

# Work Programme

## Finance and Resources Committee

21 September 2023

| Item | Key decisions   | Frequency   | Director and Lead Officer   | Expected Date  |
|------|---|---|---|----------------|
| 1    | Workforce Dashboard                                   | 6 monthly Report  | Executive Director of Corporate Services<br>Lead Officer: Margaret-Ann Love<br><a href="mailto:margaretann.love@edinburgh.gov.uk">margaretann.love@edinburgh.gov.uk</a> | 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<br>Lead Officer: Graeme McGartland<br><a href="mailto:graeme.mcgartland@edinburgh.gov.uk">graeme.mcgartland@edinburgh.gov.uk</a>            | TBC            |
| 3    | Revenue Monitoring – Council-wide                     | Quarterly Report  | Executive Director of Corporate Services<br>Lead Officer: Hugh Dunn<br><a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>                       | September 2023 |
| 4    | Revenue Budget Risks and Reserves Report              | Annual Report   | Executive Director of Corporate Services<br>Lead Officer: Hugh Dunn<br><a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>                       | January 2024   |
| 5    | Capital Monitoring – Council-wide                     | Quarterly Report  | Executive Director of Corporate Services<br>Lead Officer: Hugh Dunn<br><a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>                       | September 2023 |

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| 6    | Corporate Services Directorate - Revenue Budget Monitoring   | Quarterly Report   | Executive Director of Corporate Services<br>Lead Officer: Iain Shaw<br><a href="mailto:iain.shaw@edinburgh.gov.uk">iain.shaw@edinburgh.gov.uk</a>                         | September 2023 |
| 7    | Contract Award and Procurement Programme   | Six Monthly Report   | Executive Director of Corporate Services<br>Lead Officer: Lynette Robertson<br><a href="mailto:lynette.robertson@edinburgh.gov.uk">lynette.robertson@edinburgh.gov.uk</a> | 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<br>Lead Officer: Hugh Dunn<br><a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>                         | January 2024   |
| 9    | Capital Budget Strategy 2024/34  | Annual Update Report, incorporating impacts of provisional Local Government Finance Settlement | Executive Director of Corporate Services<br>Lead Officer: Hugh Dunn<br><a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>                         | January 2024   |
| 10   | Housing Revenue Account Budget Strategy  | Annual Report  | Executive Director of Place<br>Lead Officer: Elaine Scott<br><a href="mailto:elaine.scott@edinburgh.gov.uk">elaine.scott@edinburgh.gov.uk</a>                             | January 2024   |
| 11   | Annual Fraud Prevention and Detection  | Annual Report  | Executive Director of Corporate Services<br>Lead Officer: Nicola Harvey<br><a href="mailto:nicola.harvey@edinburgh.gov.uk">nicola.harvey@edinburgh.gov.uk</a>             | November 2023  |
| 12   | City of Edinburgh Council – 2022/23 Annual Audit Report to the Council and the Controller of Audit – referral from the | Annual Report  | Executive Director of Corporate Services<br>Lead Officer: Hugh Dunn<br><a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>                         | September 2023 |

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|------|--|---|--|----------------|
|      | Governance, Risk and Best Value Committee  |   |  |                |
| 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<br>Lead Officer: John Aghodeaka<br><a href="mailto:john.aghodeaka@edinburgh.gov.uk">john.aghodeaka@edinburgh.gov.uk</a> | September 2023 |
| 14   | 2021/22 Common Good Annual Performance Report  | Annual Report   | Executive Director of Corporate Services<br>Lead Officer: Craig Fraser<br><a href="mailto:craig.fraser@edinburgh.gov.uk">craig.fraser@edinburgh.gov.uk</a>       | September 2023 |
| 15   | Annual Treasury Management Strategy 2022/23  | Annual Report   | Executive Director of Corporate Services<br>Lead Officer: Innes Edwards<br><a href="mailto:innes.edwards@edinburgh.gov.uk">innes.edwards@edinburgh.gov.uk</a>    | September 2023 |
| 16   | Asset Management Works Programme   | Annual Report<br>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<br>Lead Officer: Peter Watton<br><a href="mailto:peter.watton@edinburgh.gov.uk">peter.watton@edinburgh.gov.uk</a>                    | September 2023 |
| 17   | Health and Safety Performance  | Annual Report   | Executive Director of Corporate Services<br>Lead Officer: Nick Smith<br><a href="mailto:nick.smith@edinburgh.gov.uk">nick.smith@edinburgh.gov.uk</a>             | June 2024      |

