

Rolling Actions Log

Finance and Resources Committee

21 November 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
1	07.10.21	Workforce Dashboard	To agree to provide a joint report by the Interim Director of Education and Children's Services and the Service Director – Human Resources to be submitted to a future committee following a review of fixed term contracts for teaching staff.	Service Director – Human Resources		June 2023	<u>Recommend for Closure</u> Workforce Deep Dive Report considered by Committee in June 2023 setting out Hard to Fill roles as well as Workforce Plan development and considerations. <u>Update June 2023</u> Report now due September 2023. <u>Update November 2022</u> Information will be included in the next workforce dashboard report due in March 2023.

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2	09.12.21	Work Programme	To request a written update on Councillor Corbett's motion to Council from May 2021 on Bridges and Investment in Craiglockhart and Colinton Dells.	Executive Director of Place	This will be updated once the timelines for Katesmill pipeline bridge and Dell Road landslip are known.		<p><u>Update September 2023</u></p> <p>A revised design for the Katesmill pipeline bridge has been received and a procurement exercise has started.</p> <p>The technical note on the Dell Road landslip was received. A non-technical solution is being considered to allow the route to be reopened.</p> <p>Redhall Weir Bridge completed.</p> <p><u>Update April 2023</u></p> <p>Redhall Weir bridge: works on-going, completion expected July 23.</p> <p>Bogs/pipeline bridge path landslip: works completed Apr 23.</p> <p>Kate's Mill pipeline bridge: tendered price over budget</p>

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							<p>revision to design being considered.</p> <p>Dells Grottos: repairs order, awaiting start date.</p> <p>Dell Road landslip: awaiting further technical note from design consultants, expected May 2023.</p> <p><u>Update December 2022</u></p> <p>Mott MacDonald submitted final procurement documentation and specification of works. A tender for the bridge has been issued to framework contractors for mini-competition. Tender returns are due in January 2023 for assessment.</p> <p><u>Update September 2022</u></p> <p>An agreement in principle has been reached with the Councils Bridges and Structures team and Mott MacDonald have been</p>

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							instructed to finalise procurement specifications. <u>Update March 2022</u> Briefing circulated February 2022; Committee in March 2022 agreed action to remain open until clarity on when work would commence.
3	30.06.22 (Council meeting)	Embedding Gender Budgeting Analysis – referral from the Finance and Resources Committee	<p>1) Commits that all elected members will attend one of a number of 2 hour briefings on Gender Budgeting and how it interacts with their role as Councillors.</p> <p>2) Commits that Heads of Services and relevant members of their teams, as recommended by them, will attend at least one training session on Gender Budgeting, understanding that there will be opportunities for further engagement between</p>	Executive Director of Corporate Services	March 2024		<p><u>Update November 2023</u></p> <p>The Scottish Women’s Budgeting Group have held several focus groups with both officers and elected members to gauge existing understanding of gender budgeting. This will inform the design of the wider training sessions which will take place early 2024.</p> <p><u>Update March 2023</u></p> <p>Officers are liaising with the Scottish Women’s Budgeting Group to conduct a survey</p>

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			<p>officers and the Scottish Women's Budget Group if requested.</p> <p>3) With the support of the Scottish Women's Budget Group, to circulate a survey to elected members and key staff and conduct some small focus group discussions to understand existing knowledge and barriers to gender budget analysis, and to help inform ongoing member and officer engagement.</p>				<p>to gauge current knowledge of gender budgeting. Raining sessions for both officers and members will be designed thereafter.</p> <p><u>Update January 2023</u></p> <p>The Scottish Women's Budget Group delivered a training session open to all elected members on 21 November 2022, with the aim of explaining how gender budget approaches can help local authorities to meet their responsibilities under the Public Sector Equality Duty and how councillors can use gender budgeting to address inequalities. Opportunities for complementary staff training are also currently being explored.</p>

