

# Rolling Actions Log

## Policy and Sustainability Committee

25 June 2020

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	04.10.16	<a href="#">Business Case for the Management Transfer of Secondary School Sports Facilities to Edinburgh Leisure – Progress Report</a>	That an update report be submitted to Committee in 6 months.	Executive Director for Communities and Families	June 2020	June 2020	<b><u>Recommended for Closure</u></b>  <b><u>Update - 11 June 2020</u></b>  The transfer of management of secondary school sport facilities to Edinburgh Leisure began towards the end of 2016 with the new James Gillespie's High School and Portobello High School. Since then 21 out of 23 high schools have transferred. The two

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							remaining schools to transfer, Leith Academy and Wester Hailes Education Centre, were delayed due to issues connected to the transfer of permanent members of staff. These issues have now been resolved and the transfers were scheduled to take place on the 1 <sup>st</sup> April 2020. With the instigation of the Covid-19 lockdown and other measures in place, the transfer of the two schools was put on hold on the 25 <sup>th</sup> March 2020.
2	01.02.18	City of Edinburgh Council Motion by Councillor Mowat – Edinburgh’s	Council requests that the review of the contract for Edinburgh’s Christmas and Hogmanay should recognise	Executive Director of Place	Spring 2021		This contract is in place until Winter Festival 2022. The review of the contract

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		Christmas and Hogmanay 2017/18  <a href="#">(Agenda for 1 February 2018)</a>	that the implementation of this contract cuts across many council functions and services and should be considered at the Corporate Policy and Strategy Committee.				will be presented to Policy and Sustainability Committee.
3	07.08.18	<a href="#">Participation Requests</a>	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	September 2020		This report will be presented following the conclusion of the Westbank Street Outcome Improvement Process.
4	07.08.18	<a href="#">Managing Transition to Brexit in Edinburgh</a>	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		<b><u>Update – 11 June 2020</u></b>  Brexit Working Group was paused due to covid-19 and needs clarification on whether to restart the group.

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5	23.08.18	<p>City of Edinburgh Council Motion by Councillor Cameron – Equalities Working Group</p> <p><a href="#">(Agenda for 23 August 2018)</a></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	August 2020		<p><b><u>19 June 2020</u></b></p> <p>The Working Group is yet to consider its forward workplan. This can be considered once the Group is reconvened within the context of the Adaptation and Renewal programme and wider Council equalities activity currently being progressed.</p> <p>Discussions are underway with the chair of the working group to identify a meeting date</p>
6	06.06.19  (Housing and Economy Committee)	<a href="#">Edinburgh Economy Strategy – Annual Progress Report</a>	1) Calls for research and analysis on the current economy and the economic challenges for Edinburgh as a result of	Executive Director of Place	October 2020		<b><u>On 14 May 2020</u></b> the Committee agreed that the research referenced would be broadened to include

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			<p>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 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.</p>				challenges as a result of the Covid-19 pandemic and that this would be submitted to the Policy and Sustainability Committee
7	01.10.19	<a href="#">West Edinburgh Progress Update</a>	1) To note that this matter would be reported to Committee in spring 2020 providing a further	Executive Director of Place	October 2020		

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			<p>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		
8	21.11.19	<p>City of Edinburgh Council - Motions by Councillors Staniforth and Gordon - Fireworks and Fireworks Legislation</p> <p>(Minute of 21 November 2019)</p>	<p>To agree for a report to Policy and Sustainability Committee in three cycles that addresses how the Council can:</p> <ul style="list-style-type: none"> <li>require all public firework displays within the city to be advertised locally in advance of the event,</li> <li>actively promote a public awareness campaign about the impact of fireworks on animal</li> </ul>	Executive Director of Place	August 2020		

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			<p>welfare and vulnerable people</p> <ul style="list-style-type: none"> <li>ensure that fireworks are only supplied to, and remain in the hands of, responsible adults.</li> <li>encourage local suppliers of fireworks to stock 'quieter' fireworks for public display.</li> </ul>				
9	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>	Executive Director of Place	September 2020		<p><b>On 14 May 2020</b>, the Committee accepted a delay for this action but agreed that an update would be provided on when the audit would be completed.</p>

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			<p>(c) To identify if, or how, the contract made clear that all permissions must be in place in a timely way, 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>				
10	21.11.19	City of Edinburgh Council – Motion by Councillor Cameron – Small Business Saturday  (Minute of 21	<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</p>	Executive Director of Resources	25 June 2020		Report on the agenda for this meeting.