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|------|---|--|--|----------------|
| 18   | Workforce Control Annual Report                   | Annual Report                                | Executive Director of Corporate Services<br>Lead Officer: Nareen Owens<br><a href="mailto:nareen.turnbull@edinburgh.gov.uk">nareen.turnbull@edinburgh.gov.uk</a>   | November 2023  |
| 19   | Commercial and Procurement Annual Report          | Annual Report                                | Executive Director of Corporate Services<br>Lead Officer: Lynette Robertson<br><a href="mailto:lynette.robertson@edinburgh.gov.uk">lynette.robertson@edinburgh.gov.uk</a>  | September 2023 |
| 20   | Appointments to Working Groups                    | Annual Report                                | Executive Director of Corporate Services<br>Lead Officer: Rachel Gentleman<br><a href="mailto:rachel.gentleman@edinburgh.gov.uk">rachel.gentleman@edinburgh.gov.uk</a>   | After May 2024 |
| 21   | Depot Strategy – Phase 2                          | Requests further reports as progress is made | Executive Director of Place<br>Lead Officers: Gareth Barwell / Peter Watton<br><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> | TBC            |
| 22   | Consultants Costs Annual Report                   | Annual Report                                | Executive Director of Corporate Services<br>Lead Officer: Hugh Dunn<br><a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>  | November 2023  |
| 23   | Finance and Procurement Annual Policies Assurance | Annual Report                                | Executive Director of Corporate Services<br>Lead Officer: Hugh Dunn<br><a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>  | November 2023  |
| 24   | Local Government in Scotland: Financial Overview  | Annual Report                                | Executive Director of Corporate Services<br>Lead Officer: Hugh Dunn<br><a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>  | June 2024      |

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|------|---|---|--|---------------|
| 25   | Edinburgh International Conference Centre – Annual Business Plan and KPIs | Annual Report – as agreed by Council March 2023 | Executive Director of Place<br>Lead Officer: TBC | TBC           |

## Finance and Resources Committee Upcoming Reports

## Appendix 1

| Report Title                                       | Directorate        | Lead Officer          |
|--|--------------------|-----------------------|
| <b>21 November 2023</b>                            |                    |                       |
| Capital Strategy Monitoring Month 5 Report         | Corporate Services | Richard Lloyd-Bithell |
| Revenue Budget Monitoring - Month 5 Report         | Corporate Services | Richard Lloyd-Bithell |
| Sustainable Capital Budget Strategy 2024-34        | Corporate Services | Richard Lloyd-Bithell |
| Annual Audit Report (referral from GRBV Committee) | Corporate Services | Richard Lloyd-Bithell |
| Contract Award and Procurement Programme           | Corporate Services | Lynette Robertson     |
| Annual Fraud Prevention and Detection              | Corporate Services | Nicola Harvey         |
| NDR Empty Property Policy                          | Corporate Services | Nicola Harvey         |
| Consultants Costs Annual Report                    | Corporate Services | Richard Lloyd-Bithell |
| Workforce Dashboards and Deep Dive                 | Corporate Services | Nareen Owens          |

|   |  |                            |
|---|--|----------------------------|
| Oracle Fusion System Update                                     | Corporate Services                           | Nareen Owens               |
| Award of Learning and Teaching Resources Framework              | Children, Education and Justice Services     | Amanda Hatton              |
| Accredited Pathways and Well-being interventions contract award | Children, Education and Justice Services     | Amanda Hatton              |
| EICC Annual report  | Place  | David Cooper/Kyle Drummond |
| Professional Services Expenditure 2022/2023                     | Corporate Services                           | Richard Lloyd-Bithell      |
| Finance and Procurement Annual Policies Assurance               | Corporate Services                           | Richard Lloyd-Bithell      |
| One Edinburgh (Home Care contract)                              | Edinburgh Health and Social Care Partnership | Mike Massaro-Mallison      |
| Workforce Control Annual Report                                 | Corporate Services                           | Nareen Turnbull            |
| Impact of Festivals in Communities                              | Place  | Alison Coburn              |
| <b>25 January 2024</b>  |  |                            |

|  |                    |                       |
|--|--------------------|-----------------------|
| Revenue Budget Risks and Reserves Report – Annual Report         | Corporate Services | Richard Lloyd-Bithell |
| Revenue Budget 2024/28 – Progress Update – Annual Update Report  | Corporate Services | Richard Lloyd-Bithell |
| Capital Budget Strategy 2024/34 – Annual Update Report           | Corporate Services | Richard Lloyd-Bithell |
| Housing Revenue Account Budget Strategy – Annual Report          | Corporate Services | Richard Lloyd-Bithell |
| Cost recovery from Commercial Events – Motion by Councillor Ross | Place              | Claire Miller         |
|  |                    |                       |