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4	08.09.22	Walk Up Avenue, Craigmillar, Edinburgh - Proposed New Lease	To note that the Head of Estates would provide further information on funding and timescales for the proposed second commercial unit.	Executive Director of Place	On-going		<p><u>Update September 2023</u></p> <p>Officers are continuing to look for funding opportunities for this. Further information will be provided once funding has been confirmed.</p> <p><u>Update April 2023</u></p> <p>Source of funding to be confirmed.</p>
5	17.11.22 (Policy and Sustainability Committee)	Performance Update Report	To recommend a separate report to Finance and Resources Committee within two cycles setting out the KPIs appropriate to the Council's responsibilities as an employer.	Executive Director of Corporate Services	November 2023	January 2023	<p><u>Recommend for Closure</u></p> <p>Required information is included within HR Quarterly Workforce Dashboard Reports to Committee.</p> <p><u>Update June 2023</u></p> <p>Business Bulletin item drafted for June 2023 meeting; proposal that</p>

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							include fuller update as part of HR reporting requested at Full Council for August 2023 <u>Update April 2023</u> Further work is underway and therefore it has been agreed to defer this Report.
6	01.12.22 (HHFW Committee meeting)	Housing Land Strategy Report	<p>1) To note the findings and emerging opportunities resulting from the Prior Information Notice (PIN) market engagement process.</p> <p>2) To note that approval would be sought from Finance and Resources Committee for purchase of homes or sites with progress reported to this Committee via briefings and Business Bulletin updates.</p>	Executive Director of Place	No fixed date. Reports will be submitted as and when required.		<u>Update April 2023</u> Officers are pursuing a number of opportunities that have arisen following the approval of the revised Housing Land Strategy. Reports seeking approval of business cases and/or purchase of homes or land will be submitted as and when viable propositions are developed.
7	15.12.22 (Council Meeting)	Council Business Plan 2023-27	To request a report to the Finance and Resources Committee to look at how our	Executive Director of Place	November 2023		<u>Recommended for Closure</u>

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			communities can benefit financially in a more direct and substantial way from tourism and festival spend in Edinburgh.				<p>This is included in the Business Bulletin for this meeting</p> <p><u>Update – September 2023</u></p> <p>This report has been slightly delayed and is now being prepared for Committee in November 2023.</p> <p><u>Update June 2023</u></p> <p>Report will come to Finance and Resources Committee in September 2023.</p>
8	26.01.23	Rolling Actions Log	1) To circulate a list of members who attended the training on Gender Budgeting.	Executive Director of Corporate Services	April 2023		<p>Closed April 2023</p> <p>List circulated to members on 5 April 2023</p>
			2) To note the Convener would send a reminder to members who did not attend and to ask the Scottish Women’s Budget Group to organise training sessions.	Convener	TBC		<p><u>Update March 2023</u></p> <p>The Scottish Women’s Budget Group are liaising with the Council’s Governance Team in order to arrange new training sessions for Elected</p>

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							Members on Gendered Budgeting. Once these dates are confirmed, the Convener will write to all Councillors who are yet to attend one of the sessions in order to promote the training.
			3) To agree to include the decision regarding Non-Domestic Rates from the previous Committee in the Rolling Actions Log and to note an update on this would be circulated.				Closed April 2023 Report considered 10 March 2023 and action superseded by future action.
			4) To request more specific dates on actions with an expected completion date of 'Summer 2023'.	Executive Director of Corporate Services			Closed April 2023 More specific dates have been requested from directorates and included in this version. These will also be requested for future RAL updates.

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9	16.03.23 (Council Meeting)	Cost Recovery from Commercial Events - Motion by Councillor Ross	Requests a report to Finance and Resources Committee in two cycles outlining options on how costs might further be recovered for services and permissions from commercial operators of sports grounds and events.	Executive Director of Place	December 2023		<p><u>Update – September 2023</u></p> <p>Options for how costs might be further recovered are currently being developed. Finance and Resources Committee and Culture and Communities Committees will updated later in the year.</p> <p><u>Update June 2023</u></p> <p>Report now due September</p>
10	25.04.23	Business Bulletin	1) To request confirmation of when the report on the War Memorial containing the design brief and recommendations would be reported to Committee.	Executive Director of Place	25 January 2024		
			2) To request confirmation of whether the Council would be submitting its own response to the joint consultation on Council Tax and what engagement had taken place with COSLA.	Executive Director of Corporate Services	TBC		<p><u>Update June 2023</u></p> <p>Colleagues in Digital & Customer Services are working on this response and are ensuring that suitable engagement with COSLA is undertaken.</p>

