

Outstanding Actions

Governance, Risk and Best Value Committee

4 May 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	<p>June 2021</p> <p>May 2021</p> <p>March 2021</p> <p>February 2021</p> <p>November 2020</p> <p>September 2020</p> <p>January 2020</p>		<p><u>March 2021</u></p> <p>Sessions with political groups are currently being arranged</p> <p><u>February 2021</u></p> <p>The timescales have been extended to allow for further engagement with elected members.</p> <p><u>December 2020</u></p> <p>The Code of Conduct Consultation is now live. The draft response to this is being developed to be presented to</p>

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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	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	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		Recommended for closure The Monitoring Officer is bringing the Pinsent's 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

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							meeting. The Head of Place Development is also bringing a progress report on this to the 23 March.
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 that as the council is still responding to the pandemic, any review would be premature at this time. 2) Asks that the	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

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			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.				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
6	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	Executive Director of Place	June 2021		

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			estate.				
7	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	June 2021 March 2021		A workshop on the Planning and Performance 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		May 2021		

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			process and timescale that progress can be measured against.				
8	19.01.21	Annual Assurance Schedule - Place Directorate	To agree to provide an organisational structure chart for Roads and Transport Infrastructure to Committee.	Executive Director of Place	March 2021		Recommended for closure The organisation chart for Transport was presented to Transport & Environment Committee in October 2020 and January 2021 .
9	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		Recommended for closure Update included on Business Bulletin – 4 May 2021 Update April 2021 - IGU has provided guidance on the use of calendars for private

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							<p>appointments: In terms of diary management, it is accepted that Council staff and Elected Members may wish to include private appointments in their work calendar to manage professional and personal commitments. If an outlook calendar is used in this way, individuals should always be aware that the Council (as the network provider) will have access to that information, as set out in the ICT Acceptable Use Policy.</p>

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							<p>Update February 2021</p> <p>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.</p>
10	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	Chief Executive & Chief Officer EIJB	June 2021 April 2021		<p>The workshop will be held on 3 June 2021</p> <p>A briefing note will be circulated after the workshop has taken place.</p>

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			EIJB.				
			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 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.	Chief Executive & Chief Officer EIJB	June 2021 April 2021		
11	23.03.21	Internal Audit Overdue Findings and Key Performance Indicators as at 10 February 2021	1) To agree to revise the timescale on outstanding action 107 which had a 2024 close date to an earlier date	Chief Executive	31.12.22		To align with the new approach to resilience planning, the deadlines of the management

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							actions has been re-considered. Business Impact Analysis (BIAs) across the organisation are being carried out and scenario-based protocols and associated documentation developed with services. The completion of this work will allow the Council Business Continuity Plan to be revised, by 31/12/2022.
			2) To agree that the 30 outstanding actions which were over a year old would return to GRBV for scrutiny in May 2021 or later	Chief Executive	June 2021		

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			subject to the Chief Internal Auditor and Convenor of GRBV's discussion.				
12	23.03.21	Change Portfolio	To agree to bring an update report on the amber status projects to the May 2021 GRBV Committee.	Chief Executive			Recommended for closure Report on the agenda for meeting of 4 May 2021
13	23.03.21	Gas Service Improvement Plan – B Agenda	1) To note that the gas service improvement plan would be included in the broader service improvement plan going to the Housing, Homelessness and Fair Work Committee in June 2021 and agree to wrap this into a workshop (referenced in Confidential Schedule of 23.03.21)	Executive Director of Place	June 2021		
			2) To agree to provide a	Executive	June 2021		

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			briefing note (referenced in Confidential Schedule of 23.03.21)	Director of Place			
			3) To note that once the agreed management actions had been implemented, a closure report would be brought to the GRBV committee	Chief Executive	January 2022		
14	23.03.21	Whistleblowing Monitoring Report – B Agenda	1) To agree to provide a date for the completion of the management actions for case CEC-07-17.	Senior Education Manager (Community Services) – Communities and Families	June 2021		
			2) To agree that the Convener would write to the deputation to inform them of the decision taken on the report.	Convener			Recommended for Closure Email sent 23.03.21