

# Minutes

## Governance, Risk and Best Value Committee

10.00am, Tuesday 4 June 2024

### Present

Councillor Campell, Caldwell, Cowdy, Faccenda, Jenkinson, Kumar, Miller, Mowat, Nols-McVey, Osler (Substituting Councillor Young) and Staniforth (Substituting Councillor Heap).

### 1. Minutes 7 May 2024

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#### Decision

To approve the minute of the Governance Risk and Best Practice Committee of 7 May 2024 as a correct record.

### 2. Outstanding Actions

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The Outstanding Actions for the Governance Risk and Best Practice Committee was presented.

#### Decision

- 1) To agree to close:
  - Action 4 - Draft Public Performance Scorecard
  - Action 8 – Motion by Councillor Heap – PVG and Insurance Checks
- 2) To agree to keep the following actions open:
  - Action 6 - Internal Audit: 2024/25 Internal Audit Annual Plan
  - Action 9 – Motion by Councillor Jenkinson – IT Services Availability
- 3) To otherwise note the remaining outstanding actions  
(Reference – Outstanding Actions 04 June 2024, submitted.)

### 3. Work Programme

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The Governance Risk and Best Practice Committee Work Programme was presented.

#### Decision

To note the Work Programme.

(Reference – Work Programme 04 June 2024, submitted.)

## 4. Business Bulletin

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The Governance Risk and Best Practice Committee Business Bulletin was presented.

### Decision

- 1) To agree that the briefing note circulated to members in response to the motion by Councillor Jenkinson - IT Service Availability is made public in the next Business Bulletin, with any commercially sensitive information being removed; and
- 2) To otherwise note the Business Bulletin.

(Reference – Business Bulletin, 04 June 2024, submitted.)

## 5. Internal Audit Update Report: June 2024

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An update on the delivery of the 2023/24 Internal Audit plan approved by Committee in March 2023 and the outcomes of internal audits completed since May 2024 were presented. A report detailing outcomes from the recent self-assessment and skills evaluation for GRBV members and further actions was also presented for approval. The details of internal control assurance arrangements for the 7 Council Arm's Length External Audit Arrangements (ALEOs) included in the Council's Governance Hub as requested by GRBV members in March 2024 were also provided.

### Motion

- 1) To note progress with the 2023/24 Internal Audit (IA) plan approved by Committee in March 2023;
- 2) To note the outcomes of 2023/24 internal audits completed during April and May 2024.
- 3) To note the final audit report which will support the 2023/24 Internal Audit annual report and opinion will be presented to Committee in September 2024;
- 4) To note the outcomes of the recently completed GRBV Self-assessment and skills evaluation;
- 5) To note information on audit arrangements for Council Arm's Length Organisations (ALEOs) as requested by Committee in March 2024, and advises of any further action required from Internal Audit;
- 6) To note that the executive summary of the B Agenda audit: Appendix 3 CD2304 Directorates Cyber Incident Response IA Report Phased Implementation 130524, states:  
  
"Progress with implementing actions will be monitored by the Cyber Resilience Board and an update on the agreed actions, timescales, and progress to date will be provided to the Governance, Risk and Best Value Committee in September 2024"
- 7) To agree that this 'update' will be a full report setting out a detailed plan, separated out for areas each executive committee is responsible for, with a view that this report will be referred on to all executive committees;

- 8) To agree that this report will cover:
- Identified areas of highest risk to operational delivery and the potential mitigations
  - Timescales on the development of the plan for mitigations
- 9) To agree to refer this audit report to all executive committees asking them to consider the significant concerns GRBV committee has for service delivery implications within their areas of responsibility were a cyber-attack to take place, and noting that there will be a follow up report which will also be referred to them
- Moved by Councillor Campbell, seconded by Councillor Kumar

### **Amendment**

- 1) To note progress with the 2023/24 Internal Audit (IA) plan approved by Committee in March 2023;
  - 2) To note the outcomes of 2023/24 internal audits completed during April and May 2024;
  - 3) To note the final audit report which will support the 2023/24 Internal Audit annual report and opinion will be presented to Committee in September 2024;
  - 4) To note the outcomes of the recently completed GRBV Self-assessment and skills evaluation; and
  - 5) To agree Internal Audit to give consideration to proportionate internal control assurance arrangements for ALEOs and to make recommendations alongside the future ALEO framework due to be considered by GRBV in October.
- Moved by Councillor Miller, Seconded by Councillor Staniforth

In accordance with Standing Order 22.13, the amendment was accepted as an addendum to the motion by Councillor Campbell.

