

Rolling Actions Log

Policy and Sustainability Committee

14 May 2020

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	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 2022. The review of the contract will be presented to Policy and Sustainability Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
3	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 required.	Executive Director of Place	February 2020	February 2020	Recommended for Closure Report submitted to this Committee on 25 February 2020
4	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.
5	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.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>Planning around Brexit is also continuing, with new planning parameters from the UK Government and 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>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
6	23.08.18	City of Edinburgh Council Motion by Councillor Cameron – Equalities Working Group (Agenda for 23 August 2018)	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	June 2020		An update was provided in the Business Bulletin on 6 August 2019.
7	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	January 2020	March 2020	Recommended for Closure Report to this Committee on 25 February 2020 and subsequent referral to the full Council on 12 March 2020.
			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	Executive Director of Place	November 2019	November 2019	CLOSED Report to Policy and Sustainability Committee on 25 October 2019 and referred to Council on

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			development and regeneration aims including whether it is appropriate to increase the fund to help meet these objectives. A report on this review will come back to Housing and Economy Committee on 15 August 2019.				21 November 2019.
8	06.06.19 (Housing and Economy Committee)	Edinburgh Economy Strategy – Annual Progress Report	<p>1) Calls for research and analysis on the current economy and the economic challenges for Edinburgh as a result of this target.</p> <p>2) Agrees that this research and analysis will inform a review of the Edinburgh Economy Strategy in order to develop an outcome based strategy for Edinburgh to meet these commitments, taking into account jobs</p>	Executive Director of Place	Policy and Sustainability Committee October 2020		Transferred from the Housing and Economy Committee

