

Outstanding Actions

Governance, Risk and Best Value Committee

16 February 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	September 2021 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	17.09.19	Work Programme – Member/Officer Protocol	To add the review of the Member/ Officer Protocol to the workplan	Chief Executive	March 2021 February		<u>February 2021</u> The timescales

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			with timescales for submission and to agree that a workshop for members would be held prior to submission to the Committee.		2021 November 2020 September 2020 January 2020		have been extended to allow for further engagement with elected members. <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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>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 Scottish Government that will impact on the</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>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>
3	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	Chief Executive	<p>March 2021</p> <p>February 2021</p> <p>December 2020</p>		<p>The session will be held after the budget has been set due to pressures on officer and member diaries.</p> <p><u>January 2021:</u></p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			policies.				This will be considered as part of the session noted under action 8 (Corporate Governance Framework Self-Assessment 2019/20). The session will consider the wider governance framework 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		July 2021		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			relation to Council ALEOs and specifically the assurance statement relating to Marketing Edinburgh in the update scheduled to be reported to committee in July				
4	09.06.20	Whistleblowing Monitoring Report – B Agenda	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		
5	07.07.20	Motion by Councillor Doggart – Pandemic Planning	1) Agrees that the chief executive reviews the council's response and preparedness to COVID-19 but acknowledges	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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>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>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 appropriate opportunity</p>
6	29.09.20	Revenue Budget 2020/21	To agree that the Convener would write to	Convener	February		Recommended for

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		– Month Three Position	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).		2021		<p>closure</p> <p>Response from the Convener of Policy and Sustainability Committee included on the Business Bulletin for this meeting</p> <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>
7	03.11.20	Internal Audit: Final Internal Audit reports supporting the 2019/20	To note the Head of Place Development would consider how Fire Safety measures are	Executive Director of Place	June 2021		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Annual Opinion	managed and communicated to Committee and Ward Councillors in the High-Rise Blocks within the Council's property estate.				
8	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.
9	08.12.20	Internal Audit: Revisiting Internal Audit Extension Timeframes	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	Chief Executive	March 2021		The Corporate Resilience Manager is preparing the Briefing Note.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			for all remaining essential services by 31 December 2023.				
10	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 determine an appropriate method for Committee to consider this via a workshop or a scrutiny report to GRBV.	Chief Internal Auditor / Convener	February 2021		Recommended for Closure Meeting between the Convener and Chief Internal Auditor held on 26 January 2021.
11	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	Chief Executive	March 2021		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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.				
			2) That the further consideration of genuine local community 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.		May 2021		
12	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		Recommended for Closure Appendix 3 of the Annual Assurance

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Statement included delivery dates for those areas where there was partial compliance.
13	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 2021 if available or to otherwise circulate a briefing note if the Internal Audit report was not available for GRBV in March 2021.	Chief Internal Auditor	March 2021		
14	19.01.21	Annual Assurance Schedule - Communities and Families	To agree to provide a briefing note on Lifelong Learning Officers to include the number of Officers who had been active and the work they had undertaken during the pandemic.	Chief Social Work Officer and Head of Safer and Stronger Communities	February 2021		Recommended for Closure Briefing Note circulated 10.02.21
15	19.01.21	Annual Assurance Schedule - Place	To agree to an organisational structure	Executive Director of	March 2021		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Directorate	for Roads and Transport Infrastructure with Committee.	Place			
16	19.01.21	Quarterly Status Update – Digital Services –	1) To agree to circulate to Committee the Accounts Commission Digital Progress in Local Government report.	Executive Director of Resources			Recommended for Closure Report circulated 19.01.21
			2) To agree that the Head of Customer and Digital Services would work with Strategy and Communications and the Information Governance Team to consider diary management improvements	Executive Director of Resources	December 2021		Update February 2021 The Head of Customer & Digital Services has been in contact with colleagues in Strategy & Communications and a meeting to look at how to progress this has been arranged.