

Transport and Environment Committee

10am, Tuesday, 27 October 2015

Committee Decisions – October 2014 – August 2015

Item number	5.3
Report number	
Executive/routine	
Wards	All

Executive summary

Following the decision of the Governance, Risk and Best Value Committee on 19 June 2015, 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 Transport and Environment Committee decisions covering the initial period from October 2014 to August 2015.

Links

Coalition pledges	
Council outcomes	CO25
Single Outcome Agreement	

Committee Decisions – October 2014 – August 2015

Recommendations

- 1.1 To note the position on the implementation of Transport and Environment 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.

Transport and Environment 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 August 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 Transport and Environment Committee there have been 53 decisions made which were recorded through the committee decisions spreadsheet.
- 3.10 All 23 actions that remain open are being progressed and there are no concerns to highlight to the Transport and Environment 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 – Transport and Environment - Committee Decisions

Appendix 1 – Committee Decisions – Transport & Environment Committee –

Transport and Environment Committee Decisions Overview			
Date	Number of Decisions	Open	Closed
28 October 2014	4	1	3
13 January 2015	11	2	9
17 March 2015	17	3	14
02 June 2015	7	6	1
25 August 2015	14	11	3
Total	53	23	30

Breakdown of tasks by directorate			
Directorate	Number of Decisions	Open	Closed
Chief Executive's Office	-	-	-
Children and Families	-	-	-
Corporate Governance	1	0	1
Economic Development	-	-	-
Health & Social Care	-	-	-
Services for Communities	52	23	29

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

Outstanding Tasks in full

Item no.	Date	Directorate	Item	Decision	Status	Comments
1	28/10/2014	Services for Communities	7.7 - Road & Footway Investment - Capital Programme for 2015/16	To explore the feasibility of allocating a part of the cycling budget to neighbourhood partnerships to fund small cycling projects.	Open	
2	13/01/2015	Services for Communities	Item 7.7 - Review of Tables and Chairs Summer Festival Trial in George Street	<p>1) To extend the operating hours of the current tables and chairs permit system in future years for premises on George Street for the duration of the Edinburgh Festival Fringe.</p> <p>2) To agree that, during the advertised operating period of the Edinburgh Festival Fringe, businesses on George Street may apply for permission to use tables and chairs until midnight instead of 10pm (noting that it is the responsibility of businesses to apply for and obtain the appropriate License and that this report does not seek to fetter the discretion of the Licensing Board or Regulatory Committee).</p> <p>3) To consult with key stakeholders, on extending the operating hours of the current tables and chairs permit system, on a similar trial basis, to the premises within the City Centre Ward that are located within 150 metres of an official</p>	Open	

Item no.	Date	Directorate	Item	Decision	Status	Comments
				Festival or Fringe venue, and to premises attached to Fringe venues at the Pleasance, Bristo Square and George Square during the Edinburgh Festival Fringe in 2015.		
3	13/01/2015	Services for Communities	Item 8.2 - Young Street Experimental Traffic Regulation Order	<p>1) To agree that the necessary works to change signage and the direction of the one way system on Young Street commenced on 30 December 2014, with the trial commencing in late December 2014 to December 2015.</p> <p>2) To agree to set aside the objections, on the basis that, by implementing changes using an Experimental Traffic Regulation Order, objections will be further considered should Committee decide to make the Order permanent.</p>	Open	
4	17/03/2015	Services for Communities	7.12 - Response to the Scottish Government Consultation on Low Emission Strategy for Scotland	To approve the draft response to the Scottish Government's Low Emission Strategy Consultation, attached as an appendix to the report by the Acting Director of Services for Communities.	Open	
5	17/03/2015	Services for Communities	7.16 - Services for Communities Grants to Third Sector Organisations	To approve third sector grant award in 2015/16 for one applicant.	Open	

Item no.	Date	Directorate	Item	Decision	Status	Comments
6	17/03/2015	Services for Communities	8.3 - ECOSTARS Edinburgh Fleet Recognition Scheme – Update and Future Proposals	To agree to continue the ECOSTARS Edinburgh fleet recognition scheme in its present form, for one year, pending the outcome of feasibility work on national or regional partnership schemes.	Open	
7	02/06/2015	Services for Communities	Item 7.4 - George Street Experimental Traffic Regulation Order – Interim Cycle Lane Options 2015/16	<p>1) To agree that a cycle lane facility would be retained, on a more conventional one-way layout, and that opportunities to use the central reservation as civic space and public realm be explored on George Street in the interim period between the ETRO ending and a long term TRO being promoted;</p> <p>2) To agree that, taking account of the fact the range of options were limited by legal and financial restrictions, the cycle lane during the interim period would be an advisory cycle lane as per the design in Appendix One of the report by the Acting Director of Services for Communities.</p>	Open	
8	02/06/2015	Services for Communities	Item 7.5 - Review of Tables and Chairs Summer Festival Trial in George Street	1) To agree that, in the light of the satisfactory outcomes from previous years' trials, and to support work to promote the West End as a destination, the operating hours for tables and chairs permits in George Street and the West End Community Council area	Open	

