

Rolling Actions Log

Finance and Resources Committee

19 September 2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
1	30.06.22 (Council meeting)	Embedding Gender Budgeting Analysis – referral from the Finance and Resources Committee	<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	April 2025		<p><u>Update September 2024</u></p> <p>Officers have agreed a work plan with the Scottish Women’s Budget Group (SWBG) until the end of this financial year. This work includes applying a gender lens to budgets (service areas still to be confirmed), further training for officers and elected members in the future, and the development of the EDI. Framework Officers will also work</p>

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			<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>closely with the SWBG in developing a more robust approach to Integrated Impact Assessments as they relate to the Council's budget process.</p> <p><u>Update June 24</u></p> <p>Staff are currently working on this report.</p> <p><u>Update March 2024</u></p> <p>Briefing Note issued to Members December 2023 outlining timeline for survey/training – work ongoing.</p> <p><u>Update November 2023</u></p> <p>The Scottish Women's Budgeting Group have held several focus groups with both officers and elected members to gauge</p>

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							<p>existing understanding of gender budgeting. This will inform the design of the wider training sessions which will take place early 2024.</p> <p><u>Update March 2023</u></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><u>Update January 2023</u></p> <p>The Scottish Women's Budget Group delivered a training session open to all elected members on 21 November 2022,</p>

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							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	Walk Up Avenue, Craigmillar, Edinburgh - Proposed New Lease	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		Recommended for closure <u>Update September 2024</u> As no funding opportunities have been identified, this action has been

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							<p>recommended for closure. If future funding opportunities are identified, this action will be progressed, and Committee will be updated.</p> <p><u>Update June 2024</u></p> <p>No funding opportunities have been identified.</p> <p><u>Update September 2023</u></p> <p>Officers are continuing to look for funding opportunities for this. Further information will be provided once funding has been confirmed.</p> <p><u>Update April 2023</u></p> <p>Source of funding to be confirmed.</p>

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3	26.01.23	Rolling Actions Log	1) To circulate a list of members who attended the training on Gender Budgeting.	Executive Director of Corporate Services	April 2023		Closed April 2023 List circulated to members on 5 April 2023
			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		<u>Update September 2024</u> This is covered under Action 1. <u>Update March 2023</u> 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

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							the sessions in order to promote the training.
4	25.04.23	Business Bulletin	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	November 2024		<p><u>Update June 2024</u></p> <p>Report expected to be presented to committee in November 2024</p> <p><u>Update – March 2024</u></p> <p>This report has been delayed but it is hoped</p>

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							to present it to the next meeting of Committee. <u>Update January 2024</u> A report will be submitted to Committee in March 2024
5	25.04.23	Award of the Lettings, Management and Maintenance Contract for Edinburgh Living	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	South Bridge Resource Centre, 6 Infirmary Street,	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		<u>Recommended for closure</u> Committee have received regular updates on the

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		Edinburgh – Future Strategy	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.				<p>arrangements for Canongate Youth and other building users, including an update in September 2024.</p> <p><u>Update June 2024</u></p> <p>Updates provided to each Committee via the Business Bulletin.</p> <p><u>Update – March 2024</u></p> <p>An update report is included on the agenda for Committee on 14.03.2024.</p> <p><u>Update September 2023</u></p> <p>Work is ongoing.</p>
			2) To note that a further report would be submitted to Committee once the next stage of due diligence was complete. This report	Executive Director of Place	On-going		<p><u>Recommended for closure</u></p> <p>Committee have received regular updates the activities being carried out in</p>

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			shall include a comprehensive survey of activities already being delivered within the venue.				South Bridge Resource Centre and future plans, including an update in September 2024.
7	20.06.23	Rolling Actions Log – Gender Budgeting Analysis Training (Action 3 above)	To request an update on training for Heads of Service and survey responses for Gender Budgeting Analysis Training	Executive Director of Corporate Services	September 2024		<p><u>Update September 2024</u></p> <p>This is covered under Action 1</p> <p><u>Update June 2024</u></p> <p>This is covered under Action 1</p> <p><u>Update March 2024</u></p> <p>Briefing Note issued to Members December 2023 outlining timeline for survey/training – work ongoing.</p> <p><u>Update November 2023</u></p> <p>The Scottish Women's Budgeting Group have</p>

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							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.
8	21.09.23	Festive Lighting - Contract Extension	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	September 2024		Recommended for closure This information was circulated to Committee members. An update for 2024 is currently being prepared
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	Executive Director of Place	January 2025		

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			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.				
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		<u>Recommended for closure</u> Business Bulletin update provided for Committee on 19 September.
11	14.03.24	Capital Strategy 2024-34 - Annual Report	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	Executive Director of Corporate Services	September 2024		<u>Recommended for closure</u> Report on agenda for 19 Sept F&R

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			<p>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 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</p>				

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			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			Recommended for closure Detailed within the Children, Education and Justice Services Commissioning Update at F&R on the 19 September
13	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	Interim Executive Director of Place	November 2024		

