020: Update</u></b> More detailed report due at Policy &amp; Sustainability in October 2020. Then onto the next</p>

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					January 2020		<p>available GRBV.</p> <p><b><u>March 2020:</u></b> <b>Update</b> The report was scheduled to come to the March meeting. This meeting was cancelled due to the Covid-19 outbreak.</p> <p><b><u>February 2020:</u></b> <b>Update</b> A report on filming in Edinburgh will be considered by Policy &amp; Sustainability Committee on 25 February 2020. This includes details of the income recovered by the Council. This report will also</p>

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							be shared with Governance Risk and Best Value.
8	17.09.19	<a href="#">Outstanding Actions – Procedure for Oversight of Annual Assurance Statements</a>	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 <del>January 2020</del> <del>December 2019</del>	February 2020	<b>Recommended for closure</b>  <b><u>February 2020:</u></b> An update was included in the Business Bulletin for February Committee meeting  <b><u>January 2020:</u></b> <b>Update</b> Democracy, Governance & Resilience Senior Manager provided a verbal update at the meeting.

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9	17.09.19	<a href="#">Work Programme – Management of Sheltered Housing</a>  <a href="#">Work Programme – Member/Officer Protocol</a>	<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 submission to the Committee.</p>	<p>Chief Officer, Edinburgh Health and Social Care Partnership</p> <p>Chief Executive</p>	<p>October 2019</p> <p>September 2020</p> <p><del>January 2020</del></p>		<p><b>1. CLOSED.</b></p> <p>1. Report submitted to Committee on 29 October 2019. New action opened (see 17 below)</p> <p><b><u>June 2020 Update</u></b>  Consideration of the member/officer protocol is awaiting the finalisation of the revised Code of Conduct from the Scottish Government that will impact on the content of the Protocol.</p> <p>Timescales to be confirmed.</p>

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							<p><b><u>December 2019</u></b></p> <p>Workshop with members held on 29 October 2019. A joint workshop will be arranged with officers and members early 2020 (following the General Election).</p>
10	29.10.19	<a href="#">Quarterly Status Update – Digital Services Programme</a>	<p>1) To note the quarterly update.</p> <p>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</p>	Executive Director of Resources	Quarter 3		<p><b><u>June 2020 Update</u></b></p> <p>It was agreed by members and officials in the run up to working remotely as a result of Covid-19 that the Digital Report would be pushed out to quarter 3 to focus on critical service decisions which required to be made at</p>

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			realisation and evaluation of the project.				Committee. As this report on CDE will be part of the next Digital update it will be included in the Q3 report. The positive news is that the closure report is now finalised and phase 1 of the programme completed, so all work has been done and the verbal update will be discussed at Committee at Q3.
11	29.10.19	<a href="#">City of Edinburgh Council – Sheltered Housing</a>	1) To note the report and the work ongoing to maintain and improve services for residents of sheltered housing and strengthen	Chief Officer, EHSCP	October 2020	March 2020	<b>Recommended for closure</b> <b><u>June 2020</u></b> <b>Update</b> Sheltered Housing is now on the annual cycle for the EIJB for October

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			<p>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 Committee for its consideration.</p>				2020.

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12	03.12.19	<a href="#">Historic and Outstanding Internal Audits – Health and Social Care</a>	<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, Governance &amp; Resilience Senior</p>	<p>Chief Officer, Edinburgh Health and Social Care Partnership</p> <p>Chief Executive</p>	<p>January 2020</p> <p>March 2020</p>		<p><b>1) Closed</b></p> <p><b>1) January 2020: Update provided in Business Bulletin of 14 January 2020</b></p> <p><b>Recommended for closure</b></p> <p><b>2) <u>June 2020</u>: Update</b> Governance Relationship between the Council and the EIJB report was circulated to members on</p>

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			<p>Manager to members; the briefing note to be expanded to include:</p> <ul style="list-style-type: none"> <li>• Clarification of the scrutiny process for projects instructed by the IJB but delivered by the Council and its officers</li> <li>• Confirmation of where the key controls sit in relation to the delivery of the health and social services delegated from the IJB.</li> </ul>				08.01.20.  Democracy, Governance & Resilience Senior Manager provided a verbal update at the January meeting.
			3) To agree that an update be provided in the Business Bulletin for the next	Chief Executive	March 2020		<b><u>June 2020 Update</u></b> An update was due to be provided in the business

