

Rolling Actions Log

Policy and Sustainability Committee

9 January 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	17.11.22	City 2030 Net Zero Target Annual Report	To request that all existing information around the likely costs of failing to invest in climate solutions locally be made available to groups as soon as possible, and to request a report to the Policy and Sustainability Committee within 2 cycles which outlined how the Council could cost the consequences of inaction vs adaptation in order to support budget setting processes, and the development of the medium-term financial plan.	Executive Director of Place	January 2024		<p>Recommended for closure</p> <p>Report is on the agenda for 9 January 2024.</p> <p><u>Update – October 2023</u></p> <p>Report now coming to Policy and Sustainability Committee in January 2024.</p>
2	17.11.22	2030 Climate	1) To note that on 14 th	Executive	December 2023		1) Recommended

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		Strategy – Environmental Assessment Consultation and Review	<p>November 2022, the Finance and Resources Committee “reaffirm[ed] the importance of this strategic work to investigate local heat and energy efficiency solutions in helping Edinburgh Council to meet our climate change and energy targets” and requested “a report on progress made towards this action at Policy and Sustainability Committee within 3 cycles”.</p> <p>2) To therefore request that in support of the above and as part of this report, a thorough options</p>	Director of Place	June 2024		<p>for closure</p> <p>The LHES was approved by Committee on 15 December 2023.</p> <p><u>Update January 2024</u></p> <p>There is an action in the LHES to assess</p>

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			appraisal for opportunities for energy generation partnerships in the city be undertaken with an evaluation of how best to make Energy for Edinburgh an active enterprise, including consideration of options for alternative and joint ventures for Committee to consider, and with learning from other ESCOs and Local Authorities.				the potential role for Energy for Edinburgh Limited as part of the LHESS office. It is anticipated that this will be completed in Q2 2024.
3	17.11.22	Climate Change Adaptation Update – Response to Motions by Councillors Macinnes and Parker	To request that the development of the Climate Ready Edinburgh plan and risk assessment include specific detail about how measures proposed in the	Executive Director of Place	December 2023		Recommended for closure Report was submitted to committee in December 2023.

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			<p>plan – and risks identified in the risk assessment – would affect different demographics differently, and that this be included in the draft version coming to committee in early 2023.</p>				<p><u>Update – October 2023</u></p> <p>Report going to December P&S Committee – new title Climate Ready Edinburgh Plan for Consultation</p> <p><u>Update – August 2023</u></p> <p>A business bulletin update will be provided as part of the August update; briefing is being prepared to share with members ahead of October P&S.</p> <p><u>Update - May 2023</u></p> <p>A Business Bulletin update was provided as part of the March</p>

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							update; full report is planned for the August meeting of P&S Committee.
4	24.11.22	City of Edinburgh Council: Monitoring Officer Report - Adults with Incapacity	To note that a further detailed report would be submitted by the Chief Executive to the Policy and Sustainability Committee on completion of the fact-finding investigation. This report should consider ongoing issues related to delayed discharge to give assurance as to no repeat of these incidents due to ongoing pressures with a particular focus on: a) The impact of court delays in obtaining appropriate orders. b) Assurance around the legal status of interim/step down	Interim Chief Officer, Edinburgh Health and Social Care Partnership	January 2024		<u>Update October 2023</u> Will come to committee in January 2024. <u>Update August 2023</u> Will come to committee on 24 October. <u>Update - May 2023</u> An independent review has been commissioned and it has been confirmed that the reviewer should have a report finalised by the end of June. On receipt of

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			beds. and thereafter referred to the following meeting of full council.				the findings of the review, a report will be submitted to Committee
5	24.11.22	City of Edinburgh Council: Social Security Take-Up Strategy - Motion by Councillor Heap	To request an update report to the next Policy and Sustainability Committee on the current work underway, including the welfare advice services review, to ensure benefit advice and benefit take up was progressing and consider the next steps required	Executive Director of Place	14 December 2023	9 January 2024	Recommended for closure A report on Advice Services is included in the meeting papers for Committee on 9 January 2024. <u>Update – October 2023</u> A briefing for Elected Members has been arranged for 21 November 2023. This will be followed by a report to the Council on 14 December 2023, which addresses the request for

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							<p>information from this motion together with recent requests for information on welfare advice services.</p> <p><u>Update – March 2023</u></p> <p>A briefing session has been organised for the 23rd March to cover the Social Security Take-Up Strategy and other questions on benefits</p>
6	24.11.22	<p>City of Edinburgh Council:</p> <p>Employee Volunteering Policy</p> <p>- Motion by Councillor Bandel</p>	<p>To request officers to develop a proposal for an Employee Volunteering Policy that would give staff paid leave to volunteer with local organisations and initiatives, and report back to Policy and Sustainability Committee by September 2023 including an</p>	<p>Executive Director of Corporate Services</p>	<p>March 2024</p>		<p><u>Update – August 2023</u></p> <p>Colleagues have met with Cllr Bandel and have agreed the Employee Volunteering Policy will be incorporated into the revised</p>

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			assessment of any operational and financial impact on the delivery of council services				<p>Special Leave Policy expected at March 2024 P&S Committee.</p> <p><u>Update - May 2023</u></p> <p>Colleagues are currently reviewing a number of employee policies and will provide an update in the business bulletin for the August 2023 meeting</p>
7	17.01.23	<u>Endorsement of Plant-based Treaty – Response to Motion by Councillor Burgess</u>	<p>1) To request an update report on progress of the treaty.</p> <p>2) To request an action plan and timescale for implementing possible changes to Council activities following the</p>	<p>Executive Director of Corporate Services</p> <p>Executive Director of Corporate Services</p>	January 2024		<p>Recommended for closure</p> <p>Report is on the agenda for 9 January 2024.</p> <p><u>Update – August 2023</u></p> <p>Colleagues have provided an update</p>

