

# Work Programme

## Finance and Resources Committee

9 December 2021

Item	Key decisions	Frequency	Wards affected	Director and Lead Officer	Expected Date
1.	Workforce Dashboard	All F&R Committees		Executive Director of Corporate Services Lead Officer: Katy Miller 0131 469 5522 <a href="mailto:katy.miller@edinburgh.gov.uk">katy.miller@edinburgh.gov.uk</a>	All F&R Committees
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 0131 529 5956 <a href="mailto:graeme.mcgartland@edinburgh.gov.uk">graeme.mcgartland@edinburgh.gov.uk</a>	March 2022
3.	Revenue Monitoring – Council-wide	Quarterly Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	February 2022

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4.	Revenue Budget Risks and Reserves Report	Annual Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	February 2022
5.	Capital Monitoring – Council-wide	Quarterly Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	February 2022
6.	Corporate Services Directorate - Revenue Budget Monitoring	Quarterly Report		Executive Director of Corporate Services Lead Officer: Iain Shaw 0131 469 3117 <a href="mailto:iain.shaw@edinburgh.gov.uk">iain.shaw@edinburgh.gov.uk</a>	February 2022
7.	Chief Executive – Revenue Budget Monitoring	Quarterly Report		Chief Executive Lead Officer: Iain Shaw 0131 469 3117 <a href="mailto:iain.shaw@edinburgh.gov.uk">iain.shaw@edinburgh.gov.uk</a>	February 2022
8.	Miscellaneous Debts Write Off – 6 monthly operational update (B Agenda)	Six Monthly Report		Executive Director of Corporate Services Lead Officer: Nicola Harvey 0131 469 5016	June 2022

Item	Key decisions	Frequency	Wards affected	Director and Lead Officer	Expected Date
				<a href="mailto:nicola.harvey@edinburgh.gov.uk">nicola.harvey@edinburgh.gov.uk</a>	
9.	Contract Award and Procurement Programme	Six Monthly Report		Executive Director of Corporate Services Lead Officer: Iain Strachan 0131 529 4930 <a href="mailto:iain.strachan@edinburgh.gov.uk">iain.strachan@edinburgh.gov.uk</a>	June 2022
10.	Revenue Budget 2022/27 – Progress Update	Annual Update Report, incorporating impacts of provisional Local Government Finance Settlement		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	February 2022
11.	Housing Revenue Account Budget Strategy	Annual Report		Executive Director of Place Lead Officer: Elaine Scott 0131 529 2277 <a href="mailto:elaine.scott@edinburgh.gov.uk">elaine.scott@edinburgh.gov.uk</a>	February 2022
12.	Capital Budget Strategy 2020/30	Annual Update Report, incorporating impacts of provisional Local Government		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	February 2022

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		Finance Settlement			
13.	Annual Fraud Prevention and Detection	Annual Report		Executive Director of Corporate Services Lead Officer: Nicola Harvey 0131 469 5016 <a href="mailto:nicola.harvey@edinburgh.gov.uk">nicola.harvey@edinburgh.gov.uk</a>	October 2022
14.	City of Edinburgh Council – 2021/22 Annual Audit Report to the Council and the Controller of Audit – referral by the Governance, Risk and Best Value Committee	Annual Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	October 2022
15.	The City of Edinburgh Council Charitable Trusts – report to those charged with governance on the 2021/22 audit	Annual Report		Executive Director of Corporate Services Lead Officer: John Aghodeaka 0131 469 5348 <a href="mailto:john.aghodeaka@edinburgh.gov.uk">john.aghodeaka@edinburgh.gov.uk</a>	October 2022
16.	2021/22 Common Good Annual Performance Report	Annual Report		Executive Director of Corporate Services Lead Officer: John Aghodeaka	October 2022

