

Transport and Environment Committee

10.00am, Thursday 15 August 2024

Work Programme 2024/25

Executive/routine	N/A
Wards	N/A

1. Recommendations

- 1.1 To approve the Transport and Environment Committee Work Programme for 2024/25.

Dr Deborah Smart

Executive Director of Corporate Services

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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 A workshop was held with Transport and Environment Committee members and relevant officers on 10 June 2024. A proposed work programme was circulated in advance and comments invited from members at the meeting.
- 4.2 During discussion, members raised a number of points regarding the length of meetings and how business may be better managed both prior to and during meetings. Improved engagement with members in advance of strategic reports and guidance on how best members could feed into these prior to presentation of reports to committee could prevent ward-specific issues being submitted as amendments which lead to additional resource implications and time at committee. Clearer information on the justification for report proposals could also reduce amendments requesting additional information which add to officer workload pressures.

- 4.3 Members acknowledged the 40 minute time limit for each item helps focus discussion but that some reports, such as major projects, require more time than others. Officers would consider the scheduling of reports to prevent too many reports of this nature being presented to one meeting. The use of the business bulletin is helpful for information requests but is not always appropriate.
- 4.4 Members considered the 4-week cycle of the committee and it was agreed this would be kept under review and amended if the workload supported a reduction in the number of meetings in future.
- 4.5 There were also questions regarding the remit of the committee where some issues, for example crematoriums and public toilets, may be better suited to a different committee. The next review of the Committee Terms of Reference will consider and recommend changes where appropriate.
- 4.6 Amendments may be made to the work programme where required to accommodate additional requests from committee or the Council. These updates will be included in the work programme presented to each Committee and will be reported in the annual report on the Committee Work Programme.
- 4.7 Additionally, officers agreed to consider whether member briefings which were not confidential could be published online to make them easier for councillors to locate and direct members of the public to additional information. This could help reduce the number of enquiries sent to officers for response.

5. Next Steps

- 5.1 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 – Transport and Environment Committee Work Programme 2024/25

Transport and Environment Committee Work Programme

15 August 2024

Date	Type	Item
August 2024	Regular Reports	<ul style="list-style-type: none"> • Strategic Review of Parking Annual Update • Local Improvement Plan Annual Update (including modal filters in residential neighbourhoods) • Transport ALEOs Annual Update
	Other items	<ul style="list-style-type: none"> • Edinburgh St James – Experimental Traffic Regulation Order • Edinburgh Bus Station (B Agenda) • Ellersly and Kinellan Roads update • 7-7-7 Bus Lane Trial • Travel Tracker Update (BB)
September 2024	Regular Reports	<ul style="list-style-type: none"> •
	Other items	<ul style="list-style-type: none"> • Princes Street Waverley Strategy – draft for consultation (this will follow a report to Planning Committee so may be delayed) • Active Travel Investment Programme Update • George Street and First New Town • Tables and Chairs Permits

		<ul style="list-style-type: none"> • Speed Limits – Rural Roads • Decriminalised Parking Contract Update (BB) • Travel Tracker Update (BB) • Supported Bus Services Update (BB) • Meadows to Union Canal (BB) • Corstorphine Connections Update (BB) • Edinburgh City Centre Transformation and A Circulation Plan for Edinburgh (BB) • Reusing Items (BB)
October 2024	Regular Reports	<ul style="list-style-type: none"> • Revenue Monitoring – Year End and Month 3
	Other items	<ul style="list-style-type: none"> • Extended Producer Responsibility and HWRC operations • Taxicard – Future Service Options • Trams to Newhaven Update (this may be a Business Bulletin) • Green Street Bus Route • Cycle Hire Scheme Update • Incorrect Parking on the Tram Route • Leith to Holy Rood High School – Lothian Buses Response • Annual update on car kilometers (BB) • Travel Tracker Update (BB) • Supported Bus Services Update (BB)
November 2024	Regular	<ul style="list-style-type: none"> • Flooding – Annual Update (including Climate Ready Craigleith and flood defences)

	Reports	<ul style="list-style-type: none"> • Communal Bin Programme Update including bin hub noise mitigation • Use of Glyphosate Annual Update (BB)
	Other items	<ul style="list-style-type: none"> • Public Toilets in Town Centres • Closure of Radical Road, Holyrood Park • George Street and First new Town – Cycle Link Update • School Travel Plan Review • Travel Tracker Update (BB) • Supported Bus Services Update (BB)
December 2024	Regular Reports	<ul style="list-style-type: none"> • Revenue Monitoring – Month 5 • Cleansing Performance Report
	Other items	<ul style="list-style-type: none"> • Supported Bus Services Route Development Lessons Learned • Accident Investigation and Prevention Approach • 20mph Speed Limit Implementation Plan • Coastal Defences • Parking Prohibition Update • Pedestrianisation of Elm Row • Strategic Review of Parking Update • Silverknowes Recycling Centre (BB) • Decriminalised Parking Contract Update (BB)
January 2025	Regular Reports	<ul style="list-style-type: none"> • Network Management and Enforcement – Policies (followed by an annual update)

		<ul style="list-style-type: none"> • Major Junctions Review – Annual Update • Air Quality Annual Update • Revenue Monitoring – Month 7
	Other items	<ul style="list-style-type: none"> • Travelling Safely – Braid Road and Comiston Road • EV Charging Update (BB) • Safety of Council Heavy Operated Vehicles (BB)
March 2025	Regular Reports	<ul style="list-style-type: none"> •
	Other items	<ul style="list-style-type: none"> • CCWEL • Leith Connections Update • Major Junctions Update (including Bus Shelter Design) • Accessibility Commission Update (BB)
April 2025	Regular Reports	<ul style="list-style-type: none"> • City Mobility Plan – Annual Update • Roads and Infrastructure Investment Programme – Annual Update • Road Safety Plan – Annual Update (including School Travel Plan Review Update)
	Other items	<ul style="list-style-type: none"> • Decriminalised Parking Enforcement Contract – Tendering Approach • CCWEL – 12 month update • Leith Connections Update • Accessibility Commission Annual Update (BB)

		<ul style="list-style-type: none"> • Cammo Road – Trial Closure Update (BB)
May 2025	Regular Reports	<ul style="list-style-type: none"> • Neighbourhood Environmental Services Policies – Annual Update •
	Other items	<ul style="list-style-type: none"> •
June 2025	Regular Reports	<ul style="list-style-type: none"> • Parking Prohibitions Annual Update (including Gilmore Place) • Transport and Environment Committee – Annual Performance Review • Communal Bin Programme Update
	Other items	<ul style="list-style-type: none"> •

Other Items to be confirmed

- Whitehouse Road
- Tollcross Clock
- Zebra Markings for Side Streets
- Parking Permits for Healthcare Workers and Carers (late 2025)
- Transport Asset Management Plan (2027)
- Draft Detailed Design Guidance for Future Tram Projects