

Outstanding Actions

Governance, Risk and Best Value Committee

17 September 2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	28.11.23	Edinburgh International Conference Centre – Annual Update for the year ending 31 December 2022 – referral from the Finance and Resources Committee	1) A briefing note on current risks to projects to be circulated.	Executive Director of Place	Ongoing		<p>Update June 2024</p> <p>It is hoped to circulate this to Committee by the end of June 2024.</p> <p>Update May 2024</p> <p>This briefing note is currently being prepared and it is hoped to circulate this to Committee by the end of May 2024.</p> <p>Update February</p>

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							<p>2024</p> <p>This briefing note is currently being prepared and will be circulated when complete.</p> <p>Update January 2024</p> <p>This briefing note is currently being prepared and will be circulated when complete.</p>
2	28.11.23	Internal Audit Update Report: Quarter 2 2023/24	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	January 2025		<p>Update June 2024</p> <p>Committee will receive an update on these actions in November 2024.</p> <p>Update May</p>

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							<p>2024</p> <p>The audit actions are currently in progress and Committee will receive an update on these actions in September 2024.</p> <p>Update January 2024</p> <p>Risk acceptance will be included within the IA open and overdue performance dashboard paper presented to GRBV in February 2024</p>
3	16.01.24	Millerhill Energy from Waste Plant: Heat Interchange	Officers to provide details on lesson learnt on procurement process and	Executive Director Place	November 2024		<p>Update September 2024</p> <p>Discussions are</p>

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		Unit	to provide an update when the contract is agreed as a Business Bulletin and a Briefing Note.				on-going with FCC and an update will be provided to Committee in November 2024. Update May 2024 GRBV agreed six monthly updates from August, which are likely to be Business Bulletin updates rather than separate reports.
4	08.02.24 Council meeting	Motion by Councillor Younie - Data Literacy Rollout	To request six-monthly updates to Governance, Risk and Best Value Committee business bulletin on the progress of, and learning from, the rollout.	Executive Director of Corporate Services	October 2024 and six-monthly thereafter		
5	20.02.24	Internal Audit	1) Report to be	Head of	June 2024		Recommended

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		Update Report: Quarter 3 2023/24	<p>submitted in three cycles setting out:</p> <ul style="list-style-type: none"> Which Directorates/ Service Areas are responsible for the top ten highest levels of spend where there are contracts classed as 'non contract spend' and not managed in line with contract standing orders Which Directorates/ Service Areas have the top ten highest number of contracts where there has been a failure to carry out PVG, insurance and compliance checks Which Directorates/ 	Commercial and Procurement			<p>for closure</p> <p>Report submitted to June meeting.</p>

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			<p>Service Areas have the top ten highest number of contracts where there is no named contract manager, or the wrong contract manager is named</p> <ul style="list-style-type: none"> • Which Directorates/ Service Areas have the top ten highest number of contracts that have not been entered into the contract register <p>This report will also set out the reasons why there has been a failure of contract management and what specific actions are being taken in those service areas to bring contract management back in line with standing orders; and</p>				

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			<p>This report will also set out the risks associated with the failures in contract management, particularly whether any children and young people or vulnerable adults have been put at risk, alongside financial and other risks.</p> <p>This report will be referred to all executive committees who are responsible for any service area covered by the above request.</p>				
6	19.03.24	Internal Audit: 2024/25 Internal Audit Annual Plan	<p>Audit to be carried out into the decision not to offer Educational Support Base (ESB) placements for the next school year, and instead to replace with ESP provision. The scope of the audit should include:</p> <ul style="list-style-type: none"> communication with parents, children and 	Head of Internal Audit	31 October 2024		<p>Update September 2024</p> <p>The audit is underway and outcomes are due to be reported to GRBV in October.</p>

