

# Rolling Actions Log

## The City of Edinburgh Council

May 2015 to December 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	30.06.22	Scottish Government Resource Spending Review – motion by Councillor Lang	To agree that the Lord Provost write to invite the Cabinet Secretary of Finance and Economy to 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	Executive Director of Corporate Services	March 2024		<p><b><u>Update – August 2022</u></b></p> <p>The Lord Provost 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</p>

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2	15.12.22	Review of Political Management Arrangements	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 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.	Executive Director of Corporate Services	May 2024		<p><b><u>Update February 2024</u></b></p> <p>The GRBV self-evaluation and skills assessment is part of the 23/24 IA plan Internal Audit have been providing quarterly updates on progress as part the quarterly reporting. The fieldwork is complete and we are now reviewing and preparing a report which we hope to take to GRBV in March</p> <p><b><u>Update 31 August 2023</u></b></p> <p>Work on the best</p>

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			<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/ 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</p>				<p>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> <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</p>

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			<p>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 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</p>				<p>their audit arrangements and to adequately map out the equality, diversity, inclusion and culture change initiatives</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</p>

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			<p>and embed a culture of inclusion and accessibility in the council, including work to remove barriers to elected office.</p> <p>Therefore request 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</p>				completed (no date yet)

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			barriers to elected office				
3	04.05.23	<a href="#">Scheme of Delegation 2023</a>	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 relevant decision in a timeous and fair way.	Executive Director of Corporate Services	January 2024		<p><b><u>Recommended for Closure</u></b></p> <p>A report was submitted to the Governance, Risk and Best Value Committee on 28 November 2023 and referred to full council on 14 December 2023</p> <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</p>

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							workshops taking place. The first workshop met on 2 August 2023 and the guidance is expected to be finished by January 2024.
4	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 ‘city of sanctuary’ throughout Council operations and request that the briefing note also include information on financial implications.	Executive Director of Children, Education and Justice Services	23 November 2023		<b><u>Update January 2024</u></b>  A report is being submitted to the Housing, Homelessness and Fair Work Committee in February 2024

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5	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	16 November 2023		<b><u>Recommended for Closure</u></b>  An update was provided in the Business Bulletin to <a href="#">Transport and Environment Committee</a> on 16 November 2023.
6	01.06.23	Consideration of Private Business – Motion by Councillor Lang	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	Chief Executive (Gavin King)	28 September 2023		<b><u>Recommended for Closure</u></b>  A report was submitted to Council on 28 September 2023



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			<p>public, even when the catalyst for such a discussion came from a private agenda item.”</p> <p>2) To request that the 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).</p>				<p><b><u>Recommended for Closure</u></b></p> <p>A report is on the agenda for this meeting</p>
7	01.06.23	Critical Risks – Motion by Councillor Mowat	<p>1) To agree that the Chief Executive would bring a report to Full Council in 2</p>	Chief Executive (Chris Lawson)	30 August 2023 and 14 December 2023		<p><b><u>Recommended for Closure</u></b></p> <p>A report was</p>

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			<p>cycles detailing a plan to reduce the Critical risks noted above, and that plan would be monitored by an appropriate 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</p>	Chief Executive	14 December 2023		<p>submitted to Council on 14 December 2023</p> <p><b><u>Recommended for Closure</u></b></p> <p>A report was submitted Council on 14 December 2023</p>

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			officer workload and to review this restraint when the progress report was brought to council in December 2023				
8	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		

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9	31.08.23	Co-operative Council – Motion by Councillor Day	<p>1) To agree to ask the Chief Executive to bring forward a report in two cycles with a detailed breakdown of the specific actions necessary to realise this aspiration. This report would include what actions would be necessary to:</p> <p>a) Ensure that future procurement practices confirm to the ethical commitments contained in the membership of the network and</p> <p>b) Align the priorities of the Council to those of the network, plus any other germane</p>	Chief Executive	2 November 2023		<p><b><u>Recommended for Closure</u></b></p> <p>A report was submitted to Council on 2 November 2023</p>

