Rolling Actions Log

Policy and Sustainability Committee

23 May 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	25.08.22	City of Edinburgh Council - Keep Safe Spaces - Motion by Councillor Nicolson	To agree to commission a report to return to Policy and Sustainability Committee in October 2022 on how best to deliver a significant expansion of Keep Safe Spaces, focusing in particular on areas that were currently underserved. The report should also recommend additional ways to promote and raise awareness of the scheme.	Executive Director of Place	23 May 2023		Recommended for closure Report on the agenda for this meeting. Update – March 2023 Officers in Place are working with colleagues in Health and Social Care to prepare this update for Committee. Update – December 2022 Deferred to March



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							Update – October 2022 The Interim Service Director for Housing and Homelessness has been in touch with Councillor Nicolson and agreed further follow up with other Council services. A report will follow to the next Policy and Sustainability Committee.
2	01.11.22	Edinburgh Transient Visitor Levy Update	To note that Council Officers would update and develop the proposed scope and would identify supporting proposals for revenue priorities for consideration by Committee at the end of March 2023.	Executive Director of Place	August 2023		Update March 2023 An update is included in the Business Bulletin for Committee in March 2023

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3	17.11.22	Education and Children's Services Structure	To request that the full proposed Education and Children's Services structure be circulated to members.	Executive Director, Children, Education and Justice Services	End March 2023		Recommended for closure Circulated in March 2023.
4	17.11.22	End Poverty in Edinburgh Annual Report 2022	 To request a report on the impacts of poverty on women and girls in Edinburgh within 3 cycles, containing intersectional analysis of the particular impacts on women and girls who shared other protected characteristics, and how the recommendations in this report would prevent and/or mitigate women's poverty. To further request 	Executive Director of Corporate Services	June 2023		Recommended for Closure Report on the agenda for this meeting

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			that proposals be brought forward by officers within 3 cycles on how gender and other protected characteristics and priority groups — including but not limited to lone parents, larger families, families with disabled members, BAME households and unpaid carers — could be mainstreamed into council reports going forward.				
5	17.11.22	City 2030 Net Zero Target Annual Report	To request that all existing information around the likely costs of failing to invest in climate solutions locally be made available to groups as soon as possible, and to request a report to the Policy and Sustainability	Executive Director of Corporate Services	October 2023		

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			Committee within 2 cycles which outlined how the Council could cost the consequences of inaction vs adaptation in order to support budget setting processes, and the development of the mediumterm financial plan				
6	17.11.22	2030 Climate Strategy – Environmental Assessment Consultation and Review	1) To note that on 14th November 2022, the Finance and Resources Committee "reaffirm[ed] the importance of this strategic work to investigate local heat and energy efficiency solutions in helping Edinburgh Council to meet our climate change and energy targets" and requested "a report on progress made	Executive Director of Corporate Services	October 2023		Update - May 2023 1) An update on LHEES was included in the March 2023 Business Bulletin with the full report planned for October 2023.

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			towards this action at Policy and Sustainability Committee within 3 cycles". 2) To therefore request that in support of the above and as part of this report, a thorough options appraisal for opportunities for energy generation partnerships in the city be undertaken with an evaluation of how best to make Energy for Edinburgh an active enterprise, including consideration of options for alternative and joint ventures for Committee to consider, and with learning from other				2) Recommended for Closure Report on Energy for Edinburgh is on the agenda for the May Committee

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			ESCOs and Local Authorities.				
7	17.11.22	Climate Change Adaptation Update – Response to Motions by Councillors Macinnes and Parker	To request that the development of the Climate Ready Edinburgh plan and risk assessment include specific detail about how measures proposed in the plan – and risks identified in the risk assessment – would affect different demographics differently, and that this be included in the draft version coming to committee in early 2023.	Executive Director of Corporate Services	August 2023		Update - May 2023 A Business Bulletin update was provided as part of the March update; full report is planned for the August meeting of P&S Committee
8	17.11.22	Covid-19: Service Resumption – Response to Motion by Councillor Lang	To request a note on the resumption of school foreign visits.	Executive Director of Children, Education and Justice Services	End March 2023		Update – January 2023 Education and Children's Services are still finalising their policy and guidance on school trips abroad. A Task and Finish Group was set

