

Culture and Communities Committee

10.00am, Thursday 8 August 2024

Work Programme 2024/25

Executive/routine	N/A
Wards	N/A

1. Recommendations

- 1.1 To approve the Culture and Communities Committee Work Programme for 2024/25.

Dr Deborah Smart

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Report

Work Programme 2024/25

2. Executive Summary

- 2.1 This report seeks approval of the committee work programme for 2024/25 following a workshop held with members in June 2024.

3. Background

- 3.1 Council agreed in September 2023 to trial a new format for executive committee work programmes. These would be informed by workshops with committee members and aimed to help committees to plan and manage their workload and give a clear steer to officers of the main priorities of the committee. Members would have the opportunity at the workshops to suggest amendments and additions to the work programme while directors could inform members of any impact on capacity for additional work.
- 3.2 At the end of the year a new workshop would take place to self-assess the past year's achievements and plan for the new year in advance of a committee annual report. Council agreed the approach should be trialled for a year with a review of its effectiveness taking place thereafter.

4. Main report

- 4.1 At the Workshop, considerable discussion took place on options to reduce the quantity of business being placed before the Committee, thereby enabling more focus on key areas of business. It was considered that where a report is providing an update to the Committee but not seeking any further decision, that this information, instead, be included in the Business Bulletin. This ensures that the information remains within the public domain but does not require to be considered by the Committee as a formal report.
- 4.2 In respect of the Business Bulletin, consideration was given to splitting it into two distinct sections, the first would detail events and the second part would inform of routine business.
- 4.3 In respect of the Rolling Actions Log, the workshop took the view that where an action had not been achieved by the listed due date, that a narrative be included to

explain the reasons why and to provide a revised date. Further, there was consensus that there should be a more dynamic link between the Rolling Actions Log document and the Work Programme document with any items listed in the Work Programme removed from the Rolling Actions Log because they could never be closed off due to the reporting requirements.

- 4.4 In consideration of the Work Programme, Committee members agreed that any updates relating to actions agreed by the Committee, or elsewhere, should be reported by December each year to enable political groups to consider whether further budget should be included within their annual budget proposals.
- 4.5 Alongside this, such reporting could reduce the number of motions being submitted to the Committee seeking updates on these matters and it was also considered that six-monthly reporting on actions agreed by the committee would be appropriate, thereby enabling the Committee to assure itself that what was planned to be achieved through the Committee decision is on track or to be made aware, at an early stage, if a project has had to be delayed for a specific reason.
- 4.6 The Workshop then considered Council strategies and that members did not believe that there was sufficient reporting of these to enable members to understand if they remained relevant and up to date, The Workshop agreed that a strategy update and renewal schedule should be devised. It was also suggested that a report be prepared detailing all the Council strategies and which committee is the appropriate place to scrutinise them.
- 4.7 The Workshop next considered the structure and format of meetings of the Committee. An initial suggestion was to have a number of themed meetings, but it was accepted that this would be logistically difficult and could result in additional meetings requiring to be called to ensure that all business could be completed.
- 4.8 It was also suggested that the first meeting in each financial year be held as early as possible to enable decisions to be taken on any matters agreed by the Council during the setting of the annual budget.
- 4.9 Discussion took place at the workshop on reports which have a common theme and whether these could be presented as a single report covering multiple linked subjects. This would not only decrease the number of reports being submitted to the Committee but would also enable Committee members to take a more strategic, cross-Council view when taking decisions.
- 4.10 Committee members expressed the view that they should have a greater awareness of what the statutory duties of the Council were within the remit of the Committee.
- 4.11 Finally, elected members expressed frustration when the Committee receives reports referred from other committees of the Council, but with no narrative included on what specifically the Committee was being asked to consider.

5. Next Steps

- 5.1 Officers will review the points made by elected members at the workshop and consider an effective mechanism for achieving them.
- 5.2 A further workshop will be held in May 2025 to review progress against the approved work programme and self-assess the committee's achievements. A review of this process will be undertaken for a decision to be made on whether to continue this approach.

