

Rolling Actions Log

Regulatory Committee

18 January 2021

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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	April 2021		<p>Recommended for Closure – An update was included in the Coronavirus (COVID-19) Contingency Measures: Update Report on 2 November 2020.</p> <p>Training sessions for new drivers commenced 14 December 2020.</p>
2	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	Chief Executive	Feb 2021		This will be included in the next review of the Scheme of Delegation.

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			the Council's Scheme of Delegation when submitted to Council for approval.				
3	19.08.19	Request for Variation: Taxi Vehicle Licence Conditions (Advertising)	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	Feb 2021		This will be included in the next review of the Scheme of Delegation.
4	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, 	Executive Director of Place	March 2021		<p>Recommended for Closure</p> <p>Report on agenda for January 2021</p>

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			<p>policy and conditions of licence for the Committee to agree.</p> <p>4) To note that a statutory consultation on the agreed policy would then be carried out with the results and recommendations to be brought back to the Committee for final approval.</p>				
5	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</p>	Executive Director of Place	Spring 2021		<p>Recommended for Closure</p> <p>Report on agenda for 18 January 2021</p>

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			<p>the management of Hunter Square during the August Festivals, 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,</p>				

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			<p>as recommended in paragraph 4.12.</p> <p>5) To agree that no further licences are granted for 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>				
6	21.10.19	Internal Audit Findings – Timescales for	To include expected completion dates of management actions identified in the Audit in the Committee's	Executive Directors of Place and Resources			

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		Completion of Management Actions	rolling actions log for ongoing monitoring of progress.				
			1. Implementation of system upgrade to APP Civica CX	Executive Director of Resources	March 2021 September 2021		It is hoped that this system update will be completed by September 2021.
			2. Performance assessment of system issues with APP as part of a wider performance report	Executive Director of Place	March 2021		This action is currently being progressed.
			3. BACS payment reference	Executive Director of Place	March 2021		Further work is required to identify a manageable solution for BACs payment processing for licence application payments.
			4. Inspection Revisit Policy	Executive Director of Place	March 2021		This has been delayed due to COVID-19.

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			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 on 2 November 2020 – this action has now been implemented and the action closed.
			7. Request Refund Policy	Executive Director of Place	October 2019		Closed on 2 November 2020 – this action has now been implemented and the action closed.
			8. Reconciliation between physical applications and APP system	Executive Director of Resources	October 2019		Closed on 2 November 2020 – this action has now been implemented and the action closed.

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			9. HMO Key Performance Indicators and Performance Reporting	Executive Director of Place	March 2021		It is hoped to complete this action by March 2021
			10. Training and Guidance documentation	Executive Director of Place	November 2020		Recommended for Closure
			11. HMO application processing procedures	Executive Director of Place	December 2019		Closed on 2 November 2020 – this action has now been implemented and the action closed.
7	09.03.20	Private Hire Car Overprovision	To instruct officers to undertake the actions as detailed in section 5 of the report: <ul style="list-style-type: none"> Officers would undertake necessary actions to appoint an appropriately experienced and skilled external consultant to undertake the required 	Executive Director of Place	June 2021		Procurement of consultants was delayed by the public health emergency. Procurement has now recommenced.

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			<p>research and analysis work on taxi demand and assessment of PHC overprovision. A full equalities impact assessment would be required with regard to any recommendations that the consultant submitted to the Council.</p> <ul style="list-style-type: none"> • In addition, officers would continue to engage directly with relevant stakeholders. • Upon conclusion of any research and analysis completed by an appointed contractor, officers would present the collected data and any supporting information to the committee. 				

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			<ul style="list-style-type: none"> It was intended to undertake consultation with a wider group, including making the results of the research and any recommendations brought forward by officers, available for public consultation. 				