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		November 2019)	<p>small business, including social enterprises, by the Council and its ALEOS;</p> <p>ii) What if any, barriers exist 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>				
11	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</p>	Chief Executive	September 2020		<p><b><u>Update – 11 June 2020</u></b></p> <p>The Review of Polling Arrangements across the city has now been completed with a number of proposed changes. This included a review of</p>

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			government elections.				<p>all the schools currently used as polling venues. It is possible to replace 10 of the current 35 primary schools with new venues that offer better facilities and or are better located with sufficient capacity. In each of the other 25 schools there are no alternative venues. The next stage is public consultation. It is intended to report finally around August/September to allow these arrangements to be used for the publication of the new register on 1 December. Before that the proposals are being shared informally with</p>

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							councillors for their comment. It is proposed that the protocol is maintained under which an in-service training day is aligned with all scheduled polling days to minimise overall disruption
12	(a) 26.11.19	<a href="#">Edinburgh Poverty Commission Progress Update</a>	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	11 June 2020		<b>Recommended for Closure</b>  Report to Committee on 11 June 2020
	(b) 25.02.20	<a href="#">Edinburgh Poverty Commission Progress Update</a>	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	11 June 2020		<b>Recommended for Closure</b>  Report to Committee on 11 June 2020

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	(c) 11.06.20	<a href="#">Edinburgh Poverty Commission – Poverty and Coronavirus in Edinburgh</a>	To agree that an officer report, setting out actions taken in response to issues raised in the Commission’s interim report, should be brought to the committee at the same time as tabling of the Commission’s final report	Chief Executive	September 2020		
13	26.11.19	<a href="#">Edinburgh Climate Commission and Council Engagement Update</a>	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	9 July 2020		<p><b><u>Update – 11 June 2020</u></b></p> <p>The Chair of the Climate Commission is to be invited to provide an update on work and the green recovery position on 25 June with a follow up with a council programme update 2 weeks later, which would include Consultation.</p>

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14	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 provided for each school at the start of the 2020/21 Academic Year and including plans for a</p>	Executive Director of Resources / Executive Director of Place	September 2020		<p><b><u>Update – 11 June 2020</u></b></p> <p>Following discussion with Councillor Main it has been agreed that this report will be deferred to September 2020, to enable the relevant service areas to prioritise work to support schools re-opening and to incorporate lessons learned arising from the Covid-19 lockdown period.</p>

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			Carbon Neutral Edinburgh 2030.				
15	25.02.20	<a href="#">Filming in Edinburgh 2019</a>	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		
16	12.03.20	City of Edinburgh Council – Motion by Councillor Watt – International Women's Day	To agree that the equalities working group should: <ul style="list-style-type: none"> <li>a) review the specific policies and equality impact assessments which the Council had put in place to prevent gender inequalities and improve support for survivors of gender-based violence;</li> <li>b) consider how these</li> </ul>	Chief Executive	August 2020		

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			<p>policies could be further developed; and</p> <p>c) make any recommendations for change to the Policy and Sustainability Committee within three cycles.</p>				
17	Leadership Advisory Panel - 31 March 2020	<a href="#">Neighbourhood Alliance - Grant Funding Payment</a>	<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 <a href="mailto:elaine.scott@edinburgh.gov.uk">elaine.scott@edinburgh.gov.uk</a>	<p>End of June 2020</p> <p>September 2020</p>		

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18	Leadership Advisory Panel - 23 April 2020	<a href="#">Consultation Planning Report</a>	<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 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</p>	<p>Chief Executive Lead Officer: Yvonne Gannon 0131 553 8334 <a href="mailto:yvonne.gannon@edinburgh.gov.uk">yvonne.gannon@edinburgh.gov.uk</a></p> <p>Executive Director of Place Lead Officer: Paul Lawrence 0131 529 7325 <a href="mailto:paul.lawrence@edinburgh.gov.uk">paul.lawrence@edinburgh.gov.uk</a></p>	9 July 2020		
					28 May 20	28 May 2020	<b>CLOSED</b>