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			meeting of this Committee setting out when the information on the relationship between the IJB and the Council will be coming forward.				bulletin for the March Committee meeting. This meeting was cancelled due to the Covid-19 situation.
13	03.12.19	<a href="#">Corporate Leadership Team Risk Register</a>	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 and compliance with the law.	Convener	February 2020	February 2020	<p><b>Recommended for closure</b></p> <p><b><u>June 2020 Update</u></b> Letter circulated to members on 19.02.20</p> <p><b><u>February 2020 Update –</u></b> Response has been received from the Convener of Policy and Sustainability</p>

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							<p><b><u>January 2020:</u></b>  <b>Update</b>            Committee agreed 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>
14	03.12.19	<a href="#">Annual Assurance Schedule - Place Directorate</a>	1) To request a report back setting out what operational governance is in place to ensure that projects are delivered.	Executive Director of Place	August 2020 <del>March 2020</del>		<p><b><u>June 2020:</u></b>  <b>Update</b>            This report will come to Committee in due course.</p>

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			2) Information to be provided to all Elected Members on the new city wide and locality team structures together with contact details of designated Senior Responsible Officers for major and local projects.	Executive Director of Place	August 2020 <del>March 2020</del>		
15	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		

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16	14.01.20	<a href="#">Annual Assurance Schedule - Communities and Families</a>	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	March 2020	<p><b>Recommended for closure:</b></p> <p>An update was provided on the Business Bulletin for the Education, Children and Families Committee on 3 March 2020.</p> <p>Link <a href="#">here</a></p>
17	14.01.20	<a href="#">Council Companies - Edinburgh Leisure Annual Report 2018/19</a>	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		<p><b><u>June 2020 Update</u></b></p> <p>The full accounts were scheduled to be presented to Committee at its March meeting. This meeting was cancelled due to Covid-19.</p>

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18	14.01.20	<a href="#">Place Directorate – Internal Audit Action Update</a> - referral from the Transport and Environment Committee	That a note would be circulated providing an update on implementation dates.	Executive Director of Place	June 2020 <del>February 2020</del>		This information will be circulated in advance of Committee on 9 June 2020.
19	18.02.20	<a href="#">Revenue Monitoring 2019/20 - Month Eight Position</a>	To agree to circulate details of the membership of the Housing Services Improvement Plan Board	Executive Director of Place	March 2020	March 2020	<b>Recommended for closure</b>  Details sent 05.03.20
20	18.02.20	<a href="#">Capital Monitoring 2019/20- Month Eight Position</a>	To agree to circulate details of any payment for Leith Theatre due to delays caused by relocation of an electrical substation.	Executive Director of Resources	March 2020	June 2020	<b>Recommended for closure</b>  Details on this have been included in a briefing note circulated to Committee in June 2020.
21	18.02.20	<a href="#">Accounts Commission: Local Government in Scotland – Financial Overview 2018/19</a>	1) To agree to circulate a briefing note on the transfer of	Executive Director of Resources	March 2020	June 2020	<b>1) Recommend for closure</b>  Briefing note on

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			<p>moneys from the NHS to the Council, and the recent SPICe briefing on Local Government Finance.</p> <p>2) To note Committee's request that the report should be considered at the next meeting of the IJB Audit and Assurance Committee.</p>	Committee Services.	March 2020	March 2020	<p>this has been circulated to Committee in June 2020.</p> <p><b>2) Recommended for closure</b></p> <p>Local Government in Scotland – Financial Overview 2018/19 was on the agenda for the IJB Audit and Assurance Committee on 11.03.20</p>
22	18.02.20	<a href="#">Internal Audit: Proposed Changes to the 2019/20 Internal Audit Annual Plan</a>	To request that the process for approval of urgent and routine (non-urgent) changes to the Internal Audit annual plan be resubmitted for	Chief Executive	March 2020		<p><b><u>June 2020 Update</u></b></p> <p>An update was scheduled to be presented to Committee at its</p>

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			consideration at the next meeting of committee to ensure compliance with the Committee Terms of Reference.				March meeting. This meeting was cancelled due to the Covid-19 situation.
23	18.02.20	<a href="#">Annual Assurance Schedule - Chief Executive</a>	To agree that details would be provided on item 3.2 of the assurance statement in relation to the service area's controls to effectively manage off-payroll workers/contractors, including what the issues were and how they were followed up.	Chief Executive	August 2020		
24	18.02.20	<a href="#">The EDI Group - update report</a>	To request that the forthcoming 2019 Annual Accounts report include detail of the reasons for the reduced revenue for the Market Street Hotel.	Executive Director of Place	March 2020		<b><u>June 2020:</u></b> <b>Update</b> This will be incorporated in the 2019 annual accounts report.