

Outstanding Actions

Governance, Risk and Best Value Committee

8 December 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	March 2021 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.
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		<u>December 2020</u> This will be included as part of

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			the steps taken to improve the process.		2020 February 2020 December 2019		the Political Management Report being considered at Council on 10 December 2020. <u>June 2020 Update</u> - 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
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	December 2020 October/November 2020		Recommended for closure The Marketing Edinburgh Annual Report is included

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					February 2020 January 2020		<p>on the agenda on 8 December.</p> <p>Marketing Edinburgh Annual Report is on the agenda for Housing, Homelessness and Fair work Committee on 5 November and will be referred to GRBV on 8 December.</p> <p><u>June 2020:</u> Update More detailed report due at Policy & Sustainability in October 2020. Then onto the next available GRBV.</p> <p><u>March 2020:</u> Update</p>

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							<p>The report was scheduled to come to the March meeting. This meeting was cancelled due to the Covid-19 outbreak.</p> <p><u>February 2020:</u> 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>

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4	17.09.19	Work Programme – Management of Sheltered Housing Work Programme – Member/Officer Protocol	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		1. CLOSED. 1. Report submitted to Committee on 29 October 2019. New action opened
			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	February 2021 November 2020 September 2020 January 2020		<u>December 2020</u> The Code of Conduct Consultation is now live. The draft response to this is being developed to be presented to Council on 4 February 2021 (Consultation closes 6 February). Officers are working to ensure these two documents align The

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							<p>Member/Officer Protocol will be brought to GRBV following this exercise in February 2021.</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</p>

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							<p>Scottish Government that 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>

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5	03.12.19	Annual Assurance Schedule - Place Directorate	1) To request a report back setting out what operational governance is in place to ensure that projects are delivered.	Executive Director of Place	January 2021 December 2020 August 2020 March 2020		<u>December 2020</u> This will be included in the Place Annual Assurance report for 2021. <u>August 2020:</u> Update This report will come to Committee in due course.
			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	Executive Director of Place	December 2020 August 2020 March 2020	Recommended for closure The new service responsibilities within the Transport service were circulated to all Elected Members on 3 August 2020. Briefings for Elected Members can be arranged if	

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			projects.				requested. There have been no changes to other Locality service responsibilities to date.
6	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		Recommended for closure This report is included on the agenda on 8 December. August 2020: Update The EDI Annual Accounts have not yet been finalised, once finalised accounts will go to EDI Board for approval before coming to GRBV.

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							June 2020: Update This will be incorporated in the 2019 annual accounts report.
7	09.06.20	Draft Annual Governance Statement	1) To agree to discuss with Strategy and Communications how the committee could support effective communication of the Council's policies.	Chief Executive	February 2021 December 2020		
			2) To agree to provide further detail on the process around resolving issues with community councillors.				Recommended for closure Question was answered at Committee.

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			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		July 2021		
			4) To agree the following textual changes: <ul style="list-style-type: none"> adjust paragraph 1.1 of the Annual Governance Statement to take the 				Recommended for closure: Amendments made

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			<p>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 1.21 to read “Development Management Sub- 				

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			<p>Committee”</p> <ul style="list-style-type: none"> To remove the second “that” from paragraph 1.27. 				
8	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.	Chief Executive	March 2021 December 2020		
			2) To agree to follow up on the care home investigation.		December 2020	<u>Recommended for closure</u> Item is on the agenda for this meeting.	
9	07.07.20	Motion by Councillor Doggart – Pandemic Planning	1) Agrees that the chief executive reviews the council’s	Chief Executive	TBC		An interim debrief of the Council's response to Covid-19 has been

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			<p>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>2) Asks that the chief executive updates the Policy and Sustainability committee on when he believes it would be appropriate both in terms of resources and timing for such a review to take place.</p>				<p>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 exercise at this time, but this will be kept under review and undertaken at the earliest</p>

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							appropriate opportunity
10	29.09.20	Revenue Budget 2020/21 – Month Three Position	<p>1) To agree that the Convener would write to the Convener of the Policy and Sustainability Committee to raise the committee’s concerns about whether the review of the IJB Strategic Plan was sufficient and that the response would be included on the Committee Business Bulletin (the draft letter would also be circulated to committee members for comment before it was sent).</p>	Convener			<p>Update</p> <p>Letter Issued to Convener of Policy and Sustainability on 3 November 2020.</p> <p>A draft letter was circulated to GRBV committee members on 29.10.20</p>
			<p>2) To request that a copy of the communication with the Cabinet Secretary for Finance at the Scottish</p>	Executive Director of Resources			<p>Closed</p> <p>An update was on the business bulletin for the</p>

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			Government (referenced at paragraph 2.1.6) would be circulated to committee members.				meeting of 3 November 2020
11	03.11.20	Internal Audit: Final Internal Audit reports supporting the 2019/20 Annual Opinion	1) To note the Head of Place Development would consider how Fire Safety measures are managed and communicated to Committee and Ward Councillors in the High-Rise Blocks within the Council's property estate.	Executive Director of Place	June 2021		
			2) To note that the Unwanted Fire Alarm Signals (UFAS) form would be removed from the intranet.	Executive Director of Resources			Recommended for closure Form removed 04.11.20
			3) To agree that the Head of Customer and Digital Services would	Executive Director of Resources			Recommended for closure

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			advise of the number of staff members with access to social media accounts				details sent 03.11.2020.
12	03.11.20	Corporate Governance Framework Self-Assessment 2019/20	To agree that the Convener and any interested Committee Members would meet with Officers to consider how the Corporate Governance Framework Self-Assessment for 2020/21 could be refined to enhance the document.	Chief Executive	March 2021		A meeting date in late February/early March will be issued to committee members by 31 December 2020.