

Outstanding Actions

Governance, Risk and Best Value Committee

24 January 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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 November 2022</u> Following the update in November, the next update will be provided in March.</p> <p><u>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>

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							Updates will be provided on an ongoing basis.
2	21.09.21	Corporate Leadership Team Risk Report as at 23 August 2021 – Report by the Chief Executive	<p>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.</p> <p>2) To request that the next review of the Report template for Council and committees includes a 'risk' section to ensure</p>	Service Director - Legal & Assurance			Closed
				Interim Executive Director of Corporate Services	February 2023		<u>Update January 2023</u> Review of Report Template will be considered at Council in

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			this is considered.				<p>February 2023.</p> <p><u>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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			3) 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	March 2023		<u>Update November 2022</u> Following the update in November, the next update will be provided in March.
			4) That reports are prepared in the following terms on the following areas: 4.1) 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	Interim Executive Director of Corporate Services	March 2022		Closed March 2022

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			this and what resource is required (in officer hours) in two cycles and copied to the relevant Executive Committee.				
			4.2) 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
			4.3) Community Asset Transfer – short	Executive Director of	March 2022		Closed March 2022

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			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.	Place			
3	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	January 2023		<p><u>Update January 2023</u> Update is nearly complete.</p> <p><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</p>

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							management of the relationships with community centres is considered by Culture and Communities Committee in August.
4	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		Recommended for Closure Revised processes have been implemented and discussed with Internal Audit. Ongoing effectiveness will be monitored and if required, a focused review will be undertaken by IA.

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							<p><u>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 decisions, the policy register and the use of the webcast for	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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			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.				
5	14.06.22	Business Bulletin	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.	Interim Executive Director of Corporate Services / Corporate Governance Manager	August 2022		Closed
			2) To note the Interim Executive Director of Corporate	Interim Executive Director of	December 2022		Recommended for Closure Briefing sessions

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			Services would circulate the Budget template to all members and that discussion with political groups would follow on submitting budget proposals.	Corporate Services			<p>were offered to each group on the MTFP, to provided support on budget proposals for presentation at the Finance and Recourses Committee in February 2023.</p> <p><u>November 2022</u> 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>

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							<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 was circulated to members via email on 14 June 2022.</p>
			3) To request that a note be circulated summarising the closure of outstanding Internal Audit actions.	Chief Internal Auditor		August 2022	Closed

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6	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		<p>Recommended for Closure</p> <p>Report was considered at the Policy and Sustainability Committee on 17 January, confirming how performance is scrutinised at Committees is being reviewed.</p> <p><u>November 2022</u> Meeting to discuss with Convener has been requested.</p>
7	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-	Interim Executive Director of Corporate Services	August 2023		

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			assessment exercise and provided in the next iteration of the report.				
8	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	February 2023		<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 process which takes account of NHSL and CEC risk management</p>

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							approaches and we have transitioned 25% over to the new operating process.
9	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	March 2023		<p><u>Update January 2023</u> Report is scheduled for March Committee.</p> <p><u>November 2022</u> Report will be submitted once the results from the external assessment have been received.</p>
10	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	Interim Executive Director of Corporate	November 2022		Closed November 2022

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			published with the next Revenue Budget update report.	Services			
			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		<u>Update November 2022</u> Aim to ensure budget monitoring reports referred from the Finance and Resources Committee to GRBV are accompanied by a short summary paper, which includes a high level update on the most recent financial position.
11	11.10.22	Outstanding Actions	To agree to provide an update on action 4 (Community Centres (update)), to advise if a report concerning the	Executive Director of Place	March 2023		<u>Update November 2022</u> A report on the future management of

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			future management of community centres was presented to the Culture and Communities Committee in August 2022.				community centres was not submitted to Culture and Communities Committee in August 2022. Culture and Communities Committee will be kept updated on how the Council will work with Community Centres in the future.
12	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 organisational risk maturity.	Head of Health & Safety	February 2023		<u>Update</u> <u>November 2022</u> Taking place as part of agreed audit management actions.

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			2) To agree committee would be advised, via the business bulletin, of progress relating to organisational risk maturity.	Head of Health & Safety	January 2023		Recommended for Closure Update included in Business Bulletin.
			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		Closed December 2022
			4) To agree that a report was presented to Committee by end of March 2023 to propose the council's risk model.	Service Director – Legal and Assurance	March 2023		
13	11.10.22	Internal Audit: Open and Overdue IA Findings – Performance	To agree that a link to the previous audit reports would be supplied in subsequent versions of the	Senior Audit Manager	January 2023		Recommended for Closure Links to previous audit reports can

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		Dashboard as at 31 August 2022	audit report for new members of committee to understand the provenance of actions.				be found on the Orb.
14	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		
			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	Senior Audit Manager	31 March 2023		<u>Update November 2022</u> This will be part of the 23/24 planning and ongoing. Senior Audit Manager will also

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			conditions, which may compromise Internal Audit's capacity for existing workload commitments and generate vulnerabilities for the council.				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			Closed December 2022
			5) To agree that Committee during the planned whistleblowing workshop would review	Governance Manager			Closed December 2022

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			the process for how Committee received assurance on the satisfactory implementation of whistleblowing actions.				
			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			Closed December 2022
			7) To agree that a briefing note concerning progress with data quality and management was provided to committee particularly in view of how any planned improvements to the management of data would correlate with	Interim Executive Director of Corporate			Closed December 2022

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			organisational effectiveness and robust decision making.				
15	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			Closed December 2022
			2) To confirm to GRBV committee that asbestos training had been completed.	Head of Health & Safety	March 2023		Closed December 2022
16	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			Recommended for Closure Report was considered at the Housing, Homelessness and Fair Work Committee on 1 December 2022.
			2) To agree the Convener of GRBV would write to the Convener of the	Convener			Closed December 2022

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			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.				
17	31.10.22	City of Edinburgh Council – 2021/22 Annual Audit Report to the Council and the Controller of Audit	1) To agree provide a briefing note with details on the variances in figures reported for Non Domestic Rates receipts from the national pool within the report.	Interim Executive Director of Corporate Services		November 2022	Closed November 2022
			2) To agree to arrange a Risk Management Framework workshop for	Interim Executive Director of Corporate	June 2023		

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			members.	Services			
			3) To agree to provide a briefing note on the £1m expenditure in relation to Leith Links - Common Good.	Interim Executive Director of Corporate Services		November 2022	Closed November 2022
18	22.11.22	Capital Monitoring 2022-2023 - Month 6 position – referral from Finance and Resources Committee	To agree that the Committee refer the report back to the Finance and Resources Committee highlighting that Recommendation 1.3 is a matter reserved to Council and out with Committee’s Terms of Reference.	Committee Services	January 2023		Recommended for Closure A referral report to the Finance and Resources Committee is on their agenda for 26 January 2023.
19	22.11.22	Sustainable Capital Strategy – referral from Finance and Resources Committee	1) To agree that a briefing note would be provided to present further detail on the 30% uplift in tender prices for capital projects and to include an appendix with	Executive Director of Place	January 2023		Recommended for Closure A briefing note was due to be circulated to members before Committee.

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			details on tenders issued by the Council for members to review.				
			2) To agree that a briefing note would be provided to advise Committee of any financial liabilities to the Council following the approval of City Plan and its policies.	Executive Director of Place	January 2023		Recommended for Closure A briefing note was due to be circulated to members before Committee.