

Rolling Actions Log

Finance and Resources Committee

27 August 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		Recommended for closure – Report considered March 2020
2	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>Recommended for closure – Report considered March 2020</p> <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>

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							<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The current Asset Management Strategy is to be superseded through the development of a Council wide Corporate Asset Strategy as recommended through the recent audit of the implementation of the asset management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 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</p>

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							<p>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 implications arising from this will be included in the next quarterly Asset Management Strategy update to Committee.</p> <p><u>Update</u></p>

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							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.
3	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		Update Jan 2020 Following the decision on the budget by Council, a paper will be produced which outlines how the Council intends engage with citizens on the further development and implementation of year two and three

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							<p>budget proposals. This paper will cover why the Council is adopting this engagement approach with good practice comparators.</p> <p>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 report will provide</p>

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							information on best practice in this area.
4.	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>Recommended for closure – Report considered March 2020</p> <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 Update Report is due to</p>

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							Committee in January 2020 and these actions will be covered within this report.
5	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		Recommended for closure Update 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
6	10.10.19	Revenue Maximisation Project Report	To agree that the Executive Director of Resources would provide a further update	Executive Director of Resources	March 2020		Recommended for closure – Report considered March 2020

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			report to the Committee in March 2020.				
7	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	March 2020		Recommended for closure – Report considered March 2020
8	06.12.19	Corstorphine Community Centre	1) 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	Executive Director for Communities and Families	March 2020		Recommended for closure – Report considered March 2020

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			Strategy to come forward to Finance and Resources Committee in March 2020.				
			2) 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	Closed. The letter was sent on 14 January 2020
9	23.01.20	Capital Monitoring 2019/20 – Month Eight Position	1) To clarify the percentage of homes expected to meet Energy Efficiency Standard for Social Housing by the end of the year.	Executive Director of Resources			Recommended for closure – Finance colleagues advise that we are aiming for 75% of homes to meet EESH by 31 March and up to 90% meeting this target by 1 December 2020.

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			2) To agree that officers would investigate whether a different accounting approach could be used other than the current approach of showing slippage on house building projects as a reduction in capital.				Recommended for closure – Subsequent discussion with the Council’s external auditor has confirmed the appropriateness of the current accounting treatment.
10	23.01.20	Accounts Commission: Local Government in Scotland – Financial Overview 2018/19	To agree that officers would liaise with Audit Scotland regarding the information contained in Exhibit 4 of the Audit Scotland report to request that sources of income for local authorities was presented in different format that indicated the extent to which the City of Edinburgh Council was underfunded in relation	Chief Executive and Executive Director of Resources			Recommended for closure – Officers have contacted Audit Scotland asking that consideration be given to alternative presentation of similar data in future years’ publications.

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			to other local authorities.				
11	23.01.20	Annual Report – Debt Write-off	To agree to liaise with policy officers about their engagement with Scottish Government regarding amending policy to allow the Council to more effectively recover parking charge debt.	Executive Director of Resources			Recommended for closure – Council colleagues continue to engage with Scottish Government and DVLA regarding national initiatives to support parking enforcement and collection activities
12	23.01.20	Mixed Tenure Improvement Service Pilot	To agree that the Convener of the Finance and Resources Committee would write to the Scottish Government to request that consideration was given to the provision of low interest finance to private sector landlords to make energy efficiency	Convener		February 2020	Recommended for closure – Letter sent February 2020

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			improvements in mixed tenure blocks from the Scottish Investment Bank that otherwise would not be able to fund these improvements.				
13	05.03.20	Community Centres - Condition Review and Corstorphine Community Centre	Committee notes that the UK government's budget statement will be on 11 th March. This may give rise to additional capital funding through Barnett consequential. Council consideration of the use of any additional capital funding will include the content of this report.	Executive Director of Resources Executive Director for Communities and Families			Recommended for closure – There was no announcement of capital-related Barnett Consequentials arising from the UK Budget.
14	05.03.20	Asset Management Strategy Transformation Programme - Update	To note the strategic direction of travel for the future associated with a Land/Asset Commission and approach and service	Executive Director of Resources	May 2020		Recommended for closure - The Asset Management Strategy has been aligned with the Adaption and Renewal programme

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			design led programme, with a report to be submitted to Committee on this revised approach in May 2020.				and will be reported as part of that workstream.
15	05.03.20	Asset Management Works Programme – 2019/20 Update	1) To agree to provide clearer before and after photos once the works have been completed.	Executive Director of Resources			Recommended for closure - The request relates to future reports on Asset Management Works and will be implemented when reports are due for Committee.
			2) To agree to circulate to members further information on the projects that had been done to date and on the approach to future energy efficiency projects.	Executive Director of Resources			Recommended for closure – Briefing note circulated June 2020

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16	05.03.20	Health and Safety Performance in 2019	To agree to check if the incident of the death in the care home occurred during the reporting period or if it had been omitted from the report.	Executive Director of Resources			Recommended for Closure – Information circulated March 2020
17	05.03.20	Fleet Renewal Programme	To agree to circulate a briefing note to members on the impact of vehicle reduction on the mobile library service and to give assurances that changes to the service would be brought back as a report to committee.	Executive Director of Place	End September 2020		
18	05.03.20	Waiver for Extension of Managed Print Service	To agree to circulate a briefing note on the paperless strategy.	Executive Director of Resources			Recommend for closure – a briefing has been circulated in advance of August Committee.

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19	05.03.20	Contract Award and Procurement Programme (Period 1 July to 31 December 2019)	A further report will be submitted to the Committee in approximately six months' time.	Executive Director of Resources	September 2020		Update August 2020 – Report to be submitted to Committee in September 2020
21	05.03.20	Marketing Edinburgh – report by the Chief Executive	1) To come back with the figure of outstanding income.	Executive Director of Place			Further reports on the financial arrangements for Marketing Edinburgh have subsequently been submitted to Council Committees, superseding this action.
			2) To agree to circulate to members the business plan subject to agreement from the Board of Marketing Edinburgh.	Executive Director of Place			Since Committee considered this item, COVID-19 has had a significant impact on the proposed Marketing Edinburgh Business Plan. Subsequent reports to Council Committees have explained these impacts

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							and therefore this action has been superseded.