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			endorsement of the treaty to be presented to Committee for decision within 3 cycles				<p>on August Business Bulletin; full report due at January 2024 P&S Committee.</p> <p><u>Update - May 2023</u></p> <p>These are still on schedule for August 2023 meeting - report will now be titled Plant-Based Treaty Action Plan</p>
8	17.01.23	<u>In-House Service Provision (Hard Facilities Management) - Response to motion by Councillor Day</u>	<p>1) To note disappointment that the report did not reflect the Council Business Plan nor did it address the original motion.</p> <p>2) To request a report back in 2 cycles which addressed the above concerns.</p> <p>3) To agree receive a</p>	Executive Director of Place	August 2024		<p><u>Update – August 2023</u></p> <p>An update has been included in the Business Bulletin for Committee in August 2023. It is anticipated that this work will take approximately one year to complete. An update on action 4 will be circulated as</p>

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			<p>further report in three cycles which examined the case for the establishment of a Direct Service Organisation (DSO) within the council covering all facilities management, long term capital investment and repairs on all council owned buildings including those within the HRA. This report should establish the feasibility of managing 'peaks and troughs' demand across the entire council estate including the high volume of work on the schools estate during holiday periods, and whether</p>		October 2023		<p>soon as possible.</p> <p><u>Update May 2023</u></p> <p>This will be included in the report referred to under Para 3), scheduled to come to this Committee in August 2023.</p>

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			<p>this could be balanced with long term planning against other areas of the estate such as council housing.</p> <p>4) To request a briefing note setting out the timetable for continuing work around in-sourcing of hard facilities management including:</p> <ul style="list-style-type: none"> - integration of the Council's AIMS; - completion of the organisational review of the current service; - janitorial upskilling programme - BEMS monitoring and helpdesk in- 				

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			<p>house transfer</p> <p>- Review of fleet services support capacity</p> <p>and plans for updating Committee on progress made towards this work.</p>				
9	21.03.23	Extreme Heat, Climate Adaptation and Resilience	<p>To request a briefing note in table format to cover, for each of these:</p> <p>a) Timescales for anticipated updates and/or review;</p> <p>b) Governance arrangements including committee reporting schedules and scrutiny; how the various strategies and policies interrelate; and relevant directorate</p>	Executive Director of Corporate Services	Spring 2024		<p><u>Update – January 2024</u></p> <p>Officers are working on a comprehensive update due to be circulated during the CRE Plan consultation period as this is the best way to capture all adaptation activity across the Council. The consultation will run from mid-January to early April.</p>

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			<p>leading on the work;</p> <p>c) How climate adaptation would be profiled within these strategies and/or policies as part of updates and/or review going forward.</p>				<p><u>Update – October 2023</u></p> <p>This has been delayed due to the massive undertaking associated with mapping all council strategies. An update will be circulated to members along with additional engagement sessions to detail embedding adaptation across council strategies.</p> <p><u>Update – August 2023</u></p> <p>Colleagues are still compiling information and advised briefing will be circulated by October committee meeting.</p>

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							<p><u>Update - May 2023</u></p> <p>The Policy team are working on this briefing note which will be circulated to members in June 2023.</p>
10	04.05.23	<p>City of Edinburgh Council</p> <p><u>Council Reporting</u></p>	<p>To further request that, as part of the ongoing programme of work to review systemic discrimination within Council business practices and improve diversity, a report would come to Policy and Sustainability Committee in 2 cycles outlining a high-level workplan about how the Council could audit and improve accessibility within its communications both internally and externally.</p>	<p>Executive Director of Corporate Services</p>	<p>March 2024</p>		<p><u>Update – January 2024</u></p> <p>Report coming to March 2024 Committee titled Accessibility of Council Information.</p> <p><u>Update – October 2023</u></p> <p>The Executive Director of Corporate Services is leading a working group to</p>

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	22.08.23	Rolling Actions Log	To request details to be provided of the working group.	Executive Director of Corporate Services			review.
11	04.05.23	City of Edinburgh Council Period Product Provision – Motion by Councillor Bennett	Council requests a report to Policy and Sustainability Committee within 2 cycles detailing where such information was available: a) Which areas of the city were reporting running out of products for those in need? b) Which public buildings were seeing an increase in people taking free period products?	Executive Director of Education, Children and Justice Services	December 2023		<u>Update – October 2023</u> Authors have agreed with Cllr Bennet that the report will now come to December 2023 Policy and Sustainability Committee. <u>Update – August 2023</u> Working group has been established and work is ongoing to ensure we have input

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			<p>c) Which details the status of premises that provided free period products (i.e. were they open for staff, the public and whether hours of access were restricted to assess whether it was restriction of provision or access to buildings which was causing the problem).</p> <p>d) Widely publicise the link to the Hey Girls website where building managers could apply to become a community partner and access appropriate products.</p> <p>e) Which third sector organisations and</p>				from all stakeholders

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			<p>buildings were seeing an increase in people taking free period products.</p> <p>f) The possible costs associated with extension of provision.</p> <p>g) The possible costs associated with extension or provision of specifically biodegradable or reusable products?</p> <p>h) An application scheme for interested parties to receive products to distribute.</p> <p>The report should cover provision for key partners such as pantries, food</p>				

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			banks, and third sector organisations, where access to period products was a vital part of the support provided and where access had been limited since the Council's citywide roll out.				
12	04.05.23	City of Edinburgh Council Crisis in NHS Dentistry – Motion by Councillor Davidson	Council requests the Council leader writes to (a) the Scottish Health Secretary to request urgent action to tackle the lack of access to NHS dentists in Edinburgh and (b) the Edinburgh Integrated Joint Board to request a written update on the approach being taken to improve access to NHS dentistry in the city for consideration at a meeting of the Policy and Sustainability Committee within 2 cycles.	Council Leader Interim Chief Officer, Edinburgh Health and Social Care Partnership Lead Officer	October 2023		b) Closed 3 October 2023 Update included in the Business Bulletin for October 2023.
13	22.08.23	Business Bulletin	1) To note that an	Executive Director of			1) Closed 3 October

