

Item 4.1 - Minutes

Finance and Resources Committee

10.00am, Thursday 29 September 2016

Present

Councillors Rankin (Convener), Bill Cook (Vice-Convener), Corbett, Dixon, Edie, Godzik, Griffiths, Bill Henderson, Ricky Henderson, Jackson, McVey, Mowat (substituting for Councillor Whyte) and Walker.

1(a) Deputation: Tenant Participation and Engagement Services Update – referral report from the Health, Social Care and Housing Committee

The Committee agreed to hear a deputation from Betty Stevenson and Clare MacGillivray from the Edinburgh Tenants Federation (ETF) in relation to Item 7.11 – Tenant Participation and Engagement Services Update – referral report from the Health, Social Care and Housing Committee.

The main points raised by the deputation were:

- The Edinburgh Tenants Federation (ETF) supported a six month extension of the funding arrangements to allow the development of the best possible service for tenants in Edinburgh today.
- ETF thanked the Council for working together with them on tenant participation.
- The stakeholder event held recently on co-production provided valuable feedback on how tenants wanted to be supported to hold their landlord, the Council, to account,
- A major part of the feedback given by tenants was that the ETF should be a strong and independent voice for tenants across the city.
- ETF supported giving advice and information to tenants groups, and formal and informal learning.
- At a localities level, the ETF would like tenants to be more creative and would encourage a much more local way of working and involving tenants. ETF would also like to see adequate resources available to ensure that this happens.
- The tenant participation model that was currently used was unique in Scotland and ETF did not want to see that change.

- Members of the Finance and Resources Committee, the Health, Social Care and Housing Committee and senior officers were invited to a meeting by the ETF to be held on Monday 24 October 2016 at 7.00pm in the European Room, City Chambers, to hear the views of tenants about tenant participation and engagement services.

The Convener thanked the Deputation for their presentation and invited them to remain for the Committee's consideration of the report by the Acting Executive Director of Resources.

1(b) Tenant Participation and Engagement Services Update – referral report from the Health, Social Care and Housing Committee

The Health, Social Care and Housing Committee on 13 September 2016 considered a report on tenant participation and Engagement Services. The report was referred to the Finance and Resources Committee for approval of an extension to the funding arrangements for the Edinburgh Tenants Federation and the Neighbourhood Alliance for further six months.

Decision

To extend the funding arrangements for the Edinburgh Tenants Federation and the Neighbourhood Alliance for a further six months.

(References – Health, Social Care and Housing Committee, 13 September 2016 (item 1.3); report by the Executive Director of Place, submitted.)

2. Minutes

Decision

To approve the minute of the Finance and Resources Committee of 8 September 2016 as a correct record.

3. Key Decisions Forward Plan

The Finance and Resources Committee Key Decisions Forward Plan from 29 September 2016 to 3 November 2016 was submitted.

Decision

To note the Key Decisions Forward Plan from 29 September 2016 to 3 November 2016.

(Reference – Finance and Resources Committee Key Decisions Forward Plan, submitted.)

4. Rolling Actions Log

The Finance and Resources Committee Rolling Actions Log for 29 October 2015 to 8 September 2016 was submitted.

Decision

To note that Items 1, 3, 4, 5, 7, 14 and 15 had been closed.

(Reference – Finance and Resources Committee Rolling Actions Log, submitted.)

5. Transformation Programme: Progress Update

A single, consolidated status update was provided on the Council Transformation Programme, aimed at delivering a lean and agile Council, centred on customers, services and communities.

Decision

- 1) To note the progress to date with organisational reviews and the associated savings as detailed in the report, and at Appendix 1 of the report.
- 2) To note the details and timing of the Transformation Delivery Plan, as set out in paragraphs 3.14 – 3.35 of the report.
- 3) To note the progress to date with the implementation of the localities model and the locality staffing structures in Appendix 2 of the report.
- 4) To note the management information dashboards for the month to 15 September 2016 in Appendix 3 of the report.

(References – Finance and Resources Committee, 12 May 2016 (item 5); report by the Chief Executive, submitted.)

6. Asset Management Strategy Transformation Programme - Update

Details were provided on the progress of the implementation of the Asset Management Strategy (AMS) for Property and Facilities Management.

Decision

- 1) To note the continued progress in each of the key Asset Management Strategy (AMS) Transformation Programme work streams.
- 2) To note the development and content of the Management Information dashboard reports provided in Appendix A of the report.

(References – Finance and Resources Committee, 17 March 2016 (item 1c); report by the Acting Executive Director of Resources, submitted)

7. Governance of Major Projects: Progress Report

An update was provided on the major projects portfolio and assurance reviews.

Decision

- 1) To note the current synopsis of the dashboard reports for the major projects portfolio set out in Appendix 1 of the report.
- 2) To note the completed St James Quarter assurance review set out in paragraph 3.4 of the report.
- 3) To note a closed report had been received and Health and Social Care Integration had now been removed from the portfolio.

(References – Finance and Resources Committee 9 June 2016 (item 5), report by the Chief Executive, submitted)

8. Managing Workforce Change – Workforce Dashboard

Committee considered a report that provided monitoring information on the number of employees exiting the organisation through voluntary severance arrangements, the associated annualised cost savings, the number of staff that had accessed support from the Career Transition Service (CTS), the number of surplus staff and associated costs and a summary of the latest available information on Council wide staffing numbers, sickness absence, agency expenditure and vacancies.

Decision

To note the progress made to date.

