

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"> the appointment of only Councillor Trustees at the moment appropriate support being made available to purchase indemnity insurance for Councillor trustees and providing legal and administrative support for at least 6 months a route map setting out a proposed way forward for the Trust. 	Executive Director of Corporate Services	April 2023		<p>Closed April 2023</p> <p><u>Update September 2022</u> A report on the proposed way forward will be submitted to a future Committee meeting prior to submission to Council.</p> <p><u>Update February 2022</u> Work is ongoing on a report to F&R along with a briefing note and a further member briefing session once further consideration to the issues has been completed.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			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.	Executive Director of Corporate Services	April 2023		Recommended for closure Report on agenda <u>Update September 2022</u> A report on the proposed way forward will be submitted to a future Committee meeting prior to submission to Council.
2	07.10.21	Workforce Dashboard	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	September 2023		<u>Update June 2023</u> Report now due September 2023. <u>Update November 2022</u> Information will be included in the next workforce dashboard report due in March 2023.
3	09.12.21	Work Programme	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			<u>Update April 2023</u> Redhall Weir bridge: works ongoing, completion expected July 23.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
							<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> <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><u>Update December 2022</u></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><u>Update September 2022</u></p> <p>An agreement in principle has</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
							<p>been reached with the Councils Bridges and Structures team and Mott MacDonald have been instructed to finalise procurement specifications.</p> <p><u>Update March 2022</u> Briefing circulated February 2022; Committee in March 2022 agreed action to remain open until clarity on when work would commence.</p>
4	30.06.22 (Council meeting)	Embedding Gender Budgeting Analysis – referral from the Finance and Resources Committee	<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 opportunities for further engagement between</p>	Executive Director of Corporate Services	September 2023		<p><u>Update March 2023</u> 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><u>Update January 2023</u> The Scottish Women’s Budget Group delivered a training session open to all elected</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			<p>officers and the Scottish Women's Budget Group if requested.</p> <p>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.</p>				<p>members on 21 November 2022, with the aim of explaining how gender budget approaches can help local authorities to meet their 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.</p>
5	08.09.22	Walk Up Avenue, Craigmillar, Edinburgh - Proposed New Lease	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		<p>Update requested in April 2023 by Cllr Mumford on whether funding was still being sought.</p> <p><u>Update April 2023</u></p> <p>Source of funding to be confirmed.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
6	17.11.22 (Policy and Sustainability Committee)	Performance Update Report	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	August 2023		<p><u>Update June 2023</u></p> <p>Business Bulletin item drafted for June 2023 meeting; proposal that include fuller update as part of HR reporting requested at Full Council for August 2023</p> <p><u>Update April 2023</u></p> <p>Further work is underway and therefore it has been agreed to defer this Report.</p>
7	01.12.22 (HHFW Committee meeting)	Housing Land Strategy Report	<p>1) To note the findings and emerging opportunities resulting from the Prior Information Notice (PIN) market engagement process.</p> <p>2) To note that approval would be sought from Finance and Resources Committee for purchase of homes or sites with progress reported to this</p>	Executive Director of Place	No fixed date. Reports will be submitted as and when required.		<p><u>Update April 2023</u></p> <p>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 when viable propositions are developed.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			Committee via briefings and Business Bulletin updates.				
8	15.12.22 (Council Meeting)	Council Business Plan 2023-27	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	September 2023		<u>Update June 2023</u> Report will come to Finance and Resources Committee in September 2023.
9	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		<u>Closed April 2023</u> List circulated to members on 5 April 2023
			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			<u>Update March 2023</u> 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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
							attend one of the sessions in order to promote the training.
			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.				Closed April 2023 Report considered 10 March 2023 and action superseded by future action.
			4) To request more specific dates on actions with an expected completion date of 'Summer 2023'.	Executive Director of Corporate Services			Closed April 2023 More specific dates have been requested from directorates and included in this version. These will also be requested for future RAL updates.
10	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 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,	Executive Director of Corporate Services	September 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			extreme weather conditions or industrial action – on women and other groups. This should come to Finance and Resources Committee within 2 cycles.				
11	10.03.23	Non-Domestic Rates - Empty Property Policy	<p>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 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 & Resources Committee no later than October 2023.</p>	Executive Director of Corporate Services	October 2023		Recommended for closure Report on agenda

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			Agrees that this report will include consideration of the benefits and financial implications of an Empty Property Officer, following the model of the Empty Homes Officer.				
12	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 would be included in the medium to long-term strategy if this was not currently available).	Executive Director of Place	June 2023		Recommended for closure Report on agenda

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
13	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	September 2023		<u>Update June 2023</u> Report now due September
14	30.03.23	Digital Transformation for Health and Social Care	<p>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.</p> <p>To request the full business case includes consideration of:</p> <ul style="list-style-type: none"> • The savings the project could generate in terms of revenue spend • Justification for the prioritisation of this project in the context of required savings • Whether a SWIFT renewal would be funded from CEC corporate 	Executive Director of Corporate Services	June 2023		Recommended for closure Report on agenda

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			<p>budgets or if there would also be a call on HSCP budgets</p> <ul style="list-style-type: none"> • When it became apparent that the system was no longer compatible and if issues with other systems showed a need to upgrade this system earlier • Funding implications for the IJB and CEC capital programmes • Whether SWIFT, Track and other systems could be integrated to improve efficiency and information sharing as part of this project. 				
15	25.04.23	Business Bulletin	<p>1) To request confirmation of when the report on the War Memorial containing the design brief and recommendations would be reported to Committee.</p>	Executive Director of Place			
			<p>2) To request confirmation of whether the Council would be submitting its own response to the joint consultation on Council</p>	Executive Director of Corporate Services	September 2023		<p><u>Update June 2023</u></p> <p>Colleagues in Digital & Customer Services are working on this response and are</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			Tax and what engagement had taken place with COSLA.				ensuring that suitable engagement with COSLA is undertaken.
16	25.04.23	Edinburgh Integration Joint Board (EIJB) – financial update	1) To note a further update would therefore be provided to the Committee’s next meeting on 20 June and in the interim as required.	Executive Director of Corporate Services	June 2023		
			2) To request a full breakdown of spend across the Partnership.	Executive Director of Corporate Services			
17	25.04.23	Award of the Lettings, Management and Maintenance Contract for Edinburgh Living	To request a report within three years giving options for moving the lettings, management and maintenance of Edinburgh Living within the Council at the end of the initial four-year contract with Umega Letting Ltd, including details of legal/management implications of seeking synergies with the Housing Revenue Account.	Executive Director of Place	By April 2026		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
18	25.04.23	South Bridge Resource Centre, 6 Infirmery Street, Edinburgh – Future Strategy	1) To agree that as part of this process direct discussion should take place between City of Edinburgh Council and Canongate Youth, and care taken to identify any agreements in place between building tenants/users and third parties which may be affected by any lease change.	Executive Director of Place			
			2) To note that a further report would be submitted to Committee once the next stage of due diligence was complete. This report shall include a comprehensive survey of activities already being delivered within the venue.	Executive Director of Place			