### **Decision**

To approve the following adjusted motion by Councillor Campbell:

- 1) To note progress with the 2023/24 Internal Audit (IA) plan approved by Committee in March 2023;
- 2) To note the outcomes of 2023/24 internal audits completed during April and May 2024;
- 3) To note the final audit report which will support the 2023/24 Internal Audit annual report and opinion will be presented to Committee in September 2024;
- 4) To note the outcomes of the recently completed GRBV Self-assessment and skills evaluation;
- 5) To note information on audit arrangements for Council Arm's Length Organisations (ALEOs) as requested by Committee in March 2024, and advise of any further action required from Internal Audit;

- 6) To note that the executive summary of the B Agenda audit: Appendix 3 CD2304 Directorates Cyber Incident Response IA Report Phased Implementation 130524, states:

“Progress with implementing actions will be monitored by the Cyber Resilience Board and an update on the agreed actions, timescales, and progress to date will be provided to the Governance, Risk and Best Value Committee in September 2024”

- 7) To agree that this ‘update’ will be a full report setting out a detailed plan, separated out for areas each executive committee is responsible for, with a view that this report will be referred on to all executive committees;
- 8) To agree that this report will cover:
- Identified areas of highest risk to operational delivery and the potential mitigations
  - Timescales on the development of the plan for mitigations
- 9) To agree to refer this audit report to all executive committees asking them to consider the significant concerns GRBV committee has for service delivery implications within their areas of responsibility were a cyber-attack or other incident that affects business continuity to take place, and noting that there will be a follow up report which will also be referred to them; and
- 10) To agree Internal Audit considers proportionate internal control assurance arrangements for ALEOs and to make recommendations alongside the future ALEO framework due to be considered by GRBV in October;
- 11) To agree that a briefing note from the council’s insurance manager on the way in which policies are taken and carried out in relation to the trams to Newhaven project.

(Reference – report by the Head of Internal Audit, submitted.)

## **6. Update Report – Supplier and Contract Management**

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The response to the request from Governance, Risk and Best Value Committee to report back on the reasons why there has been a failure of contract management and what specific actions had been taken in those service areas to bring contract management back in line with standing orders was presented.

### **Decision**

- 1) To note the report, in response to the Addendum by SNP Group raised at GRBV Committee on 20 February 2024 on the supplier and contract management audit only.

(Reference – report by the Executive Director of Corporate Services, submitted.)

## **7. Draft Annual Governance Statement 2023/24**

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A draft of Annual Governance Statement was presented to committee for scrutiny before it would be finalised for the audited financial accounts.

## **Decision**

To note the Annual Governance Statement prior to its signing and incorporation into the Council's audited financial statements that will be presented to Council for approval.

(Reference – report by the Chief Executive, submitted.)

## **8. Response to Motion by Councillor Lang - Safety of Council Heavy Operated Vehicles**

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This report provided a response to the motion approved on 21 March 2024 on the safety of Council Operate Heavy Vehicles. The report provided an update on the operation of internal Council fleet assets, recognising the dangers associated with operating Heavy Goods Vehicles and the measures taken to manage risk associated with service delivery.

### **Decision**

- 1) To note the contents of this report;
- 2) To refer this report to the Transport and Environment Committee for noting;
- 3) To agree that the motion writer will be approached to confirm if the report needs to be referred to Policy and Sustainability Committee; and
- 4) To note that officers are reviewing the arrangements for waste collection from schools to consider if alternative collection times can be facilitated and that the result of this review will be included in the next steps.

(Reference – report by the Executive Director of Place, submitted.)

## **9. Award of Contract for Edinburgh's Winter Festivals – referral from the Finance and Resources Committee**

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On 30 April 2024, the Finance and Resources Committee considered a report by the Executive Director of Place seeking approval for the award of a Contract for Winter Festivals to Unique Assembly Limited as lead organisation of a consortium with Assembly Festival Limited and Unique Events Limited, to commence on 27 May 2024 for an initial period of three years. The Governance Risk and Best Value Committee was asked to scrutinise the report, with a particular focus on the timeline of procurement and any public announcements and due diligence undertaken on financial aspects of the bids received.

