

Work Programme

Finance and Resources Committee

25 January 2024

Item	Key decisions	Frequency	Director and Lead Officer	Expected Date
1	Workforce Dashboard	6 monthly Report	Executive Director of Corporate Services Lead Officer: Margaret-Ann Love margaretann.love@edinburgh.gov.uk	January 2024
2	Council Commercial Property Portfolio – Update Report	Committee agreed to receive regular updates, where required, on 29 October 2020	Executive Director of Place Lead Officer: Graeme McGartland graeme.mcgartland@edinburgh.gov.uk	TBC
3	Revenue Monitoring – Council-wide	Quarterly Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell richard.lloyd-bithell@edinburgh.gov.uk	January 2024
4	Revenue Budget Risks and Reserves Report	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell richard.lloyd-bithell@edinburgh.gov.uk	February 2024
5	Capital Monitoring – Council-wide	Quarterly Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell richard.lloyd-bithell@edinburgh.gov.uk	January 2024
6	Corporate Services Directorate - Revenue Budget Monitoring	Quarterly Report	Executive Director of Corporate Services Lead Officer: Iain Shaw iain.shaw@edinburgh.gov.uk	January 2024

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7	Contract Award and Procurement Programme	Six Monthly Report	Executive Director of Corporate Services Lead Officer: Lynette Robertson lynette.robertson@edinburgh.gov.uk	March 2024
8	Revenue Budget 2024/28 – Progress Update	Annual Update Report, incorporating impacts of provisional Local Government Finance Settlement	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell richard.lloyd-bithell@edinburgh.gov.uk	February 2024
9	Capital Budget Strategy 2024/34	Annual Update Report, incorporating impacts of provisional Local Government Finance Settlement	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell richard.lloyd-bithell@edinburgh.gov.uk	February 2024
10	Housing Revenue Account Budget Strategy	Annual Report	Executive Director of Place Lead Officer: Elaine Scott elaine.scott@edinburgh.gov.uk	February 2024
11	Annual Fraud Prevention and Detection	Annual Report	Executive Director of Corporate Services Lead Officer: Nicola Harvey nicola.harvey@edinburgh.gov.uk	November 2024
12	City of Edinburgh Council – 2022/23 Annual Audit Report to the Council and the Controller of Audit – referral from the Governance, Risk and Best Value Committee	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell richard.lloyd-bithell@edinburgh.gov.uk	September 2024

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13	The City of Edinburgh Council Charitable Trusts – report to those charged with governance on the 2022/23 audit	Annual Report	Executive Director of Corporate Services Lead Officer: John Aghodeaka john.aghodeaka@edinburgh.gov.uk	September 2024
14	2021/22 Common Good Annual Performance Report	Annual Report	Executive Director of Corporate Services Lead Officer: Craig Fraser craig.fraser@edinburgh.gov.uk	September 2024
15	Annual Treasury Management Strategy 2022/23	Annual Report	Executive Director of Corporate Services Lead Officer: Innes Edwards innes.edwards@edinburgh.gov.uk	September 2024
16	Treasury Mid-Term Report	Annual Report	Executive Director of Corporate Services Lead Officer: Innes Edwards innes.edwards@edinburgh.gov.uk	November 2024
17	Asset Management Works Programme	Annual Report The report is normally presented at the financial year end to update Committee on the outcome of the 12-month programme.	Executive Director of Place Lead Officer: Peter Watton peter.watton@edinburgh.gov.uk	TBC
18	Health and Safety Performance	Annual Report	Executive Director of Corporate Services Lead Officer: Nick Smith nick.smith@edinburgh.gov.uk	June 2024

