

# Rolling Actions Log

## The City of Edinburgh Council

May 2015 to December 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	(a) 02-05-19	<a href="#">Review of Appointments to Committees, Boards and Joint Boards for 2019-2020</a>	<p>To continue for a further report to the next meeting on the legal opinion of agreeing changes to the Added Members for Education Matters on the Education, Children and Families Committee as follows –</p> <p>(a) To add an additional parent representative.</p> <p>(b) To add a senior pupil representative.</p> <p>(c) To make all Added Members for Education Matters</p>	Chief Executive		30 May 2019	<b>CLOSED</b>

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			non-voting members.				
	(b) 30-05-19	<a href="#">Added Members and Voting Rights on the Education, Children and Families Committee – Legal Opinion</a>	<p>1) To delay the determination of whether to add members and whether or not to remove voting rights of added members to the August sitting of Council, to allow time for review of similar proposals being implemented by Perth and Kinross Council.</p> <p>2) To ask officers to update the report for the Meeting Papers of the August Council to include information on the outcomes of changes to voting rights of added members on the Education and Lifelong Learning</p>	Executive Director of Children, Education and Justice Services	31 August 2023		<p><b><u>Recommended for Closure</u></b></p> <p>See Rolling Action 2 below</p>

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			Committee of Perth and Kinross Council.				
2	22.08.19	<a href="#">Added Members and Voting Rights on the Education, Children and Families Committee</a>	<p>1) To agree to continue the report and to organise a series of meetings with the Faith Community to examine their present relationship with the Council and explore how the engagement on the voting rights of the Religious Representatives could be modernised.</p> <p>2) To include consultation with young people and the parent community.</p> <p>3) To agree that the report be submitted to the meeting of the Council in November 2019.</p>	Executive Director of Education and Children's Services	31 August 2023	31 August 2023	<p><b><u>Recommended for Closure</u></b></p> <p>Report submitted to Council on 31 August 2023</p> <p><b><u>Update January 2023</u></b></p> <p>A briefing was issued to members on 9 January 2023</p> <p><b><u>Update February 2022</u></b></p> <p>An update report is to be submitted to the Education, Children and Families Committee in March 2022.</p>

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							<p><b><u>Update July 2020</u></b></p> <p>Work on this was suspended as a result of the COVID emergency. As conditions change the work will resume. The Executive Director is currently discussing the timetable for resumption with the Convener and Vice Convener of the Education, Children and Families Committee</p>
3	30.06.22	Scottish Government Resource Spending Review	To agree that the Lord Provost write to invite the Cabinet Secretary of Finance and Economy to	Executive Director of Corporate	Awaiting response		<p><b><u>Update – August 2022</u></b></p> <p>The Lord Provost</p>

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		– motion by Councillor Lang	address and take questions at a meeting of the Council before the end of the year, with such an agenda item supported by an officer report on the likely implications of the spending review on Edinburgh Council's budget	Services			has now written to the Cabinet Secretary with an invitation to speak at a meeting of Council – Colleagues are keeping this under review and will provide a further update once a response is received
4	27.10.22	Champion Roles - Motion by Councillor Fullerton	1) To agree that all existing elected members who served as champions in the last Council term should provide to officers, by the end of November 2022, a report detailing their activities and achievements specifically in their	Executive Director of Corporate Services	1 June 2023	22 June 2023	<b><u>Recommended for Closure</u></b>  Report submitted to Council on 22 June 2023

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			<p>role as a champion rather than from any other positions held.</p> <p>2) To further agree that officers should compile and review this information and return to the February 2023 meeting of the Council with a report setting out recommendations on which champion roles to be retained, created or removed.</p>				
5	15.12.22	Review of Political Management Arrangements	<p>1) To note that there had not been a skills audit of the current GRBV Committee and until this has been undertaken any skills gap amongst members was</p>	Executive Director of Corporate Services	January 2024		<p><b><u>Update 31 August 2023</u></b></p> <p>Work on the best practice is currently under way but will be informed by the equality and</p>

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			<p>unknown; that consideration needed to be given as to whether any external members of the Committee would be remunerated and what costs this would involve or, alternatively, whether this role could be filled by expert advisers on specific subject areas.</p> <p>Therefore agree:</p> <p>a) in the first instance to complete the skills audit;</p> <p>b) that prior to deciding on the need for external membership/</p>				<p>diversity training workshops taking place. The first workshop met on 2 August 2023 and the guidance is expected to be finished by January 2024.</p> <p><b><u>Update 9</u></b> <b><u>February 2023</u></b></p> <p>These reports will be submitted to the Council meeting in March to allow for time to carry out discussions with other local authorities on their audit arrangements and to adequately map out the equality, diversity,</p>

