

Rolling Actions Log

Policy and Sustainability Committee

10 November 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.	Chief Executive (for Communities and Families)	Ongoing		<p><u>Update 9 July 2020</u></p> <p>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 25th March 2020.</p> <p>The last 2 schools to transfer WHEC and Leith Academy will not do so until Edinburgh Leisure is back up and running and they are able to be transferred.</p>

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							<p><u>Update 25 June 2020</u></p> <p>To agree that a final report be submitted to Committee.</p>
2	01.02.18	<p>City of Edinburgh Council Motion by Councillor Mowat – Edinburgh’s Christmas and Hogmanay 2017/18</p> <p>(Agenda for 1 February 2018)</p>	<p>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.</p>	Executive Director of Place	Spring 2021		<p>This contract is in place until Winter Festival 2022. The review of the contract will be presented to Policy and Sustainability Committee.</p>
3	07.08.18	Participation Requests	<p>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</p>	Chief Executive	November 2020	10 November 2020	<p>Recommended for Closure</p> <p>Information is provided on the Business Bulletin for this meeting.</p>

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			report by the Chief Executive.				
4	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 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</p>	Executive Director of Place	December 2020		It has been agreed that there will be a new business plan submitted and the Economic Recovery working group workplan has been approved which includes a refreshed economic strategy

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			towards a more sustainable economy.				
5	21.11.19	City of Edinburgh Council – Motion by Councillor Lang – Use of Schools as Polling Places (Minute of 21 November 2019)	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.	Chief Executive			<p><u>Update 10 November 2020</u></p> <p>Due to the forthcoming by-election and covid-19, it is probable that a review of all polling places will be required going forward to next year elections.</p> <p><u>Update 6 October 2020</u></p> <p>This will now be reported to the meeting of the full Council in November 2020</p> <p><u>Update – 11 June 2020</u></p>

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							<p>The Review of Polling Arrangements across the city has now been completed with a number of proposed changes. This included a review of 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</p>

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							arrangements to be used for the publication of the new register on 1 December. Before that the proposals are being shared informally with 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
6	06.02.20	City of Edinburgh Council – Motion by Councillor Main – Recycling in Schools	To request: a) All council services involved, including Schools, Estates: Facilities Services and Catering Service, and Waste Services work together to	Executive Director of Resources / Executive Director of Place	April 2021		<u>Update - 6 October 2020</u> Report to Committee – agreed to leave open until the information requested had been provided.

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			<p>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 Carbon Neutral Edinburgh 2030.</p>				<p><u>Update – 11 June 2020</u></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>
7	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	Executive Director of Place	November 2020		<p>Recommended for Closure</p> <p>Report on the agenda for this meeting</p>

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			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.				<p><u>Update 6 October 2020</u></p> <p>To be reported to Committee in November 2020.</p>
8	Leadership Advisory Panel - 31 March 2020	Neighbourhood Alliance - Grant Funding Payment	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.	Executive Director of Place	January 2021		<p><u>Update 6 October 2020</u></p> <p>To be included in the Housing, Homelessness and Fair Work Committee business bulletin for 14 January 2021 meeting.</p> <p><u>Update 20 August 2020</u></p> <p>To be reported to Housing, Homelessness and Fair Work Committee</p>

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9	Leadership Advisory Panel - 23 April 2020	Consultation Planning Report	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.	Executive Director of Place	January 2021		<p><u>Update 10 November 2020</u></p> <p>A stakeholder engagement page for the Public Spaces Management Plan is now live and will remain so until 23 November 2020. The 'home page' describes and links to 4 'challenges' that are hosted on the collaborative engagement tool Dialogue. The 4 'challenges' are:</p> <ul style="list-style-type: none"> • Public Space Management Plan Key Principles and Guidelines • Area

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							<p>Conditions</p> <ul style="list-style-type: none"> • Application process for Organisers • Community Engagement <p>The link to the site is here: https://consultationhub.edinburgh.gov.uk/sf/c/b24acf90</p> <p><u>Update 6 October 2020</u></p> <p>Item included in business bulletin to Culture and Communities Committee of 15 September with further report scheduled for early 2021.</p>

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10	14.05.20	Local Police Plan	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	December 2020		
11	28.05.20	Decisions Taken under Delegated Power and Operational Decision Making - Covid-19	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 committees to operate	Chief Executive	9 July 2020	9 July 2020	CLOSED

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			<p>food parcel distribution, where an agreed plan of how they will operate in a safe and socially distant manner can be put in place.</p> <p>2) To agree to an interim members' briefing on the progress of 1) above.</p>	Chief Executive (for Communities and Families)	November 2020		
12	28.05.20	Outcome Report of the Short Life Working Group to Examine Communities and Families Third Party Grants	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.	Chief Executive (David Hoy)	November 2020		
13	09.07.20	Tourism and Hospitality Sector Recovery Plan – Follow Up	Notes the importance of Business tourism to the City's hospitality sector and the importance of business tourism in helping many of Edinburgh's sectors access the global	Executive Director of Place	February 2021		<p><u>Update 10 November 2020</u></p> <p>An update will be provided in the Committee's Business Bulletin in</p>

