

# Item 6.2 Rolling Actions Log

## Finance and Resources Committee

29 August 2013 – 27 November 2014

N o	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	29-08-13	<a href="#">People's Network Public Internet Access</a>	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		
2	28-11-13	<a href="#">Zero Contract Hours - Use by Council: Update Report</a>	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 described as "type 2" in the Director's report.	Director of Corporate Governance	15-01-15		<b>Report will be brought to the F+R Committee of 15 January 2015</b>

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3	03-02-14	<a href="#">Minutes of the meeting of 16 January 2014</a>	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	
4	07-05-14	<a href="#">Strategic Workforce Planning</a>	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		<b>Presentation brought to the F+R PDR Sub-Committee on 8 August 2014. Workforce Plan to be brought to Council by 31 December 2014 - Ongoing</b>
5	05-06-14	<a href="#">Property Conservation - Complaints Resolution</a>	<ol style="list-style-type: none"> <li>1) To repeal the Committee decisions of 31 October 2013 and 3 February 2014</li> <li>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</li> </ol>	Director of Corporate Governance	Ongoing		<b>Ongoing</b>

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			<p>complaints were categorised, and in relation to debt recovery, an aged debt analysis and 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>				
6	05-06-14	<a href="#">Redhall House and Lawn - Options for Action</a>	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		<b>Report to F+R Committee 27 November 2014 and further updates would be provided to the F+R Committee – ongoing.</b>
7	05-06-14	<a href="#">Extension of</a>	To approve the extension	Acting	31-12-14		<b>Report to F+R</b>

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		<a href="#">Statutory Compliance Contracts for Council Non Housing Properties</a>	of the existing contractual arrangements until 31 December 2014 or until the new contracts currently being procured were in place, whichever was earlier.	Director of Services for Communities			<b>Committee 27 November 2014 – closed.</b>
8	05-06-14	<a href="#">Bus Service 38: Renewal of Supported Bus Service Contract</a>	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		<b>Report to F+R Committee 27 November 2014 – closed.</b>
9	30-07-14	<a href="#">Cost of Care at Home</a>	To request that progress reports were brought to the Finance and Resources Committee in December 2014 and March 2015.	Director of Health and Social Care	Ongoing		<b>Ongoing</b>
10	30-07-14	<a href="#">Waiver Report - Clothing Voucher Scheme</a>	To request a report was brought to the next meeting of the Finance and Resources Committee detailing the management process for dealing with	Director of Children and Families	28-08-14		

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			contracts.				
11	28-08-14	<a href="#">Finance and Resources Committee Rolling Actions Log</a>	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	03-02-15	<b>Report to be brought to F+R Committee on 3 February 2015</b>
12	28-08-14	<a href="#">P2P Project Update</a>	To request that consideration be given to introducing sanctions and incentives for correct/incorrect POs by Jan/Feb 2015.		Jan/Feb 2015		<b>Ongoing</b>
13	28-08-14	<a href="#">Framework Contract for the Supply of External Works Services</a>	To request information on price comparison with similar frameworks from previous years.	Acting Director of Services for Communities	As soon as possible		
14	28-08-14	<a href="#">Fleet Replacement Programme - Supply and Delivery of Refuse Collection</a>	To request further details of the Council's fleet strategy, including leasing/purchase options.	Acting Director of Services for Communities	As soon as possible		<b>Briefing provided – closed.</b>

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		<a href="#">Vehicles</a>					
15	30-09-14	<a href="#">2015/18 Revenue and Capital Budget Framework</a>	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 timeline and thematic delivery map, for approval.	Chief Executive/ Director of Corporate Governance	27 November 2014		<b>Report approved by the F+R Committee 27 November 2014 – closed.</b>
			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.	Chief Executive/ Director of Corporate Governance	15-01-15		<b>Report will be brought to the F+R Committee 15 January 2015</b>
			3) To agree that each quarterly assessment, of	Chief Executive/	Ongoing		<b>Report to be brought to F+R</b>

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			a three year budget framework, was both monitored and subsequently verified by the Finance and Resources Committee against delivery of each theme.	Director of Corporate Governance			<b>Committee of 3 February 2015 - ongoing</b>
16	30-09-14	<a href="#">Consultants Costs 2013/14</a>	To request that a report on the costs of solicitors and architects was brought to a future meeting of the Finance and Resources Committee.	Director of Corporate Governance	Future meeting of the F+R Committee		<b>Report to be brought to the F+R Committee of 15 January 2015</b>
17	30-09-14	<a href="#">Participatory Budgeting Update - referral report from the Communities and Neighbourhoods Committee</a>	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		<b>Ongoing</b>
18	30-09-14	<a href="#">Unescorted Passenger Journeys - Request for</a>	1) To agree that further information on the average costs of taxi journeys and the	Acting Director of Services for Communities	As soon as possible		<b>Report approved by the F+R Committee on 27 November 2014</b>