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			collaboratively with partner organisations				
14	09.05.24 (Council)	Decision Making Framework	Report of the Estate Services section comes to the Finance and Resources Committee within 12 months.	Executive Director of Place	Finance and Resources Committee within 12 months		
15	09.05.24 (Council)	Motion by Councillor Parker - Council Tax Discount for PhD Students	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	Executive Director of Corporate Services	25 June 2024	25 June 2024	<u>CLOSED</u>
			2) In addition, to agree to bring back an update to Finance and Resources in a calendar year on the	Executive Director of Corporate Services	May 2025		<u>September 2024 Update</u>

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			progress made by officers and Universities / Colleges				Update provided within 19 Sept F&R Business Bulletin
16	25.06.24	Forth Green Freeport – Non-domestic Rates Relief and Retained Non-domestic Rates Investment Strategy	1) To agree that a further report in September 2024 to Finance & Resources Committee on a detailed approach to appropriate borrowing strategies open to the Council as a result of retained rates, as described. This should include more detail on emerging Scottish Government advice and recommendations, and a description of possible borrowing parameters (purpose, levels, impact on existing budgets/project proposals). This is not intended as a substitute for business cases (as outlined at 4.14) but to provide an	Interim Executive Director of Place	November 2024		

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			overview to elected members of what this next stage of development could look like.				
			2) Officers provide a briefing note of Investment Plans at the draft stage to provide committee members with opportunity to input before the final decision for approval”	Interim Executive Director of Place			Recommended for closure As investment plans are developed, Elected Members will be kept updated.
17	25.06.24	Convention Bureau Funding	To agree that a report is brought forward to the Finance & Resource committee before the end of the calendar year which details progress to date, future potential business levels (where possible to identify) and a clear picture of the financial and business support received from the business community which	Interim Executive Director of Place	November 2024		

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			benefits from the work of the Convention Bureau.				
18	25.06.24	Procurement Delivery Plan 2024/25 – June Update	To agree that a paper is provided to the next meeting of the F&R Committee setting out the aims of the procurement strategy review, CEC's plans for engagement with internal and external stakeholders, and a suggested process for member engagement into the strategy.	Executive Director of Corporate Services	September 2024		Recommended for closure Report on agenda for 19 Sept F&R
19	25.06.24	Replacement HR and Payroll System (Oracle Fusion)	Regular updates to be provided in the Finance and Resources Committee Business Bulletin on the following.	Executive Director of Corporate Services	September 2024		<u>September Update</u> Update provided within 19 Sept F&R Business Bulletin
20	25.06.24	Edinburgh International Conference Centre Hotel –	1) An online meeting of the Finance & Resources meeting is scheduled for the last week of July, should it be required, and	Service Director, Sustainable Development	July 2024		Recommended for Closure Meeting held 07/08/24

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		Contract Variation	members are informed as soon as possible as to whether this meeting is going to go ahead;				
			2) The planned paper at to the Finance and Resources Committee at an appropriate time includes a review of the original business plan in light of the new information about the project, and recommendations of additional controls or scrutiny available to the Council.	Service Director, Sustainable Development	January 2025		
21	27.06.24 (Council)	Cables Wynd House - Motion By Councillor Faccenda	An additional report to Finance and Resources Committee to identify costs to renew all newly constructed lifts as part of the retrofit project	Executive Director of Place	November 2024		

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22	27.06.24 (Council)	Pride Month – Motion by Councillor Heap	<p>To note with regret no UK city was a member of the Rainbow Cities Network, an organisation that recognised LGBTIQ+ citizen's fundamental rights and acknowledged its responsibility to protect and defend their LGBTIQ+ citizens from discrimination; the 54 city members exchange of best practices.</p> <p>Membership of the Rainbow Cities Network would incur an annual fee of €2000, and to therefore request the Finance and Resources Committee explore the provision of funding for the City of Edinburgh to become a member of the organisation.</p>	Executive Director of Corporate Services			<p><u>September Update</u></p> <p>Update to be provided for November F&R</p>
23	29.08.24 (Council)	Request for funding for the International Fairtrade Towns	Report to be submitted to the Finance and Resources committee on how the funding was utilised at the	Executive Director of Corporate Services	November 2025		<p><u>September 2024 Update</u></p> <p>This Conference is scheduled for August</p>

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		Conference 2025	conclusion of the International Fairtrade Towns Conference 2025 including any lessons learnt and best practice.				2025. Report to be submitted to F&R following conclusion of Conference
24	29.08.24 (Council)	Motion By Councillor Lezley Marion Cameron – One City Trust as Charity Partner of Choice	A report to be submitted in 2 cycles investigating the possibility of the OneCity Trust becoming the default charity partner of choice wherever possible.	Executive Director of Corporate Services	January 2025		<u>Update September 2025</u> Report expected to be presented to 16 January 2025 F&R