

Outstanding Actions

Governance, Risk and Best Value Committee

14 June 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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.	Interim Executive Director of Corporate Services	<p>August 2022</p> <p>August 2021</p> <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><u>June 2022</u> An update will be provided to the Finance and Resources Committee on Thursday 16 June 2022.</p> <p><u>August 2021</u> This will now form part of the wider review of political management arrangements following the Local Government Election.</p>

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

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							<p>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 exercise in February 2021.</p> <p><u>July 2020</u> Scottish Government are consulting on changes to the Code of Conduct</p>

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							<p>and it is suggested that changes to the protocol await this piece of work.</p> <p><u>June 2020</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</p>

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							will be arranged with officers and members early 2020 (following the General Election).
2	07.07.20	Motion by Councillor Doggart – Pandemic Planning	<p>1) Agrees that the Interim 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 Interim Executive Director of Corporate Services updates the Policy and Sustainability committee on when he</p>	Interim Executive Director of Corporate Services	April 2022		<p><u>Update September 2021</u> A close report and lessons learned is underway for the Adaptation and Renewal programme after which advice will be provided on a lessons learned exercise for Covid-19 as references in the accounts commission Report to P&S on 5 March.</p> <p><u>Update August 2021</u></p>

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			believes it would be appropriate both in terms of Corporate Services and timing for such a review to take place.				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 is too early to undertake a full

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							lessons learned exercise at this time, but this will be kept under review and undertaken at the earliest appropriate opportunity.
3	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		Closed August 2021 This was Reported to Housing, Homelessness and Fair Work Committee in June 2021.

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			2) To agree to provide a briefing note (referenced in Confidential Schedule of 23.03.21)	Executive Director of Place	June 2021		Closed August 2021 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 Place	August 2022		<u>June 2022</u> A report will be provided to the Policy and Sustainability Committee following the Summer Recess.
4	04.05.21	Change Portfolio	1) To agree to provide a briefing note to update Committee on the North Bridge Refurbishment.	Executive Director of Place	December 2021	December 2021	Closed December 2021 Briefing note circulated on 8 November and Report on agenda
			2) To agree that the Head of Place Management would provide reassurance	Executive Director of Place	June 2021		Closed August 2021 An update on project status and

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			why the Housing 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 June 2021 .
			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.	Interim Executive Director of Corporate Services	March 2023		<u>Update June 2022</u> All of the dashboards within the original scope of the BI programme have now been implemented. Work is underway as part of the Organisational Data Strategy to review other areas that would benefit from dashboard reporting.

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							<p><u>Update August 2021</u> 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.</p> <p><u>Update June 2021</u> The Head of Customer and Digital Services has this work</p>

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							underway.
5	10.08.21	First Line Governance and Assurance Model	To agree that progress updates should be provided in each GRBV Committee Business Bulletin from November onwards, including an update on the finalised structure and recruitment.	Service Director - Legal & Assurance	September 2022		Updates will be provided on an ongoing basis
6	21.09.21	Corporate Leadership Team Risk Report as at 23 August 2021 – Report by the Chief Executive	1) To agree that the Service Director – Legal and Assurance would send an email to Directors and senior managers to request that risk is properly considered in Council and committee Reports.	Interim Executive Director of Corporate Services (Service Director – Legal and Assurance)			Closed Email sent to relevant officers 22 September 2021
			2) To request that the next review of the Report template for Council and committees includes a	Interim Executive Director of Corporate	August 2022		

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			'risk' section to ensure this is considered.	Services			
7	09.11.21	City of Edinburgh Council - 2020/21 Annual Audit Report to the Council and the Controller of Audit	<p>1) Agree that items 1, 2, 3, 4 and 5 shall have regular updates to the Executive Committees via their business bulletins on progress and full Reports at implementation date detailing completion or outstanding actions.</p> <p>2) Agree that Item 6 (Implementation of BVAR recommendations) will be Reported to each meeting of GRBV under the Business Bulletin to monitor progress (tabular form acceptable) towards completion dates.</p>	<p>Interim Executive Director of Corporate Services</p> <p>Interim Executive Director of Place</p>	<p>1 – March 2022</p> <p>2 – March 2022</p> <p>3 – March 2022</p> <p>4 – March 2022</p> <p>5 – June 2022</p> <p>Ongoing</p>		<p>June 2022</p> <p>Updates have been provided to Items 1 and 3 (3).</p>

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			<p>That reports are prepared in the following terms on the following areas:</p> <p>3.1) Common Good – a Report reviewing progress towards completion of 2017/18 recommendations on the Common Good Asset Register and what outstanding work there is to complete this and what resource is required (in officer hours) in two cycles and copied to the relevant Executive Committee.</p>	Interim Executive Director of Corporate Services	March 2022		Closed March 2022
			<p>3.2) Framework for collaboration with community councils – a Report detailing current arrangements, funding and how this</p>	Interim Executive Director of Corporate Services	March 2022		Closed March 2022

