

Outstanding Actions

Governance, Risk and Best Value Committee

29 September 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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		<p>July 2020 A briefing note by the Chief Internal Auditor was circulated to members separately.</p> <p>September 2019 A briefing note by the Chief Internal Auditor was circulated to members separately.</p>
2	28/08/18	Committee Reporting	To request a report by the end of 2019 to monitor the impact of	Chief Executive	December 2020 September		<p>June 2020 Update - Due to the Covid-</p>

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			the steps taken to improve the process.		2020 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
3	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	October / November 2020 February 2020 January 2020		<u>June 2020:</u> Update More detailed report due at Policy & Sustainability in October 2020. Then onto the next available GRBV. <u>March 2020:</u> Update The report was scheduled to come to the March meeting. This meeting was

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							<p>cancelled due to the Covid-19 outbreak.</p> <p>February 2020: Update 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>
4	17.09.19	Work Programme – Management of Sheltered Housing	1) To request a report on the management of sheltered housing under Items for	Chief Officer, Edinburgh Health and Social Care Partnership	October 2019		<p>1. CLOSED.</p> <p>1. Report submitted to Committee on</p>

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		Work Programme – Member/Officer Protocol	<p>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>	Chief Executive	<p>November 2020</p> <p>September 2020</p> <p>January 2020</p>		<p>29 October 2019. New 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</p>

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							<p>will impact on the content of the 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>
5	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</p>	Executive Director of Resources	September 2020		<p><u>Recommended for Closure</u></p> <p>Report on the agenda for this meeting.</p> <p><u>June 2020 Update</u></p>

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			Enablement programme once the new CRM had bedded in focussing on the benefits realisation and evaluation of the project.				<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 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</p>

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							work has been done and the verbal update will be discussed at Committee at Q3.
6	29.10.19	City of Edinburgh Council – Sheltered Housing	<p>1) To note the report and the work ongoing to 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</p>	Chief Officer, EHSCP	October 2020	March 2020	<p>1) Closed on 9 June 2020</p> <p>June 2020 Update Sheltered Housing is now on the annual cycle for the EIJB for October 2020.</p>

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			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.				
7	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</p>	Executive Director of Place	<p>December 2020</p> <p>August 2020</p> <p>March 2020</p>		<p><u>August 2020:</u> Update This report will come to Committee in due course.</p>

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			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.	Place	2020 August 2020 March 2020		
8	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	December 2020 August 2020 March 2020		<u>August 2020:</u> Update The EDI Annual Accounts have not yet been finalised, once finalised accounts will go to EDI Board for approval before coming to GRBV. <u>June 2020:</u> Update This will be

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							incorporated in the 2019 annual accounts report.
9	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 detail on the process around resolving issues with community councillors.</p> <p>3) To agree to include further information on the issues raised in</p>	Chief Executive	December 2020		

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			<p>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 1.1 of the Annual Governance Statement to take the second sentence beginning with, "This 				

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			<p>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 1.21 to read “Development Management Sub-Committee” • To remove the second 				

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			"that" from paragraph 1.27.				
10	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 December 2020		
11	07.07.20	Decisions Taken Under Delegated Power and Operational Decision Making - Covid-19	To agree an update on the work regarding protected characteristics would be incorporated in to the next report going to Policy and Sustainability.	Chief Executive	September 2020		<p><u>Recommended for Closure</u></p> <p>Update August 2020.</p> <p>Report going to Policy and Sustainability Committee on 20</p>

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							August
12	07.07.20	Motion by Councillor Doggart – Pandemic Planning	<p>1) Thanks officers for the emergency response to the pandemic and the necessary changes to services;</p> <p>2) Notes the Scottish Government route map out of lockdown, the subsequent phases which will bring further changes, and the risk of the need to pause or return to strict measures;</p> <p>3) Notes that both Exercise Silver Swan and</p>	Chief Executive	TBC		An interim debrief of the Council's response to Covid-19 has been undertaken with key findings shared with the Adaptation and Renewal All Party Oversight Group on the 13th August. Lessons identified have been incorporated into the council's documentation for further waves / local outbreaks. A summary will be provided to the next P&S Committee. As the incident remains ongoing, it is too early to undertake a full lessons learned

