

# Rolling Actions Log

## Finance and Resources Committee

24 September 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	01.02.19	<a href="#">Feedback on the Change Strategy and Budget Proposals 2018</a>	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		<b>Update Jan 2020</b> 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 budget proposals. This paper will cover why the Council is adopting this engagement approach with good practice comparators.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							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 information on best practice in this area.
2	05.03.20	<a href="#">Fleet Renewal Programme</a>	To agree to circulate a briefing note to members on the impact of vehicle reduction on the mobile library service and to give	Executive Director of Place	End September 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			assurances that changes to the service would be brought back as a report to committee.				
3	05.03.20	<a href="#">Contract Award and Procurement Programme (Period 1 July to 31 December 2019)</a>	A further report will be submitted to the Committee in approximately six months' time.	Executive Director of Resources	September 2020		<b>Recommended for closure</b> – report on agenda for this meeting
4	05.03.20	Marketing Edinburgh – report by the Chief Executive	1) To come back with the figure of outstanding income.	Executive Director of Place			<b>Recommended for Closure</b> 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	Executive Director of Place			<b>Recommended for Closure</b>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			subject to agreement from the Board of Marketing Edinburgh.				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 and therefore this action has been superseded.
5	27.08.20	<a href="#">Revenue Monitoring 2019/20 - Outturn Report</a>	1) To agree that a comparable report to Communities and Families commentary in Appendix 3 would be come to Finance and Resources Committee detailing the Place	Executive Director of Place			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			directorates overspend				
			2) To agree a briefing note would be circulated on training delivered by Project Managers to permanent staff continues to develop.	Executive Director of Place			
			3) To note that the report which would be submitted to the Committee to respond to the Council motion of 28 July would also include an annual review of the Spend to	Executive Director of Resources	September 2020	September 2020	<b>Recommended for closure</b> – update is included in the Revenue Budget Report

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Save programme.				
6	27.08.20	<a href="#">Treasury Management: Annual Report 2019/20</a>	To agree to circulate a briefing note with details of lending to Scottish Local Authorities and English Local Authorities.	Executive Director of Resources	September 2020	September 2020	<b>Recommended for closure</b> – Briefing note has been circulated 09/09/2020
7	27.08.20	<a href="#">Finance Policies - Assurance Statement</a>	1) To note that updates on expenditure and income impacts, and the confirmed and potential means to address them, will continue to be reported to elected members on a regular basis, with a further update to be considered by the Finance and Resources	Executive Director of Resources	October 2020		<b><u>September Update</u></b> Report on schedule for October meeting of Committee

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Committee on 29 October;				
			2) To note the Convener would engage with the Cabinet Secretary for Finance in the Scottish Government regarding the Council's overall projected shortfall.	Convener			
8	27.08.20	<a href="#">2020-30 Capital Budget Strategy – 2020-21 Period 3 Monitoring and Revised Budget Update</a>	To agree to circulate the briefing note previously circulated to Policy and Sustainability Committee on the North Bridge Refurbishment.	Executive Director of Place			
9	27.08.20	<a href="#">Workforce Dashboard - June 2020</a>	To agree that a briefing note would be circulated with details	Executive Director of Resources/			<b><u>September Update</u></b> Briefing is being prepared and will be

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			on the reduced number of Trainees and Apprentices.	Executive Director of Place			circulated during September 2020
10	27.08.20	<a href="#">Contract Extension for Stair Cleaning Services to Domestic Properties 2016-2020</a>	To agree that a briefing note would be circulated with details on when private owners opted out of the service.	Executive Director of Place			
11	27.08.20	<a href="#">Contract Extensions for Domestic Abuse Contracts</a>	To agree to provide a briefing note on which of these services maintained their services throughout Covid-19, how many of their staff that worked on these contracts were furloughed and how they plan to use any savings to increase the level of service in the recovery phase to take in to account the increasing pressure.	Executive Director for Communities and Families	August 2020	August 2020	<b>Recommended for Closure</b> Briefing note circulated 28 August 2020



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	27.08.20	City of Edinburgh Council and CGI IT UK Limited - Contract Proposals (B Agenda)	To agree that benchmarking would be added in to the community benefits (Appendix 2 of the report).	Executive Director of Resources			<b>Recommend for Closure</b> Update circulated to members on 9 September 2020.