

# Rolling Actions Log

## Finance and Resources Committee

25 April 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
1	12.08.21	Lauriston Castle Trust (private report)	<p>1) To agree to implement Option 2 in the report subject to a further report being submitted to full Council which addressed:</p> <ul style="list-style-type: none"> <li>the appointment of only Councillor Trustees at the moment</li> <li>appropriate support being made available to purchase indemnity insurance for Councillor</li> </ul>	Executive Director of Corporate Services	April 2023		<p><b>Recommended for closure</b></p> <p>Report on agenda</p> <p><b><u>Update September 2022</u></b> A report on the proposed way forward will be submitted to a future Committee meeting prior to submission to Council.</p> <p><b><u>Update February 2022</u></b> Work is ongoing on a report to F&amp;R along with a briefing note and a further member briefing session once further consideration to the issues has been completed.</p>

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			<p>trustees and providing legal and administrative support for at least 6 months</p> <ul style="list-style-type: none"> <li>a route map setting out a proposed way forward for the Trust.</li> </ul>				
			<p>2) To agree that the Executive Director of Corporate Services examine the arrangements for the other trusts of which the Council was sole trustee with reference to the arrangements agreed for Lauriston Castle Trust.</p>	Executive Director of Corporate Services	April 2023		<p><b>Recommended for closure</b></p> <p>Report on agenda</p> <p><b><u>Update September 2022</u></b> A report on the proposed way forward will be submitted to a future Committee meeting prior to submission to Council.</p>

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2	07.10.21	<a href="#">Workforce Dashboard</a>	To agree to provide a joint report by the Interim Director of Education and Children's Services and the Service Director – Human Resources to be submitted to a future committee following a review of fixed term contracts for teaching staff.	Service Director – Human Resources	June 2023		<p><b><u>Update November 2022</u></b></p> <p>Information will be included in the next workforce dashboard report due in March 2023.</p>
3	09.12.21	<a href="#">Work Programme</a>	To request a written update on Councillor Corbett's motion to Council from May 2021 on Bridges and Investment in Craiglockhart and Colinton Dells.	Executive Director of Place			<p><b><u>Update April 2023</u></b></p> <p>Redhall Weir bridge: works on-going, completion expected July 23.</p> <p>Bogs/pipeline bridge path landslip: works completed Apr 23.</p> <p>Kate's Mill pipeline bridge: tendered price over budget revision to design being considered.</p>

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							<p>Dells Grottos: repairs order, awaiting start date.</p> <p>Dell Road landslip: awaiting further technical note from design consultants, expected May 2023.</p> <p><b><u>Update December 2022</u></b></p> <p>Mott MacDonald submitted final procurement documentation and specification of works. A tender for the bridge has been issued to framework contractors for mini-competition. Tender returns are due in January 2023 for assessment.</p> <p><b><u>Update September 2022</u></b></p> <p>An agreement in principle has been reached with the Councils Bridges and Structures team and Mott MacDonald have been instructed to finalise procurement specifications.</p>

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							<b><u>Update March 2022</u></b> Briefing circulated February 2022; Committee in March 2022 agreed action to remain open until clarity on when work would commence.
4	30.06.22 (Council meeting)	<a href="#">Embedding Gender Budgeting Analysis – referral from the Finance and Resources Committee</a>	<p>1) Commits that all elected members will attend one of a number of 2 hour briefings on Gender Budgeting and how it interacts with their role as Councillors.</p> <p>2) Commits that Heads of Services and relevant members of their teams, as recommended by them, will attend at least one training session on Gender Budgeting, understanding that there will be</p>	Executive Director of Corporate Services	September 2023		<p><b><u>Update March 2023</u></b> Officers are liaising with the Scottish Women’s Budgeting Group to conduct a survey to gauge current knowledge of gender budgeting. Raining sessions for both officers and members will be designed thereafter.</p> <p><b><u>Update January 2023</u></b> The Scottish Women’s Budget Group delivered a training session open to all elected members on 21 November 2022, with the aim of explaining how gender budget approaches can help local authorities to meet their</p>

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			opportunities for further engagement between officers and the Scottish Women's Budget Group if requested.				responsibilities under the Public Sector Equality Duty and how councillors can use gender budgeting to address inequalities. Opportunities for complementary staff training are also currently being explored.
			3) With the support of the Scottish Women's Budget Group, to circulate a survey to elected members and key staff and conduct some small focus group discussions to understand existing knowledge and barriers to gender budget analysis, and to help inform ongoing member and officer engagement.				