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			<p>interim briefing would be offered to members before the August committee meeting on MS Victoria.</p> <p>2) To note that the Chief Executive would provide an update on the International Travel strategy.</p> <p>3) To agree that details of the timescale for the development of the Direct Payments Policy would be circulated.</p> <p>4) To note officers were preparing a briefing note on additional resources and training required in relation to the Biodiversity Strategy</p>	Place Chief Executive			<p>2023</p> <p>This briefing was circulated on 12 July 2023.</p>

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			and that this would be circulated in the next week.				
14	23.05.23	Local Government Benchmarking Framework 2021/22	To ask officers to investigate if homelessness indicators can be added to the Local Government Benchmarking Framework via the steering group and therefore be included as part of future reports.	Executive Director of Corporate Services	October 2023		<p><u>Update – October 2023</u></p> <p>Update included in the business bulletin.</p> <p><u>Update – August 2023</u></p> <p>Colleagues have advised homelessness indicators is on the agenda at the next steering group meeting which is to be held in October. Due to the number of apologies in the summer the previous group was postponed.</p>
15	23.05.2023	Response to motion	Officers to contact ward	Executive	January 2024		This action is

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		by Councillor Nicolson – Keep Safe Spaces	councillors about potential new safe space venues.	Director of Place/Interim Chief Social Work Officer			currently being progressed and it is hoped to provide an update in advance of Committee in January 2024.
16	23.05.2023	Response to motion by Councillor Staniforth – Night Time Coordinator	<p>1) To agree to consult with the Night-Time Economy workforce and the wider sector and to carry out further analysis of the activities carried out by Night-Time Advisers in other cities.</p> <p>2) To agree to a further report in 3 cycles on how implementation of the recommendations in the ‘Get Me Home Safely’ campaign might be progressed.</p>	Executive Director of Place	January 2024		<p>Recommended for closure</p> <p>A report on this is included within the meeting papers for Committee on 9 January 2024.</p>

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17	23.05.2023	Driving for the Council – Telematics Policy-	<p>1) To note a report would be presented to the Partnership at Work Forum and the Policy and Sustainability Committee in six months' time to provide an update on the implementation of the policy and an update provided to the Policy & Sustainability Committee in the business bulletin.</p> <p>2) To request a report to committee within 2 cycles outlining the steps that would be needed in order to produce an overarching telematics and digital surveillance policy for the Council, and how this could be</p>	Executive Director of Place	January 2024		<p>Recommended for closure</p> <p>An update on this is included within the Business Bulletin for Committee on 9 January 2024.</p> <p>Closed 22.08.2023</p>

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			<p>incorporated into the current policy creation schedule.</p> <p>3) Additionally to request that a dashboard detailing information about requests be brought to the next Policy and Sustainability Committee for the first year of the policy. This dashboard should include information about why the request was made and if it was granted, and details of the date, time, and concerned parties relating to the request; as far as was permissible under GDPR regulations. The covering report should outline how regular reporting was brought to committee</p>				

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			<p>(via Business Bulletin/email updates, etc.).</p> <p>4) Finally, to note that this policy “also covers any other system the Council may use which provides live data on Council vehicles locations” and therefore to request a briefing note to Committee Members in advance of the next committee meeting detailing which other systems that would be impacted by this policy and the next steps and timescales for implementation.</p>				
18	23.05.2023	Response to Scottish Government Community Wealth	1) To request a paper be brought within 2 cycles outlining the Council’s broad	Executive Director of Corporate Services	March 2024		<p><u>Update – January 2024</u></p> <p>Report has been</p>

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		Building Consultation	<p>position on the introduction and streamlining of Duties, to enable Elected Members to consider whether this was still the correct position to be taking.</p> <p>2) Further to request a report within 3 cycles setting out how the council was embedding and maximising a Community Wealth Building Approach across its work including but not limited to:</p> <ul style="list-style-type: none"> • Relevant sections of the Economic Strategy and Business Plan • How CEC works with social enterprises and cooperatives • How food systems 		January 2024		<p>deferred to March 2024 under the new title of Alignment of Policy Duties.</p> <p><u>Update – October 2023</u></p> <p>Report moved to January 2024 Policy and Sustainability Committee due to October’s large agenda.</p>

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			<p>are currently, and could be in future, considered under CWB in Edinburgh</p> <ul style="list-style-type: none"> • How procurement systems could be utilised to support a CWB approach • How CEC's commitment to participatory budgeting interacts with CWB. 				
19	23.05.2023	Harassment Policies – Amendment Update	To confirm that a separate gender informed sexual harassment policy, with appropriate training and toolkits, was expected to be put in place within two years and to request that an update of progress towards that goal be provided to this Committee within 12 months.	Executive Director of Corporate Services	May 2024		
20	23.05.2023	Women's Safety in	1) To agree to liaise	Executive			

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		Public Places	<p>with officers designing the above lighting strategy and feed any relevant responses as outlined in paragraph 5.3 of the report, to address concerns raised and inform innovative solutions as far as possible.</p> <p>2) To request that the Women’s Safety in Public Places Community Improvement Partnership engage with the officers and external agencies involved in the work around feminist town planning, a night-time coordinator post, and the Get Me Home Safely campaign, as this project</p>	Director of Children, Education and Justice Services			

