

# Rolling Actions Log

## Finance and Resources Committee

25 June 2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
1	30.06.22 (Council meeting)	<a href="#">Embedding Gender Budgeting Analysis – referral from the Finance and Resources Committee</a>	<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 officers and the</p>	Executive Director of Corporate Services	September 2024		<p><b><u>Update June 24</u></b> Staff are currently working on this report.</p> <p><b><u>Update March 2024</u></b> Briefing Note issued to Members December 2023 outlining timeline for survey/training – work ongoing.</p> <p><b><u>Update November 2023</u></b> The Scottish Women's Budgeting Group have held several focus groups with both officers and elected</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			<p>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 to gauge existing understanding of gender budgeting. This will inform the design of the wider training sessions which will take place early 2024.</p> <p><b><u>Update March 2023</u></b></p> <p>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><b><u>Update January 2023</u></b></p> <p>The Scottish Women's Budget Group delivered a training session open to all elected members</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
							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.
2	08.09.22	<a href="#">Walk Up Avenue, Craigmillar, Edinburgh - Proposed New Lease</a>	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	On-going		<b><u>Update June 2024</u></b> No funding opportunities have been identified. <b><u>Update September 2023</u></b>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
							<p>Officers are continuing to look for funding opportunities for this. Further information will be provided once funding has been confirmed.</p> <p><b><u>Update April 2023</u></b></p> <p>Source of funding to be confirmed.</p>
3	26.01.23	<a href="#">Rolling Actions Log</a>	1) To circulate a list of members who attended the training on Gender Budgeting.	Executive Director of Corporate Services	April 2023		<p><b>Closed April 2023</b></p> <p>List circulated to members on 5 April 2023</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			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	TBC		<p><b><u>Update March 2023</u></b></p> <p>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 attend one of the sessions in order to promote the training.</p>
4	25.04.23	<a href="#">Business Bulletin</a>	To request confirmation of when the report on the War Memorial containing the design brief and recommendations would be reported to Committee.	Executive Director of Place	October 2024		<p><b><u>Update June 2024</u></b></p> <p>Report expected to be presented to committee in October 2024</p> <p><b><u>Update – March 2024</u></b></p> <p>This report has been delayed but it is hoped</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
							to present it to the next meeting of Committee. <b><u>Update January 2024</u></b> A report will be submitted to Committee in March 2024
5	25.04.23	<a href="#">Award of the Lettings, Management and Maintenance Contract for Edinburgh Living</a>	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		
6	25.04.23	<a href="#">South Bridge Resource Centre, 6 Infirmary Street.</a>	1) To agree that as part of this process direct discussion should take place between City of Edinburgh Council and	Executive Director of Place	On-going		<b><u>Update June 2024</u></b> Updates provided to each Committee via the Business Bulletin.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
		<a href="#">Edinburgh – Future Strategy</a>	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.				<b><u>Update – March 2024</u></b> An update report is included on the agenda for Committee on 14.03.2024. <b><u>Update September 2023</u></b> Work is ongoing.
			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	On-going		
7	20.06.23	<a href="#">Rolling Actions Log</a> – Gender Budgeting Analysis	To request an update on training for Heads of Service and survey responses for	Executive Director of Corporate Services	September 2024		<b><u>Update June 2024</u></b> This is covered under Action 1 <b><u>Update March 2024</u></b>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
		Training (Action 3 above)	Gender Budgeting Analysis Training				<p>Briefing Note issued to Members December 2023 outlining timeline for survey/training – work ongoing.</p> <p><b><u>Update November 2023</u></b></p> <p>The Scottish Women's Budgeting Group have held several focus groups with both officers and elected members to gauge existing understanding of gender budgeting. This will inform the design of the wider training sessions which will take place early 2024.</p>
8	21.09.23	<a href="#">Festive Lighting - Contract Extension</a>	To agree to a briefing note being circulated to members on the quality of provision and the value for money the contract was offering	Executive Director of Place	14 March 2024		



