

# Rolling Actions Log

## Regulatory Committee

04 December 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	01.05.23	Sexual Entertainment Venues (SEVs): Update Following Judicial Review	To agree to carry out a statutory consultation process to seek community and business views on:  i) what the appropriate number of Sexual Entertainment Venues (SEVs) for Edinburgh should be.  ii) what the appropriate number of SEVs for each relevant locality within the city should be.  iii) the existing SEV policy statement and conditions framework.	Executive Director of Place	December 2023		

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2	01.05.23	Licensing Policy Development - Street Trading Update	1)	To agree to consult on the current trading policy with emphasis on the issues identified in paragraph 4.2 of the report by the Executive Director of Place.	Executive Director of Place	December 2023		<b>Closed October 2023</b> Consultation now live.
			2)	To note that a further report would be submitted to Committee.		April 2024		Consultation closes on 13 December 2023
3	01.05.2023	Motion by Councillor Ross – Hire Trade Age Policy	1)	To ask officers to engage with the hire car trade to discuss these issues along with possible solutions and any possible licensing responses and to bring a report to committee in four cycles.	Executive Director of Place	Feb 2024		<b>Update December 2023</b> First meeting of the Working party met at end of November 2023
			2)	To ask the Convener to write to the Scottish Government to seek engagement on vehicle age and emission issues as		July 2023	July 2023	<b>Closed October 2023</b> Letter to the Scottish

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			they apply to the hire car trade.				Government sent July 2023.
4	07.08.2023	Business Bulletin	1) To check with officers when the Licensing Hub telephone line would be operational and email this to members.	Executive Director of Place	October 2023	October 2023	<b>Closed October 2023</b> Email sent to members September 2023.
			2) To arrange a visit to Mortonhall Crematorium and request discussions with staff to consider new processing innovations		October 2023	October 2023	<b>Recommended for Closure</b> Visit took place 18 September 2023.
5	07.08.2023	Short-term Lets Licensing Scheme – Update	1) To discharge the actions arising from the motions agreed by the Council on 22 June 2023 and by this Committee on 6 February 2023 and agree to refer this report to the Planning Committee for noting.	Executive Director of Place	August 2023	September 2023	<b>Closed October 2023</b> Report referred to Planning Committee on 13 September 2023.

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			2) To circulate a briefing to members setting out further detail about how compliance and enforcement will be managed, and in particular how members of the public may report suspected unlicensed STLs and whether, and in what circumstances, the council would consider proactive enforcement.		October 2023	October 2023	<b>Closed October 2023</b> A report was included on the agenda for committee on 2 October 2023.
			3) To circulate a briefing note to all elected members summarising the current scheme with reference to the report by the Executive Director of Place.		December 2023	October 2023	<b>Closed October 2023</b> Date needed for circulation to members
			4) To provide communication on temporary licences to residents in buildings which contain secondary lettings,		December 2023		<b>Update needed</b>

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			5) To provide communication to residents on temporary exemption requests.		December 2023		<b><u>Update needed</u></b>
6	07.08.2023	Additional Item – Regulatory Committee Work Programme	1) To agree to receive a report within two cycles on the provision of clear guidance on objections to licence applications and renewals, covering what grounds might be considered as valid and not valid, a straightforward way to make complaints and estimated response timescales.	Executive Director of Place	December 2023	December 2023	<b>Recommended for Closure</b> Report on agenda for this committee.
			2) To provide members with an update on the progression of the delivery of the CX contract following discussions with Civica.		December 2023		<b><u>Update needed</u></b>
			3) To include an update in the future Work Programme on the		April 2024		

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			progression of the Taxi Stance consultation.				
7	02.10.23	Business Bulletin	1) To request officers investigate why flat numbers for properties in tenements are not appearing on the short term lets licensing register.	Executive Director of Place	December 2023		<b><u>Update needed</u></b>
			2) To circulate the current number of short-term let applications to Regulatory Committee members.		December 2023		<b><u>Update needed</u></b>
8	02.10.23	Short Term Let Enforcement in Edinburgh	1) To agree to receive an annual enforcement report in 12 months outlining the number of complaints and related enforcement activity in relation to STL in Edinburgh	Executive Director of Place	October 2024		
			2) To agree to review the approach to STLs in Edinburgh in 12 months,		October 2024		

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			including the inspection fee structure.				
			3) To request a briefing to members is given setting out further detail about how compliance and enforcement will be managed, and in particular how members of the public may report suspected unlicensed STLs and whether, and in what circumstances, the council would consider proactive enforcement.		December 2023	October 2023	<b>Closed October 2023</b>  A report was included on the agenda at the 02.10.23 meeting.
			4) To note that a further report will be presented within two cycles on points around the policy which were raised subsequent to the Judicial Review, and that the report will set out further details on the Council's approach to		February 2024		

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			compliance and enforcement.				
			5) To request information on the number and types of posts being recruited for is circulated to Committee Members.		February 2024		
9	02.10.23	Public Entertainment Licensing: Application Fees	1) To agree a stakeholder consultation on these issues should be progressed, in advance of making any adjustment to the relevant application fees.	Executive Director of Place	April 2024		
			2) In relation to gala days, the form of consultation should be a short-term working group consisting of Council Licensing officers, Regulatory Committee spokespeople and representatives of community gala day committees.		December 2023		<b>Update December 2023</b> Consultation meeting took place on 13 November 2023.

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			3) To circulate a list of what is included in amusement device licences.		December 2023		<b>Update needed</b>
			4) To request dialogue with colleagues in Public Safety around reintroducing in-person inspections is continued.		December 2023		<b>Update needed</b>
10	02.10.23	Criminal Records Checks for Taxi and private Hire Car Driver Licence Applicants Born or who have Resided Outwith the United Kingdom	To request engagement with organisations such as the Scottish Refugee Council to make citizens who have resided outwith the United Kingdom aware of Apostille certificates.	Executive Director of Place	December 2023		<b>Update needed</b>
11	02.10.23	Houses in Multiple Occupation Best Practice Guide - Update After Consultation	To agree to introduce the Best Practice Guide for HMO licence holders in Edinburgh.	Executive Director of Place	2 October 2023		<b>Recommend for Closure</b> Best Practice Guide introduced after October Committee