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			2) To request that the advice provided to Council employees during the Pandemic on physical wellbeing be reissued	Executive Director of Corporate Services	December 2023		up to review this subject and last met on 9 December 2022. Schools and key colleagues are now being consulted on the outcome and this will inform future policy. Update – March 2023 Work continues and is ongoing; a fuller updated will be provided in a future Business Bulletin Update – January 2023 Communications Service has been providing regular information to

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							colleagues including via workshops and articles in NewsBeat since the early days of the pandemic and continue to update guidance regularly. HR colleagues are working on the preparation of a Corporate Well-Being plan.
9	24.11.22	City of Edinburgh Council: Monitoring Officer Report - Adults with Incapacity	To note that a further detailed report would be submitted by the Chief Executive to the Policy and Sustainability Committee on completion of the fact-finding investigation. This report should consider ongoing issues related to delayed discharge to give assurance as to no repeat of these incidents due to ongoing pressures with a	Chief Officer, Edinburgh Health and Social Care Partnership	August 2023		An independent review has been commissioned and it has been confirmed that the reviewer should have a report finalised by the end of June. On receipt of the findings of the review, a report will be submitted to Committee

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			particular focus on: a) The impact of court delays in obtaining appropriate orders. b) Assurance around the legal status of interim/step down beds. and thereafter referred to the following meeting of full council.				
10	24.11.22	City of Edinburgh Council: Adopting Definition of Islamophobia - Motion By Councillor Kumar	1) To request a report within 3 cycles to the Policy and Sustainability Committee detailing how the APPG definition could be embedded across Council work and consider how Council could raise awareness of crime	Executive Director of Corporate Services	23 May 2023		Recommended for closure Report on the agenda for this meeting.

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			motivated by prejudice on the grounds of actual or perceived religion. 2) To agree that the Leader of the Council should write to the Police Scotland Divisional Commander of Edinburgh with the details of this motion and to request an update on work to tackle religious motivated crime at the next quarterly police update to the Policy and Sustainability Committee.				
11	24.11.22	City of Edinburgh Council: Social Security Take-Up Strategy -	To request an update report to the next Policy and Sustainability Committee on the current work underway,	Executive Director of Corporate Services	21 March 2023		Update – March 2023 A briefing session has

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		Motion by Councillor Heap	including the welfare advice services review, to ensure benefit advice and benefit take up was progressing and consider the next steps required				been organised for the 23 rd March to cover the Social Security Take-Up Strategy and other questions on benefits
12	24.11.22	City of Edinburgh Council: Night Time Coordinator - Motion by Councillor Staniforth	To agree that a report on a potential night time coordinator, describing potential remit and funding for such a post, come to Policy and Sustainability Committee within three cycles	Executive Director of Place	23 May 2023		Recommended for closure Report on the agenda for this meeting.
13	24.11.22	City of Edinburgh Council: Employee Volunteering Policy - Motion by Councillor Bandel	To request officers to develop a proposal for an Employee Volunteering Policy that would give staff paid leave to volunteer with local organisations and initiatives, and report back to Policy and Sustainability Committee by September	Executive Director of Corporate Services	September 2023		Update - May 2023 Colleagues are currently reviewing a number of employee policies and will provide an update in the business bulletin for the August 2023

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			2023 including an assessment of any operational and financial impact on the delivery of council services				meeting
14	17.01.23	Employee Code of Conduct	To request a report within 2 cycles on Council progress towards development of robust harassment prevention and action policies which addressed sexual and sexist harassment, racial harassment, homophobia, biphobia and transphobia, harassment towards disabled people, and other forms of harassment	Executive Director of Corporate Services	May 2023		Recommended for closure Report on the agenda for this meeting ("Harassment Policies Update")
15	17.01.23	Endorsement of Plant-based Treaty - Response to Motion by Councillor Burgess	 To request an update report on progress of the treaty. To request an action plan and timescale 	Executive Director of Corporate Services Executive Director of	22 August 2023 22 August 2023		Update - May 2023 These are still on schedule for August 2023 meeting - report will now be titled Plant-Based Treaty

