

Outstanding Actions

Governance, Risk and Best Value Committee

22 November 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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 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 .

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			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>Recommended for Closure</p> <p>Dashboards are being delivered as per the original scope.</p> <p><u>Update June 2022</u></p> <p>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></p> <p>The Business</p>

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

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2	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>
3	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.	Service Director - Legal & 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	January 2023		<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.				
4	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 Education and Children’s Services	November 2022		<p><u>Update</u> <u>November 2022</u> Change of Directorate owner from Place to Education and Children’s Services.</p> <p><u>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</p>

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							Committee in August.
5	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	December 2022		<p><u>Update November 2022</u> PMA report going to Council in December.</p> <p><u>October 2022</u> To be discussed as part of the Political Management Arrangement report which will be considered at Full Council in November.</p>
			2) To agree to produce a simple guide to the Council's governance arrangements, decision making and committee process, including IIAs, implementation of	Interim Executive Director of Corporate Services	February 2023		<p><u>Update October 2022</u> A guide is being prepared and will be circulated to members when available.</p>

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			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.				
6	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> <p>2) To note the Interim Executive Director of</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.
				Interim Executive	December 2023		<u>Update</u> <u>November 2022</u>

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			Corporate Services would circulate the Budget template to all members and that discussion with political groups would follow on submitting budget proposals.	Director of Corporate Services			<p>A meeting took place with Group Leaders on 24 October to discuss the approach to both the revision of the Council's Business Plan and the Medium Term Financial Plan/Budget.</p> <p><u>October 2022</u> Initial contact made by Finance Leads with political groups on the 2023/24 budget.</p> <p><u>August 2022</u> Discussions planned with Group Leaders during August.</p> <p><u>June 2022</u> Budget Template</p>

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							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.
7	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		<u>Update</u> <u>November 2022</u> Meeting to discuss with Convener has been requested.

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8	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		
9	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			<p><u>Update</u> <u>November 2022</u> By February 2023 to have all teams transitioned to the new risk management process.</p> <p>All teams in the Partnership have risk management processes in place. We are transitioning the Partnership over to an integrated risk management</p>

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							process which takes account of NHSL and CEC risk management approaches and we have transitioned 25% over to the new operating process.
10	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	Early 2023		<u>Update November 2022</u> Report will be submitted once the results from the external assessment have been received.
11	23.08.22	Revenue Budget 2022/27 Framework: progress update	To note that GRBV members will be alerted when the Finance and Resources Committee meeting papers are published with the next Revenue Budget update report.	Interim Executive Director of Corporate Services	November 2022		<u>Update October 2022</u> Note that F&R meeting papers are due to be published on 4 November.

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			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		
12	11.10.22	Outstanding Actions	To agree to provide an update on action 4 (Community Centres (update)), to advise if a report concerning the future management of community centres was presented to the Culture and Communities Committee in August 2022.	Executive Director of Place	March 2023		<u>Update November 2022</u> Report is due to be considered at Culture and Communities Committee in March 2023.
13	11.10.22	Internal Audit: The Chartered Institute of Internal Auditors - External Quality Assessment	1) To note that a risk maturity assessment would take place and this would form the basis for measurement of progress toward	Head of Health & Safety	February 2023		<u>Update November 2022</u> Taking place as part of agreed audit management

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			organisational risk maturity.				actions.
			2) To agree committee would be advised, via the business bulletin, of progress relating to organisational risk maturity.	Head of Health & Safety	January 2023		
			3) To agree that an assurance map would be shared with Elected Members for the Elected Member Training Session in November 2022.	Senior Audit Manager	November 2022		Recommended for Closure In progress - high level info will be provided for 7 Nov elected member training session and further detailed mapping to be provided as part of 23/24 plan (March 2023)
			4) To agree that a report was presented to Committee by end of March 2023 to propose the council's risk	Service Director – Legal and Assurance	March 2023		

