

Rolling Actions Log

Regulatory Committee

23 August 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	August 2021		Recommended for closure – scheme of delegation report including this update to be considered by Council in August 2021
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	August 2021		Recommended for closure – scheme of delegation report including this update to be considered by Council in August 2021
3	21.10.19	Internal Audit Findings – Timescales for	To include expected completion dates of management actions identified in the Audit in the	Executive Directors of			

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		Completion of Management Actions	Committee's rolling actions log for ongoing monitoring of progress.	Place and Resources			
			1. Implementation of system upgrade to APP Civica CX	Executive Director of Resources	December 2021		Project to replace APP commenced 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 outstanding action is currently being reviewed for discussion with Internal Audit.
			3. BACS payment reference	Executive Director of Place	March 2021		This outstanding action is currently being reviewed for discussion with Internal Audit.
			4. Inspection Revisit Policy	Executive Director of Place	March 2021	March 2021	Action complete
			5. Allocation of Inspection Visits	Executive Director of Place	November 2019	March 2021	Action complete

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			6. Inspection documentation	Executive Director of Place	October 2019	29 January 2020	Action complete
			7. Request Refund Policy	Executive Director of Place	October 2019	2 November 2020	Action complete
			8. Reconciliation between physical applications and APP system	Executive Director of Resources	October 2019	2 November 2020	Action complete
			9. HMO Key Performance Indicators and Performance Reporting	Executive Director of Place	March 2021		This outstanding action is currently being reviewed for discussion with Internal Audit.
			10. Training and Guidance documentation	Executive Director of Place	November 2020	18 January 2021	Action complete
			11. HMO application processing procedures	Executive Director of Place	December 2019	2 November 2020	Action complete

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4	09.03.20	Private Hire Car Overprovision	<p>To instruct officers to undertake the actions as detailed in section 5 of the report:</p> <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 	Executive Director of Place	Dec 2021		<p>Procurement of consultants was delayed by the public health emergency. Report appointing consultants approved by Finance and Resources Committee in March 21.</p> <p>Initiation meeting with consultants has taken place.</p>

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			<p>completed by an appointed contractor, 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			Consultation went live on 12 April 2021 and now complete. Formal proposals will be made within two cycles.

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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	May 2021		
7	17.05.21	Age Limitation and Emissions Standards for Taxis and Private Hire Cars – Annual Update	Given changes: i. in regulations, recent and intended; and ii. in the technical specification of the supply of low emission vehicles, including retrofit options, instructs a report, as soon as reasonably practicable, assessing such changes and providing options for incorporating beneficial changes which may impact on age limit and Euro 6 in the City of Edinburgh Council standards and licensing regime.	Executive Director of Place	As soon as practicable		Update report submitted to the August meeting

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8	17.05.21	Motion by Councillor Barrie – Street Occupation, Trading, Licences and Permits	<p>In support of ‘all possible means’ Committee calls for an urgent report, within one cycle, to consider what further steps could be taken regarding permits costs, eligibility of businesses not necessarily seeking to use table and chairs as part of business recovery, to apply for and use suitable Outdoor Areas in the city and whether such permits would be chargeable. This report should include consideration of conditions and costs applied to market traders, street traders and outdoor space occupancy with a view to considering what amendments might take place to assist companies and organisations in their post-Covid recovery and beyond.</p> <p>Should beneficial measures be identified prior to the next Regulatory Committee that takes place on 23 August 2021, consideration should be given to see if they can be implemented if agreement can be reached with Group Spokespersons.</p>	Executive Director of Place	August 2021 or earlier by agreement of Group spokespersons		This is currently being considered as part of a review of the current arrangements for outdoor area permits and Committee will be updated as soon as possible on this.

