

Transport and Environment Committee

10am, Tuesday, 1 November 2016

Committee Decisions – October 2015 – August 2016

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 2015 to August 2016.

Links

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Committee Decisions – October 2015 – August 2016

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 2015 to August 2016, including status, is 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 97 decisions made which were recorded through the committee decisions spreadsheet.
- 3.10 All 24 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

[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](#)

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

[Transport and Environment Committee Decisions – October 2014 – August 2015](#)

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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
27 October 2015	7	0	7
12 January 2016	18	2	16
15 March 2016	30	9	21
07 June 2016	15	7	8
30 August 2016	27	6	21
Total	97	24	73

Breakdown of tasks by directorate			
Directorate	Number of Decisions	Open	Closed
Chief Executive's Office	-	-	-
Place	97	24	73
Children and Families	-	-	-
Resources	-	-	-
Health & Social Care	-	-	-

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	12 January 2016	Place	Road, Footway and Bridges Investment – Capital Programme for 2016/17	To agree to the asphalt reconstruction (Option 2: removing setts) at Brighton Place	Open	To be completed in 2017
2	12 January 2016	Place	Pedestrian Crossing Upgrade – Marchmont Road	To approve the construction of the proposed puffin crossing at Marchmont Road	Open	
3	15 March 2016	Place	Setted Streets	To agree the actions as set out in paragraph 3.18 of the report.	Open	There will be a follow up sett report going to T&E in January 2017 setting out the proposals.
4	15 March 2016	Place	Delivering the Local Transport Strategy 2014-19: Parking Action Plan	To approve the principle of extending 'parking restrictions / controls' to Sundays.	Open	Annual progress report to Committee on the Parking Action Plan expected January 2017

Item no.	Date	Directorate	Item	Decision	Status	Comments
5	15 March 2016	Place	Delivering the Local Transport Strategy 2014-19: Parking Action Plan	To reject the extension of evening controls to 7.00 pm.	Open	Annual progress report to Committee on the Parking Action Plan expected January 2017
6	15 March 2016	Place	Delivering the Local Transport Strategy 2014-19: Parking Action Plan	To agree to discussion with public transport providers with a view to improving Sunday service provision	Open	Annual progress report to Committee on the Parking Action Plan expected January 2017
7	15 March 2016	Place	Delivering the Local Transport Strategy 2014-19: Parking Action Plan	To agree that the eventual implementation of these proposals would be carefully monitored and any subsequent feedback would feed into a review following an initial period of operation of the new controls.	Open	Annual progress report to Committee on the Parking Action Plan expected January 2017

Item no.	Date	Directorate	Item	Decision	Status	Comments
8	15 March 2016	Place	Car Free Sunday	To authorise the Executive Director of Place to arrange events on the spaces created by the closure of streets selected in Localities, with the assistance of an external contractor.	Open	
9	15 March 2016	Place	Objections to Proposed Waiting Restrictions – Kirkgate, Currie (TRO 13/55F)	To set aside the proposed traffic regulation order in order that a more comprehensive public consultation on the proposals could be carried out, prior to a new traffic regulation order being proposed	Open	
10	15 March 2016	Place	Objections to Proposed Waiting Restrictions – Pentland Drive at Pentland View (TRO 13/55/F)	To set aside the objection to the traffic regulation order and to approve the implementation of the waiting and loading restrictions	Open	
11	15 March 2016	Place	Roadside Emissions Testing and Air Pollution – Motion by Councillor Booth	To agree that action outlined in the members' briefing demonstrates this Councils commitment to adopting sustainable long term projects for improving air quality in Edinburgh, including significant use of Scottish Government funding as detailed	Open	Report submitted for consideration on 1 November 2016 regarding Delivering Air Quality

Item no.	Date	Directorate	Item	Decision	Status	Comments
12	07 June 2016	Place	Delivering the Local Transport Strategy 2014-2019: Parking Action Plan Forward	To agree to begin the formal consultation on a Traffic Regulation Order based upon; Partial Control, with all restrictions in zones 1 to 4 and main routes throughout the CPZ operating between 1230 and 1830 on Sunday	Open	Annual progress report to Committee on the Parking Action Plan expected January 2017
13	07 June 2016	Place	Delivering the Local Transport Strategy 2014-2019: Parking Action Plan Forward	To approve the Parking Action Plan	Open	Annual progress report to Committee on the Parking Action Plan expected January 2017
14	07 June 2016	Place	Public Spaces Protocol – update on progress	To agree to the consultation approach and overall timetable for the development of the Public Space Protocol.	Open	Report to Transport and Environment Committee on 21 March 2017

Item no.	Date	Directorate	Item	Decision	Status	Comments
15	07 June 2016	Place	Review of Scientific Services & Mortuary Services	To agree in principle to the necessary actions being undertaken to investigate further the creation of a Scottish Shared Scientific Service, namely: <ul style="list-style-type: none"> o Determining the full financial impact on each local authority partner; and o Developing a detailed Business Plan for the new service. 	Open	Ongoing
16	07 June 2016	Place	Review of Scientific Services & Mortuary Services	To agree in principle to entering into an initial agreement with NHS Lothian to develop an outline business case for a shared Mortuary, Microbiology and other science laboratories at a new build site at the Edinburgh Royal Infirmary BioQuarter site	Open	Ongoing
17	07 June 2016	Place	Public Utilities Company Performance 2015/16 Quarter 3 (October, November, December 2015)	To instruct that a meeting of the Edinburgh Roadworks Ahead Agreement Working Group would be arranged at an early date to consider further action required in relation to these performance levels, and also how best to progress the outstanding request that all Public Utilities signed up to the Edinburgh Roadworks Ahead Agreement	Open	Ongoing

Item no.	Date	Directorate	Item	Decision	Status	Comments
18	07 June 2016	Place	George Street Experimental Traffic Regulation Order, Concluding Report and Design Principles	To approve the Design Principles contained in Appendix 1 of the report by the Executive Director of Place.	Open	Expected update to Transport and Environment 21 March 2016.
19	30 August 2016	Place	City Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendments	To agree with the overall principles of the 'Active Travel Programme' for the 'City Centre West to East Cycle Link and Street Improvements Project', and resolve to support the overall programme through to completion.	Open	
20	30 August 2016	Place	City Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendments	City Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendments	Open	
21	30 August 2016	Place	City Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendment	To give approval to engage a consultant to undertake detailed design and tender preparation, with the option for supervision of construction.	Open	
22	30 August 2016	Place	City Centre West to East Cycle Link and Street Improvements: Consultation Results and Potential Project Amendment	To give approval to commence the necessary statutory processes to progress the project.	Open	

Item no.	Date	Directorate	Item	Decision	Status	Comments
23	30 August 2016	Place	Transport for Edinburgh – Governance	To agree that a Service Level Agreement would be developed in line with Audit Scotland guidance that would give the necessary authorities to Transport for Edinburgh to ensure that operational plans are developed to meet the outcomes and objectives of the approved Transport for Edinburgh Strategic Transport Plan.	Open	
24	30 August 2016	Place	Transport for Edinburgh – Governance	To agree that Transport for Edinburgh develop a plan to procure a city bike hire scheme at no/minimal cost to the City of Edinburgh Council.	Open	