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11	25.04.23	Edinburgh Integration Joint Board (EIJB) – financial update	1) To note a further update would therefore be provided to the Committee’s next meeting on 20 June and in the interim as required.	Chief Officer, Edinburgh Health and Social Care Partnership	TBC		
			2) To request a full breakdown of spend across the Partnership.	Chief Officer, Edinburgh Health and Social Care Partnership			
12	25.04.23	Award of the Lettings, Management and Maintenance Contract for Edinburgh Living	To request a report within three years giving options for moving the lettings, management and maintenance of Edinburgh Living within the Council at the end of the initial four-year contract with Umega Letting Ltd, including details of legal/management implications of seeking synergies with the Housing Revenue Account.	Executive Director of Place	By April 2026		

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13	25.04.23	South Bridge Resource Centre, 6 Infirmary Street, Edinburgh – Future Strategy	1) To agree that as part of this process direct discussion should take place between City of Edinburgh Council and Canongate Youth, and care taken to identify any agreements in place between building tenants/users and third parties which may be affected by any lease change.	Executive Director of Place	On-going		<u>Update September 2023</u> Work is ongoing.
			2) To note that a further report would be submitted to Committee once the next stage of due diligence was complete. This report shall include a comprehensive survey of activities already being delivered within the venue.	Executive Director of Place	TBC		
14	20.06.23	Rolling Actions Log – Gender Budgeting Analysis	To request an update on training for Heads of Service and survey responses for	Executive Director of	March 2024		<u>Update November 2023</u> The Scottish Women’s Budgeting Group have held

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		Training (Action 3 above)	Gender Budgeting Analysis Training	Corporate Services			several focus groups with both officers and elected members to gauge existing understanding of gender budgeting. This will inform the design of the wider training sessions which will take place early 2024.
15	20.06.23	Financial Strategy and Medium-Term Financial plan (MFTP)	<p>To instruct officers to produce a report for the 21st September meeting of the Finance and Resources Committee setting out a process to discuss with political groups, COSLA, the Scottish Government, legal experts and other relevant parties the options available to the Council when setting Council Tax for 24/25 including but not limited to:</p> <p>a) Providing cost-of-living awards based on Council Tax banding.</p>	Executive Director of Corporate Services	February 2024		<p><u>Update November 2023</u></p> <p>A report is on the agenda for this meeting with a further update to be provided at Special Budget meeting in February 2024</p> <p><u>Update September 2023</u></p> <p>Update to be provided at September meeting with full report to be brought to November meeting</p>

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			<ul style="list-style-type: none"> b) Enhancing Council Tax discount schemes. c) Creating additional local Council Tax payment schemes. 				
16	20.06.23	Non-Domestic Rates – Empty Property Policy	<ul style="list-style-type: none"> 1) To note a final report would be brought to Committee in the autumn, detailing the recommended policy. 2) To provide feedback from Businesses on the proposed policy changes to Committee in September. 	<p>Executive Director of Corporate Services</p> <p>Executive Director of Corporate Services</p>	<p>21 November 2023</p> <p>November 2023</p>		<p><u>Recommended for Closure</u></p> <p>A report is on the agenda for this meeting</p>
17	20.06.23	Resource to support the Edinburgh Integration Joint Board Medium Term Financial Strategy	<ul style="list-style-type: none"> 1) To request a report within 2 cycles with proposed wording to update urgency and delegation process to ensure that any contracts to individuals worth over £100k must be approved 	Executive Director of Corporate Services	28 September 2023 (Full Council)		<p><u>Update – September 2023</u></p> <p>A report will be going to the meeting of the Full Council on 28 September 2023 covering 1) and 2)</p>

