

Outstanding Actions

Governance, Risk and Best Value Committee

23 August 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>January 2020</p> | | <p><u>Update August 2022</u> Report will be considered at Full Council in August 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> <p><u>June 2021</u> Timescale extended to allow</p> |

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| | | | | | | | <p>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 response to this is being developed to be presented to Council on 4</p> |

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

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| | | | | | | | <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 will be arranged with officers and members early 2020 (following the</p> |

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| | | | | | | | 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 believes it would be appropriate both in terms of Corporate Services and timing for such a review to take</p> | Interim Executive Director of Corporate Services | April 2022 | | <p>Recommended for closure</p> <p>An update on the approach will be provided in the Policy and Sustainability Committee Business Bulletin in August 2022.</p> <p><u>September 2021</u></p> <p>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</p> |

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| | | | place. | | | | <p>Report to P&S on 5 March.</p> <p><u>August 2021</u> 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</p> |

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| | | | | | | | 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. |
| 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 | 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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| | | | of 23.03.21) | | | | |
| | | | 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 | | Recommended for closure Report on agenda for August Committee. |
| 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 |

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| | | | 2) To agree that the Head of Place Management would provide reassurance why the Housing Service Improvement was amber status and details of what plans were in place to move it forward. | Executive Director of Place | June 2021 | | Closed August 2021 An update on project status and 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 |

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| | | | | | | | <p>review other areas that would benefit from dashboard reporting.</p> <p><u>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>June 2021</u> The Head of Customer and Digital Services</p> |

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| | | | | | | | has this work 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 | November 2022 | | <u>Update August 2022</u> Update included in August Business Bulletin. 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 | Interim Executive Director of | October 2022 | | <u>Update June 2022</u> Report template |

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| | | | Council and committees includes a 'risk' section to ensure this is considered. | Corporate Services | | | will be submitted to Council for consideration in September alongside the Council's other governance documents. |
| 7 | 09.11.21 | City of Edinburgh Council - 2020/21 Annual Audit Report to the Council and the Controller of Audit | 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. | Interim Executive Director of Corporate Services | 1 (Communication with valuer) – March 2022 2 (Impairment of assets under construction) – March 2022 3 (Provision for doubtful debts) – March 2022 4 (Common good) – | | Recommended for closure All five actions have been addressed as part of the accounts closure process for 2021/22. |

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| | | | | | accounting estimates) – March 2022 5 (Payroll reconciliations) – June 2022 | | |
| | | | 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. | Interim Executive Director of Corporate Services | Ongoing | | |
| | | | That reports are prepared in the following terms on the following areas: 3.1) Common Good – a Report reviewing progress towards | Interim Executive Director of Corporate Services | March 2022 | | Closed March 2022 |

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| | | | 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. | | | | |
| | | | 3.2) Framework for collaboration with community councils – a Report detailing current arrangements, funding and how this links into wider community planning responsibilities with any actions for improvement identified and Reporting framework detailed in two cycles and copied | Interim Executive Director of Corporate Services | March 2022 | | Closed March 2022 |

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| | | | 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 Executive Director of Education and Children’s Services | The Executive Director of Education and Children’s Services will provide a written response to councillors’ questions regarding Inch Community Centre, feedback from community centre management committees and progress made to improve the responsiveness to new | Executive Director of Place | August 2022 | | <u>Update June 2022</u> It is proposed that a paper on the future management of the relationships with community centres is considered by Culture and Communities |

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| | | | guidance, which will be circulated to all committee members. | | | | Committee 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 | | Recommended for closure Included in report to Full Council in June 2022. |
| 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 | Interim Executive Director of Corporate Services | September 2022 | | |

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| | | | the report have been implemented and that the processes are working effectively. | | | | |
| | | | 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 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. | Interim Executive Director of Corporate Services | August 2022 | | Recommended for closure A guide is being prepared and will be circulated to members in advance of August committee meeting. |
| 11 | 08.03.22 | Quarterly Status | 1) To provide the | Interim | August 2022 | | Recommended |

