

## Finance and Resources Committee

26 September 2019

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1.	27 March 2018	<a href="#">Sickness Absence Policy</a>	To note that, in addition to the standard review process, a report would be brought to committee 12 months after implementation of this policy to review its impact and make any further recommendations for potential improvement.	Executive Director of Resources	November 2019		<p><b>Recommended for Closure</b></p> <p>This policy will be implemented in October 2018 and reviewed 12 months thereafter.</p> <p><b>Update</b></p> <p>This report will now transfer onto the rolling actions log for the Policy and Sustainability Committee.</p>
2.	12 June 2018	<a href="#">Provisions of Registrar Services</a>	To agree a report would be brought back to Committee reporting on registrar provision across the city.	Executive Director of Place	10 October 2019		A report will be brought to the Committee for consideration at the meeting on 10 October 2019.

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3.	11 October 2018	<a href="#">Gender Pay Gap</a>	Notes the further analysis and actions outlined in paragraphs 3.26 and 3.27 of the report, and calls for an update on these activities in not more than 12 months.	Executive Director of Resources	August 2019		<p><b>Recommended for Closure</b></p> <p><b><u>Update</u></b></p> <p>This report will now transfer onto the rolling actions log for the Policy and Sustainability Committee.</p>
4.	4 December 2018	<a href="#">Business Bulletin</a>	To agree that a report on the profile of each Spend to Save project would be brought to Committee at the end of the financial year.	Executive Director of Resources	15 August 2019		<p><b>Recommended for Closure</b></p> <p>A report will be submitted to the Committee meeting on 15 August 2019 for consideration.</p> <p><b><u>Update September 2019</u></b></p> <p>This information was included as part of the Revenue Monitoring Outturn Report to August Committee</p>

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5.	4 December 2018	<a href="#">Temporary Accommodation Off-Contract Waiver</a>	To agree that the Convener would discuss with the Housing and Economy Convener and Councillor Miller the possibility of preparing a holistic report which brought together the policy and financial elements of temporary accommodation and to decide thereafter what Committee would be best placed to consider it.	Executive Director for Communities and Families	May 2019		A meeting is being arranged with the Housing and Economy Convener and Councillor Miller.
6.	1 February 2019	<a href="#">Asset Management Strategy Transformation Programme</a>	To agree to explore the options and opportunities available for sponsorship of Council buildings and feedback to Committee as appropriate.	Executive Director of Resources	January 2020		An update report on the draft Council Advertising and Sponsorship Policy was submitted to the Corporate Policy and Strategy Committee in May 2019. The opportunities for sponsorship of Council

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							<p>Buildings will need to be aligned to this policy, when it is approved. A revised closure date will be advised to the Committee accordingly.</p> <p><b><u>Update</u></b></p> <p>The proposed policy was considered and approved by the Policy and Sustainability Committee on 6<sup>th</sup> August 2019. The implications arising from this will be included in the next quarterly Asset Management Strategy update to Committee.</p> <p><b><u>Update September 2019</u></b></p> <p>The next Asset Management Strategy Update Report is due to Committee in January 2020 and these actions</p>

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							will be covered within this report.
7.	1 February 2019	<a href="#">Feedback on the Change Strategy and Budget Proposals 2018</a>	To request that details of best practice and the methodology which sat behind the respondents to the engagement document be provided in future reports.	Chief Executive	August 2019		Additional information about the process behind each engagement method was included in the report on engagement which was considered at Full Council on 21 February 2019. A report will also be going to the Corporate, Policy and Strategy Committee seeking approval for proposals for ongoing engagement on the Council's change and budget processes. This report will provide information on best practice in this area.
8.	14 March 2019 (Full Council)	Motion by Councillor Watt – Funding of	Calls for a report to be submitted to Finance & Resources Committee,	Executive Director of Resources	6 December 2019		

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		Temporary Accommodation for Homeless People <a href="#">(see agenda of 14 March 2019)</a>	within four cycles, which sets out a business case for a model of temporary accommodation for people with low support needs. This should include options for investment in council owned property and consideration of shared housing. The report should explore what role the model could play within our RRTP, demonstrate how this could work and analyse the impact on existing business models.	Executive Director for Communities and Families			
9.	30 January 2019  (action remitted from the	<a href="#">Business Bulletin</a> – Review of Janitorial Services in Community Centres and Schools	To request that training for management committees, as a result of taking on any additional duties, be picked up as part of the six monthly review of	Executive Director of Resources	January 2020		Will be included as part of the Asset Management Strategy update reports to Committee.