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			published.				
			3) To further agree that the next Policy and Sustainability Committee would receive an update on process and timeline for the consultation.	Executive Director of Place Lead Officer: David Waddell 0131 529 4929 <a href="mailto:david.waddell@edinburgh.gov.uk">david.waddell@edinburgh.gov.uk</a>	28 May 2020	28 May 2020	<b>CLOSED</b>
			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 could discuss the matter and influence the report.	Executive Director of Place			A meeting of the APOG was held on 4 May 2020.
			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	Executive Director of Place			<b><u>Update – 11 June 2020</u></b>  Consultation on the Public Spaces Management Plan has been put on hold due to Covid 19, and

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			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.				will be commenced at an appropriate time in order to get a broad range of input from the public.
19	14.05.20	Local Police Plan	1) To request an update report in 6 months' time on a full assessment being made of the implications of the Covid-19 emergency addressing the risks and mitigation identified for Edinburgh, any public feedback that might alter priorities and any altered national Police priorities and that these be worked into an updated, dynamic plan.	Police Scotland	November 2020		

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			2) To call for a further report giving details of the management of Police officer numbers in the City of Edinburgh, noting the reduction in numbers in recent years and detailing the continued partnership with the Council and any budget implications of Community Officers provision.	Police Scotland	6 August 2020		
20	14.05.20	COVID-19 - Update	<p>1) To agree that an emergency decisions report would be on the agenda detailing any decisions taken under urgency.</p> <p>2) To note that a dashboard would be on the agenda of the next committee and sent out along with the committee papers.</p>	Chief Executive	25 June 2020		Report on the agenda for this meeting (Item 6.1 - Adaption and Renewal Report)

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21	14.05.20	<a href="#">Creating Safe Spaces for Walking and Cycling</a>	To agree to add the action that 'all schemes approved by a TTRO under delegated authority should be reported to the committee on a two-monthly cycle or in the event of a significant change in national movement restrictions or social distancing guidance, with a recommendation to continue or discontinue each scheme', as was agreed at the Policy and Sustainability Committee of 14 May 2020.	Executive Director of Place	End 2020		
	28.05.20	Rolling Actions Log					
22	28.05.20	<a href="#">Decisions Taken under Delegated Power and Operational Decision Making - Covid-19</a>	1) To call for a short report in three cycles fully detailing the decisions made so far, and providing options to re-open community centres as part of Adaption and Renewal, to allow access to volunteers from community centre management	Chief Executive	July 2020		

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			committees to operate food parcel distribution, where an agreed plan of how they will operate in a safe and socially distant manner can be put in place.				
			2) To agree to an interim members' briefing on the progress of 1) above.	Executive Director for Communities and Families	Awaiting update		
			3) To note that a report would be brought to the next meeting of the Policy and Sustainability Committee setting out the approach to the Spaces for People programme and how this would be linked to economic recovery	Executive Director of Place	11 June 2020		<b>Recommended for Closure</b>  Report to Committee on 11 June 2020
			4) To note that the Chief Officer (EHSCP) had agreed to provide the number of patients that were discharged from	Chief Officer, Edinburgh Health and Social Care Partnership	June 2020		

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			hospitals into care homes prior to the change in guidance on testing.  5) To note that decision D50 would be clarified in the next report.	Chief Executive	25 June 2020		
23	28.05.20	<a href="#">Governance, Risk and Best Value Committee Arrangements and Remote Council Meetings</a>	To note that further detail on the Council meeting would be reported to the Committee on 11 June 2020.	Chief Executive	11 June 2020	11 June 2020	<b>Recommended for Closure</b>  Report to Committee on 11 June 2020
24	28.05.20	<a href="#">Revenue Budget 2020/21 Update</a>	1) To requests a report on the capital programme when appropriate.	Executive Director of Resources	25 June 2020		Report on the agenda for this meeting  <b><u>Update - 25 June</u></b>  While it was not possible to agree the wording of a joint letter, co-ordinated lobbying activity

