

Rolling Actions Log

Policy and Sustainability Committee

November 2019

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	04.10.16	Business Case for the Management Transfer of Secondary School Sports Facilities to Edinburgh Leisure – Progress Report	That an update report be submitted to Committee in 6 months.	Executive Director for Communities and Families	March 2020		The report will be submitted to Culture and Communities Committee in January 2020 and Education Children and Families Committee in March 2020.
2	27.02.18	Full Cost Charges in Care Homes for Older People Managed by the Council	<p>1) To request a Briefing Note on the full charging structure and methodology for Council-managed care homes.</p> <p>2) To request a report back to Committee in 12 months on the impact.</p>	Chief Officer, Edinburgh Health and Social Care Partnership	<p>July 2018</p> <p>November 2019</p>	July 2018	<p>CLOSED</p> <p>Briefing Note circulated on 27 July 2018.</p> <p>Report on the agenda for the November 2019 meeting.</p>

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3	01.02.18	City of Edinburgh Council Motion by Councillor Mowat – Edinburgh’s Christmas and Hogmanay 2017/18 (Agenda for 1 February 2018)	Council requests that the review of the contract for Edinburgh’s Christmas and Hogmanay should recognise that the implementation of this contract cuts across many council functions and services and should be considered at the Corporate Policy and Strategy Committee.	Executive Director of Place	Spring 2021		This contract is in place until Winter Festival 2020. The review of the contract will be presented to Policy and Sustainability Committee.
4	27.03.18 (Finance and Resources Committee)	Sickness Absence Policy	To note that, in addition to the standard review process, a report would be brought to committee 12 months after implementation of this policy to review its impact and make any further recommendations for potential improvement.	Executive Director of Resources	November 2019	October 2019	Recommended for Closure Report submitted to this Committee on 1 October 2019.
5	15.05.18	Sustainable Energy Action Plan Annual Progress Report 2017/18	Calls for a report every two cycles until 2020 on how the SEAP can be progressed in order to meet its 2020 carbon reduction target, including what additional resources would be	Executive Director of Place	February 2020		

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			required.				
6	07.08.18	Participation Requests	To agree to receive a report setting out proposals for the Council's policy on participation requests within two cycles of the conclusion of the Westbank Street Outcome Improvement Process as set out in paragraph 3.5 of the report by the Chief Executive.	Chief Executive	Ongoing		This report will be presented following the conclusion of the Westbank Street Outcome Improvement Process.
7	07.08.18	Managing Transition to Brexit in Edinburgh	To agree that the Brexit Working Group review actions currently in place and report on future options to provide support for Non-UK EU nationals within the Council workforce and the wider city population.	Chief Executive	Ongoing		The Brexit Working Group continues to meet and in May, an update on Brexit planning was provided to Elected Members using the Business Bulletin. Planning around Brexit is also continuing, with new planning parameters from the UK Government and

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							<p>Scottish Government expected to be circulated to local authorities shortly.</p> <p>Although there is no report for Policy and Sustainability Committee currently scheduled, this may be deemed appropriate over the next few months, particularly in the event of a No Deal Brexit</p>
8	23.08.18	<p>City of Edinburgh Council Motion by Councillor Cameron – Equalities Working Group</p> <p>(Agenda for 23 August 2018)</p>	A proposed workplan will be prepared by the Group before the end of December 2018 for submission to the Corporate Policy and Strategy Committee for consideration.	Chief Executive	Awaiting update		An update was provided in the Business Bulletin on 6 August 2019.

