

Rolling Actions Log

Finance and Resources Committee

23 January 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1.	12.06.18	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		
2.	04.12.18	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	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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			elements of temporary accommodation and to decide thereafter what Committee would be best placed to consider it.				
3.	01.02.19	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	March 2020		<p><u>Update – January 2020</u></p> <p>Due to the January 2020 meeting focusing on budget this report will be submitted to the next (March) meeting of this Committee.</p> <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The current Asset Management Strategy is to be superseded through the development of a Council wide Corporate Asset Strategy as recommended through the recent audit of the</p>

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							<p>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 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</p>

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							<p>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 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</p>

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							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.
4.	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		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

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							report will provide information on best practice in this area.
5.	30.01.19 (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	March 2020		<p><u>Update – January 2019</u></p> <p>Due to the January 2020 meeting focusing on budget this report will be submitted to the next (March) meeting of this Committee.</p> <p><u>Update – December 2019</u></p> <p>Will be included as part of the Asset Management Strategy update reports to Committee.</p> <p><u>Update September 2019</u></p> <p>The next Asset Management Strategy</p>

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							Update Report is due to Committee in January 2020 and these actions will be covered within this report.
6.	15.08.19	Revenue Monitoring 2019/20 Period Three Report	1) To agree that the Executive Director of Place would provide further information regarding Place Management Savings.	Executive Director of Place	January 2020		This information will be issued in advance of Committee on 23 January 2020.
			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.	Executive Director of Resources			Closed
7.	15.08.19	Corstorphine Youth and Community Centre	1) To instruct officers to use their best endeavours to work with the CCC to	Executive Director of Place	10 Oct 2019	10 Oct 2019	Closed

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			continue to identify all possible funding solutions including consideration in the capital spending review to be considered by committee in December 2019.				
			2) To request a report on the Corstorphine Community Centre business plan and the financial proposals for its December 2019 meeting.		6 Dec 2019	6 Dec 2019	Recommended for closure. Report was submitted to Committee on 6 December 2019. Note: New action opened – see item 14 below
			3) To instruct officers to provide a letter of comfort to the CCC and funders as appropriate.		August 2019	28 August 2019	3) Closed. A letter of comfort was sent on 28 August 2019.

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8.	15.08.19	Proposed New Lease, St Brides Community Centre, 10 Orwell Terrace, Edinburgh	<p>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:</p> <p>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</p> <p>2. The financial benefits, if any, that</p>	Executive Director of Resources	October 2019		<p><u>Update – January 2020</u></p> <p>It was verbally agreed at Committee that this report would be considered as part of a wider report proposing new leases for all community centres following consultation with management committees.</p> <p><u>Update – December 2019</u></p> <p>Committee on 6 December 2019 agreed to close decision 2) below but to keep this action open.</p> <p><u>Update – October 2019</u></p> <p>Report on Community Centres, including St Brides, was considered at October Committee</p>

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			may accrue to St Brides Community Centre either directly or indirectly from the five-year sub lease to the EJBF.				
			2) To note that a report was coming before Committee detailing the roles, remits, costs etc. of Community Centres across the city.		6 Dec 2019	6 Dec 2019	Closed. Report submitted to Committee on 6 December 2019.
9.	10.10.19	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 provisional Local Government Finance Settlement over the period of the budget framework.	Chief Executive / Executive Director of Resources	January 2020		

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10.	10.10.19	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		
11.	10.10.19	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		
12.	10.10.19	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 approximately six months' time.	Executive Director of Resources	June 2020		

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13.	06.12.19	Change and Budget Citizen Focus Groups Report	<p>1) To note the summary of focus groups undertaken.</p> <p>2) To note the report would be included as part of the budget papers for Council in February.</p> <p>3) To note that further detail would be provided as to how this detail is reflected within budget proposals as part of the Budget and Change Strategy Report to Finance and Resources.</p>				
			<p>4) To note there were existing engagement groups involving a broad range of young people supported by Communities and</p>				

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			<p>Families colleagues and that Strategy & Communications would discuss how these groups could be used to further engage the views of young people on the change and budget agenda.</p> <p>5) Information on discussion and outcomes from the Workshop Groups with young people to be included in the Business Bulletin for the next meeting.</p>	Chief Executive	23 Jan 2020		<p><u>Information included in the Business Bulletin for 23 January</u></p>
14.	06.12.19	Corstorphine Community Centre	<p>1) To note that the estimated costs of delivering the Corstorphine Community Centre were now £2.264m, with a funding gap of £886,000, of which</p>				

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			<p>£750,000 is sought from the City of Edinburgh Council.</p> <p>2) To note that no funds were currently identified in the 2019/20 financial year for the Corstorphine Community Centre and that there was currently no provision for this project in the capital budget strategy for 2020-2030, meaning that the Council currently cannot fund the project unless it were to divert budget from other projects.</p> <p>3) To note that the Albion Trust had advised the Council that it will not proceed with the redemption of the preference shares in</p>				

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			<p>Albion Equity Limited and as such this funding source will not be available for this, or any other project.</p> <p>4) To note that the Council's strategy for capital expenditure was agreed through the budget setting process due to be reported to Council in February 2020.</p>				
			<p>5) To instruct Communities and Families officers to consult with the Corstorphine community on a hub model for the Community Centre for inclusion in a wider review of the Community Centre Asset management</p>	Executive Director for Communities and Families	March 2020		

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			Strategy to come forward to Finance and Resources Committee in March 2020.				
			6) To issue a letter of comfort to the Community Centre on the Council's commitment to exploring solutions to the Corstorphine Community Centre project following the consultation.	Executive Director of Place		January 2020	Recommended for closure. The letter was sent on 14 January 2020
15.	06.12.19	The Supply of Liquid Fuel	<p>1) To note that the Scottish Government had established a new Liquid Fuels Contract (SP-19-009) in September 2019.</p> <p>2) To note that the Executive Director of Place, under delegated authority powers, had</p>				

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			<p>approved the adoption of the new Scottish Government Liquid Fuels – Contract SP-19-009 for the period 14 October 2019 to 6 December 2019.</p> <p>3) To note that the Executive Director of Place would provide members with clarification on whether the call off contracts would require the Council to use a minimum amount of fuel and if there was any significant cost difference between continuing the extension currently in place and signing off the new contracts.</p> <p>4) Thereafter, to authorise the Executive</p>	Executive Director of Place		January 2020	

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			Director of Place, in consultation with the Convener and Vice-Convener, to assess the information requested in 3) above and to either approve the new contracts if it was felt there was no significant risk to the Council or bring the matter back to Committee for decision if it was felt the cost implications were significant.				