

Item 6.2 - Rolling Actions Log

Finance and Resources Committee

4 June 2015 – 2 February 2016

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	RAG Status	Comments
1	04-06-15	Home Energy Efficiency Programmes for Scotland	To provide a briefing note on how the impact of home energy efficiency programmes compared to scale with challenges of fuel poverty and carbon reduction that would be circulated to members.	Executive Director of Place	19-11-15		R	A briefing would be circulated to members by the end of December 2015 – ongoing.
2	27-08-15	Proposed 25 Year Lease of the Engine Shed, 19 St Leonard's Lane, Edinburgh	To request that officer from Corporate Property work alongside the Rivers Centre Public Social Partnership/Carr Gomm to identify alternative accommodation and to report the outcome back to Committee.	Acting Executive Director of Resources	Not specified	Quarter 1 2016	A	Detailed negotiations now taking place with a view to them taking occupation of Council owned property in Q1 of 2016.

3	24-09-15	Bridgend Farmhouse and Steadings: Update	To instruct that a report was brought back to the Finance and Resources Committee detailing progress on all aspects of the project including the cost/benefits contributed to the collaboration by July 2016.	Acting Executive Director of Resources	July 2016		A	Report to be brought back to F+R by July 2016 – ongoing.
4	29-10-15	Managing Workforce Change	1) To instruct the Chief Executive to establish suitable monitoring and reporting including detailed figures for VERA, Voluntary Severance and the Career Transition Service. Reports would formally be presented to the Finance and Resources Committee on a 4 weekly cycle.	Chief Executive/ Acting Executive Director of Resources	June 2016		G	A report was brought to the F+R Committee on 2 February 2016 with a dashboard containing the requested information, and reports to the Committee would occur on a 4-weekly basis – closed.

5	29-10-15	Redhall House and Lawn - Progress Report	To request an update report was brought to the Finance and Resources Committee at the conclusion of the planning process.	Acting Executive Director of Resources	May 2016		A	To investigate the delay in the planning application process for Redhall House and Lawn and to bring a report in 2 cycles.
6	14-01-16	Annual Workforce Controls Report	To circulate a briefing note to members detailing the FTE reduction over the last two years.	Acting Executive Director of Resources	As soon as possible		A	A briefing note was being worked on and would be sent to the Convener for approval before being circulated – ongoing.

7	14-01-16	Capital Investment Programme-Plan 2016-17 to 2023-24	The Acting Executive Director of Resources to investigate extending the sustainability impact in relation to the Capital Investment Programme and to report back to Councillor Corbett.	Acting Executive Director of Resources	As soon as possible	08-03-16	G	All outstanding SAM and ERIA assessments had been or would be completed shortly. Officers, as a matter of course, would now ensure that these assessments were completed at the capital project initiation – closed.
8	02-02-16	Approval for Walking and Cycling	To provide Councillor Jackson with details of the proposed cycling and walking routes.	Executive Director of Place	As soon as possible		A	

9	02-02-16	Taxicard Services	Officers to ensure that details of consultations were incorporated into future reports.	Executive Director of Place	As soon as possible	04-02-16	G	The Commercial and Procurement Manager circulated an e-mail to all relevant officers on this matter – closed.
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10	02-02-16	Lease 63 Niddrie Mains Terrace - Amended Area of Let	To instruct officers to expedite the refurbishment of the building by Caring in Craigmillar at 63 Niddrie Mains Terrace and secure temporary accommodation for the East Edinburgh Muslim Forum and to work with the group to secure a lease on the property at 63 Niddrie Mains Terrace as quickly as possible.	Acting Executive Director of Resources	As soon as possible	February 2016	G	EEMF has moved to temporary accommodation at 86-88 Niddrie Mains Road. CiC was able to access 63 Niddrie Mains Terrace from Monday 15th February to start refurbishment works. EEMF have signed a 3 year lease for the first floor at 63 Niddrie Mains Terrace from 1st March 2016 – closed.
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Red – Action has not been completed within timescales indicated.

Amber – Action is in Progress.

Green – Action has been completed and recommended for closure.