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			progressed to ensure women's safety in Edinburgh was embedded across all these strands of work.				
21	01.06.23	City of Edinburgh Council Celebrating Pride Month – Motion by Councillor Heap	<p>1) Agrees that this motion be referred to the Equality Working Group to allow officers the space to work with members on how we can create an inclusive council culture and a city where everyone feels like they can truly belong, including</p> <p>(a) What progress on LGBTIQ+ equality has been made as part of the Council's Equality and Diversity Framework 2021-2025 so far;</p> <p>(b) And what future actions it will take as</p>	Executive Director of Corporate Services	March 2024		<p><u>Update – January 2024</u></p> <p>Officers are working on a report titled Pride Motion due to come to March 2024 Policy and Sustainability Committee.</p> <p><u>Update – October 2023</u></p> <p>Work will be progressed with the Members and Officers Equalities Working Group with input from the STRIDE colleague network.</p>

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			<p>part of the Framework to advance LGBTIQ+ equality including (i) what can be done to support local pride activities across the city</p> <p>(c) How the Council works with Police Scotland to tackle LGBTIQ+ hate crime</p> <p>1) And requests the Group report on these issues and any others it considers important to the Policy & Sustainability Committee (with the option for subsequent referral to Full Council) by the end of the calendar year</p>				
22	22.06.23	<p>City of Edinburgh Council</p> <p>Supporting</p>	<p>Requests that:</p> <p>1) Officers explore how the Council could support</p>	Executive Director of Corporate	October 2023		<p><u>Update – October 2023</u></p> <p>Colleagues have</p>

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		Community Climate Action – Motion by Councillor Parker	<p>EVOC / SCCAN and community groups with “in-kind” support throughout the bid writing process to secure funding for the development of a Community Climate Hub.</p> <p>2) Officers also explore through its estates teams if there are any central spaces which could be leased by the Community Climate Hub if it is successful in securing funding, as part of its commitment to delivering a net zero city by 2030</p> <p>3) Officers report back on actions 1) and 2) at the next Climate and Sustainability APOG and the Policy and Sustainability Committee.</p>	Services			<p>provided an update in the Business Bulletin.</p> <p><u>Update – August 2023</u></p> <p>Colleagues have provided a Business Bulletin item for Supporting Community Climate Action.</p>
23	22.08.23	Work Programme	1) To note that the Policy Assurance Statement – Legal and Assurance was due in December 2023 and that the Advertising and Sponsorship	Executive Director of Corporate Services	March 2024		<p><u>1) Update January 2024</u></p> <p>The Advertising and Sponsorship Policy is currently being</p>

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			<p>Policy would be submitted separately.</p> <p>2) Officers to confirm when the Air Quality in Schools report, requested by committee on 17 January, would be submitted to committee.</p>		28 May 2024		<p>finalised and will be submitted to Committee in March 2024.</p> <p>2) Recommended for closure</p> <p>A briefing note was circulated to Committee on 08.11.2023.</p>

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							A briefing note is being prepared for Committee on this.
24	22.08.23	Business Bulletin	<p>1) To request details of any acknowledgment received from Ministers to the letter sent by the Council Leader.</p> <p>2) To request details of feedback from the Sustainability and Climate APOG in relation to Supporting Community Climate Action.</p> <p>3) To request that future updates on the Local Government Benchmarking Framework are submitted as full reports.</p>	<p>Council Leader</p> <p>Executive Director of Corporate Services</p> <p>Executive Director of Corporate Services</p>			<p><u>1) Update – October 2023</u></p> <p>Officers have followed up with the Leader’s office and can confirm there has to date been no response to the letter.</p> <p><u>2) Closed October 2023</u></p> <p>Officers have provided a business bulletin update.</p> <p><u>3) Closed October 2023</u></p> <p>Officers have confirmed that in future LGBF reports will be submitted to Executive Committees for</p>

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							scrutiny as opposed to using the business bulletin.
25	22.08.23	A Visitor Levy for Edinburgh: Progress Update and Draft Proposal	<p>1) To agree that officers should progress elected member workshops to develop a consensus where possible on the detail of how the proceeds of the visitor levy should be spent.</p> <p>2) To agree informal engagement with stakeholders around these parameters.</p> <p>3) To believe that the levy should be pitched at a similar level to other European cities but notes that a decision on this specific detail should come at a later date.</p>	Executive Director of Place	Ongoing		

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			<p>4) To agree that this further report will also include scoping of additional charges possible within the remit of the scheme in line with the principles of the Amsterdam model where holiday rentals and short term lets pay 10% of turnover, either to be progressed concurrently with the general TVL scheme, or to be supplemented later</p> <p>5) To welcome the push back in the draft consultation response against the bill's 18-month implementation timescale and to agree that this should be communicated to the Scottish Government in the</p>				

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			strongest possible terms.				
26	22.08.23	Redeployment Update	<p>1) To request the Leader continues to highlight Edinburgh as the lowest funded council in Scotland and argue for fair funding for the capital city.</p> <p>2) To note that there will be continued engagement with trade unions.</p> <p>3) To agree to receive a further report on the 23/24 budget within 2 cycles and to agree this report includes:</p> <ul style="list-style-type: none"> A full options appraisal of all additional actions now being taken to create in-year savings to fund the budget gaps from policies which have 	Executive Director of Corporate Services			<p><u>Update – October 2023</u></p> <p>Officers have confirmed the redeployment update will now be included in the quarterly Workforce Dashboard reports.</p> <p>Officers are working on the report due at January 2024 Committee.</p>

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			<p>been reversed.</p> <ul style="list-style-type: none"> • Equalities impact assessments for each of these actions • An explanation of the governance around the budget process, and the standing orders which apply to actions now being taken to reverse budget decisions and how all parties are able, equally, to utilise these. • A departmental breakdown of headroom within staff budgets. <p>4) To request that the next revenue monitoring report at Finance & Resources Committee explicitly outlines how this £600k saving will be delivered instead,</p>				

