

# Outstanding Actions

## Governance, Risk and Best Value Committee

10 August 2021

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	26/09/2017	<a href="#">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</a>	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><b>March 2021</b></p> <p>An update was provided on the Business Bulletin for the meeting on 23 March 2021</p> <p><b>July 2020</b></p> <p>A briefing note by the Chief Internal Auditor was circulated to members separately.</p> <p><b>September 2019</b></p> <p>A briefing note by the Chief Internal Auditor was</p>

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							circulated to members separately.
2	17.09.19	<a href="#">Work Programme – Member/Officer Protocol</a>	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.	Executive Director of Corporate Services	<p>August 2022</p> <p><del>August 2021</del></p> <p><del>June 2021</del></p> <p><del>May 2021</del></p> <p><del>March 2021</del></p> <p>February 2021</p> <p><del>November 2020</del></p> <p><del>September 2020</del></p> <p><del>January 2020</del></p>		<p><b><u>August 2021</u></b></p> <p>This will now form part of the wider review of political management arrangements following the Local Government Election</p> <p><b><u>June 2021</u></b></p> <p>Timescale extended to allow further engagement with political groups</p> <p><b><u>March 2021</u></b></p> <p>Sessions with political groups are currently being arranged</p>

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							<p><b><u>February 2021</u></b></p> <p>The timescales have been extended to allow for further engagement with elected members.</p> <p><b><u>December 2020</u></b></p> <p>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</p> <p>The Member/Officer</p>

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							<p>Protocol will be brought to GRBV following this exercise in February 2021.</p> <p><b><u>July 2020</u></b></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><b><u>June 2020 Update</u></b></p> <p>Consideration of the member/officer protocol is awaiting the finalisation of the revised Code of Conduct from the Scottish</p>

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							<p>Government that will impact on the content of the Protocol.</p> <p>Timescales to be confirmed.</p> <p><b><u>December 2019</u></b></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	<a href="#">Draft Annual Governance Statement</a>	To agree to include further information on the issues raised in relation to Council ALEOs and specifically the assurance statement relating to	Executive Director of Place			<p><b>Recommended for closure</b></p> <p>Included within the AGS considered by Committee in September 2020</p>

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			Marketing Edinburgh in the update scheduled to be reported to committee in July.				
4	07.07.20	Motion by Councillor Doggart – Pandemic Planning	<p>1) Agrees that the Executive Director of Corporate Services 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 Executive Director of Corporate</p>	Executive Director of Corporate Services	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 remains ongoing, it

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			Services updates the Policy and Sustainability committee on when he believes it would be appropriate both in terms of Corporate Services and timing for such a review to take place.				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.
5	03.11.20	<a href="#">Internal Audit: Final Internal Audit reports supporting the 2019/20 Annual Opinion</a>	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	September 2021		A Business Bulletin update will be prepared for Committee in September 2021.

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6	08.12.20	<a href="#">Best Value Assurance Audit</a>	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.	Executive Director of Corporate Services	October 2021 <del>March 2021</del>		A workshop on the Planning and Performance Management Framework has been held and Framework agreed at P&S Committee.  The October Best Value progress update report and BP performance report will provide further clarity on the progress made.
			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		November 2021		Report scheduled for Policy & Sustainability Committee in October 2021 and will come to GRBV following this.

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			that progress can be measured against.				
7	16.02.21	<a href="#">Business Bulletin</a>	1) To agree to circulate a briefing note to Committee from the Executive Director of Corporate Services 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.	Executive Director of Corporate Services & Chief Officer EIJB	June 2021 <del>April 2021</del>		<b>Recommended for closure</b>  Workshop held 3 June 2021 and information circulated to members.
			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	Executive Director of Corporate Services & Chief Officer EIJB	June 2021 <del>April 2021</del>		<b>Recommended for closure</b>  Workshop held 3 June 2021

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			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.				

