

# Rolling Actions Log

## Regulatory Committee

26 October 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	22.10.18	Training of Taxi and Private Hire Car Drivers	To note the revised timelines for implementation of the taxi and private hire car driver training as follows and to receive an update:	Executive Director of Place	April 2021		An update is included in report for Committee on 2 November 2020.
2	20.05.19	Age Limitation and Emissions Standards for Taxis and Private Hire Cars - Update	Instructs the Chief Executive to include this additional delegation (with respect to notification of intended retirement and one year extension) in future drafts of the Council's Scheme of Delegation when submitted to Council for approval.	Chief Executive	Feb 2021		This will be included in the next review of the Scheme of Delegation.
3	19.08.19	Request for Variation: Taxi	Instructs the Chief Executive to include this additional	Chief Executive	Feb 2021		This will be included in the next review of

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		Vehicle Licence Conditions (Advertising)	delegation in future drafts of the Council's Scheme of Delegation when submitted to Council for approval.				the Scheme of Delegation.
4	21.10.19	Air Weapons and Licensing (Scotland) Act 2015 – Sexual Entertainment Venues – Update After Initial Consultation	<ol style="list-style-type: none"> <li>1) To note the report and the responses to the initial public consultation on the licensing of sexual entertainment venues.</li> <li>2) To agree, in principle, to adopt a scheme to licence sexual entertainment venues.</li> <li>3) To instruct that officers draft a proposed Sexual Entertainment Venue (SEVs) resolution, policy and conditions of licence for the Committee to agree.</li> <li>4) To note that a statutory consultation on the</li> </ol>	Executive Director of Place	March 2021		Work delayed due to Covid – update report expected early 2021

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			agreed policy would then be carried out with the results and recommendations to be brought back to the Committee for final approval.				
5	21.10.19	Street Trading: High Street and Hunter Square Update	<p>1) To note the report and affirms the terms of the existing street trading policy as set out in Appendix 2 of the report.</p> <p>2) To support, in principle, the proposals and changes to policy detailed in paragraphs 4.6, 4.7, 4.8, 4.9, 4.11 and 4.17 and to include a review of options for the management of Hunter Square during the August Festivals, the report to be brought</p>	Executive Director of Place	Spring 2021		This has not progressed due to the current public health emergency and the subsequent cancellation of August festivals. It is expected a report will be presented to Committee in Spring 2021.

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			<p>back to committee in 3 cycles.</p> <p>3) To note the commitment that further work will be undertaken by Council officers in relation to the wider plans for the use of Mound Precinct and Playfair Steps, following the completion of the construction work.</p> <p>4) To agree that in the meantime no changes will be made to the High Street (with the exception of the area outside 329 High Street) and Playfair Steps/Mound Precinct, as recommended in paragraph 4.12.</p> <p>5) To agree that no further licences are granted for the area outside 329</p>				

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			<p>High Street as recommended in paragraph 4.13.</p> <p>6) To agree to introduce a daily rate for charitable organisations as recommended in paragraph 4.20.</p> <p>7) To instruct officers to engage with Visit Scotland in relation to any objections they may have to four stalls being sited at 249 High Street.</p>				
6	21.10.19	Internal Audit Findings – Timescales for Completion of Management Actions	To include expected completion dates of management actions identified in the Audit in the Committee’s rolling actions log for ongoing monitoring of progress.	Executive Directors of Place and Resources			
			1. Implementation of system upgrade to APP Civica CX	Executive Director of Resources	March 2021		It is hoped that this system update will

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							be completed by March 2021.
			2. Performance assessment of system issues with APP as part of a wider performance report	Executive Director of Place	March 2021		This action is currently being progressed.
			3. BACS payment reference	Executive Director of Place	March 2021		Further work is required to identify a manageable solution for BACs payment processing for licence application payments.
			4. Inspection Revisit Policy	Executive Director of Place	March 2021		This has been delayed due to COVID-19.
			5. Allocation of Inspection Visits	Executive Director of Place	November 2019	29 January 2020	closed by service area on 29/1/20. Waiting on audit closing the recommendation