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			<p>advisers that a short report be brought forward in one cycle detailing what the estimated costs of a recruitment and appointment process would be for each and from which budget any costs would be met;</p> <p>c) that any decision on whether there should be a Vice Convener of GRBV should be delayed until the report above had been prepared so that there was full information about the costs and interactions with the Committee's work before decisions</p>				inclusion and culture change initiatives



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			<p>were taken.</p> <p>2) Further notes that both the Tanner Report and the Best Value Audit Report highlighted the need for culture change within the City of Edinburgh Council, and recognised that the aforementioned best practice guidance formed part of a larger project to improve and embed a culture of inclusion and accessibility in the council, including work to remove barriers to elected office.</p> <p>Therefore request</p>				<p><b><u>Update August 2023</u></b></p> <p>Equalities and the revised working group are being considered. Gavin King will report on the accessibility and removing barriers to Elected office once the workshops are completed (no date yet)</p>

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			that the papers brought to February Full Council include an overview of all of the initiatives pertaining to equality, diversity, inclusion and culture change within CEC, their remits and how they interlinked, and bring recommendations for a programme of future work to embed these principles remove barriers to elected office				
6	15.12.22	Motion by Councillor Nicolson – Self-Directed Support	Agrees that Council will receive a report in 1 cycle outlining the Council's approach to self-directed support clawbacks	Chief Officer, Edinburgh Health and Social Care Partnership	16 March 2023	16 March 2023	<b><u>Recommended for Closure</u></b>  Report submitted to the Council on 16 March 2023

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			<p>including:</p> <p>a) The operational approach to determining if those in critical need have underspent;</p> <p>b) The impact on outcomes for people in need of removing allocated support;</p> <p>c) The budget setting process and financial impacts;</p> <p>d) The total value of clawbacks each year for the last 5 years</p>				
7	09.02.23	Appointment to Working Groups	To continue consideration of the report to the next meeting on 16 March 2023 to allow briefings to be held with Groups.	Executive Director of Corporate Services	16 March 2023	16 March 2023	<p><b><u>Recommended for Closure</u></b></p> <p>Report submitted to the Council on 16 March 2023</p>

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8	09.02.23	Decision Making Framework 2023	To agree to continue consideration of the “Scheme of Delegation to Officers” and “Statutory Scheme of Delegation for Local Planning Applications” until the meeting of Full Council on 16th March 2023, and to request a workshop for members to discuss changes and any implications with engagement with political groups taking place prior to the meeting on 16 March 2023.	Executive Director of Corporate Services	16 March 2023	4 May 2023	<b><u>Recommended for Closure</u></b>  Report submitted to the Council on 4 May 2023
9	09.02.23	Drumrae Care Home	1) To note that the report referenced an ‘amended proposal’ but that the report did not provide information on these changes to the original direction	Chief Officer, Edinburgh Health and Social Care Partnership	16 March 2023	16 March 2023	<b><u>Recommended for Closure</u></b>  Report submitted to the Council on 16 March 2023

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			and decisions made by the Board and Council, and to call for these to be provided to the Board and Council in one cycle (not including the special budget meeting of Council).				
			2) To note that between the publication of this status report on 3 February and this Council meeting on 9 February, further decisions were being made by officers on the 'amended proposal', to call for Group Leaders and Health and Social Care	Chief Officer, Edinburgh Health and Social Care Partnership	16 March 2023	16 March 2023	<b><u>Recommended for Closure</u></b>  Report submitted to the Council on 16 March 2023

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			<p>group spokespeople to be briefed urgently, and for decisions to be referred to Council and the Board within one cycle, including the decision on the longer lease which has been requested by NHS Lothian.</p> <p>3) To request the information referenced in 5.1 of the report be shared with all councillors by close of play Friday 10<sup>th</sup> February 2023</p>	Chief Officer, Edinburgh Health and Social Care Partnership	10 February 2023		
10	09.02.23	Drug and Alcohol Recovery Services in Niddrie and Craigmillar -	To agree that an update would be reported back to Council within one cycle.	Chief Officer, Edinburgh Health and Social Care Partnership	16 March 2023	4 May 2023	<p><b><u>Recommended for Closure</u></b></p> <p>Report submitted to the Council on</p>

