

Outstanding Actions

Governance, Risk and Best Value Committee

11 October 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>Recommended for Closure</p> <p>Report was considered at Full Council in August 2022.</p> <p><u>August 2021</u></p> <p>This will now form part of the wider review of political management arrangements following the Local Government Election.</p> <p><u>June 2021</u></p> <p>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 was 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 | 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 why the Housing Service Improvement was amber status and | Executive Director of Place | June 2021 | | Closed August 2021 An update on project status and plans moving forward was Reported to |

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| | | | details of what plans were in place to move it forward. | | | | 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 | | <p><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.</p> <p><u>August 2021</u> The Business Intelligence</p> |

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| | | | | | | | <p>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 has this work underway.</p> |

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| 4 | 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 | 31 March 2023 | | <p><u>Update October 2022</u> Updates will be provided monthly in the Business Bulletin.</p> <p><u>August 2022</u> Update included in August Business Bulletin.</p> <p>Updates will be provided on an ongoing basis.</p> |
| 5 | 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) | | | <p>Closed Email sent to relevant officers 22 September 2021</p> |

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| | | | 2) To request that the next review of the Report template for Council and committees includes a 'risk' section to ensure this is considered. | Interim Executive Director of Corporate Services | November 2022 | | <p><u>Update October 2022</u> To be discussed as part of the Political Management Arrangement report which will be considered at Council in December. Further information in Business Bulletin.</p> <p><u>June 2022</u> Report template will be submitted to Council for consideration in September alongside the Council's other governance documents.</p> |

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| | | | 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 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 | Interim Executive Director of Corporate Services | March 2022 | | Closed March 2022 |

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| | | | 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 to the relevant Executive Committee. | Interim Executive Director of Corporate Services | March 2022 | | Closed March 2022 |
| | | | 3.3) Community Asset Transfer – short Report in two cycles on current process and timescales to | Executive Director of Place | March 2022 | | Closed March 2022 |

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| | | | include a table on number of requests received and stage in process with time taken to get to that point. | | | | |
| 6 | 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 guidance, which will be circulated to all committee members. | Executive Director of Place | November 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 Committee in August. |
| 7 | 18.01.22 | Committee Decision Process and the Policy Register – Report | 1) To request that a review or internal audit (to be decided in March when the 2022/23 | Interim Executive Director of Corporate | December 2022 | | <u>Update October 2022</u> To be discussed as part of the |

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| | | by the Interim Executive Director of Corporate Services | 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. | Services | | | Political Management Arrangement report which will be considered at Full Council in November. |
| | | | 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 | Interim Executive Director of Corporate Services | February 2023 | | <u>Update October 2022</u> A guide is being prepared and will be circulated to members when available. |

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| | | | on the Orb, with a link to it to be included in committee action sheets for information. | | | | |
| 8 | 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 | To be confirmed when independent investigations unit go-live date is advised. | | <p>Recommended for Closure</p> <p>There is a practice underway by Investigating Officers which captures this information.</p> <p><u>Update August 2022</u></p> <p>Investigating officers will record time spent on whistleblowing investigations from 1 July 2022 under existing arrangements until new arrangements (the independent investigations unit)</p> |

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| | | | | | | | commence and data will be retained for future comparative purposes if required. |
| 9 | 14.06.22 | Business Bulletin | <p>1) To note members would discuss with the Corporate Governance Manager the presentation format of the Best Value Assurance Audit Status Update in the Business Bulletin and in the GRBV Teams Channel.</p> | Interim Executive Director of Corporate Services / Corporate Governance Manager | August 2022 | | Closed Corporate Governance Manager contacted members for further feedback on 3 August 2022. |
| | | | <p>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</p> | Interim Executive Director of Corporate Services | December 2023 | | <u>Update October 2022</u> Initial contact made by Finance Leads with political groups on the 2023/24 budget. <u>August 2022</u> |

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| | | | budget proposals. | | | | Discussions planned with Group Leaders during August. June 2022 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 | | August 2022 | Closed Two Outstanding Internal Audit reports due to be submitted to Committee in June were circulated via Teams on 14 June 2022. |
| 10 | 14.06.22 | Whistleblowing Monitoring Report (private report) | To agree that a Whistleblowing workshop would be arranged for members. | Chief Executive | Late August 2022 | | Recommended for Closure A date of 15 November 2022 has been set for the workshop to |

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| | | | | | | | take place. <u>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. |
| 11 | 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 was continued to Committee in August and continued again to October Committee (action 19). <u>August 2022</u> Report was on August agenda but was not closed. |

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| 12 | 23.08.22 | Outstanding Actions | To note the Budget Template circulated to members via email on 14 June 2022 would be recirculated. | Interim Executive Director of Corporate Services | | | Recommended for Closure Budget Template was circulated to members via email on 23.08.22. |
| 13 | 23.08.22 | Internal Audit Annual Opinion 2021/22 | To note that all red rated Internal Audit reports will be brought to the next Committee in October. | Chief Internal Auditor | | | Recommended for Closure Report is on Agenda for October Committee. |
| 14 | 23.08.22 | Annual Governance Statement | To request officers consider the role of the GRBV Committee in performance monitoring including potential dashboard reporting and the referral process between Policy and Sustainability Committee and GRBV Committee for overall scrutiny of council performance. | Interim Executive Director of Corporate Services | November 2022 | | |

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| 15 | 23.08.22 | Corporate Governance Code | To request that a section on areas for improvement and potential actions to address areas where there were issues would be considered in the next self-assessment exercise and provided in the next iteration of the report. | Interim Executive Director of Corporate Services | August 2023 | | |
| 16 | 23.08.22 | Annual Assurance Schedule – Edinburgh Health and Social Care Partnership | To request information on the percentage of teams which currently have a risk register in place and that greater detail on progress be provided in future Annual Assurance Schedules. | Chief Officer – Edinburgh Health and Social Care Partnership | | | |
| 17 | 23.08.22 | Gas Services Improvement Plan Closure Report | To agree to continue the report for two cycles to allow completion of the two audits currently underway and for these to be presented to the Committee with the report. | Executive Director of Place | November 2022 | | |
| 18 | 23.08.22 | Revenue Budget 2022/27 | To note that GRBV members will be alerted when the Finance and | Interim Executive | November 2022 | | <u>Update October 2022</u> |

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| | | Framework: progress update | Resources Committee meeting papers are published with the next Revenue Budget update report. | Director of Corporate Services | | | Note that F&R meeting papers are due to be published on 4 November. |
| | | | To note that the Interim Executive Director of Corporate Services will review how Finance and Resources Budget reports are brought to GRBV Committee, to ensure accurate information is being presented in a more efficient manner. | Interim Executive Director of Corporate Services | Spring 2023 | | |
| 19 | 23.08.22 | Whistleblowing - Major Investigation Outcome Report - MCEC- 19-19 (Private) | To continue the report to the next meeting for members' specific questions to be answered and issues raised in the investigation report to be cross referenced with relevant findings of a previous Internal Audit report. | Service Director – Legal & Assurance and Council Monitoring Officer | | | Recommended for Closure Report is on Agenda for October Committee. |