

# Finance and Resources Committee

10.00am, Thursday 19 September 2024

## Work Programme 2024/25

Executive/routine	N/A
Wards	N/A

### 1. Recommendations

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- 1.1 To approve the Finance and Resources Work Programme for 2024/25.

**Dr Deborah Smart**

Executive Director of Corporate Services

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# Report

## Work Programme 2024/25

### 2. Executive Summary

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- 2.1 This report seeks approval of the committee work programme for 2024/25 following a workshop held with members in August 2024.

### 3. Background

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- 3.1 Council agreed in September 2023 to trial a new format for executive committee work programmes. These would be informed by workshops with committee members and aimed to help committees to plan and manage their workload and give a clear steer to officers of the main priorities of the committee. Members would have the opportunity at the workshops to suggest amendments and additions to the work programme while directors could inform members of any impact on capacity for additional work.
- 3.2 At the end of the year a new workshop would take place to self-assess the past year's achievements and plan for the new year in advance of a committee annual report. Council agreed the approach should be trialled for a year with a review of its effectiveness taking place thereafter.

### 4. Main report

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- 4.1 A workshop was held with Finance and Resource Committee members and relevant officers on 6 August 2024. A proposed work programme was circulated in advance and comments invited from members at the meeting.
- 4.2 During discussion, members requested that reports with a strict deadline were highlighted so they were easily identifiable to members and members of the public that they were urgent.
- 4.3 Members also requested that reports with deadlines that were external to the Council (for example, contracts) were highlighted, again so they were easily identifiable to members of the public and members.
- 4.4 Officers noted that there would be additional reports added throughout the year, and these would be added to the work plan as and when required.

- 4.5 It was requested that regular workshops could be held to discuss the work programme, as members felt the discussions were helpful in understanding reporting timelines.
- 4.6 It was requested that the Workforce Dashboard titles were updated so it was clear whether the report was quarterly or annually, and whether it was an update or in depth reporting.

## **5. Next Steps**

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- 5.1 A further workshop will be held in May 2025 to review progress against the approved work programme and self-assess the committee's achievements. A review of this process will be undertaken for a decision to be made on whether to continue this approach.

## **6. Financial impact**

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- 6.1 There is no financial impact arising from this report.

## **7. Equality and Poverty Impact**

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- 7.1 Equalities impacts arising from committee business will continue to be considered as part of the council's overall governance and political management frameworks.

## **8. Climate and Nature Emergency Implications**

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- 8.1 There are no climate or environmental impacts arising from this report.

## **9. Risk, policy, compliance, governance and community impact**

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- 9.1 The revised work programme process should have a positive impact on executive committee governance arrangements by encouraging discussion between members and officers and improving forward planning. The review which will be undertaken after the trial period in May 2025 will allow improvements to be identified and incorporated into any future approach.
- 9.2 Failure to appropriately plan executive committee business can increase risk to the Council. The revised process will ensure consistency across committees and directorates.

## **10. Background reading/external references**

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- 10.1 [Minute of City of Edinburgh Council, September 2023](#)
- 10.2 [City of Edinburgh Council, September 2023, webcast](#)
- 10.3 [Governance Documentation](#), September 2023

## **11. Appendices**

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- 11.1 Appendix 1 – Finance and Resources Committee Work Programme

# Finance and Resources Committee Work Programme

## 19 September 2024

Date	Type	Item
September 2024	Regular Reports	<ul style="list-style-type: none"> <li>• Council Commercial Property Portfolio – Update Report</li> <li>• Corporate Services Directorate - Revenue Budget Monitoring</li> <li>• Contract Award and Procurement Programme</li> <li>• 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</li> <li>• 2023/24 Common Good Annual Performance Report</li> <li>• Treasury Management Strategy Annual Report 2023/24</li> <li>• Commercial and Procurement Annual Report</li> </ul>
	Other items	<ul style="list-style-type: none"> <li>• 8 Falcon Road, Edinburgh - Proposed Lease Extension</li> <li>• Lease of facilities to Craigmoynton Community Youth Football</li> <li>• City Strategic Investment Fund – reallocation of funds to Edinburgh Waterfront programme</li> <li>• Granton Waterfront, Forthquarter – variation of servitude</li> <li>• B Agenda - St James Quarter – amendments to terms of disposition of asset</li> <li>• Summary Report on Property Transactions Concluded Under Delegated Authority</li> <li>• Land at 60F Colinton Road, Edinburgh</li> <li>• Retail Units at Fountainbridge – Proposed Lease and Sub Lease</li> </ul>

