

Rolling Actions Log

Finance and Resources Committee

29 October 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	01.02.19	Feedback on the Change Strategy and Budget Proposals 2018	To request that details of best practice and the methodology which sat behind the respondents to the engagement document be provided in future reports.	Chief Executive	August 2019		Recommended for Closure Following the decision on the budget by Council, a paper will be produced which outlines how the Council intends engage with citizens on the further development and implementation of year two and three budget proposals. This paper will cover why the Council is adopting this engagement approach with good practice comparators.

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							Additional information about the process behind each engagement method was included in the report on engagement which was considered at Full Council on 21 February 2019. A report will also be going to the Corporate, Policy and Strategy Committee seeking approval for proposals for ongoing engagement on the Council's change and budget processes. This report will provide information on best practice in this area.
2	05.03.20	Fleet Renewal Programme	To agree to circulate a briefing note to members on the impact of vehicle reduction on the mobile library service and to give	Executive Director of Place	End September 2020		

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			assurances that changes to the service would be brought back as a report to committee.				
3	27.08.20	Revenue Monitoring 2019/20 - Outturn Report	1) To agree that a comparable report to Communities and Families commentary in Appendix 3 would be come to Finance and Resources Committee detailing the Place directorates overspend	Executive Director of Place			Recommended for Closure Relevant details will be included in the month five-based revenue monitoring report to be considered by the Finance and Resources Committee on 29 October.
			2) To agree a briefing note would be circulated on training delivered	Executive Director of Place			

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			by Project Managers to permanent staff continues to develop.				
			3) To note that the report which would be submitted to the Committee to respond to the Council motion of 28 July would also include an annual review of the Spend to Save programme.	Executive Director of Resources	September 2020	September 2020	Closed on 24 September 2020 – update was included in the Revenue Budget Report.
4	27.08.20	Revenue Budget 2020/21 – Month Three Position	1) To note that updates on expenditure and income impacts, and the confirmed and	Executive Director of Resources	October 2020		Recommended for Closure Report on agenda for October committee meeting.

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			potential means to address them, will continue to be reported to elected members on a regular basis, with a further update to be considered by the Finance and Resources Committee on 29 October;				
			2) To note the Convener would engage with the Cabinet Secretary for Finance in the Scottish Government regarding the Council's overall projected shortfall.	Convener			

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5	27.08.20	2020-30 Capital Budget Strategy – 2020-21 Period 3 Monitoring and Revised Budget Update	To agree to circulate the briefing note previously circulated to Policy and Sustainability Committee on the North Bridge Refurbishment.	Executive Director of Place			
6	27.08.20	Workforce Dashboard - June 2020	To agree that a briefing note would be circulated with details on the reduced number of Trainees and Apprentices.	Executive Director of Resources/ Executive Director of Place			<u>September Update</u> Briefing is being prepared and will be circulated during September 2020
7	27.08.20	City of Edinburgh Council and CGI IT UK Limited - Contract Proposals (B Agenda)	To agree that benchmarking would be added into the community benefits (Appendix 2 of the report).	Executive Director of Resources			The committee agreed this action would remain open to clarify whether the information requested on benchmarking was available.
8	24.09.20	Revenue Budget 2020/21 – Progress Update	Notes up to £2m in Spend to Save investment which could be available to support	Executive Director of Resources	December 2020		Costed proposals will be presented to the meeting of the Finance and Resources

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			Green Recovery and therefore requests costed proposals which meet the criteria for Spend to Save, within two cycles, taking into account suggestions put forward in budget motions in February 2020, the first report of the Edinburgh Climate Commission, the Sustainability programme and the Adaptation and Renewal programme update for the next Policy and Sustainability meeting on 6 October.				Committee on 3 December.
9	24.09.20	Contract Awards and Procurement Programme (Period 1 January to 30 June 2020)	1) To agree to provide further information on Waiver 2054 in Appendix 2 of the report, to	Executive Director of Resources/Place	October 2020	October	Recommended for Closure – update provided in the Business Bulletin for October

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			confirm whether the spend had occurred and to confirm whether this had been reported to committee.				
			2) To agree to consider the practicality of reporting on which of the approved contracts listed in the report had been spent.	Executive Director of Resources	October	October	Recommended for Closure – update provided in the Business Bulletin for October