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			model.				
14	11.10.22	Internal Audit: Open and Overdue IA Findings – Performance Dashboard as at 31 August 2022	To agree that a link to the previous audit reports would be supplied in subsequent versions of the audit report for new members of committee to understand the provenance of actions.	Senior Audit Manager	January 2023		<u>Update November 2022</u> In progress. IA working with the web team to create a report directory via the Orb which we can link to. Will be available for Dec 2022 and January GRBV papers.
15	11.10.22	Internal Audit Update Report: 1 May to 31 August 2022	1) To agree that Committee would be advised of the Council's second line assurance landscape.	Senior Audit Manager	March 2023		
			2) To agree that Committee were advised of the timescales proposed for the delivery of the second line assurance framework.	Service director – Legal and Assurance	March 2023		

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			3) To agree that assurance was provided to Committee concerning risk to Internal Audit capacity, as a result of the council accepting third party funding with audit conditions, which may compromise Internal Audit's capacity for existing workload commitments and generate vulnerabilities for the council.	Senior Audit Manager	31 March 2023		<u>Update</u> <u>November 2022</u> This will be part of the 23/24 planning and ongoing. Senior Audit Manager will also communicate the directorate responsibilities when engaging re 23/24 plan.
			4) To agree that a briefing note would be provided to Committee by 18 October 2022, to advise why the Audit found that the Directorate Whistleblowing monitoring and reporting processes were inadequate and not operating effectively.	Chief Executive			Recommended for Closure Briefing provided by Interim Director of Corporate Services. Further information requested by Cllr Doggart and Chief Executive replied. Response from Chief Executive to

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							be copied to all Committee members.
			5) To agree that Committee during the planned whistleblowing workshop would review the process for how Committee received assurance on the satisfactory implementation of whistleblowing actions.	Governance Manager			Recommended for Closure Whistleblowing Workshop will be held on 15 November 2022.
			6) To agree that a briefing note would be provided to members, concerning CGI's inability to provide network availability assurance.	Interim Executive Director of Corporate			Recommended for Closure A Briefing Note was circulated to members on 20.10.22.
			7) To agree that a briefing note concerning progress with data quality and management was provided to committee particularly in	Interim Executive Director of Corporate			Recommended for Closure A Briefing Note was circulated to members on

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			view of how any planned improvements to the management of data would correlate with organisational effectiveness and robust decision making.				20.10.22.
16	11.10.22	Implementation of Asbestos Recommendations (PL2107) – Service Area Response (Private report)	1) To confirm the position in relation to the reporting of the asbestos review.	Executive Director of Place			Recommend for Closure Detail of the HSE asbestos review was reported as part of the March 2019 Health and Safety Update to the Finance and Resources Committee. The subsequent operational review (which was referenced in the Life Safety audit which reported to GRBV in November 2020)

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							together with related staffing and HR matters, were progressed during 2019/20, with discussions on this also taking place at both the Joint Consultative Group and Health and Safety Forum which have representation from Trade Union colleagues and Elected Members.
			2) To confirm to GRBV committee that asbestos training had been completed.	Head of Health & Safety	March 2023		Recommended for Closure Reference to the previous 2019 asbestos review had been included in the limitations of scope of the Life Safety audit completed by

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							Internal Audit in October 2020. The Life Safety report was presented to committee in November 2020.
17	11.10.22	Corporate Leadership Team Risk Report as at 29 August 2022	To agree to include workforce challenges within the dashboard presented to the Finance and Resources Committee to ensure ongoing insight for Elected member.	Interim Executive Director of Corporate Services	November 2022		Recommended for Closure Workforce challenges are included in the narrative of the dashboard submitted to F&R.
18	11.10.22	Major Investigation Outcome Report (MCEC-19-19) (Private report)	1) To agree to refer the report to the Housing, Homelessness and Fair Work Committee to ensure the actions within the report are being implemented.	Committee Services			<u>Update</u> <u>November 2022</u> Report has been referred to the Housing, Homelessness and Fair Work Committee of 1 December 2022.

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			2) To agree the Convener of GRBV would write to the Convener of the HHFW Committee to understand if the issues highlighted in the report remained an issue and whether GRBV should instruct that the recommendations within section 5 of the report formed part of the 2023/24 Internal Audit Plan.	Convener			Recommended for Closure An audit will be included in the 2023/24 plan.