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| | | Update – Digital Services – Report by the Interim Executive Director of Corporate Services | Committee with a report on Network Traffic in the general estate and teaching estate, focusing on traffic of network over capacity. | Executive Director of Corporate Services | | | for closure Briefing circulated to members on 31 May 2022. |
| | | | 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 | | Recommended for closure Briefing circulated to members on 17 March 2022. |
| 12 | 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. | Report by the Executive Director of Education and Children's Services | In progress | | Recommended for closure An update is included in the Business Bulletin on this agenda. |
| 13 | 08.03.22 | Whistleblowing Monitoring Report (private report) | To undertake a sampling exercise of cases to attain an average time taken to | Chief Executive / Service | To be confirmed when | | <u>Update August 2022</u> Investigating |

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| | | | resolve whistleblowing reports to enable a comparison of current costs compared to future costs. | Director – Legal and Assurance | independent investigations unit go-live date is advised | | officers will record time spent on whistleblowing investigations from 1 July 2022 under existing arrangements until new arrangements (the independent investigations unit) commence and data will be retained for future comparative purposes if required. |
| 14 | 14.06.22 | Outstanding Actions | 1) To note that a review of the Outstanding Actions was required due to information being incorrect including expected completion dates. | Interim Executive Director of Corporate Services | June 2022 | | Recommended for closure Actions have been reviewed with directorates and updated expected completion dates and updates included. |

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| | | | 2) To note that once the review had taken place, an updated version of the Outstanding Actions would be circulated to members. | Interim Executive Director of Corporate Services | June 2022 | | Recommended for closure Updated Outstanding Actions circulated to members on 30 June 2022. |
| 15 | 14.06.22 | Work Programme | To note that quarterly reports that were due in June would be reported Committee in August. | Interim Executive Director of Corporate Services | August 2022 | | Recommended for closure Reports due to Committee in June have been circulated to members for information via Teams as the next iterations of these are due to Committee in October. |
| 16 | 14.06.22 | Business Bulletin | 1) To note members would discuss with the Corporate Governance | Interim Executive Director of | August 2022 | | Recommended for closure Corporate |

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| | | | Manager the presentation format of the Best Value Assurance Audit Status Update in the Business Bulletin and in the GRBV Teams Channel. | Corporate Services / Corporate Governance Manager | | | Governance Manager contacted members for further feedback on 3 August 2022. |
| | | | 2) To note the Interim Executive Director of Corporate Services would circulate the Budget template to all members and that discussion with political groups would follow on submitting budget proposals. | Interim Executive Director of Corporate Services | August 2022 | | <u>Update August 2022</u> Discussions planned with Group Leaders during August. <u>June 2022</u> Budget Template was circulated to members via email on 14 June 2022. |
| | | | 3) To request that a note be circulated summarising the closure of outstanding Internal Audit actions. | Chief Internal Auditor | | June 2022 | Recommended for closure Two Outstanding Internal Audit reports due to be submitted to |

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| | | | | | | | Committee in June were circulated via Teams on 14 June 2022. |
| 17 | 14.06.22 | Whistleblowing Monitoring Report (private report) | To agree that a Whistleblowing workshop would be arranged for members. | Chief Executive | Late August 2022 | | <u>Update August 2022</u> Nick Smith/Laura Callender met with Convener on 26 July 2022 to discuss and a Workshop date is being set up for 20 September 2022. |
| 18 | 14.06.22 | Whistleblowing - Major Investigation Outcome Report - MCEC-19-19 (private report) | To agree to continue the report to allow members to submit questions via the Teams Channel. | Chief Executive | August 2022 | | Recommended for closure Report on agenda for August Committee. Reminder sent out via Teams channel for members to submit questions on 12 July but no questions received |

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| | | | | | | | to date. |