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			that will emerge from the need to meet the net zero carbon target, sectoral analysis of carbon footprint and the support, collaboration and leadership that the council will need to provide to move us towards a more sustainable economy.				
9	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 for Children and Families	February 2020	20 January 2020	Recommended for Closure Report submitted to the Housing, Homelessness and Fair Work Committee on 20 January 2020.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
10	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	October 2020		
11	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	February 2020	<p>Recommended for Closure</p> <p>Report to this Committee on 25 February 2020</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	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.	Chief Executive / Executive Director of Place	February 2020	February 2020	Recommended for Closure Report to this Committee on 25 February 2020.
13	21.11.19	City of Edinburgh Council - Motions by Councillors Staniforth and Gordon - Fireworks and Fireworks Legislation (Minute of 21 November 2019)	To agree for a report to Policy and Sustainability Committee in three cycles that addresses how the Council can: <ul style="list-style-type: none"> require all public firework displays within the city to be advertised locally in advance of the event, actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people ensure that fireworks are 	Chief Executive	June 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>only supplied to, and remain in the hands of, responsible adults.</p> <ul style="list-style-type: none"> encourage local suppliers of fireworks to stock 'quieter' fireworks for public display. 				
14	21.11.19	<p>City of Edinburgh Council – Motion by Councillor Jim Campbell – Edinburgh's Winter Festivals</p> <p>(Minute of 21 November 2019)</p>	<p>(a) To arrange an open book audit for this year, and the previous four years, with the final report before the 2020 summer recess at the latest.</p> <p>(b) To review which, if any, contract terms or conditions might apply should a counterpart bring the Council into substantial public disrepute.</p> <p>(c) To identify if, or how, the contract made clear that all permissions must be in place in a timely way,</p>	Chief Executive/ Executive Director of Place	June 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>removing any possible ambiguity between the Council acting as contract originator and as an authority with statutory powers.</p> <p>(d) To agree that (b) and (c) above should be reported to the Policy and Sustainability Committee in two cycles accepting that (a) may be an interim analysis at that time.</p>				
15	21.11.19	<p>City of Edinburgh Council – Motion by Councillor Cameron – Small Business Saturday</p> <p>(Minute of 21 November 2019)</p>	<p>To call for a report to Policy and Sustainability Committee within 2 cycles setting out:</p> <p>i) The level of procurement by £ and by service area currently awarded to small business, including social enterprises, by the Council and its ALEOS;</p> <p>ii) What if any, barriers exist</p>	Executive Director of Resources	June 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>to small business and social enterprises in terms of being eligible to bid to provide goods/services to the Council and its ALEOs;</p> <p>iii) What policy and procedural changes would be necessary to enable any barriers to be overcome?</p>				
16	21.11.19	<p>City of Edinburgh Council – Motion by Councillor Lang – Use of Schools as Polling Places</p> <p>(Minute of 21 November 2019)</p>	<p>To request a report to the Policy and Sustainability Committee within three cycles for subsequent referral to the full Council, on the current use of schools as polling places as well as the opportunities to reduce or eliminate their use in time for the 2021 Scottish Parliament and 2022 local government elections.</p>	Chief Executive	August 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
17	(a) 26.11.19	Edinburgh Poverty Commission Progress Update	To agree that a further report on full Council responses to the Edinburgh Poverty Commission would be considered by Committee following publication of final findings in March 2020.	Chief Executive	June 2020		
	(b) 25.02.20	Edinburgh Poverty Commission Progress Update	To agree to the development of a cross-council work programme to take forward the implementation of Edinburgh Poverty Commission recommendations to be considered by Committee by June 2020	Chief Executive	June 2020		
18	26.11.19	City Strategic Investment Fund - Powderhall Stables	To continue consideration of the matter to January 2020 to allow for further detail and clarity about funding.	Executive Director of Place	February 2020		Recommended for Closure Report to this Committee on 25 February 2020.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
19	26.11.19	Edinburgh Climate Commission and Council Engagement Update	To agree to a report assessing the options for formal processes for citizen engagement such as the citizens assembly and the citizens jury in the Spring.	Chief Executive	Spring 2020		
20	26.11.19	Edinburgh's Christmas – Motion by Councillor Mowat	<p>1) To note that the Chief Executive would report to the Policy and Sustainability Committee on 25 February 2020 outlining revised governance arrangements for event planning.</p> <p>2) To ask that the Chief Executive's February report also cover:</p> <p>a) What actions could be taken regarding the failure to comply with the Scheme of Delegation outlined in paragraph 4.16 and his recommendations regarding any such actions;</p>	Chief Executive	February 2020	February 2020	<p>Recommended for Closure</p> <p>Report to this Committee on 25 February 2020</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>b) If any failures by the Council in regard to statutory, or other requirements of not ensuring all terms of legislation were complied with in regard to Planning and Building Control; how the timescales for decision on these matters regarding the Christmas Market varied from normal processes; why any exceptions were considered acceptable and whether any other such exceptions were made;</p> <p>And requests that the 2020 review of the scheme of delegation cover:</p> <p>a) steps to alter the Scheme of Delegation so that politically controversial decisions were required to</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>be taken by Committee;</p> <p>b) The process of members briefings.</p>				
21	06.02.20	City of Edinburgh Council – Motion by Councillor Main – Recycling in Schools	<p>To request:</p> <p>a) All council services involved, including Schools, Estates: Facilities Services and Catering Service, and Waste Services work together to review and provide fit for purpose recycling services in each of our schools to be completed before the start of the 2020/21 academic year within policy and current budgets, and reporting any financial challenges in doing so to the report requested.</p> <p>b) A report to the Policy and Sustainability Committee outlining the service</p>	Executive Director of Resources / Executive Director of Place	August 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			provided for each school at the start of the 2020/21 Academic Year and including plans for a Carbon Neutral Edinburgh 2030.				
22	25.02.20	Filming in Edinburgh 2019	To agree to a further report being submitted to the Committee to include costs as well as income in a full scrutiny of processes comparing Edinburgh's results with cities that charged for the use of public space for filming in order to make recommendations on future Council policy in this area.	Executive Director of Place	October 2020		
23	12.03.20	City of Edinburgh Council – Motion by Councillor Watt – International Women's Day	To agree that the equalities working group should: a) review the specific policies and equality impact assessments which the Council had put in place to prevent gender	Chief Executive	August 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>inequalities and improve support for survivors of gender-based violence;</p> <p>b) consider how these policies could be further developed; and</p> <p>c) make any recommendations for change to the Policy and Sustainability Committee within three cycles.</p>				
24	Leadership Advisory Panel - 31 March 2020	Haulage of Waste to Disposal Outlets	To agree that officers would feedback to procurement the concerns raised about the length of time it would take to carry out the procurement exercise and the need to accelerate it, and to agree that the details of the actions taken to speed up the process would be reported to the Leadership Advisory Panel.	Executive Director of Place Lead Officer: Lesley Sugden Contracts Manager 0131 469 5764 lesley.sugden@edinburgh.gov.uk	23.April 2020	24 April 2020	<p>Recommended for closure.</p> <p>A briefing update was circulated to members on 24 April 2020 on the procurement process for the Haulage of Waste to Disposal Outlets.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
25	Leadership Advisory Panel - 31 March 2020	Neighbourhood Alliance - Grant Funding Payment	<p>1) To agree that the SLA would be circulated to the members of the LAP.</p> <p>2) To agree that a report would be taken to the Housing, Homelessness and Fair Work Committee detailing how long grant funding continue for and the exit strategy.</p>	Executive Director of Place Lead Officer: Elaine Scott, Housing Services Manager 0131 529 2277 elaine.scott@edinburgh.gov.uk	14 May 2020		
26	Leadership Advisory Panel - 31 March 2020	Decisions taken under urgency provisions	To note that the taxi licensing arrangements had been extended for 3 months, had been backdated to the 16 March 2020 and would be reviewed and reported in the next report on decisions taken under urgency provisions to the Leadership Advisory	Chief Executive Lead Officer: Gavin King 0131 529 4239 gavin.king@edinburgh.gov.uk	23 April 2020	23 April 2020	Recommended for closure. The Leadership Advisory Panel, on 23 April 2020, agreed that the arrangements to delegate functions of the Development

