

Outstanding Actions

Governance, Risk and Best Value Committee

23 March 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		<p><u>March 2021</u></p> <p>An update is provided on the Business Bulletin for the meeting on 23 March 2021</p> <p><u>July 2020</u></p> <p>A briefing note by the Chief Internal Auditor was circulated to members separately.</p> <p><u>September 2019</u></p> <p>A briefing note by the Chief Internal Auditor was</p>

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							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 with timescales for submission and to agree that a workshop for members would be held prior to submission to the Committee.	Chief Executive	May 2021 March 2021 February 2021 November 2020 September 2020 January 2020		<u>March 2021</u> Sessions with political groups are currently being arranged <u>February 2021</u> The timescales 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

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							<p>Council on 4 February 2021 (Consultation closes 6 February). Officers are working to ensure these two documents align</p> <p>The 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>

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							<p><u>June 2020 Update</u> 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 Protocol.</p> <p>Timescales to be confirmed.</p> <p><u>December 2019</u> Workshop with members held on 29 October 2019. A joint workshop will be arranged with officers and members early 2020 (following the</p>

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							General Election).
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 policies.	Chief Executive	March 2021 February 2021 December 2020		<p>Recommended for closure</p> <p>This session was held on 1 March.</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> <p>This will be considered as part of the session noted under action 8 (Corporate Governance Framework Self-Assessment 2019/20). The session will</p>

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							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 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		

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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	June 2021 March 2021 December 2020		<p>The Monitoring Officer is bringing the Pinsents review report to GRBV on 23 March by way of an update and that the case will be brought forward for closure to the June meeting.</p> <p>The Head of Place Development is also bringing a progress report on this to the 23 March.</p>
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

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			<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	03.11.20	Internal Audit: Final Internal Audit reports	To note the Head of Place Development	Executive Director of	June 2021		

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		supporting the 2019/20 Annual Opinion	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.	Place			
7	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		Recommended for closure This session was held on 1 March. A meeting date in late February/early March will be issued to committee members by 31 December 2020.
8	08.12.20	Best Value Assurance Audit	1) That the Governance, Risk and Best Value Committee	Chief Executive	June 2021 March 2021		A workshop on the Planning and Performance

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			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.				Management Framework is being arranged with GRBV members.
			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		
9	08.12.20	Addition to the 2020/21	To bring a B-agenda	Chief Internal	March 2021		Recommended for

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		Internal Audit Annual Plan – 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.	Auditor			closure Report is on the agenda for the meeting on 23 March 2021.
10	19.01.21	Annual Assurance Schedule - Place Directorate	To agree to an organisational structure for Roads and Transport Infrastructure with Committee.	Executive Director of Place	March 2021		
11	19.01.21	Quarterly Status Update – Digital Services –	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

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							been arranged.
12	16.02.21	Business Bulletin	1) To agree to circulate a briefing note to Committee from the Chief Executive of The City of Edinburgh Council (CEC) and the Chief Officer of the Edinburgh Integrated Joint Board (EIJB) to clarify how the Council can control the risks it is exposed to through the EIJB.	Chief Executive & Chief Officer EIJB	April 2021		A briefing note will be circulated after the workshop has taken place.
			2) To agree to organise a workshop for Committee Members with attendance from, the Chief Internal Auditor, the Governance Democracy and Resilience Senior Manager and the Chief Officer of the EIJB, to consider the working	Chief Executive & Chief Officer EIJB	April 2021		

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			relationship between CEC and the EIJB, ownership of risks, members' level of comfort with risks and to reflect upon the findings of the Feeley Review of Adult Social Care.				
			3) To agree to circulate the Derek Feeley review of Adult Social Care	Chief Executive			Recommended for Closure Circulated 16 February 2021