

Rolling Actions Log

Finance and Resources Committee

6 December 2019

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1.	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	March 2020		Report deferred to March 2020
2.	4 December 2018	Temporary Accommodation Off-Contract Waiver	To agree that the Convener would discuss with the Housing and Economy Convener and Councillor Miller the possibility of preparing a holistic report which brought together the policy and financial elements of temporary accommodation and to decide thereafter what	Executive Director for Communities and Families	May 2019		A meeting is being arranged with the Housing and Economy Convener and Councillor Miller.

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			Committee would be best placed to consider it.				
3.	1 February 2019	Asset Management Strategy Transformation Programme	To agree to explore the options and opportunities available for sponsorship of Council buildings and feedback to Committee as appropriate.	Executive Director of Resources	January 2020		<p><u>Update – November 2019</u></p> <p>The current Asset Management Strategy is to be superseded through the development of a Council wide Corporate Asset Strategy as recommended through the recent audit of the implementation of the asset management strategy and CAFM system. The framework of the Corporate Asset Strategy is in development and internal approval of the approach is planned for early 2020. Given the importance of these two</p>

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							<p>items, it is considered more appropriate, for an update on the Asset Management Strategy to reported to Finance & Resources committee in Spring 2020, which will allow for a more detailed paper to be presented.</p> <p><u>Update September 2019</u></p> <p>The next Asset Management Strategy Update Report is due to Committee in January 2020 and these actions will be covered within this report.</p> <p><u>Update</u></p> <p>The proposed policy was considered and approved by the Policy and Sustainability Committee on 6th August 2019. The</p>

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							<p>implications arising from this will be included in the next quarterly Asset Management Strategy update to Committee.</p> <p><u>Update</u></p> <p>An update report on the draft Council Advertising and Sponsorship Policy was submitted to the Corporate Policy and Strategy Committee in May 2019. The opportunities for sponsorship of Council Buildings will need to be aligned to this policy, when it is approved. A revised closure date will be advised to the Committee accordingly.</p>
4.	1 February 2019	Feedback on the Change Strategy	To request that details of best practice and the methodology which sat	Chief Executive	August 2019		Additional information about the process behind each

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		and Budget Proposals 2018	behind the respondents to the engagement document be provided in future reports.				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.
5.	14 March 2019 (Full Council)	Motion by Councillor Watt – Funding of Temporary Accommodation for Homeless People	Calls for a report to be submitted to Finance & Resources Committee, within four cycles, which sets out a business case for a model of temporary accommodation for people with low support	Executive Director of Resources Executive Director for Communities and Families	6 December 2019		Recommended for closure – report on agenda.

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		(see agenda of 14 March 2019)	needs. This should include options for investment in council owned property and consideration of shared housing. The report should explore what role the model could play within our RRTP, demonstrate how this could work and analyse the impact on existing business models.				
6.	30 January 2019 (action remitted from the North West Locality Committee March 2019)	Business Bulletin – Review of Janitorial Services in Community Centres and Schools	To request that training for management committees, as a result of taking on any additional duties, be picked up as part of the six monthly review of the Service Level Agreement for janitorial services.	Executive Director of Resources	January 2020		Will be included as part of the Asset Management Strategy update reports to Committee. <u>Update September 2019</u> The next Asset Management Strategy Update Report is due to Committee in January 2020 and these actions

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							will be covered within this report.
7.	15 August 2019	Revenue Monitoring 2019/20 Period Three Report	<p>1) To agree that the Executive Director of Place would provide further information regarding Place Management Savings.</p> <p>2) To agree that the Head of Finance would provide a briefing note containing a list of savings that were rejected by the Council's Administration to Committee members</p>	<p>Executive Director of Place</p> <p>Executive Director of Resources</p>	As soon as possible		<u>2) Closed</u>
8.	15 August 2019	Corstorphine Youth and Community Centre	<p>1) To instruct officers to use their best endeavours to work with the CCC to continue to identify all possible funding solutions</p>	Executive Director of Place			<u>1) Closed</u>

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			including consideration in the capital spending review to be considered by committee in December 2019.				
			2) To request a report on the CCC business plan and the financial proposals for its December 2019 meeting.		December 2019		2) Report on agenda
			3) To instruct officers to provide a letter of comfort to the CCC and funders as appropriate.		August 2019		3) Closed A letter of comfort sent 28 August 2019

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9.	15 August	Proposed New Lease, St Brides Community Centre, 10 Orwell Terrace, Edinburgh	1) To request that the report is continued and is brought back to Committee in one cycle containing further information in connection with the proposed lease of St Brides Community Centre to explain 1. The added benefits to the Council and to the community, and any other reasons, that justify the Council's commitment to pay for all the running costs of this Community Centre compared to other community centres where there is no contribution to such costs; and 2. The financial benefits, if any, that may accrue to St	Executive Director of Resources	October 2019		Recommended for closure – report on Community Centres, including St Brides, was considered at October Committee

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			<p>Brides Community Centre either directly or indirectly from the five-year sub lease to the EJBF.</p> <p>2) To note that a report was coming before Committee detailing the roles, remits, costs etc. of Community Centres across the city.</p>				
10.	15 August 2019	Lease for Drylaw Neighbourhood Centre, Groathill Road North, Edinburgh	To agree to continue the report and that the Lease for Drylaw Neighbourhood Centre would be incorporated in to the wider report on Community Centres.	Executive Director of Resources	October 2019		Recommended for closure – report considered October 2019
11.	10 October 2019	Council Change Strategy: Planning for Change and Delivery Services 2019-2023	To note that a further report would be presented to the Committee in January 2020 setting out the implications for the Council of the	Chief Executive / Executive Director of Resources	January 2020		

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			provisional Local Government Finance Settlement over the period of the budget framework.				
12.	10 October 2019	Capital Budget Strategy 2020-2030	To note that further reports would be presented to the Committee prior to the Council setting its budget in February 2020.	Executive Director of Resources	January/February 2020		
13.	10 October 2019	Revenue Maximisation Project Report	To agree that the Executive Director of Resources would provide a further update report to the Committee in March 2020.	Executive Director of Resources	March 2020		
14.	10 October 2019	Contract Award and Procurement Programme (Period 1 January to 30 June 2019)	To note the contents of the report and the contract awards made by officers under delegated authority. A further report would be submitted to the Committee in	Executive Director of Resources	June 2020		

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			approximately six months' time.				