

Item 6.2 Rolling Actions Log

Finance and Resources Committee

29 August 2013 – 3 February 2015

1	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	May 2015		
2	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	Tendering costs had been incorporated into appropriate Health and Social Care reports – closed.
3	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		The Strategic Workforce Plan included in the BOLD Workforce Strategy reports being considered by the F+R Committee on 19.03.15 – closed.

4	05-06-14	Property Conservation - Complaints Resolution	1) To repeal the Committee decisions of 31 October 2013 and 3 February 2014.	Director of Corporate Governance	Ongoing		Ongoing
			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 breakdown by value, and by the end of December 2014, setting out what (if any) complaints remained unresolved.				Monthly reports were brought to F+R Committee that contain this information - ongoing
			3) To agree that monthly update reports would be brought to the F+R Committee.				Ongoing
5	05-06-14	Redhall House and Lawn - Options for Action	To note that a further report detailing progress would be submitted to the	Acting Director of Services for	31-12-14		Report to F+R Committee 27 November 2014

			Finance and Resources Committee by the end of 2014.	Communities			and further updates would be provided to the F+R Committee – ongoing.
6	30-07-14	Cost of Care at Home	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		Report would be brought to the F+R Committee on 13 March 2015 – ongoing.
7	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		
8	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	03-02-15	Report brought to F+R Committee on 3 February 2015 – closed.
9	28-08-14	P2P Project Update	To request that consideration be given to introducing sanctions and incentives for		Jan/Feb 2015		Information included in the Commercial Excellence

			correct/incorrect POs by Jan/Feb 2015.				Programme Update report being brought to Committee on 19 March 2015 – closed.
10	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 timeline and thematic delivery map, for approval.	Chief Executive/ Director of Corporate Governance	27 November 2014		Report approved by the F+R Committee 27 November 2014 – closed.
			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		Report was brought to the F+R Committee 15 January 2015. Further reports would be brought to the F+R Committee 19 March and 13 May 2015 – ongoing.

			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.	Chief Executive/ Director of Corporate Governance	Ongoing		Report to be brought to F+R Committee of 3 February 2015 - ongoing
11	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		Action plan was circulated to F+R Committee members on 6 February 2015 – closed.
12	30-10-14	Revenue Monitoring 2014-15 Half-Year Position	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			Ongoing
		Revenue Monitoring 2014-15 Half-Year	2) In relation to all other debts owed to the Council to establish an		15-01-15		Findings of the Working Group would be

		<u>Position</u>	<p>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 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</p>				<p>reported back to the F+R Committee in Spring 2015 – ongoing.</p>
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			track the Working Group's actions/delivery. A schedule of meetings would be agreed at the first meeting.				
13	27-11-14	Adult Social Care Budget Pressures, 2014/15	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		Report brought to the F+R Committee of 15 January 2015, and a further report brought to the F+R Committee of 3 February 2015. – closed.
			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.				Ongoing
14	27-11-14	Newbridge Public Transport Study – Appointment of Consultant	To provide members of the Finance and Resources Committee with detailed information on the approach used to procure the organisation to	Acting Director of Services for Communities	As soon as possible	30-01-15	Briefing note circulated to the F+R Committee members-closed.

			undertake the Newbridge Public Transport Study.				
15	27-11-14	Appointment of Contractor for the Council's Festive Lighting Programme	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	30-01-15	Briefing note circulated to members – closed.
16	15-01-15	Rolling Actions Log Finance and Resources Committee	1) To investigate the absence of the report on acting up arrangements and secondments within the council and to secure a date when it would be brought to the Committee.	Committee Services			Acting up arrangements would be considered as part of the BOLD report on Workforce Management that would be brought to the F+R Committee on 19 March 2015.
			2) To circulate the briefing on Zero Contract Hours previously received by the Convener to members of the Finance and				A briefing was circulated to members on 22 January 2015. The Convener and Vice Convener would

			Resources Committee.				decide if a report was required to come to a future meeting of the F+R Committee.
17	15-01-15	Adult Social Care Budget Pressures 2014-15	To agree that the Director of Health and Social Care would bring a report to the Finance and Resources Committee on 3 February 2015 on the risks of any further overspend in the Adult Health and Social Care Budget.	Director of Health and Social Care	03-02-15		Report brought to the F+R Committee 3 February 2015 – closed.
18	15-01-15	Governance of Major Projects	1) The Director of Corporate Governance would pursue progress with senior officers at BT regarding the Learning and Teaching Refresh (bandwidth upgrades).	Director of Corporate Governance	As soon as possible		
			2) An update would be provided to the Finance and Resources Committee on 3		03-02-15	19-03-15	A briefing note would be circulated to members and a report would be

			<p>February 2015 regarding progress on the Water of Leith, Flood Prevention Scheme Phase 2.</p> <p>3) To include a reference to Phase 2 of the Niddrie Burn Restoration in future reports to the Finance and Resources Committee.</p>				brought to the F+R Committee on 19 March 2015 – ongoing.
19	15-01-15	Council's Budget 2015-16 - Risks and Reserves	To agree that the Head of Finance would discuss the proposed allocation of £7.5 million from the Capital Fund to support additional capital investment priorities with each political group.	Director of Corporate Governance	As soon as possible		
20	15-01-15	Revenue Budget 2015-18 Update	To request a briefing be provided to members by the Head of Finance providing Local Government Settlement figures from previous years.	Director of Corporate Governance	As soon as possible	21-01-15	A briefing note requested was circulated to members on 22 January 2015 – closed.

21	15-01-15	Contracts Awarded under Delegated Authority (Waiver Reports) and Procurement Activity	To request further information on the waiver of £16,000 from Maria Webb.	Director of Corporate Governance	As soon as possible	04-02-15	A briefing note was circulated to members on 4 February 2015 – closed.
22	15-01-15	Transport Marshalls – Request for Contract Extension	To request a report detailing management information for contracts and the process which they are controlled was brought to the Finance and Resources Committee in May 2015.	Acting Director of Services for Communities	13-05-15		Report to be brought to the F+R Committee on 13 May 2015 – ongoing
23	15-01-15	Surplus Council Property Assets - referral from Economy	To request a briefing was circulated to members of the Finance and Resources Committee containing further information on the access strip at Whitehill.	Acting Director of Services for Communities	As soon as possible		
24	03-02-15	Health and Social Care Financial Position 2014/2015	To bring back a report on the progress made on the review of the current financial position within Health and Social Care.	Chief Executive	19 March 2015		Report would be brought to the F+R Committee on 19 March 2015 - ongoing

25	03-02-15	Council Revenue Budget Framework 2015/18 - Impact Assessments	Further information to be provided to Councillor Edie on the impact and implications of CF15 described in the report.	Director of Corporate Governance	As soon as possible		
26	03-02-15	Commercial and Procurement Services - Contract Register Update	To provide Councillor Whyte with the top percentage figure expected in terms of spend with contracted suppliers.	Director of Corporate Governance	As soon as possible		
27	03-02-15	External Funding Initiative - Spend to Save Programme	<ol style="list-style-type: none"> 1) The Head of Finance to liaise with Economic Development to ensure that the fundraising money was classified as additional income. 2) Economic Development to confirm if the progress of the activities described in 3.11(f) of the report would be reported back to the Finance and Resources Committee. 3) 	Director of Economic Development/ Head of Finance	As soon as possible		

28	03-02-15	Review of Community Access to Schools (CATS) - Revised Scale of Charges	To provide further information to Councillor Corbett on those that would be negatively impacted by the revised scale of charges and to confirm if impact assessments had been carried out on the affected parties.	Director of Children and Families	As soon as possible		
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