

# Outstanding Actions

## Governance, Risk and Best Value Committee

31 October 2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	28.11.23	<a href="#">Edinburgh International Conference Centre – Annual Update for the year ending 31 December 2022 – referral from the Finance and Resources Committee</a>	<p>A briefing note on current risks to projects to be circulated.</p> <p>(Note: Committee requested Sept 2024 that this update be provided for the next Committee meeting.)</p>	Executive Director of Place	31 October 2024		<p><b>Update October 2024</b></p> <p>It is hoped to circulate the briefing note prior to the committee meeting on 31 October.</p>
2	28.11.23	<a href="#">Internal Audit Update Report: Quarter 2 2023/24</a>	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	Executive Director Place	January 2025		<p><b>Update October 2024</b></p> <p>These actions are still being progressed. An update will be prepared for</p>

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			around fraud.				<p>Committee in January 2025.</p> <p><b>Update June 2024</b></p> <p>Committee will receive an update on these actions in November 2024.</p> <p><b>Update May 2024</b></p> <p>The audit actions are currently in progress and Committee will receive an update on these actions in September 2024.</p> <p><b>Update January 2024</b></p> <p>Risk acceptance</p>

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							will be included within the IA open and overdue performance dashboard paper presented to GRBV in February 2024
3	16.01.24	<a href="#">Millerhill Energy from Waste Plant: Heat Interchange Unit</a>	Officers to provide details on lesson learnt on procurement process and to provide an update when the contract is agreed as a Business Bulletin and a Briefing Note.	Executive Director Place	October 2024 and six-monthly thereafter		<p><b>Update October 2024</b></p> <p>A Business Bulletin update is provided in October.</p> <p><b>Update September 2024</b></p> <p>Discussions are on-going with FCC and an update will be provided to Committee in November 2024.</p>

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							<p><b>Update May 2024</b></p> <p>GRBV agreed six monthly updates from August, which are likely to be Business Bulletin updates rather than separate reports.</p>
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		<p><b>Recommended for closure</b></p> <p>Included in business bulletin and future updates added to work programme</p>
5	19.03.24	<a href="#">Internal Audit: 2024/25 Internal Audit Annual Plan</a>	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	Head of Internal Audit	31 October 2024		<p><b>Recommended for closure</b></p> <p>Information included in Internal Audit</p>

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			<p>ESP provision. The scope of the audit should include:</p> <ul style="list-style-type: none"> <li>• communication with parents, children and young people, and schools</li> <li>• 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.</li> <li>• how the above planning was communicated to parents when being presented with the</li> </ul>				<p>report on agenda</p> <p><b>Update September 2024</b></p> <p>The audit is underway and outcomes are due to be reported to GRBV in October.</p>

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			<p>decision by the Education Resource Group (ERG).</p> <ul style="list-style-type: none"> <li>• whether or not appropriate risk assessments and equalities impact assessments were taken ahead of the decision</li> <li>• 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</li> </ul>				
6	07.05.24	<a href="#">Strategic Programme Board</a>	Officers to arrange a workshop covering what is expected of GRBV and what information would be beneficial in relation to	Executive Director - Corporate Services	October 2024		<p><b>Recommended for Closure</b></p> <p>Workshop took place on the 10</p>

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			scrutinising the Strategic Programme Board report.				October.  <b>Update September 2024</b>  Workshop scheduled 10 October.
7	07.05.24	Complaints relating to Edinburgh's Christmas 2022  (private report)	Officers to provide written briefing note on the process that was followed.	Chief Executive	October 2024		
8	09.05.24  Council meeting	<a href="#">Decision Making Framework 2024</a>	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 Committee in one year, setting out the impact of	Executive Director - Corporate Services	June 2025		

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			the changes including any unintended consequences.				
9	04.06.24	<a href="#">Internal Audit Update Report: June 2024</a>	<p>1) A report to be submitted in relation to Appendix 3 CD2304 Directorates Cyber Incident Response IA Report Phased Implementation 130524 covering:</p> <ul style="list-style-type: none"> <li>Identified areas of highest risk to operational delivery and the potential mitigations</li> <li>Timescales on the development of the plan for mitigations</li> </ul> <p>This report will be referred to all executive committees.</p>	Executive Director - Corporate Services	September 2024		<p><b>Recommended for closure</b></p> <p>Report considered September 2024</p>
10	04.06.24	<a href="#">Proposals to End</a>	1) A report to be	Executive	September		<b>Recommended</b>



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		<a href="#">Library Overdue Fines</a>	submitted 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. 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	Director of Corporate Services	2024		<b>for closure</b>  Report considered September 2024

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			the annual budget setting process.				
11	04.06.24	<a href="#">Accessibility of Council Information</a>	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		
12	17.09.24	<a href="#">Corporate Leadership Team Risk Report as at 1 August 2024</a>	1) Agrees the report to P&S Committee on UNISON's End Violence at Work Charter should make reference to the inclusion of violent incidents on the risk register and this this committee's concern at the persistently high level.	Executive Director of Corporate Services	December 2024		<b>Update October 2024</b>  Lead officer confirmed the information will be included in the report to P&S in December.
			2) Agrees to receive an update, in a future risk report, on all further	Executive Director of Corporate	January 2025		