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			<p>market;</p> <p>Notes this would require additional engagement with industry and key partners to fully develop a long-term approach and agree that this should be reported back to the Policy and Sustainability Committee, including how the organisational structure will operate throughout the City.</p>				December 2020
14	25.06.20	Adaptation and Renewal Programme Update	<p>To request that the Chief Officer of the Health and Social Care Partnership provide a report to Committee, at an appropriate time when information was available, containing, but not limited to, the following:</p> <p>a) An explanation for the disproportionately high number of Edinburgh Covid-19 deaths that had occurred in care homes;</p>	Chief Officer, Edinburgh Health and Social Care Partnership	December 2020		

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			<p>b) Details of the number of care home Covid-19 deaths where the deceased had previously been in hospital;</p> <p>An explanation for the disproportionately high number of Edinburgh Covid-19 deaths in relation to the number of non-Covid-19 deaths;</p> <p>Understanding why the number of Edinburgh care homes showing a suspected case of Covid-19 deaths continued to increase;</p> <p>The steps taken by the Partnership, or the Public Health Advisory Board, to address the issues brought out by a) and c) in relation to future</p>				

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			<p>outbreaks: and</p> <p>f) The issues raised with the Edinburgh IJB and NHS Lothian about minimising the impact of future outbreaks across Edinburgh.</p>				
15	25.06.20	South East of Scotland Regional Transport Transition Plan	Requests that a business bulletin item, Members' briefing or report are brought forward as appropriate as progress is made in conjunction with other partners to update Council as outlined in the report by the Executive Director of Place	Executive Director of Place	End 2020		<p>Recommended for closure</p> <p>This is included in the Business Bulletin for Committee on 10 November 2020.</p>
16	09.07.20	Reform of Transport Arm's Length External Organisations	To agree to receive a report in two cycles on the recommended approach to reform of the Transport ALEO which will include an evaluation of the impact of the proposed integration on delivery of 2030 Carbon Neutral Edinburgh targets and	Executive Director of Place	12 November 2020 – to Transport and Environment Committee		<p>Recommended for closure</p> <p>This report will go to Transport and Environment Committee on 12 November 2020.</p>

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			on equalities (the initial equalities impact assessment) and a timetable for the creation of a new plan for public transport as covered in 4.21 of the report by the Executive Director of Place.				
17	23.07.20	Engagement Through Adaptation and Renewal	That officers consider the resumption of non-essential consultation activity as part of the Adaptation and Renewal programme and provide an update to committee on next steps in September	Chief Executive	December 2020		Due to the evolving situation with covid-19 papers on the council's approach to consultation have been delayed.
18	23.07.20	Council Response to Edinburgh Climate Commission and Sustainability Programme Update	1) To agree that planning for a green recovery and the Council net zero by 2030 carbon target will be integrated into the Adaptation and Renewal Programme including all future significant operational or financial proposals that will form the basis of a	Chief Executive	December 2020		

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			<p>new council business plan. An update on progress will be provided in October.</p> <p>2) To agree that a summary of the sustainability programme activity and progress towards the carbon target will be provided before the start of the new financial year.</p>	Chief Executive	March 2021		
19	23.07.20	Spaces for People - Additional Contract Waiver for Material Orders and Contract Service	To agree to provide a briefing note for the committee on the price changes of traffic management products	Executive Director of Place	November 2020		<p><u>Update 10 November 2020</u></p> <p>A note on this will be circulated in advance of Committee.</p>
20	23.07.20	Public Realm CCTV Update	To request an update on the Public Realm CCTV upgrade project progress in six months' time	Chief Executive (for Communities and Families)	January 2021		<p><u>Update 10 November 2020</u></p> <p>A report is to be submitted to the</p>

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							Culture and Communities Committee in January 2021
21	06.08.20	Review of Political Management Arrangements	To request a briefing in September clarifying the process for a possible phased reduction in Committee activity, as described in 4.9 of the report by the Chief Executive. This briefing should make clear to Committee how any decisions would be taken, who would take those decisions, and under what circumstances.	Chief Executive	10 December 2020		<u>Update 6 October 2020</u> A report will be submitted to the meeting of the full Council on 10 December 2020
22	06.08.20	Schools Re-opening - Update	To agree that a further update be provided for the next committee meeting on 20 August 2020.	Executive Director for Communities and Families	20 August 2020	13 October 2020	Recommended for closure Report was submitted to the Education, Children and Families Committee on 13 October 2020

