

Outstanding Actions

Governance, Risk and Best Value Committee

7 July 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>June 2020 Update:</u> 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><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 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><u>May 2019</u></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><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 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	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	December 2020 May 2020 September 2019 January 2019 November 2017		<u>July 2020</u> A briefing note by the Chief Internal Auditor was circulated to members separately. <u>September 2019</u> A briefing note by the Chief Internal Auditor was circulated to members separately.
3	28/08/18	Committee Reporting	To request a report by the end of 2019 to monitor the impact of	Chief Executive	September 2020		<u>June 2020 Update</u> - Due to the Covid-

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			the steps taken to improve the process.		February 2020 December 2019		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
4	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	July 2020 February 2020 November 2019		<u>July 2020</u> Report on agenda for this meeting - 07.07.20 <u>March 2020 Update</u> An update was due to be provided on the business bulletin for this meeting. The March meeting was cancelled due to Covid-19.

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							<p><u>December 2019 Update</u> Report will be on the agenda for the Policy and Sustainability Committee on 25 February 2020.</p>
5	13.08.19	Marketing Edinburgh Annual Update	To agree that details would be provided about the amount of income generated by Film Edinburgh for the Council.	Executive Director of Place	<p>October / November 2020</p> <p>February 2020</p> <p>January 2020</p>		<p><u>June 2020: Update</u> More detailed report due at Policy & Sustainability in October 2020. Then onto the next available GRBV.</p> <p><u>March 2020: Update</u> The report was scheduled to come to the March meeting. This meeting was cancelled due to the Covid-19</p>

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							<p>outbreak.</p> <p>February 2020: Update</p> <p>A report on filming 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.</p>
6	17.09.19	Work Programme – Management of Sheltered Housing	1) To request a report on the management of sheltered housing under Items for Scrutiny.	Chief Officer, Edinburgh Health and Social Care Partnership	October 2019		<p>1. CLOSED.</p> <p>1. Report submitted to Committee on 29 October 2019. New</p>

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		Work Programme – Member/Officer Protocol	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.	Chief Executive	September 2020 January 2020		<p>action opened (see 17 below)</p> <p><u>July 2020</u></p> <p>Scottish Government are consulting on changes to the Code of Conduct and it is suggested that changes to the protocol await this piece of work</p> <p><u>June 2020 Update</u></p> <p>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</p>

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							<p>Protocol.</p> <p>Timescales to be confirmed.</p> <p><u>December 2019</u></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>
7	29.10.19	Quarterly Status Update – Digital Services Programme	<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</p>	Executive Director of Resources	September 2020		<p><u>June 2020 Update</u></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</p>

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			the new CRM had bedded in focussing on the benefits realisation and evaluation of the project.				<p>out to quarter 3 to focus on critical service decisions which required to be made at Committee.</p> <p>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.</p>
8	29.10.19	City of Edinburgh Council – Sheltered	1) To note the report and the work ongoing to	Chief Officer, EHSCP	October 2020	March 2020	1) Closed on 9 June 2020

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		Housing	<p>maintain and 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</p>				<p>June 2020 Update Sheltered Housing is now on the annual cycle for the EIJB for October 2020.</p>

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			referred to this Committee for its consideration.				
9	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 on the new city wide and locality team structures together with contact details of designated Senior</p>	Executive Director of Place	August 2020 March 2020		<p>June 2020: Update This report will come to Committee in due course.</p>

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			Responsible Officers for major and local projects.				
10	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	August 2020 March 2020		
11	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	July 2020 March 2020		<p><u>July 2020</u></p> <p>Accounts are on the agenda for this meeting – 07.07.20.</p> <p><u>June 2020 Update</u></p> <p>The full accounts were scheduled to</p>

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							be presented to Committee at its March meeting. This meeting was cancelled due to Covid-19.
12	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	July 2020 June 2020 February 2020		Recommended for Closure Briefing note was circulated on 1 July 2020.
13	18.02.20	Accounts Commission: Local Government in Scotland – Financial Overview 2018/19	1) To agree to circulate a briefing note on the transfer of moneys from the NHS to the Council, and the recent SPICe briefing on Local Government Finance.	Executive Director of Resources Committee	March 2020	June 2020	1) Recommend for closure Briefing note on this has been circulated to Committee in June 2020.