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		Motion by Councillor Campbell					4 May 2023
11	16.03.23	<a href="#">Drumrae Care Home - Status Report</a>	To request the Chief Officer of the EHSCP to clearly set out all risks, mitigations and contingencies in respect of Drumrae Care Home and to clarify the consequences for the already approved Bed Based Review in the report to Council on 4 May 2023	Chief Officer, Edinburgh Health and Social Care Partnership	4 May 2023	22 June 2023	<b><u>Recommended for Closure</u></b>  The Council have received a subsequent update on the existing bed base review and the status of Drumrae care home at their meeting on 22 June ( <a href="#">item 7.1</a> ).
12	16.03.23	Improving the Budget Process – Motion by Councillor Staniforth	To instruct officers to report - either as part of an audit or independently - on the budget process undertaken by other council across Scotland in order to inform our own potential budget process	Executive Director of Corporate Services		20 June 2023	<b><u>Recommended for closure</u></b>  A report was submitted to the Finance and Resources Committee on 20

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			reforms.				June 2023 re Lessons learnt; Internal Audit are also taking the audit they completed on this to Governance Risk and Best Value Committee on 1 August as part of the Q4 IA update.
13	16.03.23	<a href="#">Charging for Visitor Access to St Giles' Cathedral</a>	1) To agree to a Members Briefing on the potential charges for visitors; the implications for entry for worshippers and for Edinburgh residents who had the right to gain access under the Edinburgh Burgh Church's Scheme and how the definition of	Chief Executive	16 March 2023	16 June 2023	<b><u>Recommended for Closure</u></b>  Members briefing was circulated on 16 June 2023



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			worshippers would be determined.				
			2) To recognise that St Giles was a major city centre asset for the City of Edinburgh, and that the Council was a body “having or claiming to have rights or duties in connection with the said Cathedral Church of St Giles”.			1 June 2023	<b><u>Recommended for Closure</u></b>  Report submitted to Council on 1 June 2023
			3) To therefore, request a report by the next Full Council detailing the possible impact on charging for non-worshipping access on (a) Free and low-cost access to activities (b) Public access to warm and	Chief Executive	4 May 2023	1 June 2023	<b><u>Recommended for Closure</u></b>  Report submitted to Council on 1 June 2023

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			welcoming spaces (c) Public access to toilet facilities				
14	04.05.23	Tourism Tax – Motion by Councillor Day	To request a report in 2 cycles to Full Council to confirm the Council’s prospectus, which would then be used in further approaches to the Scottish Government.	Executive Director of Corporate Services	22 June 2023	22 June 2023	<b><u>Recommended for Closure</u></b>  Report submitted to Council on 22 June 2023
15	04.05.23	Heathervale Care Home Service – Motion by Councillor Key -	1) Calls for a report to Council in one cycle that details the improvement plan called for by the Care Inspectorate and that assures council that all actions called for in the report have been completed satisfactorily.  2) Calls for a comprehensive	Executive Director of Children, Education and Justice Services  Executive Director of	1 June 2023  22 June 2023	1 June 2023  22 June 2023	<b><u>Recommended for Closure</u></b>  Report submitted to Council on 1 June 2023  <b><u>Recommended for Closure</u></b>

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			report within 2 cycles on all accommodation services that provide care to our young people within Edinburgh and to arrange Members' visits to them within this calendar year, 2023	Children, Education and Justice Services			Report submitted to Council on 22 June 2023
16	04.05.23	Special Needs Swimming Sessions in Braidburn School Pool - Emergency Motion by Councillor Arthur	To agree for a report in one cycle to identify suitable funding sources to allow these sessions to continue beyond September 2023 and requests officers investigate actions, including additional funding, to secure the immediate resumption of ASN swimming sessions at Braidburn.	Executive Director of Children, Education and Justice Services	1 June 2023	22 June 2023	<b><u>Recommended for Closure</u></b>  Report submitted to Council on 22 June 2023
	01.06.23	<a href="#">Family Swim</a>	Withdrawn and to be		22 June 2023		

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		<a href="#">Sessions in Braidburn Pool</a>	resubmitted to the meeting on 22 June 2023				
17	04.05.23	<a href="#">Scheme of Delegation 2023</a>	1) To request that best practice guidance be produced and circulated in order to ensure a consistent approach in keeping elected members appraised of decisions taken and authorised under delegated authority. This guidance should particularly pertain to 2.3 (responsibility to inform), 2.4 (Reports), and have due regard for the need to keep Elected Members informed and updated about	Executive Director of Corporate Services	January 2024		<p><b><u>Update 25 August 2023</u></b></p> <p>Work on the best practice is currently under way but will be informed by the equality and diversity training workshops taking place. The first workshop met on 2 August 2023 and the guidance is expected to be finished by January 2024.</p>

