

# Policy and Sustainability Committee

10.00am, Thursday 22 August 2024

## Work Programme 2024/25

Executive/routine	N/A
Wards	N/A

### 1. Recommendations

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- 1.1 To approve the Policy and Sustainability 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

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- 2.1 This report seeks approval of the committee work programme for 2024/25 following a workshop held with members on 8 August 2024.

### 3. Background

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- 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

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- 4.1 A workshop was held with Policy and Sustainability Committee members and relevant officers on 8 August 2024. A proposed work programme was circulated in advance and comments invited from members at the meeting.
- 4.2 Officers from each department gave an overview of regular and other planned reports for 2024/25.
- 4.3 During discussion, officers and members discussed the high number of reports that were submitted to committee. Officers were keen to reduce the volume of reports, but not to the detriment of decision-making or scrutiny. Where appropriate, officers would consider submitting updates as Business Bulletin items rather than reports, if no decision was required. It was requested that notice be provided to elected members in these cases to allow members to request a report if they considered a Business Bulletin update unsuitable.

- 4.4 Officers were encouraged to consider grouping Business Bulletin items together in a more structured way, by directorate, and also to keep the length of the updates short.
- 4.5 Members discussed reports on ongoing projects that were overseen by multiple committees. Efforts should be made to avoid reports on the same topic being submitted to more than one committee – members suggested that, where appropriate, regular reporting should be carried out under Governance, Risk and Best Value Committee Major Project reporting. Officers would also consider submitting Business Bulletin updates on ongoing projects, linking to any previous committee reports considered by other committees.
- 4.6 Where reports had been requested by Council, for example via motions, officers were encouraged to consider combining requests on similar topics into single reports.
- 4.7 Members also raised the issue of the volume of policy reports that required committee oversight – officers were encouraged to consider how these are presented, and whether any could be combined into fewer reports. Officers should also ensure that the policy register is up to date.

## **5. Next Steps**

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- 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**

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

## **7. Equality and Poverty Impact**

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- 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**

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

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

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- 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**

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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**

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11.1 Appendix 1 – Policy and Sustainability Committee Work Programme 2024/25

# Policy and Sustainability Committee Work Programme

**22 August 2024**

Date	Type	Item
October 2024	Regular Reports	<ul style="list-style-type: none"> <li>• Council Asbestos Policy (3 Year Review) – Corporate Services</li> <li>• Policy Assurance Statement – Customer Services (Annual) – Corporate Services</li> <li>• Diversity and Inclusion Strategy (Annual) – Corporate Services</li> <li>• End Poverty in Edinburgh Delivery Plan 2020-30 (Annual) – Corporate Services</li> <li>• Death Benefit Scheme – Corporate Services</li> <li>• Sexual Harassment Policy – Corporate Services</li> <li>• Edinburgh Economy Strategy (Annual) – Place</li> </ul>
	Other items	<ul style="list-style-type: none"> <li>• Bioquarter (Outcome of Procurement) – Place</li> <li>• Heat Networks and Building Assessment Reports – Place</li> <li>• City Strategic Investment Fund – reallocation of funds to Edinburgh Waterfront programme – Place</li> <li>• Gender Recognition Reform – Corporate Services</li> <li>• Plant Based Treaty – Corporate Services</li> <li>• Islamophobia – Update on engagement – Corporate Services</li> <li>• City of Edinburgh Council: Community Planning and Climate Adaptation – Motion by Councillor Parker – Corporate Services</li> </ul>

		<ul style="list-style-type: none"> <li>• Digital and Smart City Strategy 2024/2027 – Corporate Services</li> <li>• Risk Management Policy – Corporate Services</li> <li>• Risk Appetite Statement – Corporate Services</li> <li>• Jo Cox Civility Commission Recommendations – response to Notice of Motion – Corporate Services</li> <li>• Detail on contracts with private sector and impact of Home Office Visa Scheme (Motion from Full Council - May 2024) – Corporate Services</li> <li>• Relationship between Council and EIJB – Review – Corporate Services/EHSCP</li> </ul>
December 2024	Regular Reports	<ul style="list-style-type: none"> <li>• Plant-Based Treaty Action Plan (Annual) – Corporate Services</li> <li>• Council Emissions Reduction Plan (Annual) – Corporate Services</li> <li>• Corporate Property Strategy – Annual Update (Business Bulletin) – Place</li> <li>• Responding to the Edinburgh Drug Consumption Room and Edinburgh Drug Checking Service Feasibility Studies (As Required) – EHSCP</li> </ul>
	Other items	<ul style="list-style-type: none"> <li>• Carbon labelling options for school meals – Corporate Services</li> <li>• BSL Plan 2024-2030 – Corporate Services</li> <li>• National Care Service (Scotland) Bill (Stage 2) – call for views (possibly BB) – Corporate Services</li> <li>• Pay Policy – Corporate Services</li> <li>• Budget Engagement Phase 3 – Corporate Services</li> <li>• Edinburgh Poverty Commission Interim Review – Initial Findings – Corporate Services</li> <li>• Updated LHEES and Delivery Models – Place (may be delayed to early 2025)</li> <li>• Public Art Action Plan and Operating Procedure – Place</li> </ul>

March 2025	Regular Reports	<ul style="list-style-type: none"> <li>• Gaelic Language Plan 2018-22 (Annual) – Corporate Services</li> <li>• Policy Assurance Statement - Human Resources (HR) (Annual) – Corporate Services</li> <li>• Energy Management Policy for Operational Buildings (Annual) – Place</li> <li>• Chief Social Work Officer’s Annual Report – Children, Education and Justice Services</li> <li>• 2030 Climate Strategy – Corporate Services</li> <li>• Whistleblowing Policy and Toolkit</li> </ul>
	Other items	<ul style="list-style-type: none"> <li>• Best Value Update – Corporate Services</li> </ul>
May 2025	Regular Reports	<ul style="list-style-type: none"> <li>• Women’s Safety in Public Places Community Improvement Partnership (Annual) – Corporate Services</li> <li>• Telematics Policy (Annual) – Place</li> </ul>
	Other items	<ul style="list-style-type: none"> <li>•</li> </ul>

**Regular reports beyond 2025**

- Council Fire Safety Policy (May 2027)
- Council Health and Safety Policy (January 2027)
- Council Water Safety Policy (May 2027)
- Council Smoke Free Policy (January 2027)