

# Work Programme

## Finance and Resources Committee

14 March 2024

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>	April 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>	September 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>	February 2025
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>	September 2024
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>	September 2024

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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 2025/29 – 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 2025
9	Capital Budget Strategy 2025/35	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 2025
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 2025
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 – 2023/24 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: 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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13	The City of Edinburgh Council Charitable Trusts – report to those charged with governance on the 2023/24 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	2023/24 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	Treasury Management Strategy Annual Report 2023/24	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 2024/25	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 outcome of the 12-month programme.	Executive Director of Place Lead Officer: Peter Watton <a href="mailto:peter.watton@edinburgh.gov.uk">peter.watton@edinburgh.gov.uk</a>	TBC
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 Turnbull <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

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				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
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 Report – as agreed by Council March 2023	Executive Director of Place Lead Officer: TBC	TBC

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	Annual Business Plan and KPIs			
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>	March 2024
28	Capital 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>	March 2024
29	Procurement Delivery Plan	Each Cycle	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
30	Accounts Commission – Local Government in Scotland – Financial Bulletin 2023/24	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>	February 2025

## Finance and Resources Committee Upcoming Reports

## Appendix 1

Report Title	Directorate	Lead Officer
<b>April 2024</b>		
Annual Report - Debt Write Off	Corporate Services	Nicola Harvey / Neil Jamieson
Workforce Dashboard	Corporate Services	Margaret-Ann Love
RAAC in the Council Estate	Place	
Unit C&D Newkirkgate, Edinburgh – Proposed New Lease	Place	Mark Penman
Forth Green Freeport – non-domestic rates relief and utilisation of retained non-domestic rates	Place	Kyle Drummond/Elin Williamson
Award of Contracts for Leith Connections Phase 1A	Place	Kyle Drummond/Elin Williamson
The City of Edinburgh Council Charitable Trusts and Funds - Annual Audit Plan, 2023/24	Corporate Services	Richard Lloyd-Bithell
Oracle Fusion Update	Corporate Services	Nareen Turnbull
Procurement Delivery Plan	Corporate Services	Lynette Robertson

Passenger Transport Framework Agreement	Place	
Lease of facilities to Craigoyston Community Youth Football Club	Place	
City Chambers Quadrangle Operations	Place	
Units 7-10 Clocktower, Flassches Yard, Edinburgh – Proposed New Lease	Place	
Extension of Decriminalised Parking Contract	Place	
Award of Winter Festivals Contract	Place	
Contract Extension Report	EHSCP	Pat Togher
Miscellaneous Debts – Write-Off (B Agenda)	Corporate Services	
<b>25 June 2024</b>		
Health and Safety Performance – Annual Report	Corporate Services	Chris Lawson
Local Government in Scotland: Financial Overview – Annual Report	Corporate Services	Richard Lloyd-Bithell
Cost Recovery from Commercial Events	Place	