

Rolling Actions Log

Regulatory Committee

9 March 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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	January 2020	9 January 2020	<p>Recommended for Closure</p> <p>Report considered on 9 January 2020.</p>
2	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	Executive Director of Place	May 2020		

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			training as follows and to receive an update: new drivers – May 2020 existing drivers – June 2020				
3	20.05.19	Age Limitation and Emissions Standards for Taxis and Private Hire Cars - Update	Instructs the Chief Executive to include this additional delegation (with respect to notification of intended retirement and one year extension) 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.
4	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	9 January 2020	Recommended for Closure Considered by the Sub-Committee on 9 January 2020.
5	19.08.19	Request for Variation: Taxi Vehicle Licence	Instructs the Chief Executive to include this additional delegation in future drafts of the Council's Scheme of	Chief Executive	June 2020		Scheme of delegation is scheduled to be

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		Conditions (Advertising)	Delegation when submitted to Council for approval.				submitted to Council in June 2020.
			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	Closed on 9 January 2020 – Report approved by Committee on 21 October 2019.
6	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	October 2019	9 January 2020	Recommended for Closure Consultation completed on 15 October. Report on agenda for Committee on 21 October 2019. Another report considered on 9 January 2020 in

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							response to addendum.
7	21.10.19	Air Weapons and Licensing (Scotland) Act 2015 – Sexual Entertainment Venues – Update After Initial Consultation	<ol style="list-style-type: none"> 1) To note the report and the responses to the initial public consultation on the licensing of sexual entertainment venues. 2) To agree, in principle, to adopt a scheme to licence sexual entertainment venues. 3) To instruct that officers draft a proposed Sexual Entertainment Venue (SEVs) resolution, policy and conditions of licence for the Committee to agree. 4) To note that a statutory consultation on the agreed policy would then be carried out with the results and recommendations to be 	Executive Director of Place	December 2020		

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			<p>brought back to the Committee for final approval.</p> <p>5) To agree that evidence sessions will be held by the Committee to inform that work.</p>		February 2020	February 2020	<p>Recommend for Closure</p> <p>Evidence sessions held January and February 2020</p>
8	21.10.19	Street Trading: High Street and Hunter Square Update	<p>1) To note the report and affirms the terms of the existing street trading policy as set out in Appendix 2 of the report.</p> <p>2) 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,</p>	Executive Director of Place	May 2020		

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			<p>the report to be brought back to committee in 3 cycles.</p> <p>3) To note the commitment that further work will be undertaken 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>4) To agree that in the meantime no changes will be made to the High Street (with the exception of the area outside 329 High Street) and Playfair Steps/Mound Precinct, as recommended in paragraph 4.12.</p> <p>5) To agree that no further licences are granted for</p>				

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			<p>the area outside 329 High Street as recommended in paragraph 4.13.</p> <p>6) To agree to introduce a daily rate for charitable organisations as recommended in paragraph 4.20.</p> <p>7) 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>				
9	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			

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			1. Implementation of system upgrade to APP Civica CX	Executive Director of Resources	February 2021		Implementation to commence 1 June 2020
			2. Performance assessment of system issues with APP as part of a wider performance report	Executive Director of Place	March 2020		
			3. BACS payment reference	Executive Director of Place	March 2020		
			4. Inspection Revisit Policy	Executive Director of Place	March 2020		
			5. Allocation of Inspection Visits	Executive Director of Place	November 2019	29 January 2020	closed by service area on 29/1/20. Waiting on audit closing the recommendation
			6. Inspection documentation	Executive Director of Place	October 2019	29 January 2020	closed by service area on 29/1/20. Waiting on audit

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							closing the recommendation
			7. Request Refund Policy	Executive Director of Place	October 2019		Closed
			8. Reconciliation between physical applications and APP system	Executive Director of Resources	October 2019		Closed
			9. HMO Key Performance Indicators and Performance Reporting	Executive Director of Place	March 2020		Request to amend the implementation date to March 2020
			10. Training and Guidance documentation	Executive Director of Place	September 2019		Audit have requested additional information re this item
			11. HMO application processing procedures	Executive Director of Place	December 2019		Closed
10	24.10.19 Council	Motion by Councillor Rae – Capping Private Hire Car Licences	Therefore, calls for a report to Regulatory Committee on capping Private Hire Car licences in the City.	Executive Director of Place	March 2020	9 March 2020	Report on the agenda for Committee on 9 March 2020

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			<p>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 • 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). 	Executive Director of Place	March 2020	9 March 2020	Report on the agenda for Committee on 9 March 2020

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12	09.01.20	Taxi Stance Appointment – St Andrew Square	Notes that a report will be brought back for a decision after the conclusion of statutory consultation.	Executive Director of Place	March 2020	9 March 2020	Report on the agenda for Committee on 9 March 2020
13	09.01.20	Taxi Fares Review 2019-2020	1) Instructs the Executive Director of Place to publish these proposed fare scales in a newspaper circulating in the Council area in the manner required under section 17(4A) (c) of the Act including the date on which the fare scale is planned to take effect, and to report back on any representation(s) received as a result of the consultation.	Executive Director of Place	March 2020	9 March 2020	Report on the agenda for Committee on 9 March 2020
			2) To ask officers to draw up amended wording to the Fare Card to allow taxi drivers to recover charges	Executive Director of Place	March 2020	9 March 2020	Report on the agenda for

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			incurred in dropping off and picking up at the airport up to a maximum of the current charges.				Committee on 9 March 2020