

# Work Programme

## Finance and Resources Committee

30 April 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 <a href="mailto:margaretann.love@edinburgh.gov.uk">margaretann.love@edinburgh.gov.uk</a>	April 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 <a href="mailto:graeme.mcgartland@edinburgh.gov.uk">graeme.mcgartland@edinburgh.gov.uk</a>	TBC
3	Revenue Monitoring – Council-wide	Quarterly Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	September 2024
4	Revenue Budget Risks and Reserves Report	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	February 2025
5	Capital Monitoring – Council-wide	Quarterly Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	September 2024
6	Corporate Services Directorate - Revenue Budget Monitoring	Quarterly Report	Executive Director of Corporate Services Lead Officer: Iain Shaw <a href="mailto:iain.shaw@edinburgh.gov.uk">iain.shaw@edinburgh.gov.uk</a>	September 2024

Item	Key decisions	Frequency	Director and Lead Officer	Expected Date
7	Contract Award and Procurement Programme	Six Monthly Report	Executive Director of Corporate Services Lead Officer: Lynette Robertson <a href="mailto:lynette.robertson@edinburgh.gov.uk">lynette.robertson@edinburgh.gov.uk</a>	March 2024
8	Revenue Budget 2025/29 – Progress Update	Annual Update Report, incorporating impacts of provisional Local Government Finance Settlement	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	February 2025
9	Capital Budget Strategy 2025/35	Annual Update Report, incorporating impacts of provisional Local Government Finance Settlement	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	February 2025
10	Housing Revenue Account Budget Strategy	Annual Report	Executive Director of Place Lead Officer: Elaine Scott <a href="mailto:elaine.scott@edinburgh.gov.uk">elaine.scott@edinburgh.gov.uk</a>	February 2025
11	Annual Fraud Prevention and Detection	Annual Report	Executive Director of Corporate Services Lead Officer: Nicola Harvey <a href="mailto:nicola.harvey@edinburgh.gov.uk">nicola.harvey@edinburgh.gov.uk</a>	November 2024
12	City of Edinburgh Council – 2023/24 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 <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	September 2024

Item	Key decisions	Frequency	Director and Lead Officer	Expected Date
13	The City of Edinburgh Council Charitable Trusts – report to those charged with governance on the 2023/24 audit	Annual Report	Executive Director of Corporate Services Lead Officer: John Aghodeaka <a href="mailto:john.aghodeaka@edinburgh.gov.uk">john.aghodeaka@edinburgh.gov.uk</a>	September 2024
14	2023/24 Common Good Annual Performance Report	Annual Report	Executive Director of Corporate Services Lead Officer: Craig Fraser <a href="mailto:craig.fraser@edinburgh.gov.uk">craig.fraser@edinburgh.gov.uk</a>	September 2024
15	Treasury Management Strategy Annual Report 2023/24	Annual Report	Executive Director of Corporate Services Lead Officer: Innes Edwards <a href="mailto:innes.edwards@edinburgh.gov.uk">innes.edwards@edinburgh.gov.uk</a>	September 2024
16	Treasury Mid-Term Report 2024/25	Annual Report	Executive Director of Corporate Services Lead Officer: Innes Edwards <a href="mailto:innes.edwards@edinburgh.gov.uk">innes.edwards@edinburgh.gov.uk</a>	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 <a href="mailto:peter.watton@edinburgh.gov.uk">peter.watton@edinburgh.gov.uk</a>	TBC
18	Health and Safety Performance	Annual Report	Executive Director of Corporate Services Lead Officer: Nick Smith <a href="mailto:nick.smith@edinburgh.gov.uk">nick.smith@edinburgh.gov.uk</a>	June 2024
19	Commercial and Procurement Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Lynette Robertson <a href="mailto:lynette.robertson@edinburgh.gov.uk">lynette.robertson@edinburgh.gov.uk</a>	September 2024

Item	Key decisions	Frequency	Director and Lead Officer	Expected Date
20	Appointments to Working Groups	Annual Report	Executive Director of Corporate Services Lead Officer: Taylor Ward <a href="mailto:taylor.ward@edinburgh.gov.uk">taylor.ward@edinburgh.gov.uk</a>	After May 2024
21	Depot Strategy – Phase 2	Requests further reports as progress is made	Executive Director of Place Lead Officers: Gareth Barwell / Peter Watton <a href="mailto:gareth.barwell@edinburgh.gov.uk">gareth.barwell@edinburgh.gov.uk</a> / <a href="mailto:peter.watton@edinburgh.gov.uk">peter.watton@edinburgh.gov.uk</a>	TBC
22	Professional Services Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	November 2024
23	Finance and Procurement Annual Policies Assurance	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	November 2024
24	Local Government in Scotland: Financial Overview	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	June 2024
25	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
26	Treasury Strategy Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	March 2025

Item	Key decisions	Frequency	Director and Lead Officer	Expected Date
			Lead Officer: Innes Edwards <a href="mailto:Innes.Edwards@edinburgh.gov.uk">Innes.Edwards@edinburgh.gov.uk</a>	
27	Capital Strategy Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	March 2025
28	Procurement Delivery Plan	Each Cycle	Executive Director of Corporate Services Lead Officer: Lynette Robertson <a href="mailto:lynette.robertson@edinburgh.gov.uk">lynette.robertson@edinburgh.gov.uk</a>	March 2025
29	Accounts Commission – Local Government in Scotland – Financial Bulletin 2023/24	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	February 2025

## Finance and Resources Committee Upcoming Reports

## Appendix 1

Report Title	Directorate	Lead Officer
<b>25 June 2024</b>		
Health and Safety Performance – Annual Report	Corporate Services	Chris Lawson
Local Government in Scotland: Financial Overview – Annual Report	Corporate Services	Richard Lloyd-Bithell
Cost Recovery from Commercial Events	Place	
Lease of facilities to Craigroyston Community Youth Football Club	Place	
Forth Green Freeport – non-domestic rates relief and utilisation of retained non-domestic rates	Place	Kyle Drummond/Elin Williamson
Award of Contracts for Leith Connections Phase 1A	Place	Kyle Drummond/Elin Williamson
<b>September 2024</b>		
Revenue Monitoring – Council-wide (Quarterly Report)	Corporate Services	Richard Lloyd-Bithell

Capital Monitoring – Council-wide (Quarterly Report)	Corporate Services	Richard Lloyd-Bithell
Treasury Management Strategy Annual Report 2023/24	Corporate Services	Innes Edwards
Capital Strategy 2024-34 - Annual Report (Treasury Code)	Corporate Services	
2023/24 Common Good Annual Performance Report	Corporate Services	Craig Fraser
City of Edinburgh Council – 2023/24 Annual Audit Report to the Council and the Controller of Audit – referral from the Governance, Risk and Best Value Committee	Corporate Services	Richard Lloyd-Bithell
The City of Edinburgh Council Charitable Trusts – report to those charged with governance on the 2023/24 audit	Corporate Services	John Aghodeaka
Commercial and Procurement Annual Report	Corporate Services	Lynette Robertson