

Culture and Sport Committee

10.00am, Monday, 30 November 2015

Committee Decisions – October 2014 – October 2015

Item number	6.3
Report number	
Executive/routine	
Wards	All

Executive summary

Following the decision of the Governance, Risk and Best Value Committee on 19 June 2014, to strengthen existing arrangements and provide greater assurance with regard to the dissemination of committee decisions, a quarterly review of actions has been undertaken by directorates to ensure that all decisions taken by the Corporate Policy and Strategy Committee, the executive committees and the Governance, Risk and Best Value Committee are progressing as expected and to highlight any exceptions. This report outlines the assurance work undertaken and details the implementation of Culture and Sport Committee decisions covering the initial period from October 2014 to October 2015.

Links

Coalition pledges	
Council outcomes	CO25
Single Outcome Agreement	

Committee Decisions – October 2014 – October 2015

Recommendations

- 1.1 To note the position on the implementation of Culture and Sport Committee decisions as detailed in the appendix to this report.
- 1.2 To note that an annual summary report would be presented to Committee in 12 months time.

Background

- 2.1 The Governance, Risk and Best Value Committee on 19 June 2014 agreed increased monitoring for the dissemination and implementation of committee decisions by directorates.
- 2.2 It was agreed that an annual report outlining all decisions taken in the previous year and an update on the implementation of decisions and recommendations to discharge actions be presented to the Corporate Policy and Strategy Committee, executive committees and the Governance, Risk and Best Value Committee.

Main report

- 3.1 When a decision is taken at committee that requires further action this is tracked and monitored by various methods.
- 3.2 Since November 2012 for the Governance, Risk and Best Value Committee and April 2014 for other committees, if a decision requires a further report to committee, it is added to the forward plan, the report schedule and the Rolling Actions Log is updated. The Rolling Actions Log is then considered by committee each cycle, ensuring that there is clear oversight of the implementation of decisions by the committee. It is also published with the committee papers, resulting in the monitoring being carried out in a transparent manner. The majority of decisions that require action are recorded this way and there are clear linkages between the decisions taken at committee and the planning of new business.

- 3.3 However, a gap existed for committee decisions that did not request a further report to Committee. The implementation of these decisions was left with individual service areas and any monitoring was not publicly available.
- 3.4 The approach agreed by the Governance, Risk and Best Value Committee on 19 June 2014 aimed to address this gap. Following the meeting a committee decisions spreadsheet was introduced to track decisions that did not require further reporting and thus would not be covered by the Rolling Actions Log. This new process aimed to ensure that the implementation of relevant actions would be recorded effectively, monitored and considered annually at each committee.
- 3.5 This spreadsheet is completed by Committee Services and directorate staff who are responsible for updating the status of actions attributed to each service area.
- 3.6 A similar report on all decisions taken in the previous year and an update on the implementation of decisions and recommendations to discharge actions will be presented to the Corporate Policy and Strategy Committee and to each executive committee annually.
- 3.7 The consideration of these reports will augment committee oversight of the implementation of decisions, resulting in an increase in accountable and transparent decision making.

Culture and Sport Committee Decisions

- 3.8 A review of actions has been undertaken by directorates to ensure that all decisions not required to be reported back to committee are progressing as expected and to highlight any exceptions. A summary of decisions for the initial period October 2014 to October 2015, including status, are detailed in the appendix to this report. This report will be submitted on an annual basis to Committee.
- 3.9 At the Culture and Sport Committee there have been eight decisions made which were recorded through the committee decisions spreadsheet.
- 3.10 All six actions that remain open are being progressed and there are no concerns to highlight to Committee.

Measures of success

- 4.1 Annual reporting ensures the effective implementation and monitoring of committee decisions.

Financial impact

- 5.1 There are no direct financial impacts as a result of this report.

Risk, policy, compliance and governance impact

- 6.1 The improvements in business processes help ensure increased transparency and assurance across the Council's decision making processes.

Equalities impact

- 7.1 There are no direct equalities impacts as a result of this report.

Sustainability impact

- 8.1 There is no direct sustainability impact as a result of this report.

Consultation and engagement

- 9.1 The spreadsheet described is completed throughout all service areas across the Council.

Background reading/external references

[Minute of the Governance, Risk and Best Value Committee – 19 June 2014](#)

[Report to the Governance, Risk and Best Value Committee - Committee Decisions – Dissemination and Implementation and Update to member/officer Protocol – Report by Director of Corporate Governance](#)

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Links

Coalition pledges

Council outcomes CO25 - The Council has efficient and effective services that deliver on objectives.

Single Outcome Agreement

Appendices 1 –Culture and Sport - Committee Decisions

Appendix 1 – Committee Decisions – Culture and Sport Committee

Culture and Sport Committee Decisions Overview			
Date	Number of Decisions	Open	Closed
21-10-14	2	2	-
16-12-14	2	1	1
10-03-15	1	1	-
26-05-15	0	-	-
18-08-15	2	1	1
20-10-15	1	1	-
Total	8	6	2

Breakdown of tasks by directorate			
Directorate	Number of Decisions	Open	Closed
Chief Executive's Office	-	-	-
Children and Families	-	-	-
Corporate Governance	8	6	2
Economic Development	-	-	-
Health & Social Care	-	-	-
Services for Communities	-	-	-

N.B: - Tasks can belong to more than one directorate, leading to slight disparity in figures.