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			and what democratic oversight Councillors will have or have had in relation to this to date.				
27	22.08.23	Corporate Property Strategy	<p>1) To request an update to be included in the business bulletin on any options to accelerate the use of renewables in both Council and Public Sector properties.</p> <p>2) To request an annual update report on the property strategy outlining via suitable indicators:</p> <ul style="list-style-type: none"> • Running costs (energy, water, rates, maintenance) • Carbon expended 	Executive Director of Place	Ongoing		<p>Recommended for closure</p> <p>An update was provided in the Business Bulletin in October 2023 and a report is included within the meeting papers for Committee on 09.01.2024.</p> <p>2) Closed October 2023</p> <p>Added to the Committee Work Programme.</p>

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			<ul style="list-style-type: none"> • Electricity use • Estimate of any embedded carbon required <p>Suitable summaries of the above should include as a minimum -</p> <ul style="list-style-type: none"> • Totals across the whole estate; • The 10 most costly buildings to run in categories above; • The 10 most costly buildings per square metre of gross internal area. <p>3) Officers to provide a high-level overview of the programme which would be developed if the Strategy is agreed, including an indicative list of buildings which are expected to require</p>				

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			<p>a project business case.</p> <p>4) Officers to either develop a fourth strategic theme of access and inclusion, or clearly show access and inclusion mainstreamed throughout the Strategy, acknowledging that the council's estate is currently not fully accessible, the systemic and unacceptable exclusion this causes, and committing the Council to prioritizing actions to address this through this work.</p> <p>5) Officers to further develop the Net Zero Properties strategic theme to consider the overall impact of disposals or demolition for the city, and not just for the Council's own portfolio.</p>				

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28	22.08.23	Energy for Edinburgh – options appraisal	<p>1) To agree the proposed final business case will be presented to committee in no later than 4 cycles, centering on a joint venture approach (9.18.2 in the report) to deliver a low-carbon heat energy production and/or distribution project within the city.</p> <p>2) To recommend that the Board explore the options for Heat Networks in more depth, including practical steps that can be taken. This could include dialogue with possible industry partners and similar organizations; also cost estimates and direct savings to the Council's energy</p>	Executive Director of Place	June 2024		<p><u>Update – January 2024</u></p> <p>Following approval of the LHESS in December 2023, the business case will be developed as outlined in the LHESS.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>costs should be considered.</p> <p>3) Suggests that the Board procures a secondment to EfE to develop the strategy in more depth.</p> <p>4) Suggests that the Board relieves the Council of the company secretariat role and enables access to appropriate legal assistance.</p> <p>5) To ask the Board to exercise fiscal prudence by ensuring that outgoing costs match the company activity – such as audit costs.</p> <p>6) Agrees that immediately following the</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>publishing of the Council's LHEES strategy, officers prioritise the development of a business case for Energy for Edinburgh to deliver heat network projects as soon as is feasible, both for existing developments and new projects.</p> <p>7) Further agrees that officers explore options for how co-operative principles and community wealth building could be embedded into the company.</p>				
29	22.08.23	Edinburgh Integration Joint Board Savings and Recovery Programme 2022/23 Closure Report	Officers to circulate responses to Councillor Miller's questions to the committee.	Interim Chief Officer, Edinburgh Health and Social Care			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
				Partnership			
30	22.08.23	Interim Chief Officer Update – Edinburgh Integration Joint Board/Edinburgh Health and Social Care Partnership	<p>1) To agree to a detailed 6 monthly update report on the improvement plan within one cycle</p> <p>2) To agree the Council Leader would write to NHS Lothian to request:</p> <ul style="list-style-type: none"> • The number of people waiting for a bed to become available to receive in-patient hospital care; • The number of people waiting to be admitted to hospital and are in receipt of a package of care at home; • The number of patients currently ‘boarding’ due to unavailability of a bed 	Interim Chief Officer, Edinburgh Health and Social Care Partnership			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			in the most suitable ward.				
31	22.08.23	Castlegreen and North Merchiston Care Homes – Transfer Update	Officers to provide a briefing note in relation to overpayment figures.	Interim Chief Officer, Edinburgh Health and Social Care Partnership	October 2023		Update – October 2023 Reflection session held on Monday 9 October and briefing note will be provided as soon as the feedback from the session has been summarised.
32	22.08.23	International Travel and Member Guidance	To agree the form should be adjusted to include ferry travel as a listed travel mode, with CO2e emissions/km for foot passengers at 0.0187kg.	Executive Director of Corporate Services			
33	22.08.23	Edinburgh and Taiwan Visit Report and Activity	1) To agree that City of Edinburgh Council will work in partnership with Edinburgh International Festival, University of Edinburgh,	Executive Director of Corporate Services	March 2024		<u>Update – October 2023</u> Next update planned for Policy and Sustainability Committee March