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23 (a)	06.08.20	Community Centres and Libraries Reopening	<p>1) To call for a report in two cycles to the Policy and Sustainability Committee with further details as set out below:</p> <p>i) specifically on the re-opening of libraries in Edinburgh setting out clearer timescales for opening, learning from other local authorities which are more advanced in re-opening of libraries and details, including financial, of services impacted by library closures.</p> <p>ii) outlining services directly or indirectly impacted by the closure of Community Centres or Libraries, detailing any alternative or</p>	Executive Director for Communities and Families	November 2020		<p>Recommended for closure</p> <p>Report on the agenda for this meeting.</p>

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			<p>innovative ways that have been used (or are being planned) to maintain continuity of services that would otherwise have been lost. This should include any projected financial consequences of the alternative service provision.</p> <p>2) To request a further report with a review and update of the current position to the relevant committee before November 2020, to include details and rational for future reductions in access or opening.</p>	Executive Director for Communities and Families	November 2020		<p>Recommended for closure</p> <p>Report on the agenda for this meeting.</p>
23 (b)	06.10.20		To request a briefing note on which would provide timescales and answers to the	Executive Director for Communities and		October 2020	Recommended for closure

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			questions raised by the deputation from the Jack Kane Community Centre.	Families			Since the last meeting of the Policy and Sustainability Committee the Jack Kane Centre Management Committee presented a deputation to the Education Children and Families Committee on the 13 October 2020. An action was agreed that Council officers respond to the Management Committee and copy to Education, Children and Families Committee members and that action is now complete
24	06.08.20	Accounts Commission: Local Government in	To instruct the Chief Executive to report to Committee in two cycles providing a	Chief Executive	December 2020		

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		Scotland - Overview 2020	<p>comprehensive assessment of how the Council was addressing the recommendations outlined in the Key Messages section of the report and suggesting any further actions that could be taken to address these in order that Councillors could scrutinise and prioritise work to improve the Council in these areas.</p> <p>The report to provide an officer assessment of the sources of information, training and guidance available to Councillors to help them answer the questions set out for them in the report in order that these could be assessed and debated by Elected Members in public at Committee with a view to improving scrutiny of the Council's performance and to help engender a culture of</p>				

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			continuous improvement				
25	06.08.20	<p>Motion by Councillor Staniforth - The City's Relationship with Krakow</p> <p>Motion by Councillor Day - Equality and LGBT + Rights</p> <p>(see minute of 6 August 2020)</p>	Requests a review of the international strategy in autumn to include information on the how relationships can support the Council's Equalities Framework.	Chief Executive	November 2020		<p>Recommended for closure</p> <p>Report on the agenda for this meeting</p>
26	20.08.20	Adaptation and Renewal Programme Update	1) To agree to provide details of when the leaflet was designed and printed with reference to D181.	Executive Director of Place	November 2020		<p><u>Update 10 November 2020</u></p> <p>An update on this will be circulated in advance of Committee.</p>

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			2) To agree to provide a briefing note on the traffic data at Morningside Station.	Executive Director of Place		September 2020	Recommended for closure Briefing issued on 25 September 2020
27 (a)	20.08.20	Annual Performance 2019/20	To request that revised targets for emissions reduction, specifying the annual increments required to achieve net zero by 2030, are brought forward as a matter of urgency.	Chief Executive	December 2020		
27 (b)	25.08.20	Referral of report to the City of Edinburgh Council	To further welcome the Policy and Sustainability Committee decision to agree the proposal by Green Councillors that revised targets for carbon emissions reduction, specifying the annual increments required to achieve net zero by 2030 and requests that these incremental targets are brought forward to	Chief Executive	December 2020		

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			committee before the end of this year.				
28	20.08.20	Local Government Benchmarking Framework 2018/19 - Edinburgh Overview	To request a further report setting out a wider review of the data available to seek and implement best practice examples from colleague Councils (not limited to Scotland) and foster anew continuous improvement culture within the Council, and the scope of this report to be discussed at the APOG in order to clarify with officers how this would be brought forward.	Chief Executive	December 2020		
29	20.08.20	Spaces for People Initiative – Response to Motion	1) To agree to an update to Committee on the work regarding Local Champion Networks.	Executive Director of Place	October 2020	November 2020	Recommended for closure A business bulletin update has been prepared for this Committee on 10 November 2020.