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			for implementing possible changes to Council activities following the endorsement of the treaty to be presented to Committee for decision within 3 cycles	Corporate Services			Action Plan
16	17.01.23	In-House Service Provision (Hard Facilities Management) - Response to motion by Councillor Day	1) To note disappointment that the report did not reflect the Council Business Plan nor did it address the original motion.				
			2) To request a report back in 2 cycles which addressed the above concerns.	Executive Director of Place	August 2023		Update May 2023 This will be included in the report referred to under Para 3),
			To agree receive a further report in three cycles which	Executive Director of Place	August 2023		scheduled to come to this Committee in August 2023.

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			examined the case for the establishment of a Direct Service Organisation (DSO) within the council covering all facilities management, long term capital investment and repairs on all council owned buildings including those within the HRA. This report should establish the feasibility of managing 'peaks and troughs' demand across the entire council estate including the high volume of work on the schools estate during holiday periods, and whether this could be balanced with long				

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			term planning against other areas of the estate such as council housing. 4) To request a briefing note setting out the timetable for continuing work around in-sourcing of hard facilities management including: - integration of the Council's AIMS; - completion of the organisational review of the current service; - janitorial upskilling programme - BEMS monitoring and helpdesk inhouse transfer	Executive Director of Place	June 2023		

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			- Review of fleet services support capacity and plans for updating Committee on progress made towards this work.				
17	17.01.23 (Council – 09.02,23)	Regional Prosperity Framework Delivery Plan	To further note with regret the lack of diversity on the Edinburgh and South East Scotland Joint Committee and instruct Edinburgh's Council Leader to raise this point at their next meeting and report back to members of the Policy and Sustainability Committee via the Business Bulletin any actions that arose from this discussion	Executive Director of Place	August 2023		An update will be provided in the business bulletin for the August meeting of the committee. Update - February 2023 The report had been referred to the City of Edinburgh Council on 9 February 2023 in terms of Standing Order 30.1 – the Council had approved

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							the recommendations.
18	17.01.23 21.03.23	Driving for the Council – Telematics Policy	To pause any further action and request a report back in 1 cycle with more information The Committee continued consideration of the report to the next meeting to allow further discussions to take place with union representatives.	Executive Director of Place	23 May 2023		Recommended for Closure Report on the agenda for this meeting
19	17.01.23	Energy Management Policy for Operational Buildings - Update Report	To therefore request that year-on-year energy reduction targets set by the "Energy Management System" be aligned to those within the CERP, and that the policy aims and objectives of the "Energy Management Policy for Operational Buildings" be revised to include a broad commitment to renewable	Executive Director of Place	End March 2023	12 April 2023	Recommended for Closure A briefing note was circulated to Committee on 12 April.

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			energy as part of management plans, with the updated policy and targets circulated to Committee when complete.				
20	09.02.23	City of Edinburgh Council Independent Inquiry and Whistleblowing Culture Review	To note that a significant number of CEC employees do not have their own Council email address. To agree to achieve meaningful, enduring cultural transformation, the provision of an individual Council email address for every employee is given priority. To request that a clear timeline for achieving this be set out in a covering report to this report and submitted to the Policy and Sustainability Committee for consideration at its 21st March meeting.	Chief Executive	21 March 2023		Report was considered by the Committee on 21 March 2023

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21	09.02.23	City of Edinburgh Council 16 Days of Activism Against Gender- Based Violence	Notes with concern the 'red' status of the first two quality standards under priority one which state that "proactive engagement is very limited and there are single or no awareness raising campaigns" and that the partnership "did not collect or analyse data in order to understand attitudes towards VAWG." Therefore request a briefing note to the Policy and Sustainability Committee within 2 cycles outlining any plans on how these quality standards will be met, with particular focus on awareness raising campaigns which target groups with particular needs and experiences relating to gender based violence including younger and older	Chief Executive	23 May 2023		Recommended for closure Report on the agenda for this meeting.