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			links into wider community planning responsibilities with any actions for improvement identified and Reporting framework detailed in two cycles and copied to the relevant Executive Committee.				
			3.3) Community Asset Transfer – short Report in two cycles on current process and timescales to include a table on number of requests received and stage in process with time taken to get to that point.	Executive Director of Place	March 2022		Closed March 2022
8	14.12.21	Community Centres (update) – Report by the	The Executive Director of Education and Children’s Services will provide a	Executive Director of Place	June 2022		<u>June 2022</u> it is proposed that a paper on the

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		Executive Director of Education and Children's Services	written response to councillors' questions regarding Inch Community Centre, feedback from community centre management committees and progress made to improve the responsiveness to new guidance, which will be circulated to all committee members.				future management of the relationships with community centres is considered at Culture & Communities in August.
9	18.01.22	Review of Effectiveness of Scrutiny of Governance, Risk and Best Value (GRBV) – Self-Evaluation and Lessons Learnt Report by the Interim Executive Director of Corporate Services	To request an additional Report to the Council in June 2022, presenting the findings of the GRBV Effectiveness Audit, requesting that they are taken into consideration when agreeing the new Political Management Arrangements following the election.	Interim Executive Director of Corporate Services	June 2022		Update Report on agenda for June Council meeting

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10	18.01.22	Committee Decision Process and the Policy Register – Report by the Interim Executive Director of Corporate Services	1) To request that a review or internal audit (to be decided in March when the 2022/23 Internal Audit Annual Plan is considered to ensure capacity) is undertaken to ensure the recommendations at paragraph 4.18 of the Report have been implemented and that the processes are working effectively.	Interim Executive Director of Corporate Services	September 2022		
			2) To agree to produce a simple guide to the Council's governance arrangements, decision making and committee process, including IIAs, implementation of decisions, the policy register and the use of the webcast for reviewing committee	Interim Executive Director of Corporate Services	August 2022		

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			discussion. The guide to be included in members' training and made available to members and officers on the Orb, with a link to it to be included in committee action sheets for information.				
11	08.03.22	Internal Audit: Overdue Findings and Key Performance Indicators as at 26 January 2022 – Report by the Chief Internal Auditor, City of Edinburgh Council	1) To request that Senior Officers consider the process for agreeing audit terms of reference.	Chief Internal Auditor			Recommended for closure Information included in a report to CLT in May 2022
			2) To include the table of information at Appendix 3 in future iterations of the report.	Chief Internal Auditor			Recommended for closure Information will be included in future reports
12	08.03.22	Internal Audit:	1) To issue a briefing note	Chief	June 2022		Recommended

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		Internal Audit Charter Annual Update – Report by the Chief Internal Auditor, City of Edinburgh Council	on approaches taken by different Councils, what Edinburgh had done historically and what the aim was for improving the audit process.	Internal Auditor			for closure Internal Audit will deliver training to elected members and a briefing note will be issued when committee members are appointed. An update is included on the Business Bulletin.
			2) To create a formal handover process after the election for new members of the Committee.	Chief Internal Auditor	June 2022		Recommended for closure As above
13	08.03.22	Quarterly Status Update – Digital Services – Report by the Interim Executive Director of Corporate	1) To provide the Committee with a report on Network Traffic in the general estate and teaching estate, focusing on traffic of network over	Interim Executive Director of Corporate Services	August 2022		

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		Services	capacity.				
			2) To provide information on potential ways to improve phone communication across staff groups whilst working from home.	Interim Executive Director of Corporate Services	August 2022		
14	08.03.22	Collaborative Working with Community Councils – referral from the Culture and Communities Committee	1) To provide information on the number of Community Councils still active and those that were dormant, and which Community Councils are members of the EACC.	Interim Executive Director of Corporate Services			Recommended for closure An email was circulated to members on 13 June 2022.
			2) To request the website link containing guidance for Community Councils be circulated to members and community councils.	Interim Executive Director of Corporate Services			Recommended for closure An email was circulated to members on 13 June 2022.

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15	08.03.22	Council Companies - Edinburgh Leisure Annual Report 2020/21 – Report by the Executive Director of Education and Children's Services	To provide a briefing note on staffing issues and to confirm Edinburgh Leisure was a Living Wage Employer.	Executive Director of Place	In progress		
16	08.03.22	Whistleblowing Monitoring Report (private report)	To undertake a sampling exercise of cases to attain an average time taken to resolve whistleblowing reports to enable a comparison of current costs compared to future costs.	Chief Executive / Service Director – Legal and Assurance	TBC		
17	08.03.22	Whistleblowing Major Investigation Outcome Report (Edinburgh Secure Services) (private report)	1) To include an explanation in the report to Council explaining that the Tanner Report Team were aware of this case, and why it was not used as a case				Recommended for closure Report considered by Council March 2022

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			study in the whistleblowing review.				
			2) To note that a report would be presented to Council by the Monitoring Officer on the public agenda and that the Major Investigation Outcome Reports relating to Edinburgh Secure Services and Children's Services would be made available to members in person.				Recommended for closure Report considered by Council March 2022 and reports made available to elected members in a data room in advance of this meeting