

Rolling Actions Log

Regulatory Committee

27 June 2022

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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 Corporate Services			
			1. Payments and Charges - Processes	Executive Director of Place	October 2022	April 2022	Closed
			2. Payments and Charges – BACs payment	Executive Director of Place	October 2022	April 2022	Closed
			3. Payments and Charges - BACS payment reference	Executive Director of Place	Dec 2021	February 2022	Closed

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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
			9. HMO Key Performance Indicators and Performance Reporting	Executive Director of Place	February 2022	April 2022	Action closed through risk acceptance

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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	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 	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> <p>Research by the consultants has commenced</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>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. • 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. 				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
3	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	2022		Included within the draft workplan subject on the agenda for committee. A further report will be brought forward in 2022.
4	23.08.21	House in Multiple Occupation – Service Update	<ol style="list-style-type: none"> 1) To agree the change in process in relation to property inspections with the introduction of a risk-based inspections model. 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 licences would only be suitable for properties which were fully compliant and which had had no 	Executive Director of Place	August 2022		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>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	02.12.21	Air Weapons and Licensing (Scotland) Act 2015 – Sexual Entertainment Venues – Proposed Resolution, Policy and Conditions	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	March 2022	Recommended for closure – additional meeting heard on 31 March 2022