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5	08.09.22	<a href="#">Walk Up Avenue, Craigmillar, Edinburgh - Proposed New Lease</a>	To note that the Head of Estates would provide further information on funding and timescales for the proposed second commercial unit.	Executive Director of Place	TBC		<b><u>Update April 2023</u></b> Source of funding to be confirmed.
6	27.10.22 (Council meeting)	By Councillor Mumford – Operation Unicorn – see <a href="#">Agenda</a>	“Calls for a report to Finance and Resources Committee within 3 cycles outlining the costs associated with future planned visits from Charles III or other members of the monarchy that will be incurred by the council over the next year and whether this is covered in full by the Capital City Supplement”  (Full motion text available on agenda link)	Executive Director of Corporate Services	April 2023	April 2023	<b>Recommended for closure</b> Report on agenda

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7	10.11.22	2021-22 Common Good Annual Performance Report	To circulate a briefing note to members of the Finance and Resources and the Governance, Risk and Best Value Committees on expenditure relating to the former Tennis Pavilion at Leith Links.	Executive Director of Corporate Services		November 2022	<b>Recommended for closure</b> A briefing including relevant details was circulated to members on 14 November 2022.
8	10.11.22	Revenue Budget Framework 2023/27: progress update	1) To note that a further update, incorporating the impact of the provisional 2023/24 Local Government Finance Settlement and presenting further proposals to address the resulting residual savings and requirement, would be brought to the Committee's next meeting on 26 January 2023.	Executive Director of Corporate Services	February 2023	February 2023	<b>Recommended for closure</b> <b><u>Update January 2023</u></b> Update provided in September 2022 F&R report – further update to be provided in February 2023

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			2) To note the implications for the Council from the National Care Service would be included as a risk in the next update report.	Executive Director of Corporate Services	February 2023		<b>Recommended for closure</b> <b><u>Update January 2023</u></b> The risk will be referenced in the budget update report being considered by the Committee on 7 February 2023.
9	10.11.22	Motion by Councillor Caldwell – referral from the Housing, Homelessness and Fair Work Committee	1) To request the Convener of Housing, Homelessness and Fair Work meet with the Convener of Finance and Resources to explore how we can support Council-led PB alongside local residents and volunteers.	Convener			<b>Closed January 2023</b> Meeting scheduled for w/c 16 January 2023.
			2) To note the work of the Ripple in Craigentiny and Duddingston Ward	Executive Director of	April 2023		<b>Recommended for closure</b> Included in report on agenda

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			<p>piloting a PB scheme there. To therefore add that local charities should be included and consulted on the process of expanding the PB where appropriate.</p>	Corporate Services			
			<p>3) That a plan be submitted within two cycles to the Finance and Resource Committee on:</p> <ul style="list-style-type: none"> <li>• How it planned to support on a realistic and sustainable basis the existing PB scheme Leith Chooses (and others like it, if developed) for community grants.</li> </ul>	Executive Director of Corporate Services	April 2023		<p><b>Recommended for closure</b> Report on agenda</p>

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			<ul style="list-style-type: none"> <li>How it planned to develop new model(s) of PB for more communities and appropriate for new areas of direct democratic involvement, such as green/ environmental schemes, health care priorities, and improvement of public spaces.</li> </ul>				
17	17.11.22 (Policy and Sustainability Committee)	<a href="#">Performance Update Report</a>	To recommend a separate report to Finance and Resources Committee within two cycles setting out the KPIs appropriate to the Council's responsibilities as an employer.	Executive Director of Corporate Services	June 2023		<b><u>Update April 2023</u></b> Further work is underway and therefore it has been agreed to defer this Report.