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			2) To confirm with COSLA whether the joint letter to the Chancellor had been issued and to request that the response be shared with members.	Executive Director of Resources			<p>across the four nations of the UK will continue, emphasising the need for both additional resourcing and further fiscal flexibilities. With this in mind, discussions between COSLA and the Scottish Government are continuing with the intention of jointly approaching the UK Treasury on these issues.</p> <p><b><u>Update – 11 June 2020</u></b></p> <p>1) A Capital programme Report is being finalised and is on the work programme for Committee on</p>

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							25 <sup>th</sup> June.  2) The letter's content is being finalised by the Local Government Association for submission to COSLA and the other national associations for sign-off; to be with the Chancellor by early June.
25	28.05.20	<a href="#">Outcome Report of the Short Life Working Group to Examine Communities and Families Third Party Grants</a>	To provide guidance for members on how to guide the organisations that would be changing or closing as a result of an unsuccessful application for funding.	Executive Director for Communities and Families	End of July 2020		
26	28.05.20	<a href="#">Public Realm CCTV</a>	To call for a further report as part of the report on Smart	Executive Director for	September 2020		

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		<a href="#">Continuation of Service</a>	Cities, as soon as practical, detailing where the project had reached in relation to progress with the CCTV upgrade procurement exercise and the anticipated timeline for delivery of the Public Realm Upgrade.	Communities and Families			
27	28.05.20	Motion by Councillor Whyte – Nike Conference - North Bridge Hilton	<p>1) To request a further update to Policy and Sustainability Committee in one cycle either as a stand alone report or within an appropriate update report to expand on points 1-6 of the decision and cover any other relevant points.</p> <p>2) To request that the report should also :</p> <p>a) Lay out an overview of the outbreak and set out clearly the various responsibilities and</p>	Executive Director of Place	11 June 2020	11 June 2020	<p><b>Recommended for Closure</b></p> <p>Report to this Committee on 11 June 2020</p>

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			<p>duties of the parties involved in responding, including the Public Health Scotland, the Council, NHS Lothian and the Scottish and UK Governments</p> <p>2) Consider whether in light of later developments the Council response was adequate and make suggestions as to changes to the Council response procedure for outbreaks in future.</p>				
28	11.06.20	<a href="#">Tourism and Hospitality Sector Recovery Plan</a>	Agrees to continue the report within 2 cycles for direct engagement with EICC and Marketing Edinburgh and to come back to committee with more detail on the in-house model as outlined in option 4, including further detail of Scottish Government and	Executive Director of Place	9 July 2020		

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			industry resources				
29	11.06.20	<a href="#">Scottish Government Town Centre Fund Update and Regeneration Capital Grant Fund Applications</a>	<p>1) Asks for a further report in two cycles updating committee on progress of the 2019/20 RCGF projects:</p> <ul style="list-style-type: none"> <li>- Business space project at E2 Fountainbridge;</li> <li>- Portobello Town Hall;</li> <li>- Industrial Estate Development at Russell Road;</li> <li>- Pennywell Culture and Learning Hub</li> </ul> <p>2) To agree a report would come back to Committee in two cycles that includes proposals on North Edinburgh Arts</p>	Executive Director of Place	23 July 2020		
30	11.06.20	Black Lives Matter – Motion by	1) To reaffirm the commitment to ensure	Executive Director of	23 July 2020		

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		Councillor Day  (see minute of 11 June 2020)	<p>the Council treats all people equally and with fairness and respect and calls for a report within three cycles setting out current staff training provision around equality and unconscious bias and any proposals to strengthen such arrangements</p> <p>2) That an action plan be brought forward by the Chief Executive within three cycles to introduce best practice in the council's recruitment and employment practices, including, but not limited to, ensuring that equality, diversity and anti-discrimination training was introduced as standard for all staff.</p>	<p>Resources Lead Officer: Katy Miller 0131 469 5522 <a href="mailto:katy.miller@edinburgh.gov.uk">katy.miller@edinburgh.gov.uk</a></p> <p>Chief Executive</p>	23 July 2020		

