

Finance and Resources Committee

16 August 2018

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1.	23/02/2017	Strategic Direction for Tackling Homelessness	To agree that the Head of Safer and Stronger Communities would report back to a future Committee on the impact the implementation of the new Homelessness Strategy would have on shortening the period of contract extensions.	Head of Safer and Stronger Communities	December 2018		The Homelessness Task Force is due to report back with its final recommendations around future service delivery in December 2018. The most appropriate way to report back to F&R would be a referral of that report when it becomes available.

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2.	7 November 2017	Revenue Budget Framework 2018/23 – Mid-Year Review -	To ask the Executive Director of Resources to prepare a four year plan to address the forecast savings gap, based on the wider themes set out in the report and taking into account the Council's priority outcomes.	Executive Director of Resources	30 September 2018		
3.	23 January 2018	Joint Consultative Group (JCG): Amendment of Constitution	To agree that the Executive Director of Resources would provide Councillor Hutchison with the percentage of staff who were members of trade union and if non-union members of staff could be represented at the Joint Consultative Group.	Executive Director of Resources	As soon as possible	23 March 2018	Briefing note was circulated to Councillors – closed.
4.	27 March 2018	Asset Management Update	To note that an update on property survey would be reported within 2 cycles as part of the Asset Management update	Executive Director of Resources	16 August 2018	12 June 2018	Report considered by the Committee on 12 June 2018 – closed.

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5.	27 March 2018	Award of Contract for Lot 1 Managed Support Services: Children and Young People with Additional Support Needs and Lot 2 Family Support Volunteer Services	To continue consideration of the award of a contract for Lot 2 to the next meeting of the Finance and Resources Committee	Executive Director of Communities and Families	12 June 2018	12 June 2018	Referral considered by the Finance and Resources Committee on 12 June 2018 – closed.
6.	27 March 2018	Sickness Absence Policy	To note that, in addition to the standard review process, a report would be brought to committee 12 months after implementation of this policy to review its impact and make any further recommendations for potential improvement.	Executive Director of Resources	November 2019		This policy will be implemented in October 2018 and reviewed 12 months thereafter.
7.	27 March 2018	Queensferry High School	To agree that a briefing would be provided to members on the financial and procurement model of the project.	Executive Director of Communities and Families	As soon as possible		Briefing note circulated to members – closed.

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8.	27 March 2018	Contract Awards and Procurement Programme (Period 1 July – 31 December 2018)	To note that a further report would be submitted to the Committee in six months' time.	Executive Director of Resources	October 2018		F&R will consider the Commercial and Procurement Annual Report 2018 on 16 August – closed. The next Contract Awards and Procurement Programme update for the period 1 January – 30 June, will be reported to F&R in October 2018
9.	12 June 2018	Revenue Budget Framework 2018-23 Update	1) To agree that a briefing note would be circulated to members of the Committee containing a breakdown of the figures related to the 85% split between amber and green at paragraph 3.30 of the report.	Executive Director of Resources	As soon as possible		A briefing note to cover both points was circulated to members on 16 July 2018 - closed.

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			2) To agree that a briefing note would be circulated to members of the Committee on the financial impact of delaying the implementation of the bin charge.				
10.	12 June 2018	Asset Management Strategy Transformation Programme - Update	To agree that a workshop would be organised to discuss the Asset Management Strategy and Committee Services (VM) would liaise with the Head of Property and Facilities Management (PW) to arrange a suitable date and time and send out invites.	Executive Director of Resources (PW) Committee Services (VM)	As soon as possible		Workshop arranged 22 August 2018 – closed.
11.	12 June 2018	Workforce Dashboard	1) To agree a briefing note would be circulated to members of the Committee on the redeployment of 5 members of staff.	Executive Director of Resources	As soon as possible	8 August 2018	Closed.

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			2) To agree that the Head of Human Resources would meet with the Convener/Vice-Convener of the Committee to discuss digital connectivity in relation to staff working out with the office and lone workers.				
12.	12 June 2018	King's Theatre – Request for Additional Capital Funding by Capital Theatres	To agree that a briefing note would be circulated to members on the present economic impact of the redevelopment.	Executive Director of Resources	As soon as possible	3 July 2018	Briefing note was circulated to members – closed.
13.	12 June 2018	Provisions of Registrar Services	To agree a report would be brought back to Committee reporting on registrar provision across the city.	Executive Director of Place			Recommended for closure. This activity will be picked up as part of the Council's wider Asset Management review and will be reported in due course.

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14.	12 June 2018	Land at the Wisp (Plot 3c) – Proposed Disposal	To note that a report was brought to the Committee in 2011 and not in 2017 as stated at para 2.1 of the report, and to agree that the report would be corrected and passed to Committee Services.	Executive Director of Resources (GM) Committee Services (VM)	As soon as possible		Sent to Committee Services on 14/6/18 – closed.
15.	12 June 2018	Land at Dewar Place/Western Approach Road - Proposed Disposal	Recommendations were approved in principal, subject to a briefing note being circulated to members on active travel.	Executive Director of Resources	As soon as possible	2 July 2018	Briefing note circulated to members – closed.
16.	12 June 2018	Expansion of Early Learning and Childcare from 600-1400 hours by 2020 – Current Progress and Next Steps	To agree to provide a briefing to Councillor Johnston on the model for delivery of 1140 hours of childcare.	Executive Director for Communities and Families	As soon as possible		Arrangements are currently being made for officers to meet with Councillor Johnston.
17.	12 June 2018	Award of Festival Attraction Contract for the Summer Period in Princes	1) To agree to circulate a briefing note to members on the length of time that the grass in Princes Street Gardens	Executive Director of Place	As soon as possible		This action is currently being progressed.

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		Street Gardens	<p>would be out of use as a result of the Festival Contract.</p> <p>2) The Head of Place Management to investigate the policy on the use of greenspace for events and report back to Councillor Miller.</p>				