

Rolling Actions Log

Regulatory Committee

2 December 2021

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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 Corporate Services			
			1. Implementation of system upgrade to APP Civica CX	Executive Director of Corporate Services	December 2021 April 2022		Project to replace APP commenced in March 2021 and is ongoing
			2. Performance assessment of system issues with APP as part of a wider performance report	Executive Director of Place	March 2021 April 2022		Project to replace APP commenced in March 2021.

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			3. BACS payment reference	Executive Director of Place	March 2021 Dec 2021		Discussions are progressing with Internal Audit on accepting the residual risk associated with this action.
			4. Inspection Revisit Policy	Executive Director of Place	March 2021	March 2021	Action complete
			5. Allocation of Inspection Visits	Executive Director of Place	November 2019	March 2021	Action complete
			6. Inspection documentation	Executive Director of Place	October 2019	29 January 2020	Action complete
			7. Request Refund Policy	Executive Director of Place	October 2019	2 November 2020	Action complete
			8. Reconciliation between physical applications and APP system	Executive Director of	October 2019	2 November 2020	Action complete

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				Corporate Services			
			9. HMO Key Performance Indicators and Performance Reporting	Executive Director of Place	March 2021 Feb 2022		Ongoing discussion with Internal Audit about whether this action should be closed.
			10. Training and Guidance documentation	Executive Director of Place	November 2020	18 January 2021	Action complete
			11. HMO application processing procedures	Executive Director of Place	December 2019	2 November 2020	Action complete
2	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"> Officers would undertake necessary actions to appoint an appropriately experienced and skilled external consultant to undertake the required research and analysis 	Executive Director of Place	Dec 2021		Procurement of consultants was delayed by the public health emergency. Report appointing consultants approved by Finance and Resources Committee in March 21.

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			<p>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"> • In addition, officers would continue to engage directly with relevant stakeholders. • 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. • It was intended to undertake consultation with a wider group, including making the 				Initiation meeting with consultants has taken place.

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			results of the research and any recommendations brought forward by officers, available for public consultation.				
3	18.01.21	Air Weapons and Licensing (Scotland) Act 2015 – Sexual Entertainment Venues – Proposed Resolution, Policy and Conditions	Instruct that a statutory consultation on the draft resolution, policy and conditions set out in Appendices 1, 2 and 3 is carried out, with the results and recommendations to be brought back to the Committee for agreement in principle.	Executive Director of Place	Dec 2021	2 December 2021	Recommended for closure Report on the agenda for Committee consideration (2 December)
4	18.01.21	Licensing Policy Development – Street Trading Update	To agree that the Convener would write to the Executive Director of Place to request a short-term plan which would consider opportunities for street trading, including the use of vacant properties, and to consider a longer term plan to facilitate street trading.	Convener / Executive Director of Place	2022		Committee agreed to postpone this piece of work due to impact of the public health restrictions on trading activity. A further report will be brought forward in 2022.

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5	17.05.21	Age Limitation and Emissions Standards for Taxis and Private Hire Cars – Annual Update	<p>Given changes:</p> <p>i. in regulations, recent and intended; and</p> <p>ii. in the technical specification of the supply of low emission vehicles, including retrofit options, instructs a report, as soon as reasonably practicable, assessing such changes and providing options for incorporating beneficial changes which may impact on age limit and Euro 6 in the City of Edinburgh Council standards and licensing regime.</p>	Executive Director of Place	August 2021		<p>Recommended for closure</p> <p>Report approved on 23 August with recommendation to discharge this action.</p>
6	17.05.21	Motion by Councillor Barrie – Street Occupation, Trading, Licenses and Permits	<p>In support of ‘all possible means’ Committee calls for an urgent report, within one cycle, to consider what further steps could be taken regarding permits costs, eligibility of businesses not necessarily seeking to use table and chairs as part of business recovery, to apply for and use suitable Outdoor Areas in the city</p>	Executive Director of Place	<p>August 2021</p> <p>December 2021</p>	2 December 2021	<p>Recommended for closure</p> <p>Report on the agenda for Committee consideration (2 December)</p>

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			<p>and whether such permits would be chargeable. This report should include consideration of conditions and costs applied to market traders, street traders and outdoor space occupancy with a view to considering what amendments might take place to assist companies and organisations in their post Corvid recovery and beyond.</p> <p>Should beneficial measures be identified prior to the next Regulatory Committee that takes place on 23 August 2021, consideration should be given to see if they can be implemented if agreement can be reached with Group Spokespersons.</p>				
7	23.08.21	House in Multiple Occupation – Service Update	<ol style="list-style-type: none"> 1) To note the report. 2) To agree the change in process in relation to property inspections with the introduction of a risk-based inspections model. 	Executive Director of Place	August 2022		

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			<p>3) To agree that decisions on whether to make one and three year grants of HMO Licences would continue to be delegated to the Executive Director of Place and that three year licences would only be suitable for properties which were fully compliant and which had had no problems in the previous licensed period.</p> <p>4) To agree that a review of the current structure for HMO application fees would be undertaken.</p> <p>5) That the Executive Director of Place report back to Committee in one year with an update on progress.</p>				

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8	23.08.21	Licensing Service – COVID-19 Recovery Plan	<ol style="list-style-type: none"> 1) To note the report. 2) That the Executive Director of Place report back to Committee in February/March 2022 with an update on progress. 3) To refer the report to the Licensing Board for information. 	Executive Director of Place	March 2022		