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Panel.				Management Sub-Committee and the Licensing Sub-Committee as agreed by the Panel on 31 March 2020 would be extended until 1 September 2020.
27	Leadership Advisory Panel - 23 April 2020	COVID-19 Verbal Update by the Chief Executive	<p>1) To note that the Executive Director of Resources had offered to provide a briefing to members on the advice and guidance provided by the Council to those applicants whose applications for business support grants had been rejected.</p> <p>2) To note that the Executive Director of Resources would provide an update to members</p>	<p>Executive Director of Resources Lead Officer: Stephen Moir 0131 529 4842 stephen.moir@edinburgh.gov.uk</p> <p>Executive Director of Resources Lead Officer:</p>	<p>As soon as possible</p> <p>As soon as possible</p>	<p>5 May 2020</p> <p>27 April 2020</p>	<p>1) Recommended for closure</p> <p>All Elected Member Briefings on Business Support Grants progress, including the number of rejected applications, have been circulated. The latest Briefing was issued on 5 May 2020.</p> <p>2) Recommended for closure</p> <p>The Executive</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			on priority access to supermarket delivery slots for shielded individuals.	Stephen Moir 0131 529 4842 stephen.moir@edinburgh.gov.uk			Director of Resources emailed Members with an update on 27 th April 2020.
			3) To note that the Executive Director of Place had issued a members' briefing on the reinstatement of the kerbside glass recycling collection from 28 April and that a further briefing would be issued to members by 29 April providing information on the wider waste services function.	Executive Director of Place Lead Officer: Paul Lawrence 0131 529 7325 paul.lawrence@edinburgh.gov.uk	29 April 2020	30 April 2020	Recommended for closure A briefing update was circulated to Members on 30 April 2020.
28	Leadership Advisory Panel - 23 April 2020	Interim Political Management Arrangements 2020	1) To request that a report on the operational arrangements for the Governance, Risk and Best Value Committee during this interim period be brought to the first meeting of the Policy and	Chief Executive Lead Officer: Gavin King 0131 529 4239 gavin.king@edinburgh.gov.uk	28 May 2020		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Sustainability Committee in May.</p> <p>2) To note that the Chief Executive would report to the first meeting of the Policy and Sustainability Committee in May 2020 on potential options for holding meetings of Full Council.</p>	<p>Chief Executive Lead Officer: Gavin King 0131 529 4239</p>	28 May 2020		
29	Leadership Advisory Panel - 23 April 2020	Consultation Planning Report	<p>1) To note that a further report would be provided setting out the forward plan for consultations in due course.</p> <p>2) To further note the Festival and Events All Party Oversight Group (APOG) had not yet met as meetings were cancelled due to the current restrictions. Therefore, to agree to</p>	<p>Chief Executive Lead Officer: Yvonne Gannon 0131 553 8334 yvonne.gannon@edinburgh.gov.uk</p> <p>Executive Director of Place Lead Officer: Paul Lawrence 0131 529 7325 paul.lawrence@edinburgh.gov.uk</p>	TBC	28 May 20	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>engage with elected members through the APOG as soon as practicable to allow the consultation to proceed at the earliest opportunity. This would be brought back to the appropriate committee for approval before being published.</p> <p>3) To further agree that the next Policy and Sustainability Committee would receive an update on process and timeline for the consultation.</p> <p>4) To agree that the APOG on Festivals and Events should meet remotely in advance of the Policy and Sustainability Committee in order that Party Spokespersons</p>	<p>Executive Director of Place Lead Officer: David Waddell 0131 529 4929 david.waddell@edinburgh.gov.uk</p>	14 May 2020		<p>A meeting of the APOG was held on 4 May 2020.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>could discuss the matter and influence the report.</p> <p>5) To recognise that COVID-19 was likely to have lasting impacts on the use of the City Centre and to request that the APOG consider how to invite contributions from residents, businesses and stakeholders to inform a wider consultation on events and use of public spaces in the City Centre and beyond with an early outline to be given in the report to Policy and Sustainability Committee.</p>				
30	Leadership Advisory Panel - 23 April 2020	Decisions Taken Under Emergency Powers	To note that the Executive Director of Place would circulate a briefing note to members on the closure of	Executive Director of Place Lead Officer: Paul Lawrence	23.04.20	23.04.20	<p>Recommended for closure.</p> <p>A briefing note was circulated to members</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Nicolson Square and St Patrick's Square gardens.	0131 529 7325 paul.lawrence@edinburgh.gov.uk			on 23 April 2020.
31	Leadership Advisory Panel - 23 April 2020	Waiver Report for Edinburgh and Midlothian Offender Recovery Service	To note that the Executive Director for Communities and Families would brief political groups at the redesign stage to enable elected member input to the process.	Executive Director for Communities and Families Lead Officer: Rona Fraser 0131 529 3517 rona.fraser@edinburgh.gov.uk	TBC		