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			women, the LGBT community, BAME women, carers and cared-for people, refugees, disabled people and men and boys				
22	09.02.23	City of Edinburgh Council Edinburgh and Taiwan Partnership Links	To request the guidance on Elected Members Overseas Travel is refreshed and reported to the Policy and Sustainability Committee in 2 cycles and that this considers: Impact of transport on climate change Payment of trips Tangible outcomes for trips	Chief Executive	August 2023		
23	09.02.23	City of Edinburgh Council: Declaring a Nature Emergency - Motion by Councillor Parker	To request a report to Policy & Sustainability Committee within 2 cycles which: - Explores the possibility of the	Executive Director of Place	August 2023		Update - May 2023 Report is being prepared for the August meeting of the

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			Council signing up to the Berlin Urban Nature Pact as the next milestone from COP15 after the Edinburgh Declaration and Montreal Pledge. - Outlines how existing Council strategies such as the Biodiversity Action Plan, forthcoming Edinburgh Adapts plan and 2030 Climate Strategy, align with the GBF, Scottish Biodiversity Strategy and Berlin Urban Nature Pact, and notes any changes to existing strategies or additional resource required to deliver				Committee.

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			against these. Provides an update on the development of the Vision for Nature as outlined in the Biodiversity Action Plan, including specific consideration of how the Vision for Nature will: a) Adopt an ecological coherence approach to effectively identify and target actions required to tackle the nature emergency and deliver against the various strategies listed above, including through the further development of the region's Nature Network;				

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			b) Adopt a partnership approach, working with Edinburgh Biodiversity Partnership project partners, including through the Edinburgh Living Landscape, to maximise opportunity for delivery of the strategies listed above, and taking learning from the partnership board model developed as part of the 2030 Climate Strategy work. And asks that detailed costs are provided for the points above in the report to the Policy and Sustainability Committee				

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24	09.02.23	City of Edinburgh Council: Gender Recognition Reform - Motion by Councillor Mumford	To recognise the importance of hearing more about the lived experience of trans people, and therefore agrees that the Council Leader should arrange a round table meeting in the next five weeks, involving representatives of the trans community, members of political groups and relevant senior officers. This will have the purpose of discussing practical actions which the Council could take within its services to directly help and support trans people. Council agrees the outcome of this event will be reported to the Policy and Sustainability Committee	Executive Director of Corporate Services	August 2023		Work is progressing with officers supporting the Council Leader with the round table meeting having taken place late April.
25	09.02.23	City of Edinburgh Council: Care Home	To call for a report to Policy and Sustainability Committee in March	Chief Officer, Edinburgh Health and Social Care	August 2023		Update Deferred to August 2023. The report was

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		Contracts - Motion by Councillor Miller	detailing social care contracts, with details of the procurement procedures the reasons for the delays in resolving the provision of care in the facilities and decision making processes for each contract: a) Which have been procured or extended during the last 12 months. b) Currently going through any stage of procurement, extension or alteration. c) Which are expected to begin procurement or may require extension or alteration within the next 12 months.	Partnership Executive Director of Children, Education and Justice Services			originally submitted to the Committee on 21 March 2023 when it was continued for 1 cycle of meetings
	21 .03.23		The report was continued to the next meeting of the Committee				

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26	16.03.23	City of Edinburgh Council Self Directed Support – Motion by Councillor Nicolson	 To request a further report in 1 cycle to the Policy and Sustainability Committee specifically outlining which Directorate's Budget was credited when Self Directed Support monies were unspent and 'clawed back' and details of the financial transaction. To request that this report detail how the parameters of use for Self Directed Support could be made as broad as statutory guidance encourages, by delivering care and support through the widest means 	Chief Officer, Edinburgh Health and Social Care Partnership	23 May 2023		Recommended for closure (1, 2 and 3) Report on the agenda for this meeting.