(References – Finance and Resources Committee 8 September 2016 (item 6), report by the Acting Executive Director of Resources, submitted)

9. The City of Edinburgh Council – Report to those Charged with Governance on the 2015/16 Audit – referral report from the Governance, Risk and Best Value Committee

The Governance, Risk and Best Value Committee on 26 September 2016 considered a report on those charged with Governance on the 2015/16 Audit. The report was referred to the Finance and Resources Committee for approval of the audited Annual Accounts for 2015/16.

Decision

- 1) To approve the audited Annual Accounts for 2015/16.
- 2) To refer the report to the Council for noting and to revise by £0.076 million the level of in-year underspend transferred to the Council Priorities Fund.

(References – Governance, Risk and Best Value Committee, 26 September 2016 (item 9); report by the Acting Executive Director of Resources, submitted)

10. The City of Edinburgh Council Charitable Trusts – Report to those charged with Governance on the 2015/16 Audit

Committee considered a report which detailed the External Auditor's view on matters arising from their audit in compliance with International Standard on Auditing 260, in respect of the City of Edinburgh Council's Charitable Trusts.

Decision

- 1) To approve the Audited Trustee's Report and Accounts for 2015/16 and note that these would be submitted to the External Auditor by 30 September 2016.
- 2) To note that any relevant commentary on the Charitable Trusts had been included in the External Auditor's Annual Report on the 2015/16 audit detailed in Appendix 1 of the report.

- 3) To note that the Charitable Trusts Investments had been invested with the COIF Charities Investment Fund managed by CCLA.

(Reference – report by the Acting Executive Director of Resources, submitted)

11. Revenue and Capital Budget Framework 2016/20 – mid-year review

Details were provided of the progress that had been made with delivering approved savings. The report advised of a number of changes to budget framework assumptions, including revisions to grant funding projections and an increase in the level of demographic provision.

Decision

- 1) To note the report in the context of considering the Council's revenue and capital budget framework.
- 2) To note that, subject to management of risks and pressures and the identification of mitigating measures and/or alternative savings to offset projected shortfalls in delivery in three specific cases, the budget framework remained balanced in 2017/18 and 2018/19.
- 3) To note the intention to engage on a reduced number of key "themes" as part of a wider consultation on the Council's Transformation Programme.
- 4) To authorise Executive Directors to take forward any remaining detailed planning and development of the savings proposals contained within the budget framework including, where relevant to a savings proposal, planning, development and consultation in accordance with the Council's Organisational Review procedure.

(References – Finance and Resources Committee, 18 August 2016 (item 13); report by the Acting Executive Director of Resources, submitted)

12. Internal Audit Quarterly Update Report: 1 January 2016 – 31 March 2016 – referral report from the Governance, Risk and Best Value Committee

The Governance, Risk and Best Value Committee on 23 June 2016 considered a report which detailed the Internal Audit Progress for the period 1 January 2016 to 31 March 2016. The report was referred to the Finance and Resources Committee for information.

Decision

To note the audit reports with high risk findings concerning Governance Arrangements for Arms Length Companies and Continuous Controls for One Time Payments.

(References - Governance, Risk and Best Value, 23 June 2016 (Item 7); report by the Acting Executive Director of Resources, submitted)

13. Provision of a Stair Cleaning Service to Domestic Properties from 2016 - 2020

Approval was sought for the appointment of a framework agreement for the provision of Stair Cleaning Services to Domestic properties.

Decision

- 1) To approve the appointment of a framework agreement for the provision of the city wide stair cleaning service to domestic properties, to the three named service providers listed in paragraph 3.6 of the report.
- 2) To approve the award of a contract to the first ranked supplier, ISS UK Ltd.
- 3) To note the framework and contract would operate for an initial period of two years from November 2016 to 2018, with the option to extend for up to a further 24 months.
- 4) To note that the service charge to tenants for the remainder of 2016/17 would be frozen at £2.19 per week.

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

14. Award of Contract for the Supply and Delivery of Aluminium Street Lighting Columns

Approval was sought for the award of a contract for the supply and delivery of aluminium street lighting columns to Mallatite Limited following a mini-competition utilising the Scotland Excel Street Lighting Materials Framework (Lot 5 – Aluminium Columns and Poles).

Decision

To approve the award of contract for the supply and delivery of aluminium steel lighting columns to Mallatite Limited for a duration of two years, with the option to extend for an additional 12 months.

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

15. Proposed Lease Extension at Unit 2, 72-78 Niddrie Mains Road, Edinburgh

Committee considered a report that sought approval to grant a ten year lease extension to William Hill (Scotland) Limited for premises at 72-78 Niddrie Mains Road, Edinburgh.

Decision

To approve a 10 year lease extension to William Hill (Scotland) Limited of retail premises at Unit 2, 72-78 Niddrie Mains Road, Edinburgh on the terms outlined in the report and on other terms and conditions to be agreed by the Acting Executive Director of Resources.

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

16. Proposed New Lease at Unit 3 West Shore Business Centre, Long Craig Rigg, Edinburgh

Approval was sought for a new 15 year lease at Unit 3 West Shore Business Centre, Long Craig Rigg, Edinburgh, to Fire Prevention Works Limited to allow a running programme of upgrading works to its unit and provide long term security of tenure.

Decision

To approve a new 15 year lease to Fire Prevention Works Limited of business premises at Unit 3 West Shore Business Centre, Long Craig Rigg, Edinburgh on the terms outlined in the report and conditions to be agreed by the Acting Executive Director of Resources.

(Reference – report by the Acting Executive Director of Resources, submitted)