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			6. Inspection documentation	Executive Director of Place	October 2019	29 January 2020	<b>Recommended for closure</b> – this action has now been implemented and the action closed.
			7. Request Refund Policy	Executive Director of Place	October 2019		<b>Recommended for closure</b> – this action has now been implemented and the action closed.
			8. Reconciliation between physical applications and APP system	Executive Director of Resources	October 2019		<b>Recommended for closure</b> – this action has now been implemented and the action closed.
			9. HMO Key Performance Indicators and Performance Reporting	Executive Director of Place	March 2021		It is hoped to complete this action by March 2021
			10. Training and Guidance documentation	Executive Director of Place	November 2020		This action is currently being progressed to closure.

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			11. HMO application processing procedures	Executive Director of Place	December 2019		<b>Recommended for closure</b> – this action has now been implemented and the action closed.
7	24.10.19 Council	Motion by Councillor Rae – Capping Private Hire Car Licences	Therefore, calls for a report to Regulatory Committee on capping Private Hire Car licences in the City.	Executive Director of Place	March 2020	9 March 2020	<b>Recommended for closure</b> – Report was on the agenda for Committee on 9 March 2020
			<p>The report called for to the Regulatory Committee within 2 cycles should identify whether there is overprovision of private hire cars within Edinburgh so that it can consider whether a policy on overprovision should be introduced. The report should also include:</p> <ul style="list-style-type: none"> <li>Information regarding current means of inspection and enforcement undertaken by CEC and</li> </ul>	Executive Director of Place	March 2020	9 March 2020	<b>Recommended for closure</b> – Report was on the agenda for Committee on 9 March 2020



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			<p>Police Scotland including any examples of best practice elsewhere; and</p> <ul style="list-style-type: none"> <li>Data in relation to public safety; and information from Police Scotland on reported crime for both the taxi and private hire trade for each of the last five years (inclusive).</li> </ul>				
8	09.01.20	Taxi Stance Appointment – St Andrew Square	Notes that a report will be brought back for a decision after the conclusion of statutory consultation.	Executive Director of Place	March 2020	9 March 2020	<b>Recommended for closure</b> – Report was on the agenda for Committee on 9 March 2020
9	09.01.20	Taxi Fares Review 2019-2020	1) Instructs the Executive Director of Place to publish these proposed fare scales in a newspaper circulating in the Council area in the manner required under section 17(4A) (c) of the Act including the date on which	Executive Director of Place	March 2020	9 March 2020	<b>Recommended for closure</b> - Report was on the agenda for Committee on 9 March 2020

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			the fare scale is planned to take effect, and to report back on any representation(s) received as a result of the consultation.				
			2) To ask officers to draw up amended wording to the Fare Card to allow taxi drivers to recover charges incurred in dropping off and picking up at the airport up to a maximum of the current charges.	Executive Director of Place	March 2020	9 March 2020	<b>Recommended for closure</b> – Report was on the agenda for Committee on 9 March 2020
10	09.03.20	Private Hire Car Overprovision	To instruct officers to undertake the actions as detailed in section 5 of the report: <ul style="list-style-type: none"> <li>Officers would undertake necessary actions to appoint an appropriately experienced and skilled external consultant to</li> </ul>	Executive Director of Place	June 2021		

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			<p>undertake the required research and analysis work on taxi demand and assessment of PHC overprovision. A full equalities impact assessment would be required with regard to any recommendations that the consultant submitted to the Council.</p> <ul style="list-style-type: none"> <li>• In addition, officers would continue to engage directly with relevant stakeholders.</li> <li>• Upon conclusion of any research and analysis completed by an appointed contractor, officers would present the collected data and any supporting information to the committee. •</li> </ul>				

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			<ul style="list-style-type: none"> <li>It was intended to undertake consultation with a wider group, including making the results of the research and any recommendations brought forward by officers, available for public consultation.</li> </ul>				
11	09.03.20	Review of Taxi Fare Structure – Outcome of Consultation	To instruct the Executive Director of Place to carry out the statutory notification procedures in relation to the revised taxi fare scales as fixed by the committee.	Executive Director of Place			<b>Recommended for closure</b> – these actions are now complete