

Item 6.2 - Rolling Actions Log

Finance and Resources Committee

29 August 2013 – 24 September 2015

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
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.	Acting Director of Services for Communities	December 2015		
2	05-06-14	Property Conservation - Complaints Resolution	1) To repeal the Committee decisions of 31 October 2013 and 3 February 2014.	Deputy Chief Executive			Decisions repealed - Closed.
			2) To instruct the Chief Executive to report back to the Finance and Resources Committee by the end				Finance and Resources Committee receive monthly reports on this

			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.				item - closed.
			3) To agree that monthly update reports would be brought to the F+R Committee.				As above – closed.
3	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.	Chief Social Work Officer	Ongoing		The issue of care at home and the associated cost and waiting time pressures were addressed in various reports to Committee during 2014/15 that reported on Health and Social Care’s overall financial position

							– closed.
4	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.	Executive Director of Families and Communities	28-08-14		
5	30-09-14	2015/18 Revenue and Capital Budget Framework	1) 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/ Deputy Chief Executive	15-01-15		Bi-monthly reports on the Transformation Programme are brought to the F+R Committee that provides updates – closed.
			2) 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	Chief Executive/ Deputy Chief Executive	Ongoing		Bi-monthly reports on the Transformation Programme are brought to the F+R Committee that provides updates – closed.

			theme.				
6	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.	Chief Social Work Officer/Deputy Chief Executive			The Health and Social Care Revenue Budget Action Plan was reported to the F+R Committee and the Health, Social Care and Housing Committees on a regular basis. The most recent reports to the F+R Committee were on 4 June, 27 August and 24 September 2015 – closed.
7		Rolling Actions Log Finance and Resources Committee	To circulate the briefing on Zero Contract Hours previously received by the Convener to members of the Finance and Resources Committee.	Deputy Chief Executive	24-09-15		Report brought to F+R Committee on 24 September 2015 – closed.
8	15-01-15	Governance of Major Projects	1) The Director of Corporate Governance would pursue progress with senior officers	Deputy Chief Executive	As soon as possible		

			at BT regarding the Learning and Teaching Refresh (bandwidth upgrades).				
			<p>2) An update would be provided to the Finance and Resources Committee on 3 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>		03-02-15	19-03-15	Report was brought to F+R Committee on 13 May 2015 – closed.
9	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	Acting Director of Services for Communities	13-05-15		

			brought to the Finance and Resources Committee in May 2015.				
10	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		A briefing was given to Councillors – closed.
11	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. 	Executive Director of City Strategy and Economy/ Head of Finance	As soon as possible		Closed

12	04-06-15	Health and Social Care Budget – Further Progress Report	<p>1) To note the update from the Chief Executive in Corporate support to Health and Social Care, in relation to the remaining funding gap of £5 million, and change and programme management support to assist delivery of the wider Health and Social Care Transformation Programme, and to agree that the Committee would be provided with a report detailing the results of month 3 monitoring to identify any progress/issues in relation to the £5 million Health and Social Care funding gap.</p> <p>2) To authorise the</p>	Chief Social Work Officer	As soon as possible		<p>The Period 2 based report that was considered by F+R Committee on 27 August 2015 set out how the funding gap would be addressed – closed.</p> <p>The contract with</p>
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			<p>Director of Corporate Governance, in consultation with the Convener and Vice Convener of the Finance and Resources Committee to extend the contract with KPMG for 3 months for additional work to be done on the review of the Health and Social Care budget, subject to funding being identified for the additional £166,000 costs.</p> <p>3) To agree that the Director of Health and Social Care meets with KPMG to discuss the proposals contained within the report and future measures.</p> <p>4) To agree that the</p>				<p>KPMG was extended and KPMG produced a report to assist Health and Social Care with Transformational Change. This was reported to Finance and Resources Committee on 24 September 2015 – closed.</p> <p>The Chief Social Work Officer had held several meetings with KPMG over the period from June to September 2015 to discuss both phases of their support to Health and Social</p>
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			Director of Health and Social Care would clarify whether exit interviews were carried out with staff that has left Health and Social Care posts.				Care – closed. The Chief Social Work Officer confirmed that exit interviews were offered to all employees that were leaving the service, due to their fixed term contract coming to an end, their resignation, their retiral, VERA or redundancy – closed.
13	04-06-15	Accounts Commission Review of Treasury Management	The Head of Finance to arrange a seminar for members ahead of the next treasury report being considered at Committee outlining information needed to allow members to fully scrutinise Treasury Management.	Deputy Chief Executive	As soon as possible		Treasury sessions were arranged – closed.
14	04-06-15	Edinburgh's Christmas and Hogmanay	1) To instruct officers to work with event organisers and	Deputy Chief Executive	27-08-15		1) Both Edinburgh's Hogmanay and

