

Outstanding Actions

Governance, Risk and Best Value Committee

31 October 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	October 2023		Recommended for Closure. Governance and Assurance Report on agenda for GRBV, 31 October 2023 <u>Update October 2023</u> Governance and Assurance report coming to Committee on 31 October <u>Update August 2023</u> A progress report

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							<p>is on the GRBV agenda for 1 August and a full report will come to GRBV on 31 October,</p> <p><u>Update May 2023</u> Report will be presented to August Committee.</p> <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>

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							<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> <p>Updates will be provided on an ongoing basis.</p>
2	18.01.22	Committee Decision Process and the Policy Register – Report by the 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	Executive Director of Corporate Services	December 2022		Closed January 2023

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			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.	Executive Director of Corporate Services	January 2024		<p><u>Update August 2023</u></p> <p>An interim set of guidance will be prepared for December and then an updated set will be provided once the workshops have fed into it.</p> <p><u>Update March 2023</u></p> <p>This guidance will be informed by the workshops and survey on the barriers to elected office as agreed by Policy and Sustainability Committee and</p>

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							Council. <u>October 2022</u> A guide is being prepared and will be circulated to members when available.
3	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.	Executive Director of Corporate Services	September 2023		Recommended for Closure Presented at September Committee <u>Update</u> <u>September 2023</u> Corporate Governance Code Self-Assessment report
4	11.10.22	Internal Audit: The Chartered Institute of Internal Auditors	1) To note that a risk maturity assessment would take place and	Head of Health & Safety	February 2023		Closed March 2023

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		- External Quality Assessment	this would form the basis for measurement of progress toward organisational risk maturity.				
			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 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	Service Director – Legal and Assurance	October 2023		Recommended for Closure Risk Management

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			risk model.				<p>Policy approved at Policy and Sustainability Committee and referred to GRBV, 31 October.</p> <p><u>Update October 2023</u> Risk Management Policy being referred from October P&S to GRBV on 31 October</p> <p>Report was considered at P&S on 21.03.23. The Risk Management Policy (RMP) is going back to P&S in October with a more detailed</p>

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							<p>assessment of elected member involvement, roles, reporting and escalation following the workshop with GRBV members, and will be referred to GRBV thereafter.</p> <p><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.</p>
5	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 2024		<p><u>Update May 2023</u> Work is progressing to understand the sources of</p>

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							assurance across the Council.
			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	October 2023		<p>Recommended for Closure</p> <p><u>Update October 2023</u> Governance and Assurance report coming to Committee on 31 October</p> <p><u>Update August 2023</u> A progress report is on the GRBV agenda for 1 August and a full report will come to GRBV on 31 October.</p> <p><u>Update May 2023</u></p>

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							Report will be presented to August Committee. <u>Update March 2023</u> Report will be presented to May Committee.
			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		Closed March 2023

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			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 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	Interim			Closed

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			note would be provided to members, concerning CGI's inability to provide network availability assurance.	Executive Director of Corporate			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 organisational effectiveness and robust decision making.	Interim Executive Director of Corporate			Closed December 2022
6	02.05.2023	Quarterly Status Update – Digital Services – Report by the Executive Director of	1) To request key information on project progress is included in a dashboard format	Executive Director of Corporate Services	October 2023		Recommended for Closure Included in Digital Report going to

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		Corporate Services	with notes on progress and issues encountered.				GRBV on 31 October.
			2) Closure report on the digital roll out in schools to be presented to the GRBV Committee in addition to Finance and Resources Committee.	Executive Director of Corporate Services	October 2023		Recommended for Closure Included in Digital Report going to GRBV on 31 October.
7	01.08.2023	Edinburgh Leisure Annual Report 2021/22 – referral from the Culture and Communities Committee	1) To circulate a briefing note to members outlining the membership of the Edinburgh leisure Remuneration Committee, current recruitment issues, the number of staff currently being paid below the living	Executive Director of Place	October 2023		<u>Update October 2023</u> Breifing note will be circulated to members.

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			wage and the number of staff on each spinal column point on the pay scale.				
			2) A briefing note to be circulated to members outlining the governance routes for Committee to make clear their expectation that all ALEOs pay their staff living wage.	Executive Director of Place	January 2024		<u>Update October 2023</u> A report is being prepared for January Policy and Sustainability Committee regarding this.
8	01.08.2023	Annual Assurance Schedule – Edinburgh Health and Social Care Partnership – Report by the Interim Chief Officer, Health and Social Care	Interim Chief Officer, HSCP to include a response to the issues raised by the GRBV Committee in the upcoming Improvement Plan report to the Policy and Sustainability Committee.	Interim Chief Officer, Health and Social Care Partnership	October 2023		Recommended for Closure Update reported to Policy and Sustainability Committee on 24 October.

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		Partnership					
9	19.09.2023	2022/23 Internal Audit Annual Report and Opinion – Report by the Head of Internal Audit	Details to be provided to committee in three cycles outlining progress on 5 outstanding high-rated action from the Corporate Resilience Audit. The report should set out an understanding of where there may be underlying, thematic weaknesses and what steps directorates are taking to manage risk in these areas.	Chief Executive Executive Directors of Place, Corporate Services & Education, Children and Justice Services. Chief Officer, Health and Social Care Partnership.	January 2024		
10	19.09.2023	Corporate Governance Code Self-Assessment 2022/23 – Report by the Executive Director of	1) Number of viewers for Chief Executive and Service Director Vlogs to be reported to committee	Executive Director of Corporate Services	October 2023		

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		Corporate Services					
			2) Officers to provide a rationale for not including Universities in the list of Institutional Stake-holders.		October 2023		Recommended for Closure Update circulated 04.10.23
11	19.09.2023	City of Edinburgh Council – 2022/23 Annual Accounts Audit – Report by the Executive Director of Corporate Services	1) A briefing note to be circulated detailing the impact of value adjustment of socially-rented housing stock, e.g. insurance costs or other annual revenue costs.	Executive Director of Corporate Services	November 2023		
			2) Officers to request a response from the EICC board on the reasons for the decision to award a Chief Executive bonus.		November 2023		

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12	31.08.23 (Council)	Motion by Councillor Griffiths – Childcare 4 All	Report to Governance Risk and Best Value Committee examining the governance and best value issues associated with this contract the decision to end it.	Executive Director of Children, Education and Justice Services	November 2023		
13	31.08.23 (Council)	Response to Critical Risk Motion – Report by Chief Executive	Details of officer time taken responding to questions from Councillors to be provided in the next Risk Report to Governance, Risk and Best Value Committee.	Chief Executive	November 2023		