

Work Programme

Finance and Resources Committee

20 June 2023

Item	Key decisions	Frequency	Director and Lead Officer	Expected Date
1	Workforce Dashboard	6 monthly Report	Executive Director of Corporate Services Lead Officer: Margaret-Ann Love margaretann.love@edinburgh.gov.uk	September 2023
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 graeme.mcgartland@edinburgh.gov.uk	TBC
3	Revenue Monitoring – Council-wide	Quarterly Report	Executive Director of Corporate Services Lead Officer: Hugh Dunn hugh.dunn@edinburgh.gov.uk	September 2023
4	Revenue Budget Risks and Reserves Report	Annual Report	Executive Director of Corporate Services Lead Officer: Hugh Dunn hugh.dunn@edinburgh.gov.uk	January 2024

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5	Capital Monitoring – Council-wide	Quarterly Report	Executive Director of Corporate Services Lead Officer: Hugh Dunn hugh.dunn@edinburgh.gov.uk	September 2023
6	Corporate Services Directorate - Revenue Budget Monitoring	Quarterly Report	Executive Director of Corporate Services Lead Officer: Iain Shaw iain.shaw@edinburgh.gov.uk	September 2023
7	Contract Award and Procurement Programme	Six Monthly Report	Executive Director of Corporate Services Lead Officer: Lynette Robertson lynette.robertson@edinburgh.gov.uk	November 2023
8	Revenue Budget 2024/28 – Progress Update	Annual Update Report, incorporating impacts of provisional Local Government Finance Settlement	Executive Director of Corporate Services Lead Officer: Hugh Dunn hugh.dunn@edinburgh.gov.uk	January 2024
9	Capital Budget Strategy 2024/34	Annual Update Report, incorporating impacts of provisional Local Government Finance Settlement	Executive Director of Corporate Services Lead Officer: Hugh Dunn hugh.dunn@edinburgh.gov.uk	January 2024
10	Housing Revenue Account Budget Strategy	Annual Report	Executive Director of Place Lead Officer: Elaine Scott elaine.scott@edinburgh.gov.uk	January 2024

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11	Annual Fraud Prevention and Detection	Annual Report	Executive Director of Corporate Services Lead Officer: Nicola Harvey nicola.harvey@edinburgh.gov.uk	November 2023
12	City of Edinburgh Council – 2022/23 Annual Audit Report to the Council and the Controller of Audit – referral from the Governance, Risk and Best Value Committee	Annual Report	Executive Director of Corporate Services Lead Officer: Hugh Dunn hugh.dunn@edinburgh.gov.uk	September 2023
13	The City of Edinburgh Council Charitable Trusts – report to those charged with governance on the 2022/23 audit	Annual Report	Executive Director of Corporate Services Lead Officer: John Aghodeaka john.aghodeaka@edinburgh.gov.uk	September 2023
14	2021/22 Common Good Annual Performance Report	Annual Report	Executive Director of Corporate Services Lead Officer: Craig Fraser craig.fraser@edinburgh.gov.uk	September 2023
15	Annual Treasury Management Strategy	Annual Report	Executive Director of Corporate Services Lead Officer: Innes Edwards	September 2023

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	2022/23		innes.edwards@edinburgh.gov.uk	
16	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 peter.watton@edinburgh.gov.uk	September 2023
17	Health and Safety Performance	Annual Report	Executive Director of Corporate Services Lead Officer: Nick Smith nick.smith@edinburgh.gov.uk	April 2024
18	Workforce Control Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Katy Miller katy.miller@edinburgh.gov.uk	September 2023
19	Commercial and Procurement Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Lynette Robertson lynette.robertson@edinburgh.gov.uk	September 2023
20	Appointments to Working Groups	Annual Report	Executive Director of Corporate Services Lead Officer: Rachel Gentleman	After May 2024

Item	Key decisions	Frequency	Director and Lead Officer	Expected Date
			rachel.gentleman@edinburgh.gov.uk	
21	Depot Strategy – Phase 2	Requests further reports as progress is made	Executive Director of Place Lead Officers: Gareth Barwell / Peter Watton gareth.barwell@edinburgh.gov.uk / peter.watton@edinburgh.gov.uk	TBC
22	Consultants Costs Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Hugh Dunn hugh.dunn@edinburgh.gov.uk	November 2023
23	Finance and Procurement Annual Policies Assurance	Annual Report	Executive Director of Corporate Services Lead Officer: Hugh Dunn hugh.dunn@edinburgh.gov.uk	November 2023
24	Construction Charter Annual Update	Annual Report	Executive Director of Corporate Services Lead Officer: Lynette Robertson lynette.robertson@edinburgh.gov.uk	September 2023
25	Local Government in Scotland: Financial Overview	Annual Report	Executive Director of Corporate Services Lead Officer: Hugh Dunn hugh.dunn@edinburgh.gov.uk	June 2024

Item	Key decisions	Frequency	Director and Lead Officer	Expected Date
26	Edinburgh International Conference Centre – Annual Business Plan and KPIs	Annual Report – as agreed by Council March 2023	Executive Director of Place Lead Officer: TBC	TBC

Finance and Resources Committee Upcoming Reports

Appendix 1

Report Title	Directorate	Lead Officer
September 2023		
Revenue Budget 2022/27 progress update	Corporate Services	Hugh Dunn
Capital Budget Monitoring - Month 3 Report	Corporate Services	Hugh Dunn
Corporate Services Revenue Budget Monitoring - Month 3 Report	Corporate Services	Hugh Dunn
City of Edinburgh Council - Yearly Annual Audit Report to the Council and the Controller of Audit (Audited Annual Accounts ISA260)	Corporate Services	Hugh Dunn
Finance and Procurement Annual Policies Assurance	Corporate Services	Hugh Dunn
Capital Investment Programme – Outturn and Revised Budget (incorporating slippage)	Corporate Services	Hugh Dunn
Common Good Annual Performance Report	Corporate Services	Hugh Dunn
Consultants Costs Annual Report	Corporate Services	Hugh Dunn
Construction Charter Annual Report	Corporate Services	Lynette Robertson

Charitable Trusts Annual Audit Report	Corporate Services	Hugh Dunn
Contract Awards and Procurement Programme	Corporate Services	Lynette Robertson
Sustainable Procurement Strategy Annual Report	Corporate Services	Lynette Robertson
Treasury Annual Report	Corporate Services	Hugh Dunn / Innes Edwards
Oracle Fusion System Update	Corporate Services	Nareen Owens
Workforce Dashboards and Workforce Deep Dive	Corporate Services	Nareen Owens
Impact of festivals in communities	Place	Alison Coburn
Leith Theatre	Place	Karl Chapman/Graeme McGartland
Fleet Renewal Programme	Place	Scott Millar
Cost Recovery from Commercial Events - Motion by Councillor Ross	Place	Claire Miller
Land at Torphicen Quarry, Edinburgh – Proposed Ground Lease	Place	Craig Dalglish