

# Rolling Actions Log

## Regulatory Committee

28 February 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	21.10.19	<a href="#">Internal Audit Findings – Timescales for Completion of Management Actions</a>	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 Corporate Services			
			1. Implementation of system upgrade to APP Civica CX	Executive Director of Corporate Services	<del>December 2021</del> October 2022		Project to replace APP commenced in March 2021 and is ongoing.
			2. Performance assessment of system issues with APP as part of a wider performance report	Executive Director of Place	<del>March 2021</del> October 2022		Project to replace APP commenced in March 2021 and is ongoing.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			3. BACS payment reference	Executive Director of Place	<del>March 2021</del> Dec 2021		Evidence is currently being compiled. This will be submitted to IA for review before end of February 2022.
			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
			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 Corporate Services	October 2019	2 November 2020	Action complete

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			9. HMO Key Performance Indicators and Performance Reporting	Executive Director of Place	<del>March 2021</del> Feb 2022		Ongoing discussion with Internal Audit about whether this action should be closed.
			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
2	09.03.20	<a href="#">Private Hire Car Overprovision</a>	To instruct officers to undertake the actions as detailed in section 5 of the report: <ul style="list-style-type: none"> <li>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</li> </ul>	Executive Director of Place	Dec 2021		Procurement of consultants was delayed by the public health emergency. Report appointing consultants approved by Finance and Resources Committee in March 21.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>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"> <li>• In addition, officers would continue to engage directly with relevant stakeholders.</li> <li>• 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.</li> <li>• It was intended to undertake consultation with a wider group, including making the results of the research and any recommendations</li> </ul>				<p>Initiation meeting with consultants has taken place.</p> <p>Research by the consultants has commenced</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			brought forward by officers, available for public consultation.				
3	18.01.21	<a href="#">Licensing Policy Development – Street Trading Update</a>	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	2022		Committee agreed to postpone this piece of work due to impact of the public health restrictions on trading activity. A further report will be brought forward in 2022.
4	23.08.21	<a href="#">House in Multiple Occupation – Service Update</a>	<p>1) To agree the change in process in relation to property inspections with the introduction of a risk-based inspections model.</p> <p>2) To agree that decisions on whether to make one and three year grants of HMO Licences would continue to be delegated to the Executive Director of Place and that three year</p>	Executive Director of Place	August 2022		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>licences would only be suitable for properties which were fully compliant and which had had no problems in the previous licensed period.</p> <p>3) To agree that a review of the current structure for HMO application fees would be undertaken.</p> <p>4) That the Executive Director of Place report back to Committee in one year with an update on progress.</p>				
5	23.08.21	<a href="#">Licensing Service – COVID-19 Recovery Plan</a>	That the Executive Director of Place report back to Committee in February/March 2022 with an update on progress.	Executive Director of Place	March 2022		Update provided in the Business Bulletin for Committee on 28 February 2022.
6	28.10.21 (Council meeting)	Raising HMO Standards – Response to Motion ( <a href="#">link to full decision, item 6</a> )	“...to request a report to the Regulatory Committee in two cycles on ways to raise standards amongst landlords to improve the conditions of	Executive Director of Place	February 2022		Report to be considered by Committee on 28 February 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			tenants, to provide clarity for neighbours and to encourage best practice amongst letting agents, in particular, to address the matters highlighted above but also other areas where improvements could be made either via changes to HMO conditions or the HMO application process or by other means, both compulsory and voluntary. The report should also outline how HMO conditions, standards and guidance might be updated to reflect legislative changes and should reference the current HMO Licensing context, where relevant.”				
6	02.12.21	<a href="#">Air Weapons and Licensing (Scotland) Act 2015 – Sexual Entertainment Venues – Proposed</a>	To agree to continue the consideration of the report to the next committee cycle to allow legal advice to be sought where necessary.	Executive Director of Place	February 2022		Report to be considered by Committee at a future meeting

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		<a href="#">Resolution, Policy and Conditions</a>					