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			3) That the Executive Director for Communities and Families bring forward an action plan within three cycles to enhance diversity and inclusion in Edinburgh's schools, that included actions identified in recent committee papers, (Preventing and Responding to Bullying and Prejudice among Children and Young People October 2019 and Promoting Equality, October 2020) and include actions to ensure that BME history and culture were included in all phases of secondary school education, across all disciplines in Edinburgh schools, and that the	Executive Director for Communities and Families	23 July 2020		

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			<p>Leader of the Council write to the Private schools in Edinburgh asking them to demonstrate that they were doing the same.</p> <p>4) That the Chief Executive bring forward a plan within three cycles to review any features within the council boundary which commemorated those with close links to slavery and colonialism, including, but not limited to, public statues and monuments, street or building names; further agree that this review should be led by one or more members of the BME community, and should closely consult with the wider BME community, and that the</p>	Chief Executive	23 July 2020		

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			review should consider all options, including removal of statues, and make recommendations to rectify the glorification of slavery and colonialism which these commemorations represent to many people.				
31	11.06.20	Funding of Temporary Accommodation for Homeless People – motion by Councillor Watt  (see minute of 11 June 2020)	1) To call for a report to be submitted to the Policy and Sustainability Committee, which listed the current temporary accommodation that had been contracted for since the CV-19 pandemic: giving the type of accommodation, the number of families and single people accommodated and the current end date of the contracts.	Executive Director for Communities and Families	September 2020		

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			<p>2) To agree that the report should set out the work to date on an exit strategy and transition post lock down to find positive solutions for people moving on from accommodation provided as a public health response to the Covid 19 pandemic. This should include an update report on the work to increase the number of PSL properties available to use as temporary accommodation.</p> <p>3) The report should also make recommendations as to what types of accommodation could be purchased or leased long-term (including – but not restricted to – properties that were</p>				

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			previously being used for 'air bnb' style short-term lets and suitable student accommodation which was likely otherwise to remain unoccupied). It should also consider work with third sector partners and how contracting could be used to secure further accommodation so that all options would be examined to ensure that suitable accommodation was available for people when their current accommodation ceased to be available.				
32	11.06.20	Support for Local Business Campaign - motion by Councillor Cook (see minute of 11	1) To agree that a report be brought forward in three cycles with options available to institute a 'Support for Local Business'	Executive Director of Place	23 July 2020		

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		June 2020)	<p>campaign in aid of traders in local town centres and high streets such as, but not limited to Morningside, Bruntsfield, Stockbridge and Corstorphine, as we go through the various stages of reopening under the Scottish Government's route map.</p> <p>2) The report should include options on actions such as local digital and print advertising initiatives and local signage and aesthetic improvements to local high streets as well as plans to consult directly with small businesses on what additional action the Council could take to help and support their</p>				

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			recovery.				
33	11.06.20	Public Lavatories- motion by Councillor Laidlaw  (see minute of 11 June 2020)	<p>Committee asks officers to report within 2 cycles at the latest to the Policy and Sustainability Committee with a plan for limited reopening of public toilets in key pressure point areas such as parks and the seafront, for Phase 2 of the lockdown easing to include assessment of the following:</p> <p>a) Assessments of the layout of each property to establish social distancing e.g. cubicle use only, maximum capacity.</p> <p>b) Ensuring queue control consistent with social distancing advice outside of the property.</p> <p>c) Enhanced cleaning methods, storage and disposal of waste</p>	Executive Director of Place	9 July 2020		

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			<p>material.</p> <p>d) Provision of sanitising materials within facilities e.g. seat cleaner.</p> <p>e) Risk assessments and Safe working practices.</p> <p>f) The value of working in tandem with neighbouring local authorities, as with other aspects of lockdown easing, to work on a consistent basis as regards conditions of access and timing of re-opening.</p> <p>g) Recognising that the issues arising from the way some licensed premises are currently conducting off-sales and the Licensing Board's commitment to consider these issues, the</p>				

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			<p>importance of commercial premises in providing a much more comprehensive network of toilet facilities and therefore, where premises are open for the takeaway sale of food and drink, including licensed premises selling alcohol onto the street, an assessment of the extent to which those premises could and should provide access to toilet facilities in a strictly-managed way, where toilets would normally be part of the premises' operation.</p>				