

Outstanding Actions

Governance, Risk and Best Value Committee

14 March 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	May 2023		<p><u>Update March 2023</u> Report will be presented to May Committee.</p> <p><u>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>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>August 2022 Update included in August Business Bulletin.</p> <p>Updates will be provided on an ongoing basis.</p>
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>	<p>Service Director - Legal & Assurance</p> <p>Interim Executive Director of Corporate Services</p>	<p>May 2023</p>		<p>Closed</p> <p>Update March 2023 Reviewed report template going to Council on 16.03.23.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			this is considered.				<p><u>January 2023</u> Review of Report Template will be considered at Council in 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</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							September alongside the Council's other governance documents.
			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	May 2023		<p><u>Update March 2023</u> Best Value report going to P&S Committee on 21.03.23 and will thereafter be referred to GRBV in May.</p> <p><u>November 2022</u> Following the update in November, the next update will be provided in March.</p>
			4) That reports are prepared in the following terms on the	Interim Executive Director of	March 2022		<u>Closed March 2022</u>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>following areas:</p> <p>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 this and what resource is required (in officer hours) in two cycles and copied to the relevant Executive Committee.</p>	Corporate Services			
			<p>4.2) Framework for collaboration with community councils – a Report detailing current arrangements, funding and how this links into wider community planning responsibilities with</p>	Interim Executive Director of Corporate Services	March 2022		Closed March 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			any actions for improvement identified and Reporting framework detailed in two cycles and copied to the relevant Executive Committee.				
			4.3) 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
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	Executive Director of Education and Children’s Services	January 2023		Recommended for Closure Briefing was circulated to members on 25.01.23.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			community centre management committees and progress made to improve the responsiveness to new guidance, which will be circulated to all committee members.				<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 management of the relationships with community centres is considered by Culture and Communities Committee in August.</p>
4	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		Closed January 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		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			
			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	August 2023		<p><u>Update March 2023</u> This guidance will be informed by the workshops and survey on the barriers to elected office as agreed by Policy and Sustainability Committee and Council.</p> <p><u>October 2022</u> A guide is being prepared and will</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			on the Orb, with a link to it to be included in committee action sheets for information.				be circulated to members when available.
5	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 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 / Corporate Governance Manager	August 2022		Closed
				Interim Executive Director of Corporate Services	December 2022		Recommended for Closure Papers were circulated in advance of the special budget F&R committee being held on 7 February 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			budget proposals.				<p><u>January 2023</u> Briefing sessions 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</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>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 was circulated to members via email on 14 June 2022.</p>
			3) To request that a note be circulated summarising the closure of	Chief Internal Auditor		August 2022	Closed

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			outstanding Internal Audit actions.				
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	March 2023		<p><u>Update March 2023</u> Report on how performance is considered by committee will go to P&S on 21 March 2023.</p> <p><u>January 2023</u> 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</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Convener has been requested.
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-assessment exercise and provided in the next iteration of the report.	Interim Executive Director of Corporate Services	August 2023		
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</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							transitioning the Partnership over to an integrated risk management process which takes account of NHSL and CEC risk management 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 agenda for March Committee.</p> <p><u>November 2022</u> Report will be submitted once the results from the external assessment have</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							been received.
10	23.08.22	Revenue Budget 2022/27 Framework: progress update	1) 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		Closed November 2022
			2) 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		Recommended for Closure Reporting will be reviewed throughout 2023/24. <u>November 2022</u> Aim to ensure budget monitoring reports referred from the Finance and Resources Committee to GRBV are