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			<p>by Committee or – following agreement from a majority of group leaders – a clerked meeting of group leaders or spokespeople.</p> <p>2) To provide a briefing note to members on the review of urgency provision.</p>	Executive Director of Corporate Services	28 September 2023 (Full Council)		
18	20.06.23	Health and Social Care Contract Extension Report	To request a briefing on the ATEC24 service and the savings made by reprovisioning.	Chief Executive	TBC		
19	21.09.23	Public Holiday – 8 May 2023 – Celebrating His Majesty, the King	To ask officers to provide a briefing note on how the follow up would be taken forward	Executive Director of Corporate Services	August 2023	August 2023	<p><u>Recommended for Closure</u></p> <p>IIA was completed and published on the Orb in August 2023.</p> <p>https://www.edinburgh.gov.uk/directory-record/1561772/king-s-coronation-additional-public-holiday</p>

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20	21.09.23	Revenue Monitoring 2023/24 - Month Three Report	<p>1) To agree to defer the report to a special meeting of the Finance and Resources Committee, to be scheduled for 9 October 2023, where the report will be scrutinised in full, with full understanding of each Directorate's pressures, and referred to the next Full Council meeting on 2 November 2023 for formal decision.</p> <p>2) To agree in principle to meet additional financial requirements for 2023/24 in respect of inflationary pressures. Such agreement being subject to further information provided to Committee in one cycle.</p>	Executive Director of Corporate Services	23 October 2023		<p><u>Recommended for Closure</u></p> <p>A meeting was held on 23 October 2023</p>
22	21.09.23	Sustainable Procurement	To request a briefing note within 3 cycles setting out in more	Executive Director of	14 March 2024		

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		Strategy Annual Report - 2023	detail how social enterprises were supported through the procurement strategy, including identification of barriers facing social enterprises in the tendering and commissioning process and potential mitigations	Corporate Services			
23	21.09.23	Festive Lighting - Contract Extension	To agree to a briefing note being circulated to members on the quality of provision and the value for money the contract was offering	Executive Director of Place	TBC		
24	21.09.23	Motion by Councillor Mumford – Workers and Covid	To request a report within one cycle setting out: a) the current protections and guidance for workers, service users and residents from Covid-19; b) any future plans or precautions Edinburgh Council has around Covid-19 which go	Executive Director of Corporate Services	21 November 2023		<u>Recommended for Closure</u> A report is on the agenda for this meeting

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			<p>beyond the commitment to follow national guidance;</p> <p>c) the implications for the Council of signing and implementing the Covid Pledge (covidpledge.uk).</p>				
25	28.09.23 (Council Meeting)	RAAC in the Council Estate – Motion by Councillor Day	<p>1) To instruct a report back to the Finance and Resources Committee in two cycles that detailed:</p> <p>(a) each building that has a RAAC problem;</p> <p>(b) the scope of the problem for that building;</p> <p>(c) the estimated costs to resolve the RAAC issue for that building;</p>	Executive Director of Place	30 April 2023		

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			<p>(d) the timescales for each building to be made safe.</p> <p>2) To also, in the interim, provide any updates in the Business Bulletin and/or Member's Briefing where appropriate.</p>				
26	28.09.23 (Council Meeting)	By Councillor Arthur - City Chambers Quadrangle Operations	<p>1) To agree that options to improve pedestrian safety and cycling parking at the City Chambers, and the surrounding area, including appropriate facilities, should be reported to the Finance and Resources Committee by March 2024.</p> <p>2) To request that the report include consideration of how a fully pedestrianised Quadrangle would:</p>		25 January 2024 / 30 April 2023		

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			<p>(a) Improve the experience of people walking, wheeling and cycling through the area;</p> <p>b) Improve and respect the heritage value of the area;</p> <p>c) Maintain access for emergency services, emergency maintenance and those with accessibility requirements under the Equality Act (2010).</p>				
27	02.11.23 (Council Meeting)	Motion by Councillor Macinnes – Future Relationship with EIJB		Chief Officer, Edinburgh Health and	25 January 2024		

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				Social Care Partnership			