

Rolling Actions Log

Regulatory Committee

8 March 2021

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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	May 2021		This will be included in the next review of the Scheme of Delegation.
2	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	May 2021		This will be included in the next review of the Scheme of Delegation.

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3	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			
			1. Implementation of system upgrade to APP Civica CX	Executive Director of Resources	March 2021 September 2021		Agreement between the Council and CGI was reached in December 2020 and the project to replace APP will commence in March 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

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							licence application payments.
			4. Inspection Revisit Policy	Executive Director of Place	March 2021		Recommended for Closure
			5. Allocation of Inspection Visits	Executive Director of Place	November 2019		Recommended for Closure
			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.

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			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.
			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		Closed on 18 January 2021
			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.
4	09.03.20	Private Hire Car Overprovision	To instruct officers to undertake the actions as detailed in section 5 of the report:	Executive Director of Place	June 2021		Procurement of consultants was delayed by the public health emergency. Report appointing

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			<ul style="list-style-type: none"> Officers would undertake necessary actions to appoint an appropriately experienced and skilled external consultant to undertake the required 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. In addition, officers would continue to engage directly with relevant stakeholders. Upon conclusion of any research and analysis completed by an appointed contractor, 				consultants submitted to Finance and Resources Committee for approval.

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			<p>officers would present the collected data and any supporting information to the committee.</p> <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. 				
5	18.01.21	Air Weapons and Licensing (Scotland) Act 2015 – Sexual Entertainment Venues – Proposed Resolution, Policy and Conditions	Instruct that a statutory consultation on the draft resolution, policy and conditions set out in Appendices 1, 2 and 3 is carried out, with the results and recommendations to be brought back to the Committee for agreement in principle.	Executive Director of Place			

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6	18.01.21	Licensing Policy Development – Street Trading Update	To agree that the Convener would write to the Executive Director of Place to request a short term plan which would consider opportunities for street trading, including the use of vacant properties, and to consider a longer term plan to facilitate street trading.	Convener / Executive Director of Place			