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			2) To agree to a briefing note regarding the Dublin specific example on what area of Dublin the study was relating to and details of the measures that had been put in place.	Executive Director of Place	End 2020		<u>Update 10 November 2020</u> A note on this will be circulated in advance of Committee
30	20.08.20	Update on Edinburgh's Christmas and Edinburgh's Hogmanay 2020/2021	1) To agree an update report on how local business can get involved in the Christmas and New year festivals 2) To agree to a full risk assessment being carried out which will consider operational, reputational risks with a particular focus on risks to public health which will be reported back to Committee in two	Executive Director of Place Executive Director of Place	December 2020 December 2020		<u>Update 10 November 2020</u> On 1 October 2020 it was announced that Edinburgh's Christmas will move online in 2020 to reflect the current national restrictions in response to COVID-19. Discussions are ongoing on the arrangements for Edinburgh's

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			<p>cycles.</p> <p>3) To note paragraphs 4.22-4.25 of the report outlining how events will operate within health guidance; recognises that current guidance may change between now and late November and that the report confirms significant work is required to finalise detailed planning including possible crowd control; therefore seeks a further report with that detail by mid-November to allow for proper scrutiny and to assure the committee that participants and observers will be able to enjoy Christmas and Hogmanay events in a</p>	Executive Director of Place	December 2020		Hogmanay

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			safe and secure way.				
31	25.08.20	City of Edinburgh Council – Motion by Councillor Webber – Pavements and People (minute of 25 August 2020)	To further request additional engagement with Lothian Buses, Living Streets Edinburgh, Guide Dogs Scotland, Spokes RNIB and the Access Panel to explore any additional actions and to report back to the Policy and Sustainability Committee at the earliest opportunity	Executive Director of Place	End 2020		<u>Update 10 November 2020</u> There will be an update in the Business Bulletin for the Transport and Environment Committee in November 2020 on this item
32	06.10.20	Police Scotland – City of Edinburgh Division Update	Chief Superintendent Sean Scott to provide further detail on measures taken by Police Scotland to ensure the good road behaviour of cyclists.	Chief Executive	December 2020		
33	06.10.20	Adaptation and Renewal Programme Update	1) To agree that a briefing note would be provided to members on how officers undertake traffic modelling.	Executive Director of Place	November 2020		<u>Update 10 November 2020</u> A note on this will be circulated in advance of Committee

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			2) To agree that concerns regarding planning for the end of term would be raised at a meeting with the Universities Group and then a briefing would be provided to members on the outcome of this discussion	Executive Director of Place	December 2020		<p><u>Update 10 November 2020</u></p> <p>As discussed at Committee, Universities are awaiting guidance from the Scottish and UK Governments on plans for the end of this term and the start of next. Once these are available, officers will discuss with University partners and Elected Members will be updated once plans are in place.</p>
34	06.10.20	Edinburgh and South East Scotland City Region Deal Annual Report	Notes reference in paragraph 4.3.6 to the Benefits Realisation Plan for the Deal and agrees that a further report be provided after the City Region Deal Joint Committee has considered the report detailing the Plan and how its	Chief Executive	Spring 2021		

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			indicators will be presented to the Policy and Sustainability Committee to allow elected members to scrutinise the Plan and ensure it will provide a robust process for reporting and monitoring delivery of the Deal				
35	06.10.20	Appointments to Working Groups 2020/2021	To review the membership of the West Edinburgh All Party Oversight Group to reflect the dissolution of Locality Committees and as such that the Convener / Vice Convener of South West and North West Locality positions no longer exists.	Chief Executive	December 2020		<u>Update 10 November 2020</u> A report is to be submitted to the Council in December 2020.
36	06.10.20	Re-opening of Public Conveniences	Notes the approach to developing a public convenience strategy and approves commencement of assessment of possible locations for new public convenience facilities to be reported in three cycles to	Executive Director of Place	23 February 2021		

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			committee.				
37	06.10.20	Recycling and Waste Collection in Schools	<p>1) Requests that a report on the progress of the introduction of the new service is brought back to committee in six months.</p> <p>2) To agree to consider food waste recycling receptacles in schools as broken down in Appendix 2 and provide an update to members</p>	<p>Executive Director of Place</p> <p>Executive Director of Resources</p>	<p>April 2021</p> <p>April 2021</p>		
38	06.10.20	Edinburgh's Christmas and Edinburgh's Hogmanay - Contract Terms and Open Book Audit	<p>1) To agree to provide a briefing note for all councillors with a response from Legal on who took the decision that the reputational issue referred to in paragraph 4.10 was not considered to be a</p>	Executive Director of Place		14 October 2020	<p>Recommended for closure</p> <p>This briefing note was circulated on 14/10/2020.</p>

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			<p>material breach nor grounds for termination and how this decision was reached.</p> <p>2) To agree to provide figures from the annual review on the number of attendees at Edinburgh's Christmas and Hogmanay festivities</p>	Executive Director of Place	November 2020		<p>Recommended for closure</p> <p>The annual performance for Edinburgh's Winter Festivals was published on 26 September 2020 - http://www.edinburghchristmas.com/images/uploads/Annual_Report_Final_for_website_compressed.pdf</p>