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9	02.10.18	Transient Visitor Levy	To request the Convener to write to the Scottish Government seeking assurance on the timeline for the national consultation.	Chief Executive	November 2019	4 October 2018	The Scottish Government consultation opened on 9 September 2019. (Letter from Leader was sent to Scottish Government on 4 October 2018)
10	11.10.18 Finance and Resources Committee)	Gender Pay Gap	Notes the further analysis and actions outlined in paragraphs 3.26 and 3.27 of the report, and calls for an update on these activities in not more than 12 months.	Executive Director of Resources	August 2019	October 2019	Recommended for Closure Report submitted to this Committee on 1 October 2019.
11.	2 May 2019 (Full Council) (Finance and Resources Committee	Motion by Councillor McVey – Support for Council Employees Subject to Domestic Abuse (see agenda of 2 May 2019)	Requests that the Executive Director of Resources submits an updated domestic abuse policy relating to Council employees, within three cycles, to the Finance and Resources Committee which reconfirms the existing commitment to paid special leave, or safe leave, for people who are	Executive Director of Resources	August 2019	October 2019	Recommended for Closure Report submitted to this Committee on 1 October 2019.

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			experiencing domestic abuse and updates and aligns the policy fully with the Domestic Abuse (Scotland) Act 2018.				
12	21.03.19 (Housing and Economy Committee)	City Strategic Investment Fund	1) Requests that a further report is brought back to Committee in two cycles setting out an options appraisal for the Powderhall Stables project.	Executive Director of Place	November 2019		Report on agenda for this meeting (Transferred to this Committee from the former Housing and Economy Committee)
			2) Agrees that it is now appropriate to undertake a wider review of the use of the fund, to ensure it is deployed to meet the priorities of the economy strategy, and wider city development and regeneration aims including whether it is appropriate to increase the fund to help meet these objectives. A	Executive Director of Place	November 2019		Report to Policy and Sustainability Committee on 25 October 2019 and referred to Council on 21 November 2019.

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			report on this review will come back to Housing and Economy Committee on 15 August 2019.				
13	21.03.19 (Housing and Economy Committee)	Edinburgh Tourism Strategy Update Report	<p>1) Notes that another update report will be presented in August 2019 prior to a final report at the end of 2019 to approve the new strategy;</p> <p>2) To agree that discussions would take place offline with elected members from all political groups on how to take forward formulating a tourism strategy from the</p>	Executive Director of Place	January 2020		<p>Draft Strategy report on agenda for the November 2019 meeting. The Final Strategy will be reported to the special meeting in January 2020.</p> <p>(Transferred to this Committee from the former Housing and Economy Committee)</p> <p>2 & 3 Closed on 6 June 2019 - The Phase 1 Edinburgh Tourism 2030 report was emailed to elected members and the Tourism and Residents Working</p>

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			<p>Council's perspective.</p> <p>3) To circulate the link to the Phase 1 report to members once it was live on the ETAG website.</p>				Group on 17 April 2019.
14	30.05.19	<p>City of Edinburgh Council Motion by Councillor Burgess – City of Edinburgh Climate Emergency Partnership</p> <p>(Minute for 30 May 2019)</p>	<p>1) Notes the decision by the Corporate, Policy and Strategy committee on 14 May to agree a Climate Emergency target of net-zero carbon by 2030;</p> <p>2) Notes that for Edinburgh to achieve this target it will be beneficial for the City's public bodies, businesses, institutions and organisations to work together and that this Council can play a key role in bringing these city-wide partners together;</p> <p>3) Therefore agrees that the Council will approach</p>	Chief Executive	October 2019		<p>Recommended for closure</p> <p>Report submitted to additional meeting of the Committee in October 2019</p>

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			potential partners with a view to establishing a City of Edinburgh Climate Emergency Partnership and as part of a range of potential mechanisms to deliver our climate target and requests a report back to the Corporate, Policy and Strategy Committee on the responses received and on taking this partnership forward.”				
15	14.05.19	Sustainability Approach	1) Notes that the Climate Emergency Motion agreed by Council on 7 February 2019 agreed ‘an action plan setting how this (Climate Emergency 2030 target) ...can be achieved’ and therefore requests a further report with a more detailed action plan which includes Council and City-wide data for baseline levels of carbon emissions	Chief Executive	October 2019		<p>Recommended for closure</p> <p>Report submitted to additional meeting of the Committee in October 2019</p>

