

# Rolling Actions Log

## Regulatory Committee

4 December 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	01.05.23	Sexual Entertainment Venues (SEVs): Update Following Judicial Review	To agree to carry out a statutory consultation process to seek community and business views on:  i) what the appropriate number of Sexual Entertainment Venues (SEVs) for Edinburgh should be.  ii) what the appropriate number of SEVs for each relevant locality within the city should be.  iii) the existing SEV policy statement and conditions framework.	Executive Director of Place	February 2024		<b>Recommended for Closure</b>  Report on agenda for February meeting.

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2	01.05.23	Licensing Policy Development - Street Trading Update	1)	To agree to consult on the current trading policy with emphasis on the issues identified in paragraph 4.2 of the report by the Executive Director of Place.	Executive Director of Place	December 2023	Closed October 2023 Consultation now live.
			2)	To note that a further report would be submitted to Committee.			
3	01.05.2023	Motion by Councillor Ross – Hire Trade Age Policy	1)	To ask officers to engage with the hire car trade to discuss these issues along with possible solutions and any possible licensing responses and to bring a report to committee in four cycles.	Executive Director of Place	May 2024	Update December 2023 First meeting of the Working party met at end of November 2023
			2)	To ask the Convener to write to the Scottish Government to seek engagement on vehicle age and emission issues as		July 2023	

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			they apply to the hire car trade.				Government sent July 2023.
4	07.08.2023	Short-term Lets Licensing Scheme – Update	1) To discharge the actions arising from the motions agreed by the Council on 22 June 2023 and by this Committee on 6 February 2023 and agree to refer this report to the Planning Committee for noting.	Executive Director of Place	August 2023	September 2023	<b>Closed October 2023</b> Report referred to Planning Committee on 13 September 2023.
			2) To circulate a briefing to members setting out further detail about how compliance and enforcement will be managed, and in particular how members of the public may report suspected unlicensed STLs and whether, and in what circumstances, the council would consider proactive enforcement.		October 2023	October 2023	<b>Closed October 2023</b> A report was included on the agenda for committee on 2 October 2023.

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			3) To circulate a briefing note to all elected members summarising the current scheme with reference to the report by the Executive Director of Place.		December 2023	October 2023	<b>Closed October 2023</b> Date needed for circulation to members
			4) To provide communication on temporary licences to residents in buildings which contain secondary lettings,		June 2024		A further report will be required to committee in due course to agree scope of action.
			5) To provide communication to residents on temporary exemption requests.		June 2024		A further report will be required to committee in due course to agree scope of action.
5	07.08.2023	Additional Item – Regulatory Committee Work Programme	1) To agree to receive a report within two cycles on the provision of clear guidance on objections to licence applications and renewals, covering what grounds might be considered as valid and	Executive Director of Place	December 2023	December 2023	<b>Closed December 2024</b> Report considered.

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			not valid, a straightforward way to make complaints and estimated response timescales.				
			2) To provide members with an update on the progression of the delivery of the CX contract following discussions with Civica.		December 2023		Discussions are ongoing with the supplier of the system in partnership with CGI.
			3) To include an update in the future Work Programme on the progression of the Taxi Stance consultation.		April 2024		
6	02.10.23	Business Bulletin	1) To request officers investigate why flat numbers for properties in tenements are not appearing on the short term lets licensing register.	Executive Director of Place	February 2024		An update has been provided in the business bulletin for committee in February 2024

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7	02.10.23	Short Term Let Enforcement in Edinburgh	1) To agree to receive an annual enforcement report in 12 months outlining the number of complaints and related enforcement activity in relation to STL in Edinburgh	Executive Director of Place	October 2024		
			2) To agree to review the approach to STLs in Edinburgh in 12 months, including the inspection fee structure.		October 2024		
			3) To request a briefing to members is given setting out further detail about how compliance and enforcement will be managed, and in particular how members of the public may report suspected unlicensed STLs and whether, and in what circumstances, the		December 2023	October 2023	<b>Closed October 2023</b>  A report was included on the agenda at the 02.10.23 meeting.

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			council would consider proactive enforcement.				
			4) To note that a further report will be presented within two cycles on points around the policy which were raised subsequent to the Judicial Review, and that the report will set out further details on the Council's approach to compliance and enforcement.		February 2024		
			5) To request information on the number and types of posts being recruited for is circulated to Committee Members.		February 2024		
8	02.10.23	Public Entertainment Licensing: Application Fees	1) To agree a stakeholder consultation on these issues should be progressed, in advance of making any adjustment to	Executive Director of Place	April 2024		

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			the relevant application fees.				
			2) In relation to gala days, the form of consultation should be a short-term working group consisting of Council Licensing officers, Regulatory Committee spokespeople and representatives of community gala day committees.		2024		<b>Update December 2023</b> Consultation meeting took place on 13 November 2023. A further report will be submitted to committee in 2024
			3) To circulate a list of what is included in amusement device licences.		February 2024		
			4) To request dialogue with colleagues in Public Safety around reintroducing in-person inspections is continued.		February 2024		
9	02.10.23	Criminal Records Checks for Taxi and private Hire Car Driver Licence	To request engagement with organisations such as the Scottish Refugee Council to make citizens who have resided	Executive Director of Place	February 2024		



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		Applicants Born or who have Resided Outwith the United Kingdom	outwith the United Kingdom aware of Apostille certificates.				
10	04.12.23	Work Programme	Food health and safety business plan' – ensure the report addresses previous outstanding items and points raised on the audit report discussed at GRBV.	Executive Director of Place	May 2024		
11	04.12.23	Licensing Enforcement – Taxis and Private Hire Cars	To agree to receive an annual performance report covering taxi and private hire car enforcement.	Executive Director of Place	Dec 2024		<b>Recommended for closure</b> Report added to work programme as this will be an annual report.
12	04.12.23	Regulatory Committee Workplan Objections to Licence Applications	To agree to publish the guide on the Council website.	Executive Director of Place	31 December 2023	December 2023	Published on the website

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13	04.12.23	Motion by Councillor McKenzie – Landlord Registration	<p>A report to the next Regulatory Committee on landlord registration will provide:</p> <p>7.1) An update on current response times for information requests, with proposals to reduce these if required.</p> <p>7.2) A breakdown of the information that tenants can reasonably expect when making enquiries on landlord registration.</p> <p>7.3) Proposals to improve accessibility for tenants seeking information relating</p>	Executive Director of Place	February 2024		<p><b>Recommended for closure</b></p> <p>Report on agenda</p>

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			to landlord registration.				
14	14.12.23 (Council Meeting)	Composite Motion – Short Term Let Judicial Review	<p>Extract of motion:</p> <p>Requests that a report come to Planning Committee in one cycle (excluding any special Planning Committees) detailing the implications of the Judicial Review and what outcomes this will have on Short Term Let Planning Policy and the assessment of Short Term Let Planning applications, what implication this may have for the Council's Short Term Let Licensing Scheme, and potential amendments to the 'Guidance for Businesses' which comply with the judgement. This report should also be sent to the Regulatory Committee.</p>	Executive Director of Place	February 2024 (after January Planning Committee)		
15	14.12.23 (Council Meeting)	Motion by Councillor Rae - Short Term	Therefore agrees that, in the interests of openness and transparency and to allow	Executive Director of Place	May 2024		

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		Lets Register – Publication of Applicants' Names	informed debate and reduce potential legal risks, to receive a report to the Regulatory Committee within two cycles to consider the implications of publishing the names of all applicants for STL licences and the best way to proceed.				