

# Work Programme

## Finance and Resources Committee

21 November 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 <a href="mailto:margaretann.love@edinburgh.gov.uk">margaretann.love@edinburgh.gov.uk</a>	March 2024
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 <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 Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	January 2024
4	Revenue Budget Risks and Reserves Report	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	January 2024
5	Capital Monitoring – Council-wide	Quarterly Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	January 2024

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6	Corporate Services Directorate - Revenue Budget Monitoring	Quarterly Report	Executive Director of Corporate Services Lead Officer: Iain Shaw <a href="mailto:iain.shaw@edinburgh.gov.uk">iain.shaw@edinburgh.gov.uk</a>	January 2024
7	Contract Award and Procurement Programme	Six Monthly Report	Executive Director of Corporate Services Lead Officer: Lynette Robertson <a href="mailto:lynette.robertson@edinburgh.gov.uk">lynette.robertson@edinburgh.gov.uk</a>	March 2024
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: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	February 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: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	February 2024
10	Housing Revenue Account Budget Strategy	Annual Report	Executive Director of Place Lead Officer: Elaine Scott <a href="mailto:elaine.scott@edinburgh.gov.uk">elaine.scott@edinburgh.gov.uk</a>	February 2024
11	Annual Fraud Prevention and Detection	Annual Report	Executive Director of Corporate Services Lead Officer: Nicola Harvey <a href="mailto:nicola.harvey@edinburgh.gov.uk">nicola.harvey@edinburgh.gov.uk</a>	November 2024
12	City of Edinburgh Council – 2022/23 Annual Audit Report to	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	September 2024

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	the Council and the Controller of Audit – referral from the 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 Lead Officer: John Aghodeaka <a href="mailto:john.aghodeaka@edinburgh.gov.uk">john.aghodeaka@edinburgh.gov.uk</a>	September 2024
14	2021/22 Common Good Annual Performance Report	Annual Report	Executive Director of Corporate Services Lead Officer: Craig Fraser <a href="mailto:craig.fraser@edinburgh.gov.uk">craig.fraser@edinburgh.gov.uk</a>	September 2024
15	Annual Treasury Management Strategy 2022/23	Annual Report	Executive Director of Corporate Services Lead Officer: Innes Edwards <a href="mailto:innes.edwards@edinburgh.gov.uk">innes.edwards@edinburgh.gov.uk</a>	September 2024
16	Treasury Mid-Term Report	Annual Report	Executive Director of Corporate Services Lead Officer: Innes Edwards <a href="mailto:innes.edwards@edinburgh.gov.uk">innes.edwards@edinburgh.gov.uk</a>	November 2024
17	Asset Management Works Programme	Annual Report  The report is normally presented at the financial year end to update Committee on the	Executive Director of Place Lead Officer: Peter Watton <a href="mailto:peter.watton@edinburgh.gov.uk">peter.watton@edinburgh.gov.uk</a>	TBC

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		outcome of the 12-month programme.		
18	Health and Safety Performance	Annual Report	Executive Director of Corporate Services Lead Officer: Nick Smith <a href="mailto:nick.smith@edinburgh.gov.uk">nick.smith@edinburgh.gov.uk</a>	June 2024
19	Workforce Control Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Nareen Owens <a href="mailto:nareen.turnbull@edinburgh.gov.uk">nareen.turnbull@edinburgh.gov.uk</a>	Lead Officer has indicated that this report has been superseded by the ongoing quarterly workforce dashboards
20	Commercial and Procurement Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Lynette Robertson <a href="mailto:lynette.robertson@edinburgh.gov.uk">lynette.robertson@edinburgh.gov.uk</a>	September 2024
21	Appointments to Working Groups	Annual Report	Executive Director of Corporate Services Lead Officer: Taylor Ward <a href="mailto:taylor.ward@edinburgh.gov.uk">taylor.ward@edinburgh.gov.uk</a>	After May 2024
22	Depot Strategy – Phase 2	Requests further reports as progress is made	Executive Director of Place Lead Officers: Gareth Barwell / Peter Watton <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

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23	Professional Services Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	November 2024
24	Finance and Procurement Annual Policies Assurance	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	November 2024
25	Local Government in Scotland: Financial Overview	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>	June 2024
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
27	Treasury Strategy Annual Report	Annual Report	Executive Director of Corporate Services Lead Officer: Richard Lloyd-Bithell <a href="mailto:richard.lloyd-bithell@edinburgh.gov.uk">richard.lloyd-bithell@edinburgh.gov.uk</a>  Lead Officer: Innes Edwards <a href="mailto:Innes.Edwards@edinburgh.gov.uk">Innes.Edwards@edinburgh.gov.uk</a>	February 2024

## Finance and Resources Committee Upcoming Reports

## Appendix 1

Report Title	Directorate	Lead Officer
<b>January 2024</b>		
Revenue Budget Monitoring Month 8 position	Corporate Services	Richard Lloyd-Bithell
Corporate Services Budget Monitoring Month 8 position	Corporate Services	Richard Lloyd-Bithell
Capital Strategy Monitoring Month 8 position	Corporate Services	Richard Lloyd-Bithell
Cost recovery from Commercial Events – Motion by Councillor Ross	Place	Claire Miller
Charging for Events	Place	Claire Miller
RAAC	Place	Peter Watton/Crawford McGhie
Lease of facilities to Craigoyston Community Youth Football Club	Place	Graeme McGartland
Health and Social Care Contract Extension Report	Edinburgh Health and Social Care Partnership	Pat Togher

<b>6 February 2024 (Special Meeting)</b>		
Housing Revenue Account Budget Strategy 2024/25	Place	Lisa Mallon
Revenue Budget Framework and MTFP Progress Update	Corporate Services	Richard Lloyd-Bithell
Revenue Budget Risks and Reserves Report – Annual Report	Corporate Services	Richard Lloyd-Bithell
Revenue Budget 2024/28 – Annual Progress Update	Corporate Services	Richard Lloyd-Bithell
Capital Budget Strategy 2024/34 – Annual Update Report	Corporate Services	Richard Lloyd-Bithell
Treasury Strategy Annual Report	Corporate Services	Richard Lloyd-Bithell
Local Government Finance Settlement	Corporate Services	Richard Lloyd-Bithell
<b>14 March 2024</b>		
Workforce Dashboard	Corporate Services	Margaret-Ann Love
City Chambers Quadrangle Operations	Place	Mark Stenhouse

LPF Tender Award	Corporate Services	Ruth Kydd
Contract Awards and Procurement Programme Jul-Dec 23	Corporate Services	Lynette Robertson