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			<p>relevant decision in a timeous and fair way.</p> <p>2) To request a briefing note be circulated to members on the process for how BID ballots were handled in relation to officer, ward member and convener responsibilities.</p>	Executive Director of Place		30 May 2023	<p><b><u>Recommended for Closure</u></b></p> <p>A briefing note was circulated on 30 May 2023</p>
18	04.05.23	Standing Up for Migrants and Refugees– Motion by Councillor Mumford	To request a briefing note to be circulated to all Elected Members before summer recess updating them on engagement with Edinburgh City of Sanctuary and future plans for embedding the Council’s commitment as a	Executive Director of Children, Education and Justice Services	23 November 2023		

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			'city of sanctuary' throughout Council operations and request that the briefing note also include information on financial implications.				
19	04.05.23	Sewage in Edinburgh's Waterways – Motion by Councillor Caldwell	To request a report detailing the impact that building new housing close to waterways would have on CSOs.	Executive Director of Place	12 October 2023		This will be reported to Transport and Environment Committee on 12 October 2023
20	04.05.23	Consideration of Private Business – Motion by Councillor Lang	Continued to the next meeting of the Full Council	Executive Director of Corporate Services (Committee Services)	1 June 2023	1 June 2023	<b><u>Recommended for Closure</u></b>  Submitted to Council on 1 June 2023
21	04.05.23	EDI Training – Motion by Councillor Kumar	Continued to the next meeting of the Full Council	Executive Director of Corporate Services (Committee Services)	1 June 2023	1 June 2023	<b><u>Recommended for Closure</u></b>  Submitted to Council on 1 June 2023

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22	04.05.23	Lifelong Learning Review – Motion by Councillor Campbell	To agree to receive an urgent briefing setting out the new structure, and the number of roles which were currently filled including how many lifelong learning officers had been put on the redeployment list and how many vacancies there were in the new structure.	Executive Director of Children, Education and Justice Services	15 June 2023	15 June 2023	<p><b><u>Recommended for closure</u></b></p> <p>The briefing is already complete and was issued on 15 June 2023</p> <p>A report was also submitted to the Culture and Communities Committee in August 2023.</p>
23	01.06.23	<a href="#">Heathervale Children's House</a>	To request a further report to Council in one cycle giving the details of the Improvement Plan and reasons as to why Elected Members were not informed of the outcome of the Inspection	Executive Director of Children, Education and Justice Services	22 June 2023	22 June 2023	<p><b><u>Recommended for Closure</u></b></p> <p>Submitted to Council on 22 June 2023</p>
24	01.06.23	<a href="#">Family Swim Sessions in Braidburn Pool</a>	Withdrawn and to be resubmitted to the meeting on 22 June 2023	Executive Director of Children,	22 June 2023	22 June 2023	<p><b><u>Recommended for Closure</u></b></p>

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				Education and Justice Services			Submitted to Council on 22 June 2023
25	01.06.23	Consideration of Private Business – Motion by Councillor Lang	<p>1) To request that officers consider the issues which arose on 21 March 2023 and report back to Council within six months with options on how procedures could be amended to ensure discussions on general issues and decisions on policy were taken in public, even when the catalyst for such a discussion came from a private agenda item.”</p> <p>2) To request that the</p>	Chief Executive (Gavin King)	28 September 2023		



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			officer report include consideration and recommendations around timelines for motion, amendment, and delegation request submissions, public notice of agenda items, and reporting of outcomes (or provides signposting to other work being undertaken on these issues).				
26	01.06.23	Critical Risks – Motion by Councillor Mowat	1) To agree that the Chief Executive would bring a report to Full Council in 2 cycles detailing a plan to reduce the Critical risks noted above, and that plan would be monitored by an appropriate	Chief Executive (Chris Lawson)	30 August 2023 and 14 December 2023		

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			<p>Committee for the next six months and a further report detailing progress would be brought to Council in December 2023.</p> <p>2) To agree that Councillors support officers by considering whether motions, amendments and written questions were necessary for the pursuance of Council business and delivery and resist bringing those that would add to officer workload and to review this restraint when the progress report was brought to council in</p>	Chief Executive	14 December 2023		

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			December 2023				
27	01.06.23	Safe Cycling at Work – Motion by Councillor Day	To invite delivery riders to talk to councillors about what improvements were needed, for example at the Spokes Bike Breakfast, followed by a short report by October 2023 on how the council could provide drop in points at council buildings (e.g. libraries) with tools, free lights, bike checks, security markings, free copies of the Highway Code, and guidance on how to unionise.	Executive Director of Place	23 October 2023		