

# Item 4.1 - Minutes

## Corporate Policy and Strategy Committee

10.00 am, Tuesday, 5 December 2017

### Present

Councillors McVey (Convener), Day (Vice-Convener), Aldridge, Burgess, Child (substituting for Councillor Perry), Doggart, Macinnes, Main, McLellan, Rankin and Whyte.

### 1. Minutes

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#### Decision

To approve the minute of the Corporate Policy and Strategy Committee of 3 October 2017 as a correct record.

### 2. Corporate Policy and Strategy Committee Key Decisions Forward Plan

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The Corporate Policy and Strategy Committee Key Decisions Forward Plan for 27 February 2018 was presented.

#### Decision

To note the key decisions forward plan.

(Reference – Key Decisions Forward Plan, submitted.)

### 3. Corporate Policy and Strategy Committee Rolling Actions Log

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Details were provided of the outstanding actions arising from decisions taken by the Committee.

#### Decision

- 1) To agree to close items 9, 10, 11, 12, 13, 15, 16 and 18.
- 2) To otherwise note the Rolling Action Log.

(Reference – Rolling Actions Log, submitted.)

### 4. Corporate Policy and Strategy Committee Business Bulletin

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The Corporate Policy and Strategy Committee Business Bulletin was presented.

#### Decision

To note the Business Bulletin.

(Reference – Corporate Policy and Strategy Committee Business Bulletin, submitted.)

## 5. Edinburgh Biodiversity Duty Report 2015-2017

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The Edinburgh Biodiversity Duty Report for the period January 2015 to December 2017 was presented. Details were provided of the activities being carried out across the Council to support and conserve biodiversity.

### Decision

- 1) To approve the Edinburgh Biodiversity Duty Report 2015-17 for submission to Scottish Government and publication on the Council's website.
- 2) To note the contributions and achievements made across the Council to meet Edinburgh's biodiversity duty.

(References – Corporate Policy and Strategy Committee, 12 April 2016 (item 9); report by the Executive Director of Place, submitted.)

## 6. Sustainable Energy Action Plan

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As requested by Committee in March 2017, an update was provided on actions labelled "red" and "amber" in the Sustainable Energy Action Plan Annual Report, which presented data on the carbon emissions reduced to date and information on the action programme and key initiatives.

### Decision

- 1) To note the report by the Executive Director of Place.
- 2) To request that the next update include:
  - a) SMART outcomes, particularly on delivery and accountability;
  - b) Details of which projects were Council-led;
  - c) An update on the status of actions 21, 23 and 24, which were owned by Dunedin Canmore.

(References – Corporate Policy and Strategy Committee, 28 March 2017 (item 13); report by the Executive Director of Place, submitted.)

## 7. Change Management Reform

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Details were provided of proposals to implement a portfolio and a coordinated change management approach to the planning and delivery of change.

### Decision

- 1) To note the current governance arrangements for major projects.
- 2) To endorse the proposed enhancements to current governance arrangements, standards and processes in line with good project and programme delivery practice, on the basis that the monthly dashboard information would be shared with Group Leaders.
- 3) To endorse the approach to change management and implementation of a portfolio management approach to support delivery of outcomes required to deliver the business plan.

- 4) To refer the report to the Governance, Risk and Best Value Committee on 16 January 2018.

(Reference – report by the Chief Executive, submitted.)

## **8. Assurance of Council Human Resources Policies – referral from the Governance, Risk and Best Value Committee**

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Proposals for a streamlined assurance process for Human Resources policies were outlined.

### **Decision**

To approve the streamlined assurance process for Human Resources policies.

(References – Governance, Risk and Best Value Committee, 26 September 2017 (item 11); report by the Executive Director for Resources, submitted.)

## **9. Summary Report on Community Empowerment (Scotland) Act 2015: Proposed Consultation Response on Common Good Matters – referral from the Finance and Resources Committee**

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Committee considered the Council's response to the Scottish Government's consultation on the statutory guidance for local authorities on how to fulfil the requirements of the Community Empowerment (Scotland) Act 2015 in relation to common good property.

### **Decision**

To note the report.

(References – Finance and Resources Committee, 28 September 2017 (item 11); report by the Executive Director for Resources, submitted.)

## **10. Council Resilience: Annual Report**

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Information was provided on Council resilience activities and initiatives undertaken during the period 1 October 2016 to 30 September 2017.

### **Decision**

- 1) To note the resilience activities undertaken during the period of the report.
- 2) To note the resilience model and reporting structure.
- 3) To approve the proposed Resilience service forward work plan for 2017/18.

(Reference – report by the Chief Executive, submitted.)

## **11. Working Groups as Public Meetings**

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As requested in August 2017, Committee considered a report on the possibility of Council working groups being held in public.

## **Decision**

- 1) To note that executive and planning and regulatory committees had responsibility for all aspects of working groups within their remit, including whether they should be held in public.
- 2) To note that consideration should be given by the relevant parent committee to whether the working group was the most appropriate vehicle for each matter.

(References – Corporate Policy and Strategy Committee, 8 August 2017 (item 15); report by the Chief Executive, submitted.)

## **12. Edinburgh and South East Scotland City Region Deal – Role of Third Sector and Social Enterprises**

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An update was provided on the Edinburgh and South East Scotland City Region Deal, including details of the overall governance position, engagement with the private sector and third sector in the run up to the signing of terms, and the role envisaged for the third sector and social enterprises as partners entered the delivery phase of the Deal.

### **Decision**

To note the report.

(References – Corporate Policy and Strategy Committee, 8 August 2017 (item 6); Act of Council (No. 5), 26 October 2017; report by the Chief Executive, submitted.)

## **13. Internal Audit Quarterly Update Report – referral from the Governance, Risk and Best Value Committee**

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Details were provided of Internal Audit activity for the period 1 January to 30 June 2017.

### **Decision**

To note the audit report with high risk findings concerning Management Information – Referral from the Edinburgh Integration Joint Board Audit and Risk Committee.

(References – Governance, Risk and Best Value Committee, 26 September 2017 (item 4); report by the Chief Internal Auditor, submitted.)

## **14. Edinburgh Schools Inquiry**

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An update was provided on actions taken by the Council in response to the Edinburgh Schools Inquiry Report, in particular through the work of the officer Working Group that had been set up to consider the implications of the Report.

### **Decision**

- 1) To note the report and the continued positive progress that was being made by the Working Group.
- 2) To note the intention to report further within 12 months, including key completion dates. Members would also be advised when building completion certificates had been issued for the Royal High School and Craigmount High School.

(References – Act of Council (No. 3), 9 February 2017; report by the Chief Executive, submitted.)

## **15. Motion by the Lord Provost – Armed Forces Reservists**

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The following motion by the Lord Provost was submitted in terms of Standing Order 29.1:

“Committee:

Notes that there has been a structural change in the Armed Forces resulting in a greater number and reliance on Reservists.

Notes that Council has recently signed up to the Armed Forces Covenant which commits to promoting the employability and skills of Reservists.

Notes that the Council does not currently know how many of its employees are Reservists and that therefore has not quantified the risk if some or all are called up for duty.

Instructs the Chief Executive to:

Submit a report to committee, in 2 cycles, detailing the number of Reservists currently employed by service.

Update the Council Risk Register to include the information contained in the report.”

### **Decision**

To approve the terms of the motion by the Lord Provost.