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			possible including options to support people with the cost-of-living crisis. 3) To further request the report outline how the 'claw back' procedure could be developed to support assessors as currently no assurance could be given that every locality and practitioner followed the same process. 4) To request a report to Policy and Sustainability Committee by September detailing: a) potential solutions to reducing the amount of self-	Chief Officer, Edinburgh Health and Social Care Partnership	September 2023		

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			directed support money's clawed back from families through allowing spend on non-traditional approaches to care and respite; b) what training the council was providing those at each level of implementing SDS locally in terms of maximizing service user choice in this area.				
27	16.03.23	City of Edinburgh Council – Conservatives Voter ID Disenfranchisement Legislation – Motion	To request a report to Policy and Sustainability Committee in three cycles, setting out the impact of the Conservative's voter ID disenfranchisement	Executive Director of Corporate Services	24 October 2023		

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		by Councillor Dobbin	legislation, with information from the impact during May's English local government elections. This should include: a) How Voter ID legislation will lower voter turnout, or participation rate. b) How the Council can use its communications to share information on new legislation and how it will impact voters ahead of time. c) How the Council can engage with Edinburgh constituents on their worries or concerns of Voter ID ahead of future elections				

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			This should further set out all actions being taken by the Edinburgh Returning Officer, valuation board and elections team to support people most at risk of losing their voting rights.				
28	21.03.23	The City of Edinburgh Council Gaelic Language Plans: 2017-22 and 2023-27	To note paragraph 6.1 of the report dealt with funding for Gaelic-specific posts, and to call for a briefing note to members setting out how it was expected that these posts would be secured in order to carry out the 'many actions' in the draft plan.	Director of			
29	21.03.23	Internal Audit: Swift System - Application Technology Controls Internal Audit Report	To request that officers provided a briefing to members on concerns which had been raised on the recording of information on the Swift System and any alternatives for recording information which	Executive Director of Corporate Services			

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			may have been available with particular reference to confidential information and whistleblowing.				
30	21.03.23	Risk Management Policy	To agree to bring back the report for approval in two cycles, with a more detailed assessment of elected member involvement, roles, reporting and escalation following the workshop with GRBV members.	Executive Director of Corporate Services	22 August 2023		
31	21.03.23	Carbon Impact of International Travel	To regret that international travel by the Lord Provost office was not captured in the report by the Executive Director of Corporate Services and therefore request a briefing note outlining a list of international travel bookings from the Lord Provost office for 2021-2022 to be supplied in the same format as Table 1 included in the	Executive Director of Corporate Services			

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			report, as well as comparative data for trips from the Lord Provost office from previous years to be supplied in the same format as Figure 1 at 4.7 in the report.				
32	21.03.23	Extreme Heat, Climate Adaptation and Resilience	To request a briefing note in table format to cover, for each of these: a) Timescales for anticipated updates and/or review; b) Governance arrangements including committee reporting schedules and scrutiny; how the various strategies and policies interrelate; and relevant directorate leading on the work;	Executive Director of Corporate Services	June 2023		Update - May 2023 The Policy team are working on this briefing note which will be circulated to members in June 2023.

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			c) How climate adaptation would be profiled within these strategies and/or policies as part of updates and/or review going forward.				
33	21.03.23	Response to Motion by Councillor Day - Ukraine Support	To request a Business Bulletin update in one cycle, covering in any case - discussions about a year 2 (2023/24) UK and Scottish Governments funding agreement: - Resettlement Fund projects in the city region; and - The continuation and funding of short-term accommodation options within the city, including the MS Victoria.	Executive Director of Place	23 May 2023		Recommended for closure On the Business Bulletin for this meeting.