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Taiwanese officials and other stakeholders to develop a future programme of activity.</p> <p>2) To agree to work towards a memorandum of understanding between Taiwan and the appropriate city partners as referenced in the report.</p>				2024
34	22.08.23	The City of Edinburgh Council Gaelic Language Plan 2023-28 – Revised Draft	1) To agree that council will continue to engage with The Scottish Government, the Gaelic community in Edinburgh and other stakeholders to try to consider the best way to expand provision of GME at secondary level identify a site, and the requisite funding to deliver, a GME	Executive Director of Education, Children and Justice Services			Update – October 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>High School in Edinburgh , on the understanding that a GME High School in Edinburgh cannot be delivered without financial support and any available site options from the Scottish Government.</p> <p>2) To note that whenever new signage is installed or existing signage is replaced across the council estate and as part of council operations, the cost of installing Gaelic or bilingual signage will be investigated. Gaelic or bilingual signage will be installed where appropriate, especially where there is high footfall. Also, to encourage council ALEOs to</p>	All Service Areas			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>adopt this policy.</p> <p>3) To agree that the Convener will write to the Scottish Education Secretary seeking clarity on what sites and funding the Scottish Government has available to deliver a GME high school in Edinburgh.</p> <p>4) To request an additional report within 3 cycles progressing an action list of Gaelic signage in the city including place names, city transport infrastructure, schools and within and outside other Council buildings.</p>	<p>Convener</p> <p>Executive Director of Corporate Services</p>	<p>March 2024</p>		<p>Update – October 2023</p> <p>Officers are producing a report expected at March 2024 Policy and Sustainability Committee</p>
35	22.08.23	Edinburgh Community Climate Fund	1) To request a Business Bulletin update in two cycles on the Improvement	Executive Director of Corporate	January 2024		<p><u>Update – January 2024</u></p> <p>Update included in</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Plan, addressing in particular plans for an improved registration experience for voters, which was deemed 'poor' by one in three users, and proposed strategies for better inclusion of underrepresented groups in participatory budgeting.</p> <p>2) To resolve that identifying funding for the Community Climate Fund will be considered as part of the budget process with the aim of making it a regular annual event, including consideration of expanding the fund going forward.</p> <p>3) To agree that officers engage with relevant community groups</p>	Services			the Business Bulletin

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			and the Community Climate Hub to redesign aspects of the processes behind the fund, based on feedback gathered this year.				
36	22.08.23	Declaring a Nature Emergency	<p>1) To note that officers would come back to the committee to clarify details of the pact.</p> <p>2) To request a briefing note to outline where particular skill / capacity gaps lie in the Council currently; what specific additional training or posts are required to remedy this; the costs associated with these and details about whether funding for all current key posts for delivering work to tackle the Nature Emergency is</p>	Executive Director of Place	March 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			permanent or temporary.				
37	22.08.23	Heat Networks and Building Assessment Reports	<p>1) To agree that the Council should write to the Scottish Government requesting to be designated the consent authority for Edinburgh, with the timing of the request to be agreed with Scottish Government officials.</p> <p>2) To agree that a report should be produced within 2 cycles to:</p> <ul style="list-style-type: none"> Develop a Council policy for the consenting of heat networks in Edinburgh - this is to include reasons for granting or revoking 	Executive Director of Place	August 2024		<p>Update – October 2023</p> <p>An update is included in the Business Bulletin for Committee on 24 October 2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			licences etc <ul style="list-style-type: none"> • Indicate resource implications as a consent authority • Identify any gaps or uncertainties in the guidance and regulations for heat network developers • Show options for dissemination of heat network information to interested parties eg BARs 				
38	22.08.23	Emergency Motion by Councillor Miller –	1) To note that committee members	Interim Chief Officer,			Update October

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Circumstances surrounding the consultation on the future of care homes and the EIJB strategy.	<p>and stakeholders have questions arising from the briefing note and may wish to instruct additional actions.</p> <p>2) To request a short report to the Edinburgh Integration Joint Board in one cycle, summarizing the review and the actions arising.</p>	Edinburgh Health and Social Care Partnership			<p>2023</p> <p>A report will be submitted to the November EIB meeting.</p>
39	31.08.23	<p>City of Edinburgh Council</p> <p>Motion by Councillor Campbell - Edinburgh Leisure Must Pay the Real Living Wage – see Agenda front sheet</p>	Council instructs the chief executive to bring a report in two cycles to Policy and Sustainability which sets out the levers available to the council currently to ensure that all ALEOs pay the real living wage, and a plan for how this can be embedded in shareholder agreements as these are updated through the governance work being done on ALEO reform. Additionally, this report should set out the levers available to the	Chief Executive	January 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			council to ensure that ALEOs are in line with other key council commitments including those around equality and access, workers' rights, and the climate and nature emergencies				
40	24.10.23	End Poverty in Edinburgh Annual Progress Report	<p>1) Agrees the third annual progress report against Council and partnership actions in response to the findings of the Edinburgh Poverty Commission, subject to action plans being provided as part of the "Progress and Priorities" section to:</p> <ul style="list-style-type: none"> • Improve pupil attendance rates at school which has worsened since the end of the pandemic, especially for secondary school 	Executive Director of Corporate Services	October 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>pupils;</p> <ul style="list-style-type: none"> Restore advice services to an appropriate capacity within six months (at least 2019/20 levels) using Council Advice Shop and any new partnership actions with a new KPI introduced that measures the implementation of the overall advice strategy. This to be reported to Committee at an appropriate point to provide assurance of progress and to include a report on the outcome of the commissioned review of welfare rights and debt advice services which is apparently complete but no projected impact, indication of additional 				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>improvement/change or resolution of the single advice brand discussion is provided within this annual progress report.</p> <p>2) Requests that the planned workshops to be progressed during 2024 include</p> <p>2.1 Exploration of how commitments to a just transition can help poverty reduction in Edinburgh, particularly looking at entry-level green jobs and jobs in low-carbon industries like care work;</p> <p>2.2 Exploration of the varying impact of poverty on different groups of people, particularly those with protected characteristics, and how our response to poverty in Edinburgh can be understood through an</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>intersectional lens</p> <p>2.3 Exploration of how other Council strategies relating to climate mitigation, climate adaptation and health and social care interrelate with actions under the End Poverty in Edinburgh strategy, including how these can also be understood through an intersectional lens</p> <p>3) To request that invitees to those workshops include:</p> <p>3.1 Organisations focusing on groups of people with protected characteristics including Scottish Women’s Budget Group, the Muslim Women’s Resource Centre and One Parent Families Scotland, Inclusion Scotland and People First</p> <p>3.2 Trade Unions and Tenant / Community Unions including Living Rent</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			4) Notes with specific concern issues around digital inclusion, recognising that groups more likely to experience poverty can be disproportionately affected by this, and agrees that, as part of wider work looking at access and inclusion across Council services, this issue is given particular consideration.				
41	24.10.23	Council Emissions Reduction Plan – Annual Progress Report	1) Agrees to change targets in relation to fleet proposed in paragraph 4.28 and retains the existing recycling target, with a SMART target to be reported to Committee within one cycle) and that a report be provided to the Transport and	Executive Director of Place			<p><u>1) January 2024 - Update</u></p> <p>An update on the fleet targets is included in the Business Bulletin for Committee on 09.01.2024. The report on recycling is currently on the forward plan for</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Environment Committee, detailing how lessons about increased recycling rates can be gathered and implemented from practice in other UK urban areas with much better rates such as Newport (Wales), Cardiff, Bath, Chester and Kingston-upon-Hull</p> <p>2) Notes that there will be a report to Committee in November 2024 following an exercise to review and prioritise actions based on three years of learning since the CERP was agreed.</p> <p>3) Agrees that, where appropriate, this report will also include new actions to eradicate or</p>				Transport and Environment Committee in April 2024. An update on setting a SMART target will follow Transport and Environment Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>significantly reduce the emissions gap to net zero which currently exists in the CERP, and that the report will be supplemented with a clear strategy to finance these actions, including a commitment to resourcing this strategy at a corporate level.</p> <p>4) Also agrees that, where appropriate, this prioritisation exercise will also overlay considerations of other relevant climate, nature, poverty and health strategies to ensure joined up thinking, and be in line with a climate justice approach.</p> <p>5) Finally, agrees that,</p>				

