

Outstanding Actions

Governance, Risk and Best Value Committee

19 January 2021

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		July 2020 A briefing note by the Chief Internal Auditor was circulated to members separately. September 2019 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		Recommended for Closure This was included

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			the steps taken to improve the process.		2020 February 2020 December 2019		<p>as part of the Political Management Report considered at Council on 10 December 2020</p> <p><u>December 2020</u></p> <p>This will be included as part of the Political Management Report being considered at Council on 10 December 2020.</p> <p><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</p>

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							whether the project can be progressed further while on lockdown
3	17.09.19	Work Programme – Member/Officer Protocol	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 Member/Officer Protocol will be brought to GRBV following this

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							<p>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 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>
4	03.12.19	Annual Assurance Schedule - Place Directorate	To request a report back setting out what operational governance is in place to ensure that projects are delivered.	Executive Director of Place	<p>January 2021</p> <p>December 2020</p> <p>August 2020</p> <p>March 2020</p>		<p>Recommended for Closure</p> <p>This is included in the Place Annual Assurance report on the agenda for this meeting.</p> <p><u>December 2020</u></p>

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							<p>This will be included in the Place Annual Assurance report for 2021.</p> <p><u>August 2020:</u> Update This report will come to Committee in due course.</p>
5	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		<p><u>January 2021:</u></p> <p>This will be considered as part of the session noted under action 10 (Corporate Governance Framework Self-Assessment 2019/20). The session will consider the wider governance framework</p>

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							including the linkages between the annual governance session and corporate governance self-assessment.
			2) 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		
6	09.06.20	Whistleblowing Monitoring Report – B Agenda	To agree to bring back the outcome of the final review on the Gas	Chief Executive	March 2021 December		

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			Safety investigation as soon as practicable.		2020		
7	07.07.20	Motion by Councillor Doggart – Pandemic Planning	<p>1) 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>2) Asks that the chief executive updates the Policy and Sustainability</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

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			committee on when he believes it would be appropriate both in terms of resources and timing for such a review to take place.				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 appropriate opportunity
8	29.09.20	Revenue Budget 2020/21 – Month Three Position	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	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>

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			to committee members for comment before it was sent).				
9	03.11.20	Internal Audit: Final Internal Audit reports supporting the 2019/20 Annual Opinion	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		
10	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.

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11	08.12.20	Internal Audit: Revisiting Internal Audit Extension Timeframes	1) To provide a briefing note to Committee to clarify the timescales for resilience plans as expressed in the report at paragraph 4.6.5 to develop resilience plans for all remaining essential services by 31 December 2023.	Chief Executive			
			2) To provide a briefing note to Committee on phishing resilience and the risk mitigation measures in place from digital services.	Executive Director of Resources			Recommended for Closure Briefing note issued 17.12.2020
12	08.12.20	Corporate Leadership Team (CLT) Risk Register	To agree that the Convenor of GRBV in respect of the Directorate Risk Registers, would discuss with the Chief Internal Auditor the risks owned and controlled by the Council and	Chief Internal Auditor / Convener	TBC		Meeting between the Convener and Chief Internal Auditor arranged for 26 January 2021.

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			determine an appropriate method for Committee to consider this via a workshop or a scrutiny report to GRBV.				
13	08.12.20	Best Value Assurance Audit	1) That the Governance, Risk and Best Value Committee recommends that when the refreshed Council Business Plan is brought forward this should clearly state what current plans it replaces and how progress against the Plan will be measured and reported to Council so that Council governance is clear.	Chief Executive	March 2021		
			2) That the further consideration of genuine local community		May 2021		

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			empowerment is reported back to Committee with details on how this will be put in place with a clear process and timescale that can progress can be measured against.				
14	08.12.20	Annual Assurance Schedule – Edinburgh Health and Social Care Partnership	To agree to provide dates for improvement actions for areas identified as partially compliant.	Chief Officer – Edinburgh Health and Social Care Partnership	January 2021		
15	08.12.20	Whistleblowing Monitoring Report – B Agenda	To agree for The Head of Legal and Risk and the Governance Manager to meet with GRBV Committee to discuss the content and format of the Whistleblowing reports.	Chief Executive			Recommended for Closure Meeting scheduled for 14 January 2021
16	08.12.20	Addition to the 2020/21 Internal Audit Annual Plan – B Agenda	To bring a B-agenda report on progress with Internal Audit in March	Chief Internal Auditor	March 2021		

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			2021 if available or to otherwise circulate a briefing note if the Internal Audit report was not available for GRBV in March 2021.				