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34	21.03.23	Policy for the Transition from Children to Adult Support	To call for a report in 2 cycles providing an update on the policy and addressing the issues raised by members including why the policy had not been updated before now, the impact not having an updated policy had had on young people affected and consultation with young people making the transition.	Chief Officer, Edinburgh Health and Social Care Partnership	22 August 2023		
35	21.03.23	Re-deployment – Motion By Councillor Day	To ask for a report to this Committee in two cycles providing information about the current redeployment arrangements and how they could be made more effective in transitioning employees into appropriate permanent roles.	Executive Director of Corporate Services	22 August 2023		
36	21.03.23	Edinburgh Community Climate	To request a report from officers after applications	Executive Director of			

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	Fund – Motion by Councillor Mumfor	had been judged and awards made outlining: a) The total amount of funding applied for by groups; b) The total amount of funding available from the fund, and therefore the level of oversubscription; c) The key themes emerging from project applications and successfully funded projects; d) A geographical break down of the submitted and awarded projects; e) Consideration of how unsuccessful projects could continue to				

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			the Council to further their community action to tackle climate change; f) Proposals for how the fund could be continued and expanded in future years to meet demand.				
37	21.03.23	Four Seasons Healthcare – North Merchiston and Castlegreen Care Homes – referral from the Finance and Resources Committee	Requests a report and presentation to Policy and Sustainability Committee within 2 cycles updating members on future plans for social care provision, including any instances where it is anticipated that this presumption may be challenging.	Chief Officer, Edinburgh Health and Social Care Partnership	22 August 2023		
38	04.05.23	City of Edinburgh Council Council Reporting	To further request that, as part of the ongoing programme of work to review systemic	Executive Director of Corporate Services	22 August 2023		

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			discrimination within Council business practices and improve diversity, a report would come to Policy and Sustainability Committee in 2 cycles outlining a high-level workplan about how the Council could audit and improve accessibility within its communications both internally and externally.				
39	04.05.23	City of Edinburgh Council Drug and Alcohol Recovery Services in Niddrie and Craigmillar	 To request a business bulletin update to Policy and Sustainability within one cycle as to the rationale behind a centralised Opiate Replacement Therapy service as opposed to more locality-based models. Furthermore, to request a briefing 	Chief Officer, Edinburgh Health and Social Care Partnership Lead Officer	23 May 2023		Recommended for closure (1) On the Business Bulletin for this meeting.

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			session be offered to ward councillors and relevant group spokespeople to explore remaining barriers to people in Niddrie and Craigmillar accessing drug and alcohol support services locally.				
40	04.05.23	City of Edinburgh Council Care Inspection Reports – Motion by Councillor Miller	To note the requirement to prepare an improvement plan in response to both inspections, that officers have started this work, and call for improvement plans to be reported to the Policy and Sustainability Committee within one cycle. To request that unpaid carers/parents and service users be involved in the development of all improvement plans.	Chief Officer, Edinburgh Health and Social Care Partnership Lead Officer	22 August 2023		

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41	04.05.23	City of Edinburgh Council Period Product Provision – Motion by Councillor Bennett	Council requests a report to Policy and Sustainability Committee within 2 cycles detailing where such information was available: a) Which areas of the city were reporting running out of products for those in need? b) Which public buildings were seeing an increase in people taking free period products? c) Which details the status of premises that provided free period products (i.e. were they open for staff, the public and whether hours of access were restricted to assess	Chief Executive	22 August 2023		

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			whether it was restriction of provision or access to buildings which was causing the problem); d) Widely publicise the link to the Hey Girls website where building managers could apply to become a community partner and access appropriate products				
			e) Which third sector organisations and buildings were seeing an increase in people taking free period products f) The possible costs				
			associated with extension of provision.				

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			g) The possible costs associated with extension or provision of specifically biodegradable or reusable products? h) An application scheme for interested parties to receive products to distribute." The report should cover provision for key partners such as pantries, food banks, and third sector organisations, where access to period products was a vital part of the support provided and where access had been limited since the Council's citywide roll out.				

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42	04.05.23	City of Edinburgh Council Crisis in NHS Dentistry – Motion by Councillor Davidson	Council requests the Council leader writes to (a) the Scottish Health Secretary to request urgent action to tackle the lack of access to NHS dentists in Edinburgh and (b) the Edinburgh Integrated Joint Board to request a written update on the approach being to improve access to NHS dentistry in the city for consideration at a meeting of the Policy and Sustainability Committee within 2 cycles.	Chief Officer, Edinburgh Health and Social Care Partnership Lead Officer	22 August 2023		