		Extension to Consortiums Contract	<p>relevant bids to extend the 2015/16 Christmas and Hogmanay program in the first instance to include the Grassmarket and Old Town.</p> <p>2) To instruct officers from Corporate Governance and Economic Development to work with the vent organisers to secure commercial opportunities designed to increase the Council's financial return on the event in 2015/16 and 2016/17.</p> <p>3) To submit a report to the Finance and Resources Committee in August 2015 providing details of policing costs for</p>				<p>Edinburgh's Christmas would be extending their footprints to include the Old Town and were making extensive use if these streets this year. Christmas has the Street of Light on the High Street: Hogmanay will be moving the Ceilidh from the Mound to West Parliament Square and the High Street. Fireworks would be reconfigured to be visible from the High Street. The Grassmarket Business Improvement District would be programming separate</p>
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			<p>the event for 2015/16 and 2016/17.</p> <p>4) To make a representation to the Scottish Government to examine mechanisms for funding towards the Council's contribution to increasing visitor numbers in Edinburgh.</p>				<p>Christmas activities which would be supported with some promotion by Edinburgh's Christmas.</p> <p>2) The organisers have secured a number of further sponsors to support the Christmas and Hogmanay events, including Virgin Money and Stoats Porridge. Work would be continuing to secure further financial support. The Council will receive a share of any profits generated by both events.</p> <p>3) This topic was included in the bid for a City Region Deal</p>
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							which was submitted to the Scottish Government in September by the Council and partner authorities – closed.
							4)A report would be brought on Policing costs to the F+R Committee on 29 October 2015 – ongoing.
15	04-06-15	Home Energy Efficiency Programmes for Scotland	To provide a briefing note on how the impact of home energy efficiency programmes compared to scale with challenges of fuel poverty and carbon reduction that would be circulated to members.	Acting Director of Services for Communities	As soon as possible	30-06-15	
16	04-06-15	Redhall House and Lawn Progress Report	1) To instruct officers to seek further assurance from the building owner and/or agent, due to the protracted	Acting Director of Services fro Communities			Report being brought to the F+R Committee on 29 October 2015 - ongoing

			<p>period since a petition on Redhall House was first submitted in November 2013, and the gap of more than 5 months between a planning was submitted on 23 December 2014 and additional information being received so that public consultation could commence on 1 June 2015, that they understood the need for demonstrable progress to protect a deteriorating building.</p> <p>2) To agree that a further report would be brought to the Finance and Resources Committee no later than October 2015 or upon</p>				
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			determinations of the planning application if sooner.				
17	27-08-15	Property Conservation - Programme Momentum Progress Report	To investigate the number of cases that had not initially been involved in the Deloitte review but had offered to pay to have their cases reviewed.	Deputy Chief Executive	As soon as possible		
18	27-08-15	Proposed 25 Year Lease of the Engine Shed, 19 St Leonard's Lane, Edinburgh	To request that officer from Corporate Property work alongside the Rivers Centre Public Social Partnership/Carr Gomm to identify alternative accommodation and to report the outcome back to Committee.	Acting Director of Services for Communities	Not specified	31-12-15	Estates Services are in regular contact with Carr Gomm and the NHS to help them to identify a suitable property for the Rivers Centre. Various options have been put forward and following a viewing on 23 September 2015, further discussions will take place on a potential property – ongoing.

19	27-08-15	Property Conservation – Irrecoverable Sum, Debt Recovery and Settlements	To bring a report back to the next Committee that would provide the total Property Conservation costs paid out to recover the debts that had been collected.	Deputy Chief Executive	24-09-15		Report brought to the F+R Committee on 24 September 2015 – closed.
20	27-08-15	Property Conservation – Claims Recovery	<ol style="list-style-type: none"> 1) To include the contact details of the lead officer for each project. 2) To include an additional column in Appendix 1 in future reports to represent the percentages of non-recoverable sums. 	Deputy Chief Executive			Closed.
21	24-09-15	Finance and Resources Committee Rolling Actions Log	To request that the Rolling Actions Log was reviewed to ensure that actions listed had been carried out by officers.	Deputy Chief Executive	As soon as possible	02-10-15	E-mail sent to all Business Managers asking them to confirm actions that had been completed – closed.
22	24-09-15	Bridgend Farmhouse and Steadings: Update	To instruct that a report was brought back to the Finance and Resources Committee detailing	Acting Director of Services for Communities	July 2016		Report to be brought back to F+R by 2016 – ongoing.

			progress on all aspects of the project including the cost/benefits contributed to the collaboration by July 2016.				
23	24-09-15	Transformation Programme: Property and Asset Management Strategy	To note that a review of the wider property portfolio, including the position of EDI GROUP Limited (“EDI”) was being recommended, and thus called for a report – within two cycles – on how best to manage the delivery of Plan B utilising the potential benefits of such delivery through a Council subsidiary.	Deputy Chief Executive	26-11-15		Report to be brought back to F+R in two cycles – ongoing.
24	24-09-15	Managing Workforce Change	To request the Deputy Chief Executive provided a briefing to members which detailed the funding set aside for employee transition.	Deputy Chief Executive	As soon as possible		
25	24-09-15	Common Good Annual Performance 2014/15	To note that there were a number of actions related to Common Good from the Governance, Risk and Best Value and the Corporate Policy and	Deputy Chief Executive	As soon as possible		

			Strategy Committees and to discuss the most appropriate Committee to report on Common Good to.				
26	24-09-15	Contracts Awarded Under Delegated Authority (Waiver Reports) and Procurement Activity	To agree the Commercial and Procurement Manager would clarify whether the spend on contracts in the stated timeline was typical and to report back to Councillor Rankin.	Deputy Chief Executive	As soon as possible	05-10-15	Briefing note sent to Councillor Rankin on 5 October 2015 – closed.
27	24-09-15	Property Conservation – Irrecoverable Sum; Debt Recovery and Settlements	<ol style="list-style-type: none"> 1) To request the Deputy Chief Executive provided elected members with a briefing on the progress of the recovery and settlement process. 2) To include a table in future reports which demonstrates the progress made in terms of recovery of debt over the last three years. 	Deputy Chief Executive			