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			<p>considerations.</p> <p>c) join the network in terms of costings and officer time. Should also include an estimate of any travel time and costs.</p> <p>d) the report should detail the current and projected costs of membership of the Network, the costs expended on membership since 2016 and outline the benefits achieved for Edinburgh residents at taxpayers' expense since 2016, should any</p>				

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			<p>exist.</p> <p>2) To arrange for a briefing to elected members on the principles of the Co-operative Councils Innovation Network.</p>				
10	28.09.23	Governance Documentation	<p>1) To note the changes to process for the usage of urgency powers under the Committee Terms of Reference and Delegated Functions and requesting a further report in 2 cycles examining how the use of Group Leaders as a consultation forum can be minimised.</p> <p>2) Agrees that the best practice guidance</p>	Executive Director of Corporate Services (Gavin King)	14 December 2023		<p><b><u>Recommended for Closure</u></b></p> <p>A report was submitted to Council on 14 December 2023</p>

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			<p>on council questions should be agreed at December Council once it is produced.</p> <p>3) Given that no resolution is proposed to the outstanding issue of ceasing to debate items when the guillotine falls on debate at 5pm remits the following proposal to a meeting of Group Leaders for discussion:</p> <p>a) That the guillotine for debate falls at 4pm and from this point each motion and amendment is moved and</p>		14 December 2023		

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			<p>seconded with a time limit of one minute for speeches, thus ensuring greater openness, transparency and accountability in the Council's decision making by allowing councillors to briefly explain their motion and to improve the understanding of what decision is being made by allowing time for acceptance and rejection of any amendments and addendums.</p>				



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			b) The outcome of this discussion to be reported back to the Council meeting of 2nd November 2023.				
11	28.09.23	Annual Performance Report 2022/23 – referral from the Policy and Sustainability	<p>1) Council therefore requests an urgent report in 2 cycles with comprehensive analysis of the reasons behind the fall to only 734 homes being approved in 22/23 alongside actions and mitigations which can be put in place to ensure that number is increased in future years.</p> <p>2) Council also requests an urgent report in two cycles</p>	Executive Director of Corporate Services (Gillie Severin)	14 December 2023		<p><b><u>Recommended for Closure</u></b></p> <p>A report was submitted to Council on 14 December 2023</p>

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			which sets out the details behind the significant fall in the number of residents supported through the Advice Shop, and the actions that have been taken, particularly around recruitment and retention of staff, to improve performance, including benchmarking of staff pay in the contact centre.				
12	28.09.23	Motion by Councillor Davidson - Sexual Health Services in Edinburgh	To continue consideration of the motion to the next meeting of the Council on 2 November 2023	Committee Services	2 November 2023		<p><b><u>Recommended for Closure</u></b></p> <p>The motion was considered by the Council on 2 November 2023</p>

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13	28.09.23	Motion by Councillor Day - Tram Inquiry		Chief Executive	14 December 2023		<b><u>Recommended for Closure</u></b>  A report was submitted to Council on 14 December 2023
14	28.09.23	Motion by Councillor Jones - More Public Toilets for Portobello	Council further requests that a more wide-ranging report be prepared to look at public toilet provision in areas of high demand – where temporary provision has been made	Executive Director of Place/Chief Executive	16 November 2023		<b><u>Recommended for Closure</u></b>  A report (Public Toilets) was considered by <a href="#">Transport and Environment Committee</a> on 16 November 2023.
15	14.12.23	<a href="#">Procedural Standing Orders Update</a>	To request a report in two cycles looking at further options to both make the best use of time at Council Meetings and for business to consider only the most relevant matters for decision, such as the	Executive Director of Corporate Services	21 March 2024		

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			establishment of a business Bureau.				
16	14.12.23	<a href="#">Committee Best Practice Guidance - referral from the Governance Risk and Best Value Committee</a>	To agree that this best practice guidance be reviewed in August 2024 to take cognizance of the elected member equality and access workshops, and annually thereafter.	Executive Director of Corporate Services	22 August 2024		
17	14.12.23	Monitoring Officer – Private Report	Agree that upon conclusion of the ongoing Tram legal processes this report will be resubmitted to the Council following legal proceedings being formally settled on the A agenda.	Deputy Monitoring Officer	To be confirmed		