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8	23.03.21	<a href="#">Internal Audit Overdue Findings and Key Performance Indicators as at 10 February 2021</a>	To agree to revise the timescale on outstanding action 107 which had a 2024 close date to an earlier date	Executive Director of Corporate Services	December 2022		<p>To align with the new approach to resilience planning, the deadlines of the management actions has been re-considered.</p> <p>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.</p>

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9	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		<b>Recommended for closure</b>  This was reported to Housing, Homelessness and Fair Work Committee in June 2021.
			2) To agree to provide a briefing note (referenced in Confidential Schedule of 23.03.21)	Executive Director of Place	June 2021		<b>Recommended for closure</b>  This briefing has been followed up.
			3) To note that once the agreed management actions had been implemented, a closure report would be brought to the GRBV committee	Executive Director of Corporate Services	January 2022		

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10	23.03.21	Whistleblowing Monitoring Report – B Agenda	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	Autumn 2021		<b><u>August 2021</u></b> Action partially completed as agreed with Governance Team. Outstanding tasks will be completed by Autumn.
11	04.05.21	<a href="#">Change Portfolio</a>	1) To agree to provide a briefing note to update Committee on the North Bridge Refurbishment.	Executive Director of Place	October 2021		An update on the North Bridge project is being prepared for Finance and Resources Committee. This will be shared with Governance, Risk and Best Value Committee.
			2) To agree that the Head of Place Management would provide reassurance why the Housing	Executive Director of Place	June 2021		<b>Recommended for closure</b> An update on project status and

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			Service Improvement was amber status and details of what plans were in place to move it forward.				plans moving forward was reported to Housing, Homelessness and Fair Work Committee in <a href="#">June 2021</a> .
			3) To note that the foundations and MI were in place and information could be pulled off for particular areas and to agree that the Head of Customer and Digital Services would assess what information could be provided	Executive Director of Corporate Services	March 2023		<b>Update August 2021</b>  The Business Intelligence Programme is well underway, and the remit of the programme is to build MI dashboards which report on key areas across Service Areas. The immediate focus is on dashboards for Place, HR and Customer.

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							<b>Update June 2021</b> The Head of Customer and Digital Services has this work underway.
12	08.06.21	<a href="#">Draft Annual Governance Statement</a>	1) To agree to include details noting the EIJB's finances and how Council governance interacts with it and to be explicit within the report about how the Council intended to review this.	Executive Director of Corporate Services	June 2021		<b>Recommended for closure</b>  Amendments made to AGS and considered by Council as part of the Unaudited Annual Accounts (24 June 2021)
			2) To agree that education would be made more explicit in the Life Chances section of the Governance Statement at section 1.25.5.		June 2021		<b>Recommended for closure</b>  As above.

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			3) To make explicit the challenges experienced because of the diversion of officers to other priority projects and recognise that Community interaction and engagement with Officers had been impacted during the Covid-19 pandemic.		June 2021		<b>Recommended for closure</b>  As above.
			4) To agree to include target dates for actions in the Governance Statement.		June 2021		<b>Recommended for closure</b>  As above.
			5) To agree that consideration would be given to open access to information and what could be more publicly available for Elected Members and members of the public to search.		June 2021		<b>Recommended for closure</b>  As above.

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			6) To note that options for political decision making were being prepared for the Governance Statement and that work was ongoing on Officer governance as a result of these options.		June 2021		<b>Recommended for closure</b>  As above.
			7) To note that the operational decision making would be reflected within the Governance Statement and reported to Policy and Sustainability committee.		June 2021		<b>Recommended for closure</b>  As above.

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			8) To explicitly state the plan for communication with local communities within the Governance Statement, including what would be retained for any future pollical governance arrangements.		June 2021		<b>Recommended for closure</b>  As above.
13	08.06.21	<a href="#">Internal Audit: Overdue Findings and Key Performance Indicators as at 27 April 2021</a>	To agree to provide a briefing note on progress of actions 28 and 29 - the Edinburgh Alcohol and Drug Partnership (EADP) – Contract Management to Members of the Governance, Risk and best Value Committee.	Head of Operations, Edinburgh Health and Social Care Partnership	August 2021		A briefing is being prepared.

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14	08.06.21	<a href="#">Internal Audit Update Report: 1 February to 30 April 2021</a>	To note that the Convener would contact Committee Members regarding a workshop for Members to consider the draft report and response to the Governance, Risk and Best Value Committee effectiveness statement.	Convener			<b>Recommended for closure</b>  Meeting held 23 June 2021