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			in advance of the report being published, all of this should be discussed at the Sustainability and Climate & Nature Emergencies APOG, including more regular reviews of progress against actions sitting under the CERP.				
42	24.10.23	Public Bodies Climate Change Duties Report 2022/23	Requests that the climate impact statement guidance and template document is recirculated amongst groups – with any tweaks made following feedback from last year – and recommends that all budget motions include an accompanying statement which sets out how spending plans align with the Council’s climate strategies, including this as an appendix.	Executive Director of Corporate Services			Recommended for closure Guidance circulated on 7 November 2023.
43	24.10.23	Adult Support and Protection and Social Work & Social Care	1) Noting the format and content of this first update report,	Chief Officer, Edinburgh			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Inspections Improvement Plan: Progress Report	<p>requests officers prepare future update reports to include the following:</p> <p>a) Delivery timelines for tangible changes showing current position</p> <p>b) Recommendations if required to bring progress from Red / Amber to Green</p> <p>c) Challenges or issues which require committee scrutiny or attention.</p> <p>2) Notes that multiple committees will receive update reports on the improvement plan but that different committees / bodies have different remits. Therefore, if the same report is to be submitted to each committee / body,</p>	Health and Social Care Partnership			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			requests that a short clarifying covering note is included to assist committee members and officers when preparing and scrutinizing reports to enable each committee to deliver its role in the overall governance.				
44	24.10.23	Forth Green Freeport – Outline Business Case	<p>1) To agree to support the submission of the Outline Business Case (OBC) based on the parameters set out in this report and the Executive Summary, subject to the full OBC being circulated to all Committee members prior to submission to ensure compliance with the terms of this report.</p> <p>2) To note that a summary of the Full Business Case is</p>	Executive Director of Place	Ongoing		<p><u>Update – January 2024</u></p> <p>The Council approved the appointment of the Council Leader to represent the Council on the Forth Green Freeport Governance Board.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>planned to be presented to Committee in early 2024 with a data room provided for members prior to committee.</p> <p>3) To request that the interim governance board should have a place for the trade unions.</p> <p>4) To agree that the planned annual update report to GRBV should also be submitted to the cross party elected member sounding board and should include full details of any reported non-compliance against the Investment Principles and any variance in the NDR revenue received against forecast.</p>				<p>3) Recommended for closure</p> <p>The Forth Green Freeport Governance Board has a seat for a worker's representative.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			5) To agree that the “Social Impact Key Performance Indicators” due to be set by the Forth ‘Green’ Freeport Board will be shared with Committee via a Business Bulletin update as soon as they are agreed, and that the annual update report to GRBV also includes performance measures against these.				
45	24.10.23	Sponsorship of non-UK nationals	1) To agree that guidance will be developed on the Council’s approach to sponsorship and this this will be reviewed annually, or sooner where there are material changes issued by UK Visas and Immigration (UKVI).	Executive Director of Corporate Services			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) Agrees in tandem to the recommendations of this report being implemented, that a further report is brought to Policy and Sustainability Committee in 2 cycles outlining support, including signposting, advice and direct support, that can be made available to any Council employee experiencing visa issues who may not qualify for sponsorship, as part of the finalised guidance		March 2024		
46	24.10.23	Diversity and Inclusion Strategy Update	1) To request a Business Bulletin update in 6 months on the proposals – and any agreed actions – on options to extend part-time or otherwise flexible				<u>Update January 2024</u> Officers are working on a business bulletin update.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>working to a wide range of posts, and options on how to diversify the workforce at senior levels, as outlined in paragraph 4.4.5 of the report.</p> <p>2) To note that a work programme for the Equalities Working Group is still to be set and a request for a mapping of equalities work in the Council remains outstanding from February 2023. To consider these two pieces of work to be key to Elected Members' understanding of and engagement in a successful diversity and inclusion strategy and therefore requests they are completed and shared as soon as</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			possible.				
47	24.10.23	Edinburgh Leisure – Real Living Wage	To request that the Executive Director of Place reviews the funding agreement in discussion with the Chief Executive of Edinburgh Leisure to understand the financial and operational implications of paying the real living wage, with a report on the findings to Committee on 9 January 2024.	Executive Director of Place	9 January 2024		Recommended for closure A report is included within the meeting papers for Committee on 9 January 2024.
48	24.10.23	Gender Recognition Reform	1) To request that an update on this work is brought to the Policy & Sustainability Committee in one year including signposting to where the 'areas for further work' are being progressed in the programme of work for the Members Equality Working Group or as part of the Council's Equality and Diversity	Executive Director of Corporate Services	October 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Framework.</p> <p>2) To note that a work programme for the Equalities Working Group is still to be set and a request for a mapping of equalities work in the Council remains outstanding from February 2023. To consider these two pieces of work to be key to the success of this work, and therefore request they are completed and shared as soon as possible.</p>				
