

Item 6.2 - Rolling Actions Log

Finance and Resources Committee

29 October 2015 – 8 September 2016

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	RAG Status	Comments
1	27-08-15	Proposed 25 Year Lease of the Engine Shed, 19 St Leonard's Lane, Edinburgh	To request that officers 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 Executive Director of Resources	Not specified	8 September 2015	G	Update provided in the F+R Committee Business Bulletin of 8 September 2016 meeting – closed.

2	29-10-15	Redhall House and Lawn - Progress Report	To request an update report was brought to the Finance and Resources Committee at the conclusion of the planning process.	Acting Executive Director of Resources	Feb 2017		A	An update report would be provided at the conclusion at the appeal process for the Redhall House planning application – ongoing.
3	12-05-16	Scotland's Energy Efficiency Programme	To circulate a briefing note to members on the progress with the establishment and operation of the Energy Improvement Unit.	Executive Director of Place	As soon as possible	8 September 2016	G	Briefing note circulated to Finance and Resources Committee members on 6 September 2016 – closed.

4	18-08-16	Transformation Programme :Progress Update	<p>1) To agree that the VERA cost benefit analysis chart would be amended in future report to reflect the full year savings for leavers.</p> <p>2) To agree that a complete picture of staff and vacancies in each locality would be presented to Committee by the end of September 2016.</p>	Chief Executive	30 September 2016	29 Sept 2016	G	Information included in the report to the F+R Committee of 29 Sept 2016 – closed.
5	18-08-16	Managing Workforce Change - Workforce Dashboard	To provide a briefing note to the Convener and Vice-Convener of the Finance and Resources Committee on sickness absence figures.	Acting Executive Director of Resources	As soon as possible	8 Sept 2016	G	Sickness absence figures included in the report to F+R on 8 September 2016 – closed.

6	18-08-16	Re-employment and Re-engagement of Staff	To agree that a B agenda report would be brought back to Committee in November 2016 dealing with the exceptional circumstances surrounding the re-employment of staff within less than a year of leaving the Council and the policy related to this.	Acting Executive Director of Resources	3 November 2016		A	Ongoing
7	18-08-16	Former Tenants Rent Arrears 2015-16	To agree that an analysis would be provided of the impact of universal credit on rent arrears to members.	Executive Director of Place	As soon as possible	9 September 2016	G	Briefing note circulated to elected members on 9 September 2016 – closed
8	18-08-16	Property Repairs and Maintenance Contract Update	To agree that the internal audit report would be circulated to all elected members of the Council by Committee Services.	Committee Services	As soon as possible		A	

9	18-08-16	Contract Award Under Urgency procedure - Edinburgh Schools - Schools Transport	<ol style="list-style-type: none"> 1) To agree that the Executive Director of Resources would investigate why local bus companies were not recruited. 2) To agree that a report would be brought back to Committee with details of all costs required to be recovered in relation to schools. 	<p>Acting Executive Director of Resources/ Acting Executive Director of Communities and Families</p>	As soon as possible	Nov 2016	A	A report would be brought back to the F+R Committee on 3 November 2016 – ongoing.
10	18-08-16	Edinburgh Shared Repairs Service - Evaluation of the Pilot	<ol style="list-style-type: none"> 1) To agree that a detailed list of how the legislation related to Property Conservation could be improved would be produced and fed back to the Scottish Government. 2) To agree that issues related to Property Conservation would be considered at a future meeting of the Property Sub-Committee. 	Acting Executive Director of Resources	As soon as possible	Dec 2016	A	A report would be considered by the Property Sub-Committee on 3 October 2016 – ongoing.

11	18-08-16	Proposed 10 year lease at 86-88 Niddrie Mains Road, Edinburgh	To continue the report to the November Committee (or to bring back the report sooner, if possible) to allow community groups to be consulted on options for the lease of 86-88 Niddrie Mains Road and for the development of a business case for a possible CCTV community hub.	Acting Executive Director of Resources	3 November 2016 or sooner if possible	Nov 2016	A	Ongoing
12	18-08-16	Proposed sale of site Ardmillan Terrace, Edinburgh	To continue the report to allow discussion between the Chief Executive of the Council and the Chief Executive of the NHS to resolve outstanding issues.	Chief Executive/ Acting Executive Director of Resources		Dec 2016	A	Ongoing
13	08-09-16	Managing Workforce Change - Workforce Dashboard	To agree that an extract of information on reviews from the Transformation Programme Progress report should be circulated to elected members as a briefing note.	Chief Executive/ Acting Executive Director of Resources	As soon as possible		A	

14	08-09-16	Contracts Awarded under Delegated Authority (Waiver Reports) and Procurement Activity	A briefing note to be provided to elected members in respect of new regulations and clarification of legal responsibilities in respect of procurement.	Acting Executive Director of Resources	As soon as possible	21 Sept 2016	G	Briefing note circulated to members – closed.
15	08-09-16	Property Conservation - Programme Momentum Progress Report Edinburgh shared Repairs Service	A briefing note to be provided to elected members on the variation of approx. £300,000 detailed in Project Joule.	Acting Executive Director of Resources	As soon as possible	21 Sept 2016	G	Briefing note circulated to members – closed.
16	08-09-16	Lease at Tron Kirk, Edinburgh (B agenda item)	<p>1) To agree that the internal audit review referred to in paragraph 3.9 be reported back to Committee as soon as it was completed.</p> <p>2) To agree that the Acting Head of Corporate Property and the Interim Head of Legal and Risk would investigate the various breaches in relation to the lease of the Tron Kirk since</p>	Acting Executive Director of Resources	As soon as possible		A	

			<p>November 2015 and to confirm that these had been followed through.</p> <p>3) To agree that the Interim Head of Legal and Risk would discuss improving working arrangements between Corporate Property, Legal and Regulatory departments at the Corporate Leadership Team meeting.</p>				A	
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Red – Action has not been completed within timescales indicated.

Amber – Action is in Progress.

Green – Action has been completed and recommended for closure.