Everything listed below is Corporate Governance

Outstanding Tasks in full

Item no.	Date	Directorate	Item	Decision	Status	Comments
1	21 October 2014	CG (LH, Director of Culture)	Item 7.1 - Ross Fountain – report by the Deputy Chief Executive	<ol style="list-style-type: none"> 1) To note the update on the current poor condition of the Ross Fountain and measures required to minimise risk to public safety. 2) To approve the proposal to begin fundraising to refurbish the Ross Fountain 3) To approve the refurbishment Option B as detailed in the report by the Director of Corporate Governance. 4) To note that the relevant Committee will be asked to approve the eventual appointment of a contractor. 	In progress	The Museums and Galleries service is in discussions with a key stakeholder and a key potential funder.
2	21 October 2014	CG (DW, Sports Development Manager)	Item 7.3 - Tour of Britain and Tour Series – report by the Deputy Chief Executive	To agree funding of £225k over three years towards the delivery of two stages of the Tour of Britain and one Tour series event.	In progress	One stage of Tour of Britain was successfully hosted in summer 2015 as reported to the October meeting of the Culture and Sport Committee. The other

						Tour of Britain stage and the Tour Series event will be delivered as scheduled in 2017 and 2018 respectively.
3	16 December 2014	CG (LH, Director of Culture)	Item 7.3 - Festivals and Events Core Programme 2015 – referral report from the Corporate Policy and Strategy Committee	<ol style="list-style-type: none"> 1) To approve £30,000 of funding towards a second public art light installation in St Andrew Square Garden in spring 2015. 2) To approve £12,000 of funding towards Choirfest in September or October 2015. 3) To approve £10,000 of funding towards the IFSC European Youth Climbing Championship on 12-14 June 2015. 4) To approve £10,000 of funding towards the World War I centenary project and memorial to the Scottish Farming Community to be developed in 2015. 	Closed	Choirfest funding reassigned to third public art light installation, under delegated authority, as described in the Festivals and Events Core Programme report to Corporate Policy and Strategy Cttee of 3 November and Culture and Sport Cttee of 30 November
4	16 December 2014	CG (DW, Sports Development Manager)	Item 7.8 - A Water-Based Hockey Pitch at Meggetland – report by the Director of Corporate Governance	<ol style="list-style-type: none"> 1) To approve the replacement of a sand-dressed astroturf pitch at Meggetland with a water-based hockey pitch. 2) To approve a proposed contribution from the Council towards this of £150,000 from the Capital Asset Management Programme for 2014/15. 	In progress	A sportscotland grant of £110,000 was awarded to this project. Construction is under way, due for completion at the end of December 2015.

				3) To note that a funding application for £157,500 had been submitted to sportscotland for support towards the proposed pitch.		
5	10 March 2014	CG (JM, Senior Building Standards Surveyor)	Item 8.4 - Civic Clocks: Proposed Conversion to Auto-Winding - report by the Director of Corporate Governance	To investigate the feasibility of adjusting the decibel level of the chime on the clock at St Stephen's Church, Edinburgh at the same time as installing the auto-wind mechanism.	In progress	Two clocks have been converted to autowinding to date; the remaining five clocks will be converted by 31 March 2016.
6	18 August 2015	CG (LH, Director of Culture)	Item 7.7 – Edinburgh International Culture Summit: 2016 and 2018	To approve £5,000 support from within the Culture and Sport Events budget for the financial years 2015/16 to 2017/18 to secure status as a programme partner in the 2016 and 2018 Culture Summits.	In progress	Summits are on track for delivery in their respective years
7	18 August 2015	CG (LH, Director of Culture)	Item 7.8 – World Cities Culture Forum: Invitation to Edinburgh	1) To welcome the offer of financial support by Creative Scotland to accept the invitation. 2) To welcome and accept the invitation to become an Innovator City member of the World Cities Culture Forum.	Closed	Invitation accepted. An update on this is included in the Business Bulletin to the Culture and Sport Committee meeting of 30 November

8	20 October 2015	CG (LH, Director of Culture)	Item 7.7 – Update on the Review of Council Grants to Third Parties 2015/16: Cultural Funded Organisations	<ol style="list-style-type: none"> 1) To approve the approach to exploring whether new co-production partnerships could be established, for example between existing funded organisations and the Council’s Museums and Galleries, Usher Hall and other Council services with a culture focus. 2) To approve the approach to developing a new open fund to support emerging performing arts individuals and organisations, and the planned co-production consultation for this fund, subject to the availability of sufficient funding (from the Council, complemented by other funders and partners), and all Council Transformation savings being achieved. 	In progress	Outcomes to be communicated to funded third parties early 2016 and implemented April 2016.
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