

Item 5.2 Rolling Actions Log

Finance and Resources Committee

21 February 2013 – 30 October 2014

N o	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	29-11-12	Update on City of Edinburgh Advertising Contracts	<p>A report on the Council's advertising strategy be submitted in six months.</p> <p>Meeting to be arranged with the Convener and Vice-Convener of the Finance and Resources Committee, Councillor Corbett, the Director of Corporate Governance and the Acting Director of Services for Communities to provide a briefing ahead of a report going to the Finance and Resources Committee.</p>	Acting Director of Services for Communities	May 2013 Not specified		Completed and recommendation for closure.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
2	21-02-13	Procurement Pipeline Assessment and Delivery Report	To agree that wider procurement issues be considered by the Policy Development and Review Sub-Committee.	Director of Corporate Governance	Not Specified		Ongoing
3	29-08-13	Former Tenants' Rent Arrears 2012/13	To agree to receive progress reports on tenants' arrears and recovery efforts.	Director of Services for Communities	28-08-14	Ongoing	Ongoing – Reports are provided to the F+R Committee annually.
4	29-08-13	People's Network Public Internet Access	To request further exploration of opportunities to extend the accessibility of the service in venues in addition to libraries.	Director of Services for Communities	Not specified		
5	28-11-13	Zero Contract Hours - Use by Council: Update Report	To request a further report once the register of contractors was complete, with clarification that attention be restricted to those contractors which provided staff services to the Council and with the aim that those contractors provided contracts comparable to those	Director of Corporate Governance	28-08-14	31-12-14	Ongoing

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	28-08-14	Finance and Resources Committee Rolling Actions Log	described as “type 2” in the Director’s report. Confirmation to be provided on when the report on Zero Contract Hours would be brought back to Committee.	Director of Corporate Governance	28-08-14	31-12-14	
6	28-11-13	Corporate Governance: High Performing Workforce - Induction and Training	To agree to consider a further report in six months time on the high performing workforce objective set out in the Corporate Governance directorate plan.	Director of Corporate Governance	07-05-14		Ongoing
7	03-02-14	Minutes of the meeting of 16 January 2014	To note that a report on incorporating tendering costs (item 5) would be provided to the next meeting of the Committee.	Director of Health and Social Care	20-03-14	Ongoing	
8	20-03-14	Proposal for the Adoption of Scotland Excel Framework Agreements	Information to be provided to Councillor Corbett about the sustainability requirements within the Scotland Excel Framework	Director of Services for Communities and Director of Children	Not Specified		Information provided and recommendation for closure

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			Agreements.	and Families			
9	20-03-14	Commercial Excellence – Purchase Order Compliance and Costing Procurement Exercises (B agenda item)	To request a report in 3 cycles to on the progress of the reduction in non-compliance of purchase orders.	Director of Corporate Governance	30-07-14		Recommendation for closure.
10	07-05-14	Governance of Major Projects: Health and Social Care Integration	To report progress monthly to the Finance and Resources Committee.	Director of Corporate Governance	Ongoing		Ongoing
11	07-05-14	2015/18 Revenue and Capital Budget Update	To note that further updates on the overall position would be reported to subsequent meetings of the Finance and Resources Committee.	Director of Corporate Governance	Ongoing		Ongoing
12	07-05-14	Resource Opportunities Team	To request that regular update reports were brought to the Finance and Resources Committee	Director of Economic Development	Ongoing		Ongoing

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13	07-05-14	Strategic Workforce Planning	To agree the planned approach to develop and implement a comprehensive strategic workforce plan for the Council by 31 December 2014.	Director of Corporate Governance	31-12-14		Presentation brought to the F+R PDR Sub-Cttee on 8 August 2014. Workforce Plan to be brought to Council by 31 December 2014 - Ongoing
14	05-06-14	Property Conservation - Complaints Resolution	<ol style="list-style-type: none"> 1) To repeal the Committee decisions of 31 October 2013 and 3 February 2014 2) To instruct the Chief Executive to report back to the Finance and Resources Committee by the end of September 2014, setting out how various complaints were categorised, and in relation to debt recovery, an aged debt analysis and 	Director of Corporate Governance	Ongoing		Ongoing

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			<p>breakdown by value, and by the end of December 2014, setting out what (if any) complaints remained unresolved.</p> <p>3) To agree that monthly update reports would be brought to the Finance and Resources Committee.</p>				
15	05-06-14	Redhall House and Lawn - Options for Action	To note that a further report detailing progress would be submitted to the Finance and Resources Committee by the end of 2014.	Acting Director of Services for Communities	31-12-14		Ongoing
16	05-06-14	Acting Up Arrangements	To agree that a report would be brought to the Finance and Resources Committee in three cycles on the review of live acting up arrangements.	Director of Corporate Governance	30-09-14		Ongoing
17	05-06-14	ICT Services Procurement -	To note that the next update would be provided to the Finance and	Director of Corporate Governance	30-09-14		Report being considered by the F+R

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		Update Report	Resources Committee in September 2014.				Committee on 30 October 2014.
18	05-06-14	Extension of Statutory Compliance Contracts for Council Non Housing Properties	To approve the extension of the existing contractual arrangements until 31 December 2014 or until the new contracts currently being procured were in place, whichever was earlier.	Acting Director of Services for Communities	31-12-14		
19	05-06-14	Bus Service 38: Renewal of Supported Bus Service Contract	To continue the report to the next meeting of the Finance and Resources Committee pending receipt of additional information from Lothian Buses.	Acting Director of Services for Communities	30-09-14		
20	05-06-14	Award and Further Extension of Health and Social Care Contracts	To continue the report for further information.	Director of Health and Social Care	30-09-14	30-09-14	Report approved by the F+R Committee on 30 September 2014 – Recommendation for Closure.
21	30-07-14	Cost of Care at Home	To request that progress report were brought to the Finance and Resources	Director of Health and Social Care	Ongoing		Ongoing