6. Financial impact

- 6.1 There is no financial impact arising from this report.

7. Equality and Poverty Impact

- 7.1 Equalities impacts arising from committee business will continue to be considered as part of the council's overall governance and political management frameworks.

8. Climate and Nature Emergency Implications

- 8.1 There are no climate or environmental impacts arising from this report.

9. Risk, policy, compliance, governance and community impact

- 9.1 The revised work programme process should have a positive impact on executive committee governance arrangements by encouraging discussion between members and officers and improving forward planning. The review which will be undertaken after the trial period in May 2025 will allow improvements to be identified and incorporated into any future approach.
- 9.2 Failure to appropriately plan executive committee business can increase risk to the council. The revised process will ensure consistency across committees and directorates.

10. Background reading/external references

- 10.1 [Minute of City of Edinburgh Council, September 2023](#)
- 10.2 [City of Edinburgh Council, September 2023, webcast](#)
- 10.3 [Governance Documentation](#), September 2023

11. Appendices

11.1 Appendix 1 – Culture and Communities Committee Work Programme 2024/25

Culture and Communities Committee Work Programme

8 August 2024

Date	Type	Item
October 2024	Regular Reports	<ul style="list-style-type: none">• Annual Scrutiny Report by Scottish Fire and Rescue Service• Financial Monitoring Report
	Other items	<ul style="list-style-type: none">• Draft Park Management Rules• Custom House Update• Public Art Strategy• Princes Street Waverley Strategy (subject to referral from the Planning Committee)• Thriving Greenspaces Strategy Delivery Action Plan (could roll over to December)• Events in Parks – Levy Arrangements• Hostile Vehicle Mitigation (HVM) Measures• Commemorating the Legacy of Saroj Lai• Grass Cutting Standards• Firework Displays• Community Centre Strategy• Festival Fringe Society• Lawn Tennis Association Investments in Parks (Business Bulletin)• Concessionary Tickets Scheme for Cultural Events (Business Bulletin)

		<ul style="list-style-type: none"> • Filmhouse (Business Bulletin) • Edinburgh Castle Rockfall (Business Bulletin) • Arena for major events update (Business Bulletin)
December 2024	Regular Reports	<ul style="list-style-type: none"> • Financial Monitoring Update
	Other items	<ul style="list-style-type: none"> • Trees in the City update • Creative Scotland Funding Decisions Update • Thriving Greenspaces Strategy Delivery Action Plan (could be taken in October) • Physical Activity and Sport Strategy • Pitches Strategy • Park Lighting Update • Parks and Openspace Investment • Use of Princes Street Gardens and the Ross Bandstand • Review of Scheme for Community Councils and their Boundaries
February 2025	Regular Reports	<ul style="list-style-type: none"> • Police Scotland – Edinburgh City Division Scrutiny Report • Edinburgh Leisure Annual Report • Edinburgh Leisure Annual Service Payment • Capital Theatres Annual Report • Financial Monitoring Update
	Other items	<ul style="list-style-type: none"> • Future Libraries Strategy • Events Strategy

		<ul style="list-style-type: none"> • Third Party Grant Funding
May 2025	Regular Reports	<ul style="list-style-type: none"> • Summer Festivals Annual Report • Winter Festivals 2024/25 Annual Update • Use of Public Spaces for Events and Filming – annual update
	Other items	<ul style="list-style-type: none"> • Transient Visitor Levy Update • 20 minute neighbourhood update (Business Bulletin) • Update on use of sports facilities (Business Bulletin)
By December 2025	Regular Reports	
	Other items	<ul style="list-style-type: none"> • Options for Central Library
May 2026	Regular Reports	
	Other items	<ul style="list-style-type: none"> • Edinburgh Museums and Galleries: Policy Update