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18	24.11.22 (Council Meeting)	Motion by Councillor Whyte – War Memorial – City Chambers	To agree that there should be a review of security at the War Memorial to ensure it is treated respectfully all year round and agrees to receive a report on the actions to be taken to improve security at the Finance and Resources Committee within two cycles.	Executive Director of Place	April 2023		<b>Recommended for closure</b> Included in Business Bulletin <b><u>Update December 2022</u></b> Report to Finance and Resources Committee due in April 2023.
19	01.12.22 (HHFW Committee meeting)	<a href="#">Housing Land Strategy Report</a>	<ol style="list-style-type: none"> <li>1) To note the findings and emerging opportunities resulting from the Prior Information Notice (PIN) market engagement process.</li> <li>2) To note that approval would be sought from Finance and Resources</li> </ol>	Executive Director of Place	No fixed date. Reports will be submitted as and when required.		<b><u>Update April 2023</u></b> Officers are pursuing a number of opportunities that have arisen following the approval of the revised Housing Land Strategy. Reports seeking approval of business cases and/or purchase of homes or land will be submitted as and

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			Committee for purchase of homes or sites with progress reported to this Committee via briefings and Business Bulletin updates.				when viable propositions are developed.
20	15.12.22 (Council Meeting)	<a href="#">Council Business Plan 2023-27</a>	To request a report to the Finance and Resources Committee to look at how our communities can benefit financially in a more direct and substantial way from tourism and festival spend in Edinburgh.	Executive Director of Place	June 2023		<b><u>Update April 2023</u></b> Report will come to Finance and Resources Committee in June 2023.
21	26.01.23	Rolling Actions Log	1) To circulate a list of members who attended the training on Gender Budgeting.	Executive Director of Corporate Services	April 2023		<b>Recommended for closure</b> List circulated to members on 5 April 2023

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			2) To note the Convener would send a reminder to members who did not attend and to ask the Scottish Women's Budget Group to organise training sessions.	Convener			<p><b><u>Update March 2023</u></b></p> <p>The Scottish Women's Budget Group are liaising with the Council's Governance Team in order to arrange new training sessions for Elected Members on Gendered Budgeting. Once these dates are confirmed, the Convener will write to all Councillors who are yet to attend one of the sessions in order to promote the training.</p>
			3) To agree to include the decision regarding Non-Domestic Rates from the previous Committee in the Rolling Actions Log and to note an update on this would be circulated.				<p><b>Recommended for closure</b></p> <p>Report considered 10 March 2023 and action superseded by action no 25 (below).</p>

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			4) To request more specific dates on actions with an expected completion date of 'Summer 2023'.	Executive Director of Corporate Services			<b>Recommended for closure</b> More specific dates have been requested from directorates and included in this version. These will also be requested for future RAL updates.
22	26.01.23	Revenue Monitoring 2022/23 – month eight position	1) To circulate a briefing note on the confirmed funding for the Haymarket Welcome Centre.	Executive Director of Corporate Services			<b>Recommended for closure</b> There is no confirmed funding for Haymarket Hub so no briefing note required.
			2) To circulate a briefing note on the increased Council costs for Housing First, increased rates for Private Sector Leases and whether value for money was being achieved.	Executive Director of Place			<b>Recommended for closure</b> Briefing circulated 6 April 2023.

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23	26.01.23	Response to Motion by Councillor Mumford – Operation Unicorn	<p>1) To request an updated report to be provided within one cycle including additional requested information on:</p> <ul style="list-style-type: none"> <li>- Costs of Royal Visits, including officer capacity, over the past Council Term</li> <li>- Greater consideration of what information about upcoming visits could be made available to Councillors, including as B agenda items</li> <li>- More information on the Capital City Supplement and its relationship to Royal Visits, including an</li> </ul>	Executive Director of Corporate Services	April 2023		<p><b>Recommended for closure</b></p> <p>Report on agenda</p>

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			<p>update on the amended motion passed at Full Council which requested the Council Leader wrote to the Cabinet Secretary for Finance and the Economy</p> <p>- Up-to-date information on stakeholder/Community Impact with particular reference to climate targets</p>				
			2) To circulate a briefing note to inform members how the Lord Provost Office funded and engaged with Royal Visits.	Executive Director of Corporate Services		May/June 2023	<p><b>Recommended for closure</b></p> <p>This information is included in the Royal Visits report on the agenda.</p>