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			actions taken to reduce violent incidents including work with the trade unions and the high level outcomes of that report to Policy and Sustainability Committee.	Services			
13	17.09.24	<a href="#">Public Performance Scorecard - Annual Report</a>	<p>1) Requests a Business Bulletin update in two cycles that outlines:</p> <ol style="list-style-type: none"> <li>1. potential causes for such a consistent increase in Fol requests; and</li> <li>2. any dialogue with other local authorities via COSLA whether they have also seen an increase in Fol Requests.</li> </ol>	Executive Director of Corporate Services	January 2025		

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			2) To provide a briefing note clarifying the discrepancy between literacy and attainment gap data presented to ECF Committee and the Scorecard and the current attainment gap position.	Executive Directors of Children, Education and Justice Services / Corporate Services	October 2024		<b>Recommended for closure</b>  Briefing circulated 8 October
14	17.09.24	<a href="#">Investigation into Potential Governance Breaches</a>	Agrees the register of decisions taken under urgency provisions should be reported to GRBV annually, as a business bulletin item, allowing full public scrutiny.	Executive Director of Corporate Services	June 2025		<b>Recommended for closure</b>  Added to work programme annually in June
15	17.09.24	<a href="#">Quarterly Status Update – Digital Services</a>	1) Requests the next quarterly update includes broad-stroke considerations on “offline” alternative customer journey channels (such as	Executive Director of Corporate Services	January 2025		

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			<p>telephone or face-to-face contact) for ongoing IT projects ('Strategic Programme of Work' in the report) both with regard to:</p> <ul style="list-style-type: none"> <li>• 'service users' who may have issues accessing digital services, and</li> <li>• how alternatives can be utilised in the event of local or global IT disruptions.</li> </ul>				
			2) Requests that the next quarterly update makes specific reference, at the discretion of officers, to how both in-house IT and external providers (such as	Executive Director of Corporate Services	January 2025		

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			CGI) monitor carbon footprints and reduce CO2 emissions emitted from onsite and cloud-based data centres, and end-user devices deployed for the Council.				
			3) To include costs to the council associated with the ERP project in future reports.	Executive Director of Corporate Services	January 2025		
16	17.09.24	<a href="#">EIJB Internal Audit Update - referral from the EIJB Audit and Assurance Committee</a>	Use of consultants for delivery of savings to be considered for inclusion in the scope of financial monitoring and oversight audit in Q3/4.	Executive Director of Corporate Services	June 2025		
17	17.09.24	<a href="#">Draft Climate Ready Edinburgh Plan – referral from the Policy and Sustainability Committee</a>	Requests that Officers engage with committee members and officers from across the Council (including members of CLT, if required) to bring a	Executive Director of Corporate Services	March 2025		<b>Update October 2024</b>  Discussions are taking place with the Green group

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			proposal to the next committee meeting about how committee papers can better reflect considerations from within the Climate Ready Edinburgh plan and build adaptation governance into routine committee decision making.				and the implementation plan will be submitted to P&S Committee in March 2025.
18	17.09.24	<a href="#">Edinburgh Living Annual Update 2023 – referral from the Housing, Homelessness and Fair Work Committee</a>	<p>1) Report on defects to be submitted to future GRBV Committee meeting.</p> <p>2) To circulate the briefing note requested on rent collection rates by HHFW committee to GRBV Committee members.</p> <p>3) To confirm the funding source for community benefits and whether</p>	<p>Executive Director of Place</p> <p>Executive Director of Place</p> <p>Executive Director of Place</p>			

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			requiring contractors to provide these benefits led to increased contract costs to the council.				
19	17.09.24	<a href="#">2023/24 Internal Audit Annual Report and Opinion</a>	1) To agree to present an appropriately redacted version of the report at Appendix 2 to the next GRBV Committee meeting.	Executive Directors of Children, Education and Justice Services / Corporate Services	October 2024		<b>Update October 2024</b>  Discussions ongoing with consideration being given to a meeting with group spokespeople to discuss a way forward.
			2) To agree to submit a closure report on the audit at Appendix 2 to GRBV Committee following completion of audit actions.	Executive Director of Corporate Services	June 2025		
20	17.09.24	Digital Services -	To include benchmarking	Executive	January		



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		Vulnerability Management (private report)	data on vulnerabilities in the next report.	Director of Corporate Services	2025		
21	26.09.24 Council meeting	<a href="#">The City of Edinburgh Council - 2023/24 Annual Audit Report - referral from the Finance and Resources Committee</a>	1) Agrees that a report on the lessons learned exercise, and the improvement plan that comes out of it, in relation to item one in the Action Plan “Payments to providers of social care” will come to GRBV in three cycles, and that this report will include an update on the replacement of SWIFT and whether it is still on track for replacement in the second half of 2025. This report should then be referred on to Policy and	Chief Officer, EHSCP	March 2025		<b>Update October 2024</b>  A report would be brought to the January 2025 Committee.

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			Sustainability Committee.				
			2) Agrees that a report on item three in the Action Plan “Clarity of audit evidence” will be reported to GRBV in three cycles setting out the specialised financial models which are currently in operation which are close to expiry, and how these will be replaced in a way that improves the audit trail. This report should then be referred on to Finance and Resources.	Executive Director of Corporate Services	March 2025		