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			Committee in December 2014 and March 2015.				
22	30-07-14	Waiver Report - Clothing Voucher Scheme	To request a report was brought to the next meeting of the Finance and Resources Committee detailing the management process for dealing with contracts.	Director of Children and Families	28-08-14		
23	28-08-14	Finance and Resources Committee Rolling Actions Log	To agree that a report detailing all ongoing contracts currently held by the Council, to be produced by 31 December 2014, be added to the Rolling Actions Log.	Director of Corporate Governance	31-12-14		
24	28-08-14	Annual Report - Debt Write-Off	<ol style="list-style-type: none"> 1) Councillor Ross to be briefed on the details of businesses responsible for non-payment of non-domestic rates. 2) To request further information of the reasons for the write-offs listed in Appendix 	Director of Corporate Governance	As soon as possible	30-09-14	Briefing circulated to Councillor Ross on 30 September 2014 – Recommendation for closure.

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			3.				
25	28-08-14	Budget Framework 2015/18 - Budget Engagement Proposals	1) To request further information on the possibility of creating a demographically representative Citizen panel. 2) To request further information on the budget engagement process from previous years.	Director of Corporate Governance	As soon as possible	02-10-14	Briefing circulated to members on 2 October 2014 – Recommendation for closure.
26		P2P Project Update	1) To instruct that retrospective payments be accelerated to senior management level for authorisation. 2) To request that consideration be given to introducing sanctions and incentives for correct/incorrect POs by Jan/Feb 2015.	Director of Corporate Governance	As soon as possible Jan/Feb 2015		Instruction given regarding retroactive payments
27	28-08-14	Framework Contract for the	To request information on price comparison with	Acting Director of Services for	As soon as possible		

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		Supply of External Works Services	similar frameworks from previous years.	Communities			
28	28-08-14	Fleet Replacement Programme - Supply and Delivery of Refuse Collection Vehicles	To request further details of the Council's fleet strategy, including leasing/purchase options.	Acting Director of Services for Communities	As soon as possible		
29	28-08-14	Health and Social Care Integration - Update	To request further information on the respective remits of the new Leadership Group and the Shadow Integration Joint Board.	Director of Health and Social Care	As soon as possible		
30	30-09-14	2015/18 Revenue and Capital Budget Framework	1)To instruct the Chief Executive to deliver this transformational change and as the first stage to bring a project plan to Finance and Resources in November 2014, to include a detailed	Chief Executive/ Director of Corporate Governance	27 November 2014		Ongoing

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			<p>timeline and thematic delivery map, for approval.</p> <p>2) To instruct the Chief Executive to bring a business plan for each theme to Finance and Resources in December 2014, to include all financial due diligence including: risk register, people plan, savings analysis underpinned by robust management information.</p> <p>3) To agree that each quarterly assessment, of a three year budget framework, was both monitored and subsequently verified by the Finance and Resources Committee against delivery of each theme.</p>		<p>December 2014</p> <p>Ongoing</p>		
31	30-09-14	Consultants	To request that a report on	Director of	Future		Ongoing

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		Costs 2013/14	the costs of solicitors and architects was brought to a future meeting of the Finance and Resources Committee.	Corporate Governance	meeting of the F+R Committee		
32	30-09-14	Participatory Budgeting Update - referral report from the Communities and Neighbourhoods Committee	To agree that the action plan by the participatory budgeting development group would be circulated to members of the Finance and Resources Committee when it was finalised.	Acting Director of Services for Communities	As soon as possible		
33	30-09-14	Award and Further Extension of Health and Social Care Contracts	<p>1) To provide Councillor Walker with the total cost of the Bield contract that will be going out to tender.</p> <p>2) To provide Councillor Walker with a legal view on whether Caring in Craigmillar's (CIC) contract should also go out for tender. As a result of the decision in relation to item 8.1 on</p>	Director of Health and Social Care	As soon as possible	03-10-14	A briefing note was provided to Councillor Walker on 3 October 2014 – Recommendation for closure.

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			<p>the agenda, Caring in Craigmillar would now be operating from a Council building, as Bield were. Does this mean that Caring in Craigmillar's contract, for £215,000, should now be placed on the Public Contracts Scotland website?</p> <p>When CIC's contract was advertised previously it did not state that the service could be delivered from a Council property.</p> <p>Paragraphs 3.4, 3.5 & 3.6 of agenda item 7.12 are the relevant areas of the report.</p>				
34	30-09-14	Unescorted Passenger Journeys - Request for Contract	1) To agree that further information on the average costs of taxi journeys and the number of distinct	Acting Director of Services for Communities	As soon as possible		

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		Extension	<p>individuals using the service be provided to Councillor Cook.</p> <p>2) To ensure that information on costs and usage of passenger journeys was included in future reports on passenger journeys to the Finance and Resources Committee.</p>				
35	30-09-14	Refurbishment Works at Castlebrae Business Centre - Delegated Authority for Award of Contract	To note that an update report on the contract award would be provided to the Finance and Resources Committee on 27 November 2014.	Acting Director Of Services for Communities	27-11-14		Ongoing
36	30-09-14	Gypsy Brae Recreation Ground - Proposed Lease to Edinburgh Cricket and Sports Club	To provide Councillor Dixon with information on the costs to the Council to vacate travellers from sites they had occupied illegally.	Acting Director of Services for Communities	As soon as possible		

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37	30-09-14	Miscellaneous Debt – Write-Off (B agenda report)	To provide information on the management of the Council’s inhibitions process by Morton Fraser Milligan to Councillor Corbett.	Director of Corporate Governance/ Head of Finance	As soon as possible		