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			3) To include in the briefing note duties of the Lord Lieutenant relating to Royal Visits that were specifically required under the Act and which were potentially optional.	Executive Director of Corporate Services		May/June 2023	<b>Recommended for closure</b> This information is included in the Royal Visits report on the agenda.
			4) To circulate information on costs of attendance at the King's Coronation should an invitation be received, and plans for related events in Edinburgh, if any.	Executive Director of Corporate Services		May 2023	<b>Recommended for closure</b> This information is included in the Royal Visits report on the agenda.
24	09.02.23 (Council Meeting)	Public Holiday – 8 May 2023 – Celebrating His Majesty, the King	To request an in-depth equality impact assessment to be undertaken on the public holiday for the Kings Coronation as a template model for how	Executive Director of Place	June 2023		

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			the Council should understand and respond to the impact of additional or unexpected closures and service changes in the future – which may arise for a range of reasons including national events, extreme weather conditions or industrial action – on women and other groups. This should come to Finance and Resources Committee within 2 cycles.				
25	10.03.23	Non-Domestic Rates - Empty Property Policy	To note the Council's Non-Domestic Rates – Empty Property policy, that will operate from 1 April 2023, and that a further report will be brought forward considering potential	Executive Director of Corporate Services	October 2023		

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			<p>changes later in the year.</p> <p>Notes the need to enter next year's budget planning process in early autumn 2023 and, that in order to have effective decision-making on this issue, elected members will need to have early sight of the outcomes of discussions with other local authorities and officer recommendations. Therefore, requests a comprehensive report detailing these aspects of this policy to the Finance &amp; Resources Committee no later than October 2023.</p> <p>Agrees that this report will include consideration of the</p>				

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			benefits and financial implications of an Empty Property Officer, following the model of the Empty Homes Officer.				
26	16.03.23 (Council Meeting)	Edinburgh International Conference Centre – Shareholders’ Agreement and Strategic Delivery Agreement – referral from the Housing, Homelessness and Fair Work Committee	To agree that the Finance and Resources Committee would act on behalf of the Council in considering the annual business plan(s) for the EICC and its subsidiaries at the appropriate times which would include KPI targets and provide to the EICC the Council’s approval or non-approval of the respective business plans of the EICC and its subsidiaries.	Executive Director of Corporate Services			<b>Recommended for closure</b> Action has been noted and will be included in the work programme for F&R Committee going forward.

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27	16.03.23 (Council Meeting)	Commercial Property Undeveloped Land - Motion by Councillor Ross	To agree to consider a report to Finance and Resources Committee in two cycles setting out a medium to long-term strategy for the Council's commercial property portfolio that set out its purposes and objectives. The report should provide information on the properties held in the portfolio including their current and previous uses, any community interest or desire for alternative uses expressed in the properties, and information about other council buildings and/or community provision in the surrounding area (or further information on how this information	Executive Director of Place	June 2023		

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			would be included in the medium to long-term strategy if this was not currently available).				
28	16.03.23 (Council Meeting)	Cost Recovery from Commercial Events - Motion by Councillor Ross	Requests a report to Finance and Resources Committee in two cycles outlining options on how costs might further be recovered for services and permissions from commercial operators of sports grounds and events.	Executive Director of Place	June 2023		
29	30.03.23	Digital Transformation for Health and Social Care	To request officers brought forward in draft a full business case for Digital transformation across Health and Social Care to the 20 June 2023 Finance and Resources Committee meeting.	Executive Director of Corporate Services	June 2023		

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			<p>To request the full business case includes consideration of:</p> <ul style="list-style-type: none"> <li>• The savings the project could generate in terms of revenue spend</li> <li>• Justification for the prioritisation of this project in the context of required savings</li> <li>• Whether a SWIFT renewal would be funded from CEC corporate budgets or if there would also be a call on HSCP budgets</li> <li>• When it became apparent that the system was no longer compatible and if issues with other systems showed a need to</li> </ul>				

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			<p>upgrade this system earlier</p> <ul style="list-style-type: none"> <li>• Funding implications for the IJB and CEC capital programmes</li> <li>• Whether SWIFT, Track and other systems could be integrated to improve efficiency and information sharing as part of this project.</li> </ul>				
30	30.03.23	Extension of Waiver – Trams to Newhaven Project	To include timeframes in future reports seeking approval for waiver extensions.	All directors			