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							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 future management of community centres was presented to the Culture and Communities Committee in August 2022.	Executive Director of Place	March 2023		<p><u>Update</u> <u>November 2022</u></p> <p>A report on the future management of 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</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							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		Recommended for Closure Update included in January 2023 Business Bulletin. <u>November 2022</u> Taking place as part of agreed audit management 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		Closed January 2023
			3) To agree that an assurance map would be shared with Elected Members for	Senior Audit Manager	November 2022		Closed December 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			the Elected Member Training Session in November 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	May 2023		<u>Update March 2023</u> Included in report going to P&S on 21.03.23 and will thereafter be referred to GRBV in May 2023.
13	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	December 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	May 2023		<u>Update March 2023</u> Report will be presented to May Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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		<p>Recommended for Closure</p> <p>Specific requirements will be outlined in the 23/24 plan going to GRBV in March 23 and ongoing quarterly updates.</p> <p><u>November 2022</u></p> <p>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.</p>
			4) To agree that a briefing note would be provided	Chief Executive			<p>Closed December 2022</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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.				
			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			Closed December 2022
			6) To agree that a briefing note would be provided to members, concerning CGI's	Interim Executive Director of			Closed December 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			inability to provide network availability assurance.	Corporate			
			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 organisational effectiveness and robust decision making.	Interim Executive Director of Corporate			Closed December 2022
14	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	Interim Executive Director of Corporate Services		November 2022	Closed November 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			the report.				
			2) To agree to arrange a Risk Management Framework workshop for members.	Interim Executive Director of Corporate Services	June 2023		Closed November 2022
			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
15	24.01.23	Outstanding Actions	1) To note an update on Action 3 (Community Centres (update) would be circulated to members after the meeting.	Executive Director of Education and Children's Services			Recommended for Closure Briefing note was circulated to members on 25.01.23.
			2) To request officer budget proposals are circulated with groups, prior to being published	Interim Executive Director of Corporate			Recommended for Closure Papers were published prior to

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			for the Finance and Resources Special Meeting.	Services			the special F&R meeting held on 7 February 2023.
16	24.01.23	Internal Audit: Open and Overdue Internal Audit Actions – Performance Dashboard as at 5 December 2022	1) To note that the management action for the Asset Management Strategy would be reopened and continued to the next committee to allow the Convener of the Finance and Resources Committee, the Executive Director of Place and the Chief Executive to attend to answer questions.	Interim Executive Director of Corporate Services			Recommended for Closure The action was reopened and continued to Committee in March 2023.
			2) To note the management update for action 16 does not correspond to the management action, and that the Executive Director of Education and Children’s Services	Executive Director of Education and Children’s Services			Recommended for Closure Update was circulated to members on 25.01.23.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			would circulate an appropriate update to members.				
			3) To note that Place Directorate would provide a revised completion date and update for actions 10 and 11.	Executive Director of Place			<u>Update March 2023</u> Action has been reopened and the service have been requested to update.
17	24.01.23	Internal Audit Update Report: 1 September to 5 December 2022	1) To note the SWIFT Application Technology Controls audit report would be referred to the Policy and Sustainability Committee; and to request that regular updates on this work are reported to the Committee.	Senior Audit Manager	May 2023		<u>Update March 2023</u> Report going to P&S Committee on 21.03.23.
			2) To note the link to the Elected Members MyLearning Hub would	Interim Executive Director of			Recommended for Closure Link circulated to

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			be recirculated to members.	Corporate Services			members on 24 January 2023.
			3) To request a Business Bulletin update on discussions with the Convener of the Transport and Environment Committee on setting up an Active Travel Board or forum.	Interim Executive Director of Corporate Services			Recommended for Closure Information was included in the Working Groups report to Council on 9 February 2023, as per the Business Bulletin update.
18	24.01.23	Corporate Leadership Team Risk Report as at 28 November 2022	1) To note discussions would take place out with Committee on how the Council's risk appetite and risk ratings are presented in this report.	Interim Executive Director of Corporate Services	May 2023		<u>Update March 2023</u> In progress, session requested with Members and work has begun on drafting a more detailed report to address points highlighted.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) To request Business Bulletin updates on setting risk appetite; and that the Policy and Sustainability Committee would take this work forward.	Interim Executive Director of Corporate Services		May 2023	
19	24.01.23	Quarterly Status Update – Digital Services	To request a table in the next report which tracks changes in volume vs. service availability, to highlight how the service performs with change and how this impacts the end service user.	Interim Executive Director of Corporate Services		May 2023	
20	24.01.23	Annual Assurance Schedule - Executive Director of Education and Children's Services	To request a Teams briefing for members on the background of the report.	Executive Director of Education and Children's Services	March 2023		Update March 2023 Executive Director of Education and Children's Services will provide a presentation to

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							members.
21	24.01.23	Edinburgh International Conference Centre - annual update for the year ending 31 December 2021 - referral report from the Housing, Homelessness and Fair Work Committee	To note the Convener would write to the Convener of the Housing, Homelessness and Fair Work Committee to ask for Business Bulletin updates on the progress of the hotel build project.	Convener of Housing, Homelessness and Fair Work / Head of Development & Regeneration			<u>Update March 2023</u> Convener wrote to the Convener of the Housing, Homelessness and Fair Work Committee on 15.02.23. <i>Updates for March BB tbc...</i>