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			<p>by sector, showing the required reductions in each sector to reach the Climate Emergency target and to include proposals for achieving the required reductions in carbon emissions.”</p> <p>2) Agrees to receive updates on progress at future meetings of the Corporate Policy and Strategy Committee, by means of an update or dashboard report.”</p>	Chief Executive			
16	14.05.19	Edinburgh and South East Scotland City Region Deal Update	Agree to a further report following the 2019 Annual Conversation between city region partners, Scottish Government, and UK Government	Chief Executive	October 2019		<p>Recommended for closure</p> <p>A report was submitted to the Council on 24 October 2019.</p>

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17	14.05.19	Tourism - Policy Statement	Committee agrees to continue the Tourism policy for one cycle to allow political group leaders to discuss issues around the Council's new carbon target and consider if any changes need to be made to the policy.	Executive Director of Place	December 2019		Contained in report on agenda for this meeting.
18	06.08.19	Bike to Work Scheme Revamp - Motion by Councillor Main	To request an update report in one cycle on the next steps outlined in the report by the Executive Director of Resources including 5.2: "Human Resources will review the current scheme benefits in line with the removal of the £1,000 cap and make recommendations later this year as part of a broader employee benefit offering. This may include a benefits platform, which includes cycle to work."	Executive Director of Resources	October 2019		Recommended for Closure Report to Policy and Sustainability Committee on 1 October 2019

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19	19.09.19	City of Edinburgh Council – Motion by Councillor Main – Council Welfare Accreditation (Minute for 19 September 2019)	Council agrees to receive a report to Policy and Sustainability Committee within 2 cycles laying out the current status, and options and timetable for receiving full accreditation for the Council under the Scottish Standards and thereafter refers the report to the Housing, Homelessness and Fair Work Committee.	Executive Director of Resources Executive Director for Children and Families	February 2020		
20	01.10.19	Business Bulletin Tourism Strategy	1) To agree that a report would be submitted outlining the process of how the Tourism Strategy was to be formulated. 2) To agree that the draft Tourism Strategy would be submitted to Committee for consideration prior to it being finalised.	Executive Director of Place Executive Director of Place	25 October 2019 January 2020		1) Recommended for Closure Report was submitted to the Committee on 25 October 2019 2) Draft Tourism Strategy on the agenda for the November 2019 meeting.

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21	01.10.19	West Edinburgh Progress Update	<p>1) To note that this matter would be reported to Committee in spring 2020 providing a further update on progress and seeking any necessary authority to formalise partnership arrangements for delivery of the new link road</p> <p>2) To agree that a report would be brought back to Committee on completion of the West Edinburgh study on inclusive and sustainable growth.</p>	Executive Director of Place	May 2020		
22	24.10.19 (Full Council)	City of Edinburgh Council – motion by Councillor Bird - Respectful Political Debate (see Agenda -of 24 October 2019)	Requests an update to Policy and Sustainability Committee on the work done to date on the protocol referred to in Cllr Watt’s motion	Chief Executive	November 2019		Report on the agenda for the November 2019 meeting.

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23	25.10.19	Achieving Net Zero in the City of Edinburgh	Agrees officers will continue to work with P-CAN and Climate KIC to bring back analysis on the strategic and viable next actions for the Council to Committee in February 2020	Chief Executive	February 2020		
24	25.10.19	Climate Commission	To agree that the terms of reference of the Sustainability and Climate Emergency APOG will be brought back to Policy and Sustainability Committee for consideration in November.	Chief Executive / Executive Director of Place	November 2019		Report on the agenda for the November 2019 meeting
25	25.10.19	Update on Short Window Improvement Plan	To agree that a strategic communications plan would be developed as part of the Deep Demonstrator work once resources are in place and brought back to the Policy and Sustainability Committee for approval.	Executive Director of Place	February 2020		

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26	25.10.19	Tourism Strategy Development Update	Given the considerable feedback provided across the political spectrum at that meeting and detailed notes provided from other meetings; therefore, agrees to circulate to committee members the output of the meeting and instructs the Executive Director of Place to report to Committee alongside the draft strategy on 26 Nov 2019 detailing how this and other consultation information has been assessed and incorporated in the draft strategy or, if rejected, why?	Executive Director of Place	November 2019		Report on the agenda for the November 2019 meeting.