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	North West Locality Committee March 2019)		the Service Level Agreement for janitorial services.				<b><u>Update September 2019</u></b> The next Asset Management Strategy Update Report is due to Committee in January 2020 and these actions will be covered within this report.
10.	2 May 2019 (Full Council)	Motion by Councillor McVey – Support for Council Employees Subject to Domestic Abuse <a href="#">(see agenda of 2 May 2019)</a>	Requests that the Executive Director of Resources submits an updated domestic abuse policy relating to Council employees, within three cycles, to the Finance and Resources Committee which reconfirms the existing commitment to paid special leave, or safe leave, for people who are experiencing domestic abuse and updates and aligns the	Executive Director of Resources	August 2019		<b>Recommended for Closure</b> A report is scheduled on the Committee work programme for August 2019. <b><u>Update</u></b> This report will now transfer onto the rolling actions log for the Policy and Sustainability Committee and is scheduled for the next meeting of the Committee.

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			policy fully with the Domestic Abuse (Scotland) Act 2018.				
11.	23 May 2019	Motion by Councillor Burgess – Cameron House Community Centre <a href="#">(see agenda of 23 May 2019)</a>	Therefore, calls for a report on these issues, including detailing the background to the reason for these requests.	Chief Executive	September 2019		The convener requested that this is brought to the September Finance and Resources Committee
12	15 August 2019	<a href="#">Revenue Monitoring 2018/19 - Outturn Report</a>	To agree that a briefing note would be circulated providing details about how much funding is available in the Central Energy Efficiency Fund (CEEF) to members of the committee.	Executive Director of Resources	October 2019		<b>Recommended for Closure</b>  A briefing note was circulated to members on 09.09.19.  <b>Update</b>  A briefing note will be circulated prior to October Committee.
13	15 August 2019	<a href="#">Treasury Management: Annual Report 2018/19</a>	To agree that a report will come back to the Finance and Resources Committee following the conclusion of	Executive Director of Resources			



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			discussions with RBS and Natwest in relation to LOBOs at appropriate point.				
14	15 August 2019	<a href="#">Revenue Monitoring 2019/20 Period Three Report</a>	<p>1) To agree that the Executive Director of Place would provide further information regarding Place Management Savings.</p> <p>2) To agree that the Head of Finance would provide a briefing note containing a list of savings that were rejected by the Council's Administration to Committee members</p>	<p>Executive Director of Place</p> <p>Executive Director of Resources</p>			<p><b><u>2) Update September 2019</u></b></p> <p>A briefing note is being prepared for circulation to Committee Members</p>
15	15 August 2019	<a href="#">Workforce Dashboard</a>	To agree that the head of Human Resources would provide further information regarding unfunded salaries.	Executive Director of Resources	October 2019		<p><b>Recommended for Closure</b></p> <p>A briefing note was circulated to members on 09.09.19.</p>

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							<p><b><u>Update September 2019</u></b></p> <p>The Head of Human Resources is preparing a briefing note that will be circulated to Committee Members in advance of the October meeting.</p>
16	15 August 2019	<a href="#">Update on the Implementation of the Construction Charter</a>	The Executive Director of Resources to provide details on contractors who do not adhere to the commitments set out in the charter.	Executive Director of Resources	October 2019		<p><b>Recommended for Closure</b></p> <p>A briefing note was circulated to members on 09.09.19.</p> <p><b><u>Update September 2019</u></b></p> <p>A communication for Committee Members has been drafted and will be circulated in advance of October Committee</p>

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17	15 August 2019	<a href="#">Corstorphine Youth and Community Centre</a>	<p>1) To instruct officers to use their best endeavours to work with the CCC to continue to identify all possible funding solutions including consideration in the capital spending review to be considered by committee in December 2019.</p> <p>2) To request a report on the CCC business plan and the financial proposals for its December 2019 meeting.</p>	Executive Director of Place	December 2019		A meeting was held with Officers and CCC on 26 August 2019.

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			3) To instruct officers to provide a letter of comfort to the CCC and funders as appropriate.		August 2019		<b>3) Recommended for Closure</b>  A letter of comfort sent 28 August 2019
18	15 August	<a href="#">Proposed New Lease, St Brides Community Centre, 10 Orwell Terrace, Edinburgh</a>	1) To request that the report is continued and is brought back to Committee in one cycle containing further information in connection with the proposed lease of St Brides Community Centre to explain 1. The added benefits to the Council and to the community, and any other reasons, that justify the Council's commitment to pay for all the running costs of this Community Centre	Executive Director of Resources	October 2019		<b><u>Update September 2019</u></b>  A Report on Community Centres is scheduled for October Committee; this will include detail in response to this action.

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			<p>compared to other community centres where there is no contribution to such costs; and 2. The financial benefits, if any, that may accrue to St Brides Community Centre either directly or indirectly from the five year sub lease to the EJBF.</p> <p>2) To note that a report was coming before Committee detailing the roles, remits, costs etc. of Community Centres across the city.</p>				
19	15 August 2019	<a href="#">Lease for Drylaw Neighbourhood Centre, Groathill Road North, Edinburgh</a>	To agree to continue the report and that the Lease for Drylaw Neighbourhood Centre would be incorporated in to the wider report on Community Centres.	Executive Director of Resources	October 2019		<p><b><u>Update September 2019</u></b></p> <p>A Report on Community Centres is scheduled for October Committee; this</p>

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