		<ul style="list-style-type: none"> <li>• Land at 83 Craighall Road, Edinburgh – Proposed Disposal of Additional Land</li> <li>• 107/109 Morrison Street, Edinburgh – Proposed Lease Extension</li> <li>• Millerhill, Edinburgh – Proposed Servitude</li> <li>• 543a Lanark Road, Edinburgh</li> <li>• Builyeon Road, South Queensferry – Proposed Servitude</li> <li>• Edinburgh Internal Climbing Arena – Deed of Servitude</li> <li>• 2-12 Waterfront Avenue, Edinburgh – Proposed New Lease</li> <li>• Additional waivers for temporary accommodation</li> <li>• Depot Programme</li> <li>• H &amp; SC Contract Extensions Report</li> <li>• Accounts Commission Briefing – Local Government budgets, 2024/25</li> <li>• Workforce Dashboard</li> <li>• Options Appraisal on the use of 249 High Street as a visitor centre</li> <li>• Procurement Delivery Plan Update</li> <li>• Retaining Visitor Information Services on the Royal Mile - Motion by Cllr Mumford April F&amp;R</li> <li>• Insurance Programme Award</li> <li>• Revenue Budget Outturn Report 24/25</li> <li>• Revenue Budget Framework and Medium-Term Financial Plan (MTFP) 2024/29 – progress update</li> <li>• Capital Strategy 2024-34 - Annual Report (Treasury Code)</li> <li>• City of Edinburgh Council - 2023/24 Annual Audit Report to the Council and the Controller of Audit</li> </ul>
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		<ul style="list-style-type: none"> <li>• Commercial &amp; Procurement Annual Report</li> <li>• Contract Awards (Jan-June 2024)</li> <li>• Social Care System Replacement Progress Report</li> <li>• Non-Domestic Rates - Forth Green Freeport relief</li> <li>• Procurement Strategy Review</li> <li>• Civic Vehicle Access to the City Chambers</li> <li>• Finance and Resources Committee Work Programme 2024/25</li> </ul>
November 2024	Regular Reports	<ul style="list-style-type: none"> <li>• Workforce Dashboard</li> <li>• Annual Fraud Prevention and Detection</li> <li>• Treasury Mid-Term Report 2024/25</li> <li>• Professional Services Annual Report</li> <li>• Finance and Procurement Annual Policies Assurance</li> <li>• Revenue Monitoring – Council-wide</li> </ul>
	Other items	<ul style="list-style-type: none"> <li>• The City of Edinburgh Council Charitable Trusts - report to those charged with governance on the 2023/24 audit.</li> <li>• Workforce Dashboard</li> <li>• Visitor Centre on the Royal Mile</li> </ul>
January 2025	Regular Reports	<ul style="list-style-type: none"> <li>• Revenue Monitoring – Council-wide</li> <li>• Capital Monitoring – Council-wide</li> <li>• Corporate Services Directorate - Revenue Budget Monitoring</li> </ul>
	Other items	<ul style="list-style-type: none"> <li>• Workforce Dashboard</li> </ul>

		<ul style="list-style-type: none"> <li>Residential Care and Special Schools Framework</li> </ul>
February 2025 (Special Budget Meeting)	Regular Reports	<ul style="list-style-type: none"> <li>Revenue Budget Risks and Reserves Report</li> <li>Revenue Budget 2025/29 – Progress Update</li> <li>Capital Budget Strategy 2025/35</li> <li>Housing Revenue Account Budget Strategy</li> <li>Accounts Commission – Local Government in Scotland – Financial Bulletin 2023/24</li> </ul>
	Other items	<ul style="list-style-type: none"> <li></li> </ul>
March 2025	Regular Reports	<ul style="list-style-type: none"> <li>Contract Award and Procurement Programme</li> <li>Procurement Delivery Plan</li> <li>Capital Strategy Annual Report</li> <li>Treasury Strategy Annual Report</li> </ul>
	Other items	<ul style="list-style-type: none"> <li>Workforce Dashboard</li> <li>Fostering, Adoption and Continuing Care Framework – contract award</li> <li>Provision of School Uniforms Contract Award</li> </ul>
April 2025	Regular Reports	<ul style="list-style-type: none"> <li>Capital Monitoring – Council-wide</li> <li>Corporate Services Directorate - Revenue Budget Monitoring</li> <li>Contract Award and Procurement Programme</li> </ul>
	Other items	<ul style="list-style-type: none"> <li>Workforce Dashboard</li> </ul>



June 2025	Regular Reports	<ul style="list-style-type: none"> <li>• Health and Safety Performance</li> <li>• Local Government in Scotland: Financial Overview</li> </ul>
	Other items	<ul style="list-style-type: none"> <li>• Workforce Dashboard</li> <li>• Empowered Learning 2.0</li> </ul>

**Other Items to be confirmed**

- Depot Strategy – Phase 2 (Requests reports as progress is made)
- Asset Management Works Programme (The report is normally presented at the financial year end to update Committee on the outcome of the 12-month programme)