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
9	25.01.24	Glenarm Place	To therefore request that close consideration be given to how such work might be shaped and the possible funding expectations that would be required. And requests separate report to Finance and Resources and Housing, Homelessness and Fair Work Committees which outlined these issues in principle and provide support to further future decision-making for similar initiatives.	Executive Director of Place	December 2024/ January 2025 TBC		
10	25.01.24	Cost Recovery from Commercial Events	To request therefore that consideration of possible impact on established community events be highlighted and described in the proposed report to the Culture and Communities Committee and reported on via the Business Bulletin to the Finance and Resources Committee.	Executive Director of Place	September 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
11	14.03.24	<a href="#">Capital Strategy 2024-34 - Annual Report</a>	<p>1) To note that that Treasury Code stated that “it is not implied that the organisation’s ESG policy will currently include ESG scoring or other real time ESG criteria at individual investment level” but welcomes the inclusion at Appendix 10 of the report of additional considerations for environmental and social governance that the council may wish to explore.</p> <p>2) To believe that Edinburgh Council should be leaders in upholding ethical financial standards.</p> <p>3) To therefore request that a report is</p>	Executive Director of Corporate Services	September 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			produced within three cycles exploring those schemes listed in the appendix to the report, how they aligned with the council's business plan, and how their adoption might impact positively and adversely on both the Council's budget strategies and climate and equality aspirations				
12	30.04.24	Children, Education and Justice Services Contracts Extension	To request that a report be brought to Committee as quickly as possible which examined why this had occurred, what could be done to avoid similar situations in future and whether the rules on waivers and contract extensions had to be re-drafted.	Executive Director of Children, Education and Justice Services			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
13	30.04.24	Edinburgh International Conference Centre – Convention Bureau Funding	To request a further report ahead of the budget decision making process for 25/26 which provided, among other information, more detail on how further funding could be sought or generated outside of CEC funding, and what impact there would be of reducing resource commitment to that covered by existing CEC funding levels and membership contributions	Executive Director of Place			<b><u>Update June 2024</u></b> Report to this Committee on 25 June 2024.
14	30.04.24	Retaining Visitor Information Services on the Royal Mile – Motion by Councillor Mumford	To request the Executive Director of Corporate Services to present an options appraisal within 3 cycles for future use of the property at 249 High Street as a visitor centre, including through providing a service ourselves and working collaboratively with partner organisations	Executive Director of Corporate Services	September 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
15	09.05.24 (Council)	Decision Making Framework		Executive Director of Corporate Services (Gavin King)	Finance and Resources Committee within 12 months		
16	09.05.24 (Council)	<a href="#">Edinburgh International Conference Centre – Convention Bureau Funding – referral from the Finance and Resources Committee</a>	To request a report to the next Finance and Resources Committee regarding transition of the Convention Bureau in-house; with a further report ahead of the budget decision making process for 2025/26 that recognises the importance of a Convention Bureau by making it sustainable and self-funding, for example through membership contributions, transparent service fees or other funding mechanisms.	Executive Director of Place  Executive Director of Corporate Services	25 June 2024		<b><u>Recommended for closure</u></b>  Report on the agenda for this meeting

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
17	09.05.24 (Council)	<a href="#">Passenger Transport Framework Agreement – referral from the Finance and Resources Committee</a>	Requests a report from the Director of Corporate Services to Finance and Resources Committee within one cycle setting out what changes will be undertaken in contract management to ensure no contract will be awarded under delegated authority, other than within the current standing orders.	Executive Director of Corporate Services	19 September 2024		<b><u>Update June 2024</u></b> Due to annual leave and work commitments, the team require additional time to work on the report, therefore this report will come to F&R September 2024.
18	09.05.24 (Council)	<b>Motion by Councillor Parker - Council Tax Discount for PhD Students</b>	<p>1) To agree that information about the revised approach and officer engagement regarding Council Tax exemption for research students would be reported as a Business Bulletin update to the next Finance and Resources Committee.</p> <p>2) In addition, to agree to bring back an update</p>	Executive Director of Corporate Services	25 June 2024		<b><u>Recommended for closure</u></b> There is an item on the Business Bulletin for this meeting.
					May 2025		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			to Finance and Resources in a calendar year on the progress made by officers and Universities / Colleges.	Executive Director of Corporate Services			