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				0131 469 5348 <a href="mailto:john.aghodeaka@edinburgh.gov.uk">john.aghodeaka@edinburgh.gov.uk</a>	
17.	Annual Treasury Management Strategy 2021/22	Annual Report		Executive Director of Corporate Services Lead Officer: Innes Edwards 0131 469 6291 <a href="mailto:innes.edwards@edinburgh.gov.uk">innes.edwards@edinburgh.gov.uk</a>	August 2022
18.	Treasury Management Mid-Term Report 2021/22	Annual Report		Executive Director of Corporate Services Lead Officer: Innes Edwards 0131 469 6291 <a href="mailto:innes.edwards@edinburgh.gov.uk">innes.edwards@edinburgh.gov.uk</a>	June 2022
19.	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 0131 529 5962 <a href="mailto:peter.watton@edinburgh.gov.uk">peter.watton@edinburgh.gov.uk</a>	May 2022

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20.	Health and Safety Performance	Annual Report		Executive Director of Corporate Services Lead Officer: Nick Smith 0131 529 4377 <a href="mailto:nick.smith@edinburgh.gov.uk">nick.smith@edinburgh.gov.uk</a>	March 2022
21.	Workforce Control Annual Report	Annual Report		Executive Director of Corporate Services Lead Officer: Katy Miller 0131 469 5522 <a href="mailto:katy.miller@edinburgh.gov.uk">katy.miller@edinburgh.gov.uk</a>	August 2022
22.	Commercial and Procurement Annual Report	Annual Report		Executive Director of Corporate Services Lead Officer: Iain Strachan 0131 529 4930 <a href="mailto:iain.strachan@edinburgh.gov.uk">iain.strachan@edinburgh.gov.uk</a>	August 2022
23.	Appointments to Working Groups	Annual Report		Executive Director of Corporate Services Lead Officer: Rachel Gentleman 0131 529 4107 <a href="mailto:rachel.gentleman@edinburgh.gov.uk">rachel.gentleman@edinburgh.gov.uk</a>	August 2022
24.	Depot Strategy – Phase 2	Requests further reports as progress is made		Executive Director of Place Lead Officers: Gareth Barwell / Peter Watton 0131 529 5962 / 0131 529 5962	Summer 2022

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				<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>	
25.	Consultants Costs Annual Report	Annual Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	October 2022
26.	Finance and Procurement Annual Policies Assurance	Annual Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	August 2022
27.	Construction Charter Annual Update	Annual Report		Executive Director of Corporate Services Lead Officer: Iain Strachan 0131 529 4930 <a href="mailto:iain.strachan@edinburgh.gov.uk">iain.strachan@edinburgh.gov.uk</a>	August 2022

## Finance and Resources Committee Upcoming Reports

## Appendix 1

Report Title	Directorate	Lead Officer
<b>February 2022 (special meeting)</b>		
Capital Budget Strategy 2022/32	Corporate Services	Hugh Dunn
Revenue Budget 2022/27 – Progress Update	Corporate Services	Hugh Dunn
Housing Revenue Account Budget Strategy	Place	Elaine Scott
Revenue Budget Risks and Reserves Report	Corporate Services	Hugh Dunn
Revenue Budget Monitoring Month 8 Position	Corporate Services	Hugh Dunn
Capital Budget Monitoring Month 8 Position	Corporate Services	Hugh Dunn
Corporate Services Budget Monitoring Month 8 Position	Corporate Services	Hugh Dunn
Contract Awards and Procurement Programme - Jun-Dec 2021	Corporate Services	Iain Strachan
LDP Action Programme - financial assessment	Place	Iain McFarlane



<b>March 2022</b>		
Health & Safety Annual Performance 2021	Corporate Services	Chris Lawson
Workforce Dashboard	Corporate Services	Katy Miller
Edinburgh and South East Scotland City Region Deal – Dunard Centre	Place	Andy Nichol
Leith Theatre	Place	Karl Chapman
Delegated authority for appointment of development partner for pre-development period for phase 1	Place	Michelle Fraser/Sat Patel
Delegated authority for appointment of contractor for construction phase, Western Villages	Place	Michelle Fraser/Sat Patel
Council Commercial Property Portfolio – Update Report	Place	Graeme McGartland
Award of Flexible Purchasing System and Contracts for Temporary Accommodation	EHSCP	Jill Thomson