

Outstanding Actions

Governance, Risk and Best Value Committee

16 January 2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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 the processes are working effectively.	Executive Director of Corporate Services	December 2022		Closed January 2023
			2) To agree to produce a simple guide to the Council's governance arrangements, decision	Executive Director of Corporate Services	January 2024		Recommended for Closure Submitted to

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			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.				<p>November meeting.</p> <p>November update</p> <p>Recommended for Closure</p> <p>Briefing being prepared for F&R regarding loan stocks to be circulated to GRBV and that a summary of the briefing note is included in a business bulletin update.</p> <p>This is included in the Committee Best Practice Guidelines which has been submitted to</p>

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							<p>GRBV committee on 28 November.</p> <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.
2	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.	Head of Internal Audit	March 2024		<u>January Update 2024</u> Risk acceptance will be included within the IA open and overdue performance dashboard paper presented to GRBV in February 2024. <u>Update November 2023</u> This is being considered as part of the 2024/25 annual planning process in collaboration

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							with the Governance and Assurance team - expected completion date 31/03/24 <u>Update May 2023</u> Work is progressing to understand the sources of 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		Closed October 2023 <u>Update October 2023</u> Governance and Assurance report coming to Committee on 31 October <u>Update August</u>

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							<p><u>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> Report will be presented to August Committee.</p> <p><u>Update March 2023</u> Report will be presented to May Committee.</p>
			3) To agree that assurance was provided to Committee concerning risk to Internal Audit capacity,	Senior Audit Manager	31 March 2023		Closed March 2023

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			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.				
			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	Governance			Closed December 2022

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			planned whistleblowing workshop would review the process for how Committee received assurance on the satisfactory implementation of whistleblowing actions.	Manager			
			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	Interim Executive Director of Corporate			Closed December 2022

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			would correlate with organisational effectiveness and robust decision making.				
3	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 wage and the number of staff on each spinal column point on the pay scale.	Executive Director of Place	January 2024 December 2023		<p><u>Update January 2024</u></p> <p>This briefing is expected to be circulated in advance of Committee on 16 January 2024.</p> <p><u>Update October 2023</u></p> <p>Briefing note will be circulated to members.</p> <p><u>Update October 2023</u></p> <p>Briefing note will be circulated to</p>

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							members.
			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 Corporate Services	January 2024		<p><u>Update January 2024</u></p> <p>Report being submitted to P&S in January and briefing note is being prepared for circulation.</p> <p><u>Update October 2023</u></p> <p>A report is being prepared for January Policy and Sustainability Committee regarding this.</p>
4	19.09.2023	2022/23 Internal Audit Annual Report and Opinion – Report by the Head of Internal	1) Details to be provided to committee in three cycles outlining progress on 5 outstanding high-	Head of Democracy Governance and Resilience	November 2023	November 2023	<p>Closed at meeting 28 November 2023</p> <p>Information is included in the IA</p>

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		Audit	rated action from the Corporate Resilience Audit.				report going to GRBV on 28 Nov
			2) Agrees that directors of Place, Corporate Services and Children, Education and Justice Services will bring a report to GRBV Committee in three cycles which analyses the top five areas of risk associated with issues raised in audits. The report should set out an understanding of where there may be underlying and thematic weaknesses and what steps directorates are taking to manage risks in	Chief Executive Executive Directors of Place, Corporate Services & Education, Children and Justice Services. Chief Officer, Health and Social Care Partnership.	January 2024		<u>Update January 2024.</u> Paper submitted to January meeting.

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			these areas.				
5	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	November 2023	Closed at meeting 28 November 2023 Breifing note circulated Monday 6 November 2023
			2) Officers to request a response from the EICC board on the reasons for the decision to award a Chief Executive bonus.	Executive Director of Corporate Services	November 2023	December 2023	Recommended for Closure Issued to members on the 22/12/23 <u>Update</u> <u>November 2023</u> Officers have requested information and are awaiting a response.