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			<p>young people, and schools</p> <ul style="list-style-type: none"> • planning of the additional provision that would be needed to support children and young people within a mainstream setting including staffing levels and physical spaces that might be required, and whether this was done ahead of the decision being made. • how the above planning was communicated to parents when being presented with the decision by the Education Resource Group (ERG). • whether or not 				

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			<p>appropriate risk assessments and equalities impact assessments were taken ahead of the decision</p> <ul style="list-style-type: none"> whether the decision was driven by considerations in line with GIRFEC or primarily as a budgetary decision to drive down the cost of home to school transport 				
7	07.05.24	Strategic Programme Board	Officers to arrange a workshop covering what is expected of GRBV and what information would be beneficial in relation to scrutinising the Strategic Programme Board report.	Executive Director - Corporate Services	October 2024		<p>Update September 2024</p> <p>Workshop scheduled 10 October.</p>
8	07.05.24	Motion by Councillor	Officers to provide a Business Bulletin update	Executive Director -	June 2024		Recommended for closure

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		Jenkinson – IT Services Availability	to the next meeting of GRBV detailing the business case, technical detail (if not commercially sensitive), impact analysis and any financial implications this planned outage had on the Council.	Corporate Services			Update included in business bulletin and briefing note circulated on 9 May 2024.
9	07.05.24	Complaints relating to Edinburgh's Christmas 2022	Officers to provide written briefing note on the process that was followed.	Chief Executive	September 2024		Update September 2024 Briefing due to be circulated by end September.
10	09.05.24 Council meeting	Decision Making Framework 2024	Requests a review of the changes to the Procedural Standing Orders, Corporate Debt Policy, Scheme of Delegation to Officers and Committee Terms of Reference and Delegated Functions to come to Finance & Resources Governance, Risk and Best Value	Executive Director - Corporate Services	June 2025		

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			Committee in one year, setting out the impact of the changes including any unintended consequences.				
11	04.06.24	Business Bulletin	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.	Executive Director - Corporate Services	September 2024		Recommended for closure Briefing note circulated 2 July 2024
12	04.06.24	Internal Audit Update Report: June 2024	1) A report to be submitted in relation to Appendix 3 CD2304 Directorates Cyber Incident Response IA Report Phased Implementation 130524 covering: <ul style="list-style-type: none"> Identified areas of 	Executive Director - Corporate Services	September 2024		Report on agenda for September meeting.

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			<p>highest risk to operational delivery and the potential mitigations</p> <ul style="list-style-type: none"> • Timescales on the development of the plan for mitigations <p>This report will be referred to all executive committees.</p>				
			2) A briefing note to be circulated in 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.	Executive Director - Corporate Services			<p>Recommended for closure</p> <p>Briefing note circulated on 2 July 2024.</p>
13	04.06.24	Proposals to End Library Overdue Fines	1) A report to be submitted in one cycle, which sets out the process by which an unfunded budget	Executive Director of Corporate Services	September 2024		Report on agenda for September meeting.

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			<p>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. 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.</p>				
14	04.06.24	Accessibility of	1) A report to be submitted in one cycle	Executive Director of	September		Recommended

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		Council Information	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.	Corporate Services	2024		for closure Information included in the Quarterly Status Update (Digital Services) report.
			2) A stand alone report to be submitted which looks at the presentation and accessibility of committee reporting, this may also be included in existing reporting.	Executive Director of Corporate Services	March 2025		
15	04.06.24	Quarterly Status Update – Digital	Officers to circulate briefing note on how to	Executive Director of	September	July 2024	Recommended

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		Services	raise issues with information security and clarify percentages in Appendix 4 – Service Performance.	Corporate Services	2024		for closure Briefing note circulated 31.07.24
16	04.06.24	Response to Motion by Councillor Lang - Safety of Council Heavy Operated Vehicles	Motion writer to be approached to confirm if the report needs to be referred to Policy and Sustainability Committee.	Executive Director of Corporate Services	August 2024	July 2024	Recommended for closure Motion writer confirmed that referral to TEC was sufficient.