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19	Workforce Control Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Nareen Turnbull nareen.turnbull@edinburgh.gov.uk	Lead Officer has indicated that this report has been superseded by the ongoing quarterly workforce dashboards
20	Commercial and Procurement Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Lynette Robertson lynette.robertson@edinburgh.gov.uk	September 2024
21	Appointments to Working Groups	Annual Report	Executive Director of Corporate Services Lead Officer: Taylor Ward taylor.ward@edinburgh.gov.uk	After May 2024
22	Depot Strategy – Phase 2	Requests further reports as progress is made	Executive Director of Place Lead Officers: Gareth Barwell / Peter Watton gareth.barwell@edinburgh.gov.uk / peter.watton@edinburgh.gov.uk	TBC
23	Professional Services Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell richard.lloyd-bithell@edinburgh.gov.uk	November 2024
24	Finance and Procurement Annual Policies Assurance	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell richard.lloyd-bithell@edinburgh.gov.uk	November 2024

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25	Local Government in Scotland: Financial Overview	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell richard.lloyd-bithell@edinburgh.gov.uk	June 2024
26	Edinburgh International Conference Centre – Annual Business Plan and KPIs	Annual Report – as agreed by Council March 2023	Executive Director of Place Lead Officer: TBC	TBC
27	Treasury Strategy Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell richard.lloyd-bithell@edinburgh.gov.uk Lead Officer: Innes Edwards Innes.Edwards@edinburgh.gov.uk	March 2024
28	Capital Strategy Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell richard.lloyd-bithell@edinburgh.gov.uk	March 2024
29	Revenue Budget Strategy and MTFP Progress Update		Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell richard.lloyd-bithell@edinburgh.gov.uk	February 2024
30	Procurement Delivery Plan	Each Cycle	Executive Director of Corporate Services Lead Officer: Lynette Robertson lynette.robertson@edinburgh.gov.uk	January 2024
31	Accounts Commission – Local Government in Scotland – Financial Bulletin 2022/23	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell richard.lloyd-bithell@edinburgh.gov.uk	February 2024

Finance and Resources Committee Upcoming Reports

Appendix 1

Report Title	Directorate	Lead Officer
6 February 2024 (Special Meeting)		
Housing Revenue Account Budget Strategy 2024/25	Place	Lisa Mallon
Revenue Budget Framework and MTFP Progress Update	Corporate Services	Richard Lloyd-Bithell
Revenue Budget Risks and Reserves Report – Annual Report	Corporate Services	Richard Lloyd-Bithell
Sustainable Capital Budget Strategy 2024-2034 Update	Corporate Services	Richard Lloyd-Bithell
Treasury Strategy Annual Report	Corporate Services	Richard Lloyd-Bithell
Accounts Commission – Local Government in Scotland – Financial Bulletin 2022/23	Corporate Services	Richard Lloyd-Bithell
14 March 2024		
Workforce Dashboard	Corporate Services	Margaret-Ann Love
City Chambers Quadrangle Operations	Place	Mark Stenhouse

LPF Tender Award	Corporate Services	Richard Lloyd-Bithell
Capital Strategy Annual Report	Corporate Services	Richard Lloyd-Bithell
Treasury Strategy Annual Report	Corporate Services	Richard Lloyd-Bithell/Innes Edwards
Contract Awards and Procurement Programme Jul-Dec 23	Corporate Services	Lynette Robertson
Procurement Delivery Plan	Corporate Services	Lynette Robertson
Forth Green Freeport – non-domestic rates relief and utilisation of retained non-domestic rates	Place	Kyle Drummond/Elin Williamson
High Rise Blocks – Fire Investment Strategy	Place	Michael Kellett
Lease of facilities to Craigoyston Community Youth Football Club	Place	Graeme McGartland
Malleny Park, Balerno – Proposed New Lease	Place	Lesley Lumsden
Unit C&D Newkirkgate, Edinburgh – Proposed New Lease	Place	Mark Penman
Peffer Place, Craigmillar, Edinburgh – Proposed Industrial Development	Place	Graeme McGartland
Units 7-10 Clocktower, Flassches Yard, Edinburgh – Proposed New Lease	Place	Iain Lamont

April 2024		
Annual Report - Debt Write Off	Corporate Services	Nicola Harvey / Neil Jamieson