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			2) To note Committee's request that the report should be considered at the next meeting of the IJB Audit and Assurance Committee.	Services.	March 2020	March 2020	2) Recommended for closure Local Government in Scotland – Financial Overview 2018/19 was on the agenda for the IJB Audit and Assurance Committee on 11.03.20
14	18.02.20	Internal Audit: Proposed Changes to the 2019/20 Internal Audit Annual Plan	To request that the process for approval of urgent and routine (non-urgent) changes to the Internal Audit annual plan be resubmitted for consideration at the next meeting of committee to ensure compliance with the Committee Terms of Reference.	Chief Executive	March 2020		<u>July 2020</u> Report on agenda for this meeting - 07.07.20 <u>June 2020 Update</u> An update was scheduled to be presented to Committee at its March meeting. This meeting was

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							cancelled due to the Covid-19 situation.
15	18.02.20	Annual Assurance Schedule - Chief Executive	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		
16	18.02.20	The EDI Group - update report	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		June 2020: Update This will be incorporated in the 2019 annual accounts report.
17	09.06.20	Outstanding Actions	1) To agree to provide a briefing	Chief Internal Auditor			<u>1) Recommended for Closure</u>

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			<p>note on the up-to-date position on Action 2 on the revised set of governance principles between the Governance Risk and Best Value Committee and the EIJB Audit and Risk Committee.</p> <p>2) To agree that if there was a response from the Secretary of State in relation to Action 5 it would be shared in the Business Bulletin.</p>	Executive Director of Resources			<p>Briefing note sent 16.06.20</p> <p><u>2) Recommended for Closure</u></p> <p>Response included in business bulletin for this committee (07.07.20)</p>
18	09.06.20	Work Programme – Upcoming Reports During Interim Period	To agree to preface the work programme with the interim remit and	Committee Services	July 2020	July 2020	<u>Recommended for Closure</u> – the work programme has

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			role of the Governance, Risk and Best Value Committee, as agreed by the Policy and Sustainability Committee of 28 May 2020.				been updated with the interim remit/role as agreed at the P&S Committee of 28 May 2020
19	09.06.20	Internal Audit: Covid-19 Response	<p>1) To note that the update on the Council's response to Covid-19 coming to the next meeting of the Governance, Risk and Best Value Committee in July would incorporate an updated risk register including management actions taken over the past three months.</p> <p>2) To agree to</p>	Chief Internal Auditor	August 2020		1) A separate report will be brought to the August committee on the updated risk to allow the risks to first be considered by CLT and P&S in July.

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			rated reports as outlined in Appendix 1 of the report would be circulated to members, which would allow members to flag an item for the committee agenda if detailed scrutiny was required.				<u>for Closure</u> Reports sent 16.06.20
20	09.06.20	Draft Annual Governance Statement	<p>1) To agree to discuss with Strategy and Communications how the committee could support effective communication of the Council's policies.</p> <p>2) To agree to provide further</p>	Chief Executive			<u>Update July 2020</u> Report is on agenda for this meeting (07.07.20)

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			<p>detail on the process around resolving issues with community councillors.</p> <p>3) To agree to include further information on the issues raised in relation to Council ALEOs and specifically the assurance statement relating to Marketing Edinburgh in the update scheduled to be reported to committee in July.</p> <p>4) To agree the following textual changes:</p> <ul style="list-style-type: none"> • adjust paragraph 				

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			<p>1.1 of the Annual Governance Statement to take the second sentence beginning with, "This governance statement provides assurance ..." before the first sentence beginning with, "The Covid-19 emergency has meant..."</p> <ul style="list-style-type: none"> To correct the typo at paragraph 				

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			<p>1.21 to read “Development Management Sub-Committee”</p> <ul style="list-style-type: none"> To remove the second “that” from paragraph 1.27. 				
21	09.06.20	Whistleblowing Annual Report	Further to the workshop it is also recommended that the details of all major investigations shared with GRBV will also be referred to the Committee Convener responsible for the relevant service for their information and scrutiny.	Chief Executive			<p>Recommend for closure</p> <p>Executive Committee Conveners emailed on 25.06.20 informing them Committee approved a recommendation from the Chief Executive that</p>

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							details of whistleblowing investigations categorised as 'major' by Safecall be referred to the Committee Convener(s) for the relevant service area for their information and scrutiny.
22	09.06.20	Whistleblowing Monitoring Report – B Agenda	1) To agree to bring back the outcome of the final review on the Gas Safety investigation as soon as practicable. 2) To agree to follow up on the care home investigation.	Chief Executive	December 2020		