Item no.	Date	Directorate	Item	Decision	Status	Comments
				<p>would be extended to midnight for premises in these areas, during the advertised operating period of the Edinburgh Festival Fringe in 2015 and in future years.</p> <p>2) To agree that, during the advertised operating period of the Edinburgh Festival Fringe, businesses on George Street and those located within the West End Community Council area may apply for permission to use tables and chairs until midnight instead of 10pm (noting that it is the responsibility of businesses to apply for, and obtain the appropriate License and that this report does not seek to fetter the discretion of the Licensing Board or Regulatory Committee)</p>		
9	02/06/2015	Services for Communities	Item 7.7 - City Centre Public Spaces Manifesto Update	<p>1) To approve the launch of a public consultation on the use and management of all public spaces in the city centre to inform a Public Spaces Manifesto.</p> <p>2) To agree that trial arrangements for the use and management of Castle Street (as described in paragraph 3.7 and Appendix One of the report by the Acting Directors of Services for</p>	Open	

Item no.	Date	Directorate	Item	Decision	Status	Comments
				Communities) would be adopted during the consultation period (specifically between June 2015 and September 2016).		
10	02/06/2015	Services for Communities	Item 7.12 - Update on Second Round of Noise Mapping	To approve the 18 Noise Management Areas (NMAs) and 10 Quiet Areas (QAs) recommended by the Edinburgh Agglomeration Working Group in relation to round 2 of the Scottish Government noise mapping process.	Open	
11	02/06/2015	Services for Communities	Item 7.15 - Seafield Waste Water Treatment Working – Monitoring of Scottish Water Odour Improvement Plan	To instruct the Acting Director of Services for Communities to engage with the relevant Authorities with a view to reviewing and strengthening the existing Code of Practise and report back to Committee on the outcome.	Open	
12	02/06/2015	Services for Communities	Item 7.16 - Scottish Water Environment Consultations	To approve the Council's response to the Scottish Water Environment consultations as set out in Appendix 1 and 2 of the report by the Acting Director of Services for Communities.	Open	
13	25/08/2015	Services for Communities	Item 7.1 - Transport for Edinburgh - Annual Performance Report	To agree that officers work with Transport for Edinburgh to develop and agree specific targets based on the objectives for 2016 and report back to the Transport and Environment Committee within two cycles.	Open	

Item no.	Date	Directorate	Item	Decision	Status	Comments
14	25/08/2015	Services for Communities	Item 7.5 - Flood Risk Management – Consultation and Prioritisation Feedback	To approve the prioritisation which would be considered by the Scottish Government in relation to the distribution of funds	Open	
15	25/08/2015	Services for Communities	Item 7.5 - Flood Risk Management – Consultation and Prioritisation Feedback	To approve the revised scope for future phases of the Water of Leith Flood Prevention Scheme.	Open	
16	25/08/2015	Services for Communities	Item 7.7 - Public Utility Company Performance 2014/15	To agree that the Convener request a meeting with the Scottish Road Works Commissioner to articulate the Council's concerns at the performance of utility companies in Edinburgh, as referred to in the report and to investigate what further action is required to address this important issue.	Open	
17	25/08/2015	Services for Communities	Item 7.10 - Improving Air Quality in Edinburgh	To approve submission of the draft Air Quality Action Plan – Progress with Actions Report 2015, and Updating and Screening Assessment Report 2015 to the Scottish Government, Scottish Environment Protection Agency (SEPA) and Department for Environment Food and Rural Affairs (DEFRA), as required under the Environment Act 1995.	Open	
18	25/08/2015	Services for Communities	Item 7.14 - Delivering the Local Transport Strategy 2014-2019 – Draft Parking Action Plan	To approve the new Edinburgh Street Design Guidance presented in Appendix 2	Open	

Item no.	Date	Directorate	Item	Decision	Status	Comments
19	25/08/2015	Services for Communities	Item 7.18 - School Streets Phase 1 Consultation on Experimental Traffic Regulation Order	To agree to set aside the objections, on the basis that by implementing changes using an Experimental Traffic Regulation Order, objections would be further considered should Committee decide to make the Order permanent.	Open	
20	25/08/2015	Services for Communities	Item 7.18 - School Streets Phase 1 Consultation on Experimental Traffic Regulation Order	To agree the proposal for implementation of the approved Phase 1 schools in September 2015.	Open	
21	25/08/2015	Services for Communities	Item 7.18 - School Streets Phase 1 Consultation on Experimental Traffic Regulation Order	To agree on the inclusion of carers providing care on behalf of the Council as an excepted party.	Open	
22	25/08/2015	Services for Communities	Item 7.18 - School Streets Phase 1 Consultation on Experimental Traffic Regulation Order	To agree to the proposal to provide schools with a single permit	Open	
23	25/08/2015	Services for Communities	Item B1.1 - Public Bike Hire Scheme	To approve further work to undertake market engagement with potential operators and to issue a tender for public bike hire scheme for Edinburgh.	Open	