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			<p>Exercise Iris were Scottish Government, rather than City of Edinburgh Council, led exercises from 2016.</p> <p>4) Notes the council's current governance arrangements and notes that although one of the agreed delegated functions of GRBV is 'To scrutinise the procedures and processes implemented in response to the Covid-19 emergency', the</p>				exercise at this time, but this will be kept under review and undertaken at the earliest appropriate opportunity

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			<p>request for a report regarding the council's involvement in Exercise Silver Swan and Exercise Iris does not meet this criteria.</p> <p>5) Notes the adaptation and renewal programme for recovery and agrees that the opportunity to reflect on lessons learned and scrutinise the council's response to COVID-19, will be an integral part of this going forward.</p>				

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			<p>6) Agrees that the chief executive reviews the council's response and preparedness to COVID-19 but acknowledges that as the council is still responding to the pandemic, any review would be premature at this time.</p> <p>7) Asks that the chief executive updates the Policy and Sustainability committee on when he believes it would be appropriate both</p>				

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			in terms of resources and timing for such a review to take place.				
13	18.08.20	Internal Audit Annual Opinion for the year ended 31 March 2020	1) Committee notes committee previously requested: 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	Chief Executive and Executive Directors	October 2020		Report going to Policy & Sustainability Committee in October.

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			<p>improvement to the overall Internal Audit Opinion for 2019/20.</p> <p>Notes with disappointment that this internal audit opinion is red again and recognises the significant and thematic weaknesses that contributed to this opinion.</p> <p>Requests, therefore, that the Chief Executive and Executive Directors draft a comprehensive plan to be brought back to Policy and Sustainability Committee in 8 weeks – separately to the Adaptation and Renewal Programme, but showing how it would be integrated in to Adaptation and</p>				

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			Renewal going forward, on how the areas for improvement listed at 4.16 will be addressed to enable the significant improvements required in time for the next annual audit opinion.				
			2) To note the Head of Legal and Risk, Chief Executive and Councillor Phil Doggart would discuss the intended new approach to management of line one and line two risk controls.	Head of Legal and Risk/ Chief Executive			<u>Recommended for Closure</u> Meeting held 28 August 2020
			3) To agree the Democracy, Governance and Resilience Senior Manager would confirm within the business bulletin for GRBV on 29.9.20 the timetable for	Chief Executive	December 2020		Update September 2020: An update is on the business bulletin for this meeting.

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			the roll out of the digital solution to risk management as referenced to the appendix 'Implementation of Assurance Actions and Linkage to Annual Governance Statements.				
			4) To agree that a briefing note would be supplied to Elected Members, following the Chief Executive's discussion with the external auditor about risk function in view of the external auditor's findings on the adequacy of controls in place for when the Head of Legal and Risk and the Chief Internal Auditor were not present at Council	Chief Executive	October 2020		

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			Leadership Team (CLT) for key operational and strategic matters.				
			5) To include in the Risk Management Framework report to GRBV committee in September 2020, information on how the Council planned to respond to the risk highlighted in the external auditors report concerning the matter of independent challenge for key operational and strategic decisions to the CLT.	Executive Director of Resources	November 2020		
			6) The Executive Director of Resources to check with Head of Property and Facilities Management and provide a briefing note regarding the status of	Executive Director of Resources			<u>Recommended for Closure</u> Briefing note sent 21 August 2020.

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			cleaning staff and PVG membership in place and to clarify within the briefing note the rules concerning PVG, specifically if PVG is transferrable from one organisation to another.				
			7) To agree that an interim update would be provided in the business bulletin to GRBV on 29.09.20 on Policy Management Framework by Head of Strategy and Communications with a specific update to be provided on deadlines.	Chief Executive			<u>Recommended for Closure</u> An update is provided on the Business Bulletin for this meeting.
14	18.08.20	Risk Management: Managing Risk Through Covid-19 - referral from the Policy and Sustainability	1) To note that internal discussions would take place regarding the level of detail and the level of granularity around the sub-risks on the Covid	Chief Internal Auditor			<u>Recommended for Closure</u> Update from the Chief Internal Auditor: This was included this in the

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		Committee	Risk Management Plan.				risk paper at CIMT on 28 August and noted that we would be holding another workshop, action.
			2) To note that consideration would be given to hosting a workshop with members of GRBV to detail underlying risks and the Council's response.	Chief Internal Auditor			<u>Recommended for Closure</u> Workshop held 10 September 2020.