

# Rolling Actions Log

## Regulatory Committee

28 September 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	21.10.19	<a href="#">Internal Audit Findings – Timescales for Completion of Management Actions</a>	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			<b>Recommended for closure</b>
			1. Payments and Charges - Processes	Executive Director of Place	October 2022	April 2022	Closed
			2. Payments and Charges – BACs payment	Executive Director of Place	October 2022	April 2022	Closed
			3. Payments and Charges - BACS payment reference	Executive Director of Place	Dec 2021	February 2022	Closed

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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 Corporate Services	October 2019	2 November 2020	Action complete
			9. HMO Key Performance Indicators and Performance Reporting	Executive Director of Place	February 2022	April 2022	Action closed through risk acceptance

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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	<a href="#">Private Hire Car Overprovision</a>	<p>To instruct officers to undertake the actions as detailed in section 5 of the report:</p> <ul style="list-style-type: none"> <li>Officers would undertake necessary actions to appoint an appropriately experienced and skilled external consultant to 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</li> </ul>	Executive Director of Place	November 2022		A report will be on the agenda for Committee in November.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>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> <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>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
3	18.01.21	<a href="#">Licensing Policy Development – Street Trading Update</a>	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	April 2023		A further report will be brought forward in April 2023.
4	23.08.21	<a href="#">House in Multiple Occupation – Service Update</a>	<p>1) To agree the change in process in relation to property inspections with the introduction of a risk-based inspections model.</p> <p>2) 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</p>	Executive Director of Place	September 2022		Report on agenda dealing with points 2), 3) and 4).

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>problems in the previous licensed period.</p> <p>3) To agree that a review of the current structure for HMO application fees would be undertaken.</p> <p>4) That the Executive Director of Place report back to Committee in one year with an update on progress.</p>				
5	27.06.22	<a href="#">Licensing Service Update and Draft Regulatory Committee Work Programme</a>	<p>1) To liaise with Group Spokespersons prior to the start of the second short-term lets consultation.</p> <p>2) To provide Committee sight of the proposed legislation on short-term lets before discussions commence and a summary of the key issues raised in consultation</p>	Executive Director of Place	July 2022	25 July 2022	<p><b>Recommended for closure</b></p> <p>Meeting took place on 14 July 2022 and consultation went live on 25 July 2022.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			responses received to date.				
	27/06/2022	<a href="#">Licensing Service Update and Draft Regulatory Committee Work Programme</a>	<p>1) That the following items would be added to the Committee's workplan:</p> <p>a) to conduct a review of the Council's policy on parades and processions;</p> <p>b) to review the operation of the Scheme of Delegation as it applies to licensing matters</p> <p>2) That the Executive Director of Place will report back to Committee in one year with an update on progress</p> <p>3) to include details of the backlogs in application processing across the main licensing categories at each meeting of the Committee via the Business Bulletin.</p>		<p>June 2023</p> <p>June 2023</p> <p>Ongoing</p>		An update will be included in the Business Bulletin for committee in September.