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6	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	November 2023	Recommended for Closure Paper submitted to November meeting. November update Recommended for Closure Submitted to November meeting under title 'After school Care Provider – Additional Support Needs support'
7	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	Chief Executive	November 2023	November 2023	Recommended for Closure Submitted to November

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			Governance, Risk and Best Value Committee.				meeting. Update November 2023 Recommended for Closure Included in the CLT Risk Report at Appendix 3 that is going to GRBV committee on 28 November.
8	31.10.23	Leadership of the development of new local strategic priorities - Best Value thematic work in City of Edinburgh Council 2022/23 – Report by Chief Executive	Briefing note to be circulating covering engagement and implementation of strategic support for community centres and local hubs with details on which neighbourhood networks are functioning.	Executive Director Place	November 2023	November 2023	Recommended for closure Briefing note circulated on 23.11.2023 Update November 2023 Briefing note is currently being prepared for in

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							advance of the Committee meeting on 28.11.2023.
9	02.11.23 (Council)	Millerhill Energy from Waste Plant Heat Offtake Unit – Report by Executive Director Place	1) To agree that a report be provided to GRBV to allow scrutiny of the increase in costs to date.	Executive Director Place	January 2024		Update January 2024 Submitted to January meeting
			2) To agree that that reports on the future progress of this project are made to GRBV every six months.	Executive Director Place	August 2024		
10	28.11.23	Business Bulletin	6 monthly major projects general update report be submitted which makes reference to risk and any financial Issues.	Executive Director Place	May 2024		
11	28.11.23	Edinburgh International Conference Centre	1) A briefing note on current risks to projects to be circulated.	Executive Director of Place	January 2024		<u>Update January 2024</u>

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		– Annual Update for the year ending 31 December 2022 – referral from the Finance and Resources Committee					This briefing note is currently being prepared.
			2) Briefing being prepared for F&R regarding loan stocks to be circulated to GRBV and that a summary of the briefing note is included in a business bulletin update.	Executive Director of Place	February 2024		<u>Update January 2024</u> A summary will be included in the Committee Business Bulletin following completion of the briefing note.
12	28.11.23	Internal Audit Open and Overdue Internal Audit Actions – Performance Dashboard as at 31 October 2023	1) EC&F briefing note on Early Years 1140 Hours Expansion Programme delivery March 2023 to be circulated to members of GRBV.	Executive Director of Education and Children’s Services	January 2024		<u>Update January 2024</u> Briefing session being held 18 January with GRBV and F&R Members on Early Years funding.

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			2) Briefing note to be circulated to members of GRBV on the timescales for Self Directed Support (SDS) Children's Services June 2023	Executive Director of Education and Children's Services	January 2024		<u>Update January 2024</u> Briefing will be provided to members by end of January 2024
			3) An update on Shadow IT Systems in the Risk Acceptance form to be submitted with the February Update report.	Head of Internal Audit	February 2024		<u>Update January 2024</u> Risk acceptance will be included within the IA open and overdue performance dashboard paper presented to GRBV in February 2024
13	28.11.23	Internal Audit Update Report: Quarter 2 2023/24	1) A report to be submitted in one cycle which sets out: <ul style="list-style-type: none"> Details of the Corporate Health and Safety Team and an 	Executive Director Corporate Services	February 2024		<u>Update January 2024</u> Convener and Executive Director

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			<p>assessment of the capacity within that team</p> <ul style="list-style-type: none"> • Areas within the council that have been assessed as potentially high risk, and what actions have been taken to investigate the adherence to health and safety policies and procedures within those teams including the outcomes of workplace inspections as recommended in the Cross Directorate Health and Safety audit • An assessment of the council's current health and safety policies and procedures and the management and ownership of them. • Details of any training 				Corporate Services have agreed to defer to February.

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			<p>needs that have been identified and development of training programmes on health and safety and risk management.</p> <ul style="list-style-type: none"> Outcomes of the review of organisational arrangements and how oversight of risk assessment and risk control will be managed within high risk areas of the council. 				
			<p>2) An urgent briefing to be circulated to members of GRBV and Policy and Sustainability Committee on the issues raised in the Cross Departmental audit regarding Murrayburn Depot, and the actions that have already been taken to improve</p>	Executive Director Corporate Services	December 2023	December 2023	<p>Recommended for Closure</p> <p>Circulated to members on the 28/12/23</p>

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			health and safety including concerns raised about potential environmental contamination.				
			3) An update report to be provided on the management of ad hoc mixed tenure works which will include an update on actions, sampling work and addressing concerns around fraud.	Executive Director Place	May 2024		
14	28.11.23	Corporate Leadership Team Risk Report as at 26 October 2023	A data led report to be provided on the impact of Council decisions on officer's workload including a breakdown of sources.	Chief Executive Head of Democracy Governance and Resilience	February 2024		Update January 2024 To be combined with statistics report due for submission to GRBV in February.
15	28.11.23	Capital Monitoring 2023-24 - Month Five Position –	Briefing note on Capital Works for Rising School Rolls to be circulated to	Executive Director Corporate	January 2024	January 2024	Recommended for Closure

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		referral from the Finance and Resources Committee	members of GRBV	Services			Circulated to members 09/01/24