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		<a href="#">Contract Extension</a>	<p>number of distinct 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>				– closed.
19	30-09-14	<a href="#">Refurbishment Works at Castlebrae Business Centre - Delegated Authority for Award of Contract</a>	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		<b>Report will be brought to the F+R Committee on 15 January 2015.</b>
20	30-09-14	<a href="#">Gypsy Brae Recreation Ground - Proposed Lease to Edinburgh Cricket and Sports Club</a>	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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21	30-10-14	<a href="#">Health and Social Care Integration – Update</a>	To ensure that opposition members had sight of the Draft Integration Scheme in advance of the report being published that would be considered by Council on 11 December 2014.	Director of Health and Social Care	11-12-14		<b>Ongoing</b>
22	30-10-14	<a href="#">Revenue Monitoring 2014-15 Half-Year Position</a>	1) To instruct the Director of Health and Social Care to identify proposed measures to bring expenditure back into line with approved levels and report these at period 8.	Director of Health and Social Care/Director of Corporate Governance			<b>Ongoing</b>
		<a href="#">Revenue Monitoring 2014-15 Half-Year Position</a>	2) In relation to all other debts owed to the Council to establish an Officer/Member Working Group with a remit to review the Corporate Debt Policy and report to the Finance and Resources Committee in January 2015, to allow any recommendations to		15-01-15		<b>Corporate Debt Policy Working Group established and is meeting on 4 December 2014. Report to F+R Committee.</b>

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			<p>be considered as part of budgetary process. Membership would comprise of the Convener and Vice Convener of the Committee, one member from each political group represented on the Committee and two officers nominated by the Head of Finance. Substitutes may be appointed from the same political group. The Vice-Convener would be the chair of the working group. Meetings would be clerked and minuted by Committee Services, who will also track the Working Group's actions/delivery. A schedule of meetings</p>				

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			would be agreed at the first meeting.				
23	30-10-14	<a href="#">Adoption of the Scotland Excel Framework Contract for the Supply of Meats and Fish</a>	To continue the report to the next meeting of Finance and Resources Committee to allow a revised report to be produced that addresses the concerns raised by Councillor Corbett.	Director of Health and Social Care	27-11-14	27-11-14	<b>Report approved by F+R Committee 27 November 2014 – closed.</b>
24	30-10-14	<a href="#">Fleet Replacement Programme - Supply and Delivery of Cars and Vans</a>	1) To continue the report to the next Finance and Resources Committee meeting to allow a revised report to be produced that should include detailed costings of the fleet replacement programme.	Acting Director of Services for Communities	27-11-14		<b>Report approved by the F+R Committee 27 November 2014 – closed.</b>
25	30-10-14	Flexible Retirement Application	To continue the report to the next meeting of the Finance and Resources Committee to allow a revised report to be produced that should include a full business	Director of Children and Families	27-11-14		<b>Report approved by the F+R Committee 27 November 2014 – closed.</b>

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			case supporting the application for flexible retirement.				
26	27-11-14	<a href="#">Adult Social Care Budget Pressures, 2014/15</a>	1) To instruct the Director of Health and Social Care to report on progress at the January meeting, including additional savings to further reduce the projected budget overspend.	Director of Health and Social Care	15-01-15		<b>Report being brought to the F+R Committee of 15 January 2015.</b>
			2) To instruct the Director of Health and Social Care to report to Finance and Resources Committee on the progress of talks with NHS Lothian on this matter.				<b>Ongoing</b>
			3) To agree to arrange an additional meeting of the Finance and Resources Committee to consider the changes to the financial assumptions in				<b>Workshop was held on 10 December 2014 – Closed.</b>

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			the City of Edinburgh Council and NHS Lothian joint financial plan and to further consider the Adult Social Care Budget pressures of £5.3 million.				
27	27-11-14	<a href="#">Newbridge Public Transport Study – Appointment of Consultant</a>	To provide members of the Finance and Resources Committee with detailed information on the approach used to procure the organisation to undertake the Newbridge Public Transport Study.	Acting Director of Services for Communities	As soon as possible		
28	27-11-14	<a href="#">Appointment of Contractor for the Council's Festive Lighting Programme</a>	1) To note the report. 2) The Director of Corporate Governance to provide clarity to members on whether a decision had made to extensively use LED Lighting to minimise the use of electricity.	Director of Corporate Governance	As soon as possible		