

Regulatory Committee

9 January 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	07.05.18	Street Trading: High Street and Hunter Square Update	To receive a further report in due course on wider issues of street trading and proposed policies in line with the Public Spaces Protocol.	Executive Director of Place	October 2019	October 2019	Report submitted to Committee on 21 October 2019. (New action opened – see action 10 below). Recommended for closure.
2	26.06.18	Private Rented Sector Enforcement Activities	<ol style="list-style-type: none"> 1) To agree to receive a further report on future enforcement activities. 2) To agree to receive a further report proposing a draft policy on improving repairs and other matters as set out in paragraphs 3.19-3.20 	Executive Director of Place	October 2019	October 2019	Report approved by Committee on 21 October 2019. Recommended for closure.

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			and 3.29-3.30 of the report by the Executive Director of Place.				
3	22.10.18	Licence Income	<ol style="list-style-type: none"> 1) To note the report. 2) To agree that the content of Appendix 2 of the report by the Executive Director of Place was sufficient and to agree to receive information on the budget and spend on a yearly basis. 3) To agree to receive annual reports in a similar format in future years. 	Executive Director of Place	9 January 2020		Report on the agenda for Committee on 9 January 2020.
4	22.10.18	Training of Taxi and Private Hire Car Drivers	To note the revised timelines for implementation of the taxi and private hire car driver training as follows and to receive an update:	Executive Director of Place	May 2020		Recruitment of Trainers underway December 2019.

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			new drivers – Jan 2020 existing drivers – April 2020				
5	20.05.19	Age Limitation and Emissions Standards for Taxis and Private Hire Cars - Update	Instructs the Chief Executive to include this additional delegation in future drafts of the Council's Scheme of Delegation when submitted to Council for approval.	Chief Executive	June 2020		Scheme of delegation is scheduled to be submitted to Council in June 2020.
6	19.08.19	Air Weapons and Licensing (Scotland) Act 2015 – Repeal of Theatres Act 1968 – Update After Initial Consultation	Note that officers will report back to the Committee on conclusion of the statutory consultation for approval of the revised resolution.	Executive Director of Place	January 2020		Report on agenda for committee on 9 January 2020.
7	19.08.19	Request for Variation: Taxi Vehicle Licence Conditions (Advertising)	1) Instructs the Chief Executive to include this additional delegation in future drafts of the Council's Scheme of Delegation when submitted to Council for approval.	Chief Executive	June 2020		Scheme of delegation is scheduled to be submitted to Council in June 2020.

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			2) To request a further report to Committee setting out a framework and guidance principles on types of advertising which would be permitted or not permitted.	Executive Director of Place	October 2019	October 2019	Report approved by Committee on 21 October 2019. 7 (2) Recommended for closure.
8	19.08.19	Taxi Stance Appointment – East Market Street	Notes that a report will be brought back to the Committee for a decision after the conclusion of statutory consultation.	Executive Director of Place	January 2020		Report on the agenda for Committee on 9 January 2020.
9	21.10.19	Air Weapons and Licensing (Scotland) Act 2015 – Sexual Entertainment Venues – Update After Initial Consultation	1) To instruct that officers draft a proposed Sexual Entertainment Venue (SEVs) resolution, policy and conditions of licence for the Committee to agree. 2) To note that a statutory consultation on the agreed policy would then be carried out with	Executive Director of Place	August 2020		Evidence sessions postponed until January/February 2020.

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			<p>the results and recommendations to be brought back to the Committee for final approval.</p> <p>3) To agree that evidence sessions will be held by the Committee to inform that work.</p>				
10	21.10.19	Street Trading: High Street and Hunter Square Update	<p>1) To support, in principle, the proposals and changes to policy detailed in paragraphs 4.6, 4.7, 4.8, 4.9, 4.11 and 4.17 and to include a review of options for the management of Hunter Square during the August Festivals, the report to be brought back to committee in 3 cycles.</p> <p>2) To note the commitment that further work will be undertaken</p>	Executive Director of Place	May 2020		

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			<p>by Council officers in relation to the wider plans for the use of Mound Precinct and Playfair Steps, following the completion of the construction work.</p> <p>3) To instruct officers to engage with Visit Scotland in relation to any objections they may have to four stalls being sited at 249 High Street.</p>				
11	21.10.19	Internal Audit Findings – Timescales for Completion of Management Actions	To include expected completion dates of management actions identified in the Audit in the Committee’s rolling actions log for ongoing monitoring of progress.	Executive Directors of Place and Resources			
			<p>1. Develop a project plan for system upgrade to APP Civica CX</p>	Executive Director of Resources	31 March 2020		APP upgraded to 8.7.1 in November 2019 (interim step).

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			2. Performance assessment of system issues with APP as part of a wider performance report	Executive Director of Place	31 March 2020		
			3. BACS payment reference	Executive Director of Place	31 March 2020		
			4. Inspection Revisit Policy	Executive Director of Place	December 2019		The process is due to be implemented on 6 January 2020 to allow time for the new process to be fully implemented and monitored.
			5. Allocation of Inspection Visits	Executive Director of Place	November 2019		The APP upgrade presented some technical issues with access to the reporting functionality preventing the service from fully implementing the new process. The

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							expected revised closure date is now 31 January 2020.
			6. Inspection documentation	Executive Director of Place	October 2019	October 2019	Process implemented by service 6 Nov. Internal Audit requested a period of monitoring prior to closure, expected revised date of closure is 31 January 2020.
			7. Refund Policy information on the website	Executive Director of Place	October 2019	December 2019	Implemented 20 October 2019. Internal Audit requested further amendments which were made 6 December 2019.
			8. Reconciliation between physical applications and APP system	Executive Director of Resources	October 2019		Update requested.

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			9. HMO Key Performance Indicators and Performance Reporting	Executive Director of Place	March 2020		
			10. Training and Guidance: Induction documentation	Executive Director of Place	September 2019		Implemented 20 October 2019. Internal Audit requested further steps which were undertaken on 6 November 2019.
			11. HMO application processing procedures	Executive Director of Place	December 2019		Updated Guide issued to staff 31 December 2019. Expected date of closure is 31 December 2019.
12	24.10.19 Council	Motion by Councillor Rae – Capping Private Hire Car Licences	1) Calls for a report to Regulatory Committee on capping Private Hire Car licences in the City.	Executive Director of Place	March 2020		Note: The Scottish Government overprovision guidance was published on 24 October 2019.

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			<p>2) The report called for to the Regulatory Committee within 2 cycles should identify whether there is overprovision of private hire cars within Edinburgh so that it can consider whether a policy on overprovision should be introduced. The report should also include:</p> <ul style="list-style-type: none"> Information regarding current means of inspection and enforcement undertaken by CEC and Police Scotland including any examples of best practice elsewhere; and 				

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			<ul style="list-style-type: none"> Data in relation to public safety; and information from Police Scotland on reported crime for both the taxi and private hire trade for each of the last five years (inclusive). 				