49	24.10.23	Islamophobia – update on engagement	<p>1) To agree that the corporate equalities team now undertake further work with services as to what more the Council can do to tackle Islamophobia.</p> <p>2) To agree that this work should be</p>	Executive Director of Corporate Services			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>reported through the Members Equalities Working Group and returned to Policy and Sustainability for discussion once an action plan has been developed.</p> <p>3) To note that a roundtable discussion has taken place with diverse representatives from Council and charities.</p> <p>4) To note that significant issues were raised around training for teachers and other professionals in schools to be able to effectively deal with racism and discrimination.</p> <p>5) To agree that officers will explore these issues in discussion with Education</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>services and Members Equalities Working Group.</p> <p>6) To note that a work programme for the Equalities Working Group is still to be set and a request for a mapping of equalities work in the Council remains outstanding from February 2023. To consider these two pieces of work to be key to Elected Members' understanding of and engagement in a successful action plan for tackling Islamophobia and therefore request they are completed and shared as soon as possible.</p>				
50	24.10.23	Preparation for the implementation of Photographic	1) To agree the Convener will write to the UK Government relevant Ministers to	Convener			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Voter ID at UK Parliamentary Elections	<p>again protest the UK Governments voter exclusion tactics citing the mounting evidence of voters having their voting rights denied due to the policy of voter suppression.</p> <p>2) To request that the next iteration of the communication plan explicitly references which groups are being targeted with each activity and how equality will be mainstreamed throughout general communications, and that this plan is communicated to Committee.</p>	Executive Director of Corporate Services			
51	24.10.23	Annual Policies Update – Strategy and Communications	<p>1) To note that in October 2022, following a motion agreed at Full Council, Council “Recognise[d] the</p>	Executive Director of Corporate Services	March 2024		<p><u>Update – January 2024</u></p> <p>Officers are working on the Advertising</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>contradiction between the Council’s declaration of a Climate Emergency and the continued advertising of environmentally damaging goods and services in Edinburgh”.</p> <p>2) Therefore, to welcome forthcoming changes to the Advertising and Sponsorship policy to strengthen sustainability and low carbon considerations, and note that this will be brought to committee for approval in January 2024.</p> <p>3) To request that officers engage with groups in advance of this meeting to explore the scope and ambition of the</p>				and Sponsorship Policy Report due to come to committee in March 2024.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			new policy, including how it compares to versions of ethical advertising and sponsorship policies passed in other Councils.				
52	02.11.23	<p>City of Edinburgh Council: Future Relationship with EIJB – Motion by Councillor Macinnes</p> <p>See Agenda front sheet</p>	<p>To request that CEC officers closely examine the IJB Scheme of Delegation and all partnership arrangements and produce a report for the January meetings of both Policy & Sustainability Committee and Finance & Resources Committee, highlighting key issues and recommendations on:</p> <ul style="list-style-type: none"> i) How to increase financial transparency for both CEC officer selected members, and the public for the future. ii) Whether changes are required to the original integration scheme to 	Chief Officer, Edinburgh Health and Social Care Partnership	January 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>create better understanding of where all responsibilities lie, why that is so and where the financial responsibility for services lie.</p> <p>iii) How governance can be structured to benefit all parties and to permit this kind of dialogue. Also, how the Council can make its collective voice heard on IJB matters.</p> <p>iv) Detailed lists of which services fall under the responsibility of CEC or NHS Lothian and why.</p> <p>v) Proposals for more effective reporting into CEC committees (F&R in particular but not exclusively).</p> <p>vi) How Council can sup</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>vii) port IJB to develop and implement the medium term financial plan, but also a general shift away from short term thinking and into a system-analysis model of prevention and investment.</p> <p>viii) How we can better recognise the positive impacts of Council social care and other expenditure on measures that reduce NHS costs and therefore the contribution to IJB outcomes.</p> <p>ix) How to develop an effective, ongoing 2 way conversation between Council including elected members and the IJB. Recommendations on whether, and how, the</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Scheme of Delegation or other process documents needs to be updated.</p> <p>That in producing this report there should be full engagement with elected members, IJB, trade unions and with NHS Lothian.</p>				
53	02.11.23	<p>City of Edinburgh Council: 16 Days of Action on Gender-based Violence – Motion by Councillor Watt</p> <p>See Agenda front sheet</p>	To request a report a Business Bulletin item to Policy and Sustainability Committee in three cycles detailing the results of the event and collating what work is being done across the Council.	Executive Director of Corporate Services	28 May 2024		
54	18.12.23	Draft Climate Ready Edinburgh Plan for Consultation	To note that officers would engage with members about potentially expanding the section on health sectors beyond NHS Lothian.	Executive Director of Place			
55	18.12.23	Edinburgh Local Heat and Energy Efficiency Strategy and Delivery	Officers to recirculate the briefing note on hydrogen.	Executive Director of Place			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Plan					