### **Decision**

- 1) To note the contents of the report; and
- 2) To note the timeline of procurement and any public announcements and due diligence undertaken on financial aspects of the bids received.

(References – Finance and Resources Committee, 16 May 2024 (item 10); referral from the Finance and Resources Committee)

## **10. Quarterly Status Update – Digital Services**

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The quarterly progress update on the Council's Digital Services programme of works was presented.

### **Decision**

- 1) To note the progress detailed in this quarterly update; and
- 2) To agree that officers to circulate a briefing note on how to raise issues with information security.

(Reference – report by the Executive Director of Corporate Services, submitted.)

## **11. Local Government Benchmarking Framework 2022/23 – Edinburgh Overview**

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An overview of the 2022/23 benchmarking data provided by the Scottish Local Government Benchmarking Framework allowing comparison over time as well as with other local authorities was presented.

### **Decision**

To note the report setting out the analysis of the Local Government Benchmarking Framework (LGBF) dataset for the 2022/23 financial year.

(Reference – report by the Executive Director of Corporate Services, submitted.)

### **Declarations of interests**

Councillor Mowat made a non-financial transparency statement in relation to Item 8.7 as a Director of Improvement Service.

Councillor Miller made a non-financial transparency statement on Item 8.7 as a member of Joint Improvement Service.

## **12. Review of Structural Assurance**

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An outline of the arrangements, including the relevant reporting processes, for matters relating to misconduct, whistleblowing and maladministration was provided.

### **Decision**

To note the report.

(Reference – report by the Executive Director of Corporate Services, submitted.)

## **13. Proposals to End Library Overdue Fines – referral from the Culture and Communities Committee**

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On 16 May 2024, the Culture and Communities Committee considered a report by the Executive Director of Place on officer proposals to permanently end overdue fines. It also responded to a request for policy information on the issue of lost items and overdue fines.

### **Decision**

- 1) To note how policies such as permanently ending overdue library fines can be pledged whilst resulting in additional directorate budgetary pressures;

- 2) To agree to receive a report in one cycle, which sets out the process by which an unfunded budget pressure, related to the permanent ending of overdue fines, was approved as part of the council's budget setting process, any lessons learned, and how this can be avoided in future; and
- 3) To agree this report should assess the budget process whereby recurring budget pressures sit against services, with clear evidence that income or savings will not be achieved year after year and develops a formal procedure for addressing these pressures as part of the annual budget setting process.

(References – Culture and Communities Committee, 16 May 2024 (item 11); referral from the Culture and Communities Committee)

#### **14. Accessibility of Council information – referral from the Policy and Sustainability Committee**

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The Policy and Sustainability Committee had referred the Accessibility of Council Information report to the Governance, Risk and Best Value Committee for consideration. On 28 May 2024, the Policy and Sustainability Committee considered a report by the Executive Director of Corporate Services on the work undertaken and planned to improve the Council's accessibility to information and services, in particular within its Customer Services area, the website and at committees.

##### **Decision**

- 1) To note the annual accessibility audits referenced at 4.23.9 of the report by the Executive Director of Corporate Services;
- 2) To agree to receive a report in one cycle which provides further detail on the annual accessibility audits that Digital Services have carried out. This should provide information on the legislative recommendations; what actions Digital Services have carried out and what the future planned activity will involve; and
- 3) To agree that officers will submit a standalone report which looks at the presentation and accessibility of committee reporting, this may also be included in existing reporting.

(References – Policy and Sustainability Committee, 22 August 2024 (item 10); referral from the Policy and Sustainability Committee)

#### **15. Private Reports – Digital Services – Vulnerability Management**

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The Committee in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 excludes the public from the meeting during consideration of this item of business on the grounds that it would involve the disclosure of exempt information as defined in Paragraphs 14 of Part 1 of Schedule 7A of the Act.

##### **Decision**

Detailed in the Confidential Schedule, signed by the Convener, with reference to this minute.