

Corporate Policy and Strategy Committee

23 February 2016

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	06.11.12	The Future Management and Ownership of Easter Craiglockhart Hill Local Nature Reserve (LNR) – motion by Councillor Burns (Agenda for 6 November 2012)	To provide information on the possibility of community ownership and management of the woodland and open space in the area in the longer term and how this might be achieved, with ownership transferring to the Council as an interim measure, with a view to the eventual transfer of ownership and management, to a community organisation.	Executive Director of Place	Spring 2016 or earlier if appropriate		The Craighouse planning permission conditions require the developer to carry out landscaping works in the woodland areas within 12 months of the start of site development. The Council must be satisfied with these works prior to the developers transferring ownership to the Council. A report will then

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Be forthcoming to look at longer term options for the ownership and management of the woodland.
2	22.01.13	Welfare Reform - Further Update	To ask the Director to provide members with update briefings on a regular basis.	Executive Director of Resources	Ongoing		Bi monthly updates to the Committee. Changed to quarterly reports on 30 September 2014.
3	30.09.14	Corporate Debt Policy - Annual Update	To note the intention to present to Council an updated policy, incorporating a number of minor changes to the level of late-payment fees and relevant responsible officers, as part of a wider governance update later in the year.	Executive Director of Resources	February 2016	23 February 2016	Recommended for closure

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
4	12.05.15	Follow-up Report 2014 Edinburgh People Survey	To request that regular reports are made to the relevant Committees on each of the areas of concern detailing improvements and that the Transport and Environment Committee considers how street cleanliness can be measured because current measures show a static or improving situation whilst the survey shows growing dissatisfaction with the cleanliness of streets.	Chief Executive	Ongoing		The draft 2015 survey has been issued for consultation. Following an initial overview report to this Committee, specific reports will be submitted to the Executive committees. The one for the Transport and Environment Committee will address the issue of street cleanliness measurement.
5	12.05.15	Physical Activity for Health Pledge	To note that an update on progress will be presented to this Committee in May 2016.	Chief Officer, Edinburgh Integration Joint Board	May 2016		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
6	09.06.15 Minute of 9 June 2015 (items 6 and 16) 01.09.15	Safecall CEC 114 - Update Report on Management Action B Report	<p>1) To note the report by the Chief Executive and to accept all the recommendations in Appendix 2 and that progress on their implementation be reported to the Education, Children and Families Committee.</p> <p>2) To recognise that no further disciplinary action would be instigated in relation to these matters until all relevant information was available.</p> <p>3) To agree that a further report</p>	Chief Executive	Ongoing		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			would thereafter be considered by Committee advising of any further management action.				
7	09.06.15	Sustainable Edinburgh 2020 Annual Report 2014-15	To acknowledge the work programme for SE2020 for the coming year 2015/16, and add a request to the Edinburgh Sustainable Development Partnership that a clear Action Plan setting out aims, objectives, targets, timescales and responsibilities from the present to 2020 be developed and presented as soon as possible.	Chief Executive	Autumn 2016		The Partnership's 2015/16 Action Plan can be found HERE . Future updates will be reported to Committee, in tandem with the development of the new Community Plan.
8	04.08.15	Bullying and Harassment at Work Policy	To agree to a review of the policy 6 months after implementation.	Executive Director of Resources	Spring 2016	23 February 2016	Recommended for closure

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
9	04.08.15	Policies - Assurance Statement	To note that a further report on wider Council policies would be submitted to Committee in due course.	Executive Director of Resources	Ongoing		Policies are reviewed on an ongoing basis. Policies Assurance Statements are produced when there are little or no changes proposed to a policy.
10	04.08.15	Common Good Assets Register	<p>1) To note that further reports would be brought to Committee</p> <p>a) once Scottish Ministers' guidance about common good registers had been issued; and</p> <p>b) to consider the implications arising from</p>	Acting Executive Director of Resources	2016		<p>Scottish Ministers guidance is not expected until summer 2016.</p> <p>Reports to Committee will not be able to be submitted until Q3 2016 earliest. Consequently, completion of the register itself will not take place until sometime 2017.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>compliance with the Land Registration (Scotland) Act 2012.</p> <p>2) To note that the common good definition in Section 3 of the report by the Acting Director of Services for Communities was not intended to be exclusive and that there would be clarification of the definition with the next report to Committee.</p>				
11	29.09.15	Citywide Review of Council-owned Sports Facilities and Services - Key Findings and Recommendations	To request a progress report within six months, including a timeline for a phased changeover.	Executive Director of City Strategy and Economy	March 2016		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	29.09.15	Update on Proposal for a New Meadowbank - Improved Funding Package	<p>1) To note from the report by the Deputy Chief Executive the potential to sell Council land at Meadowbank to the Housing Revenue Account in order to build new Council housing, which as well as generating a capital receipt would provide an ongoing revenue stream from Council rents.</p> <p>To therefore agree that this option should be fully explored as a priority and the conclusions reported back as part of the forthcoming report to the Finance & Resources Committee.</p> <p>2) To request an update report at the next Gateway stage to this Committee.</p>	Executive Director of City Strategy and Economy	<p>14 January 2016 (Finance and Resources Committee – report was withdrawn)</p> <p>14 January 2016 (Finance & Resources Committee – report was withdrawn)</p> <p>Not specified</p>		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
13	29.09.15	Managing Customer Contact in a Fair and Positive Way - Annual Review	To agree to receive an annual update.	Executive Director of Resources	Ongoing		
14	29.09.15	Public Bodies Climate Change Duties Report 2014-15	To note the omission from the Council's Climate Change Duties Report of any carbon reduction projects and therefore request an update report on these projects once they were devised.	Chief Executive	Not specified		
15	29.09.15	Energy for Edinburgh	To note that the ESCO business plan would be brought to the Corporate Policy and Strategy Committee within three cycles at the latest.	Executive Director of City Strategy and Economy	March 2016		A report on Energy for Edinburgh is being prepared for Council on 10 March 2016
16	03.11.15	Carbon, Climate & Sustainability Policies - Assurance	To agree to update the Fair Trade and Resource Use Policy for Committee consideration within 12	Chief Executive	November 2016		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Statement	months				
17	03.11.15	ICT Acceptable Use Policy - Annual Review	To note that the next review should be undertaken with a view to reporting to Committee in November 2016	Chief Executive	November 2016		
18	03.11.15	Festivals and Events Core Programme 2016 Etc	To note that a corporate response to <i>Thundering Hooves2.0, A Ten Year Strategy to Sustain the Success of Edinburgh's Festivals</i> , was in preparation and would be reported to the Culture and Sport Committee and this Committee, in due course	Executive Director of City Strategy and Economy	Ongoing		
19	03.11.15	Sustainable Energy Action Plan	To note that an annual performance report on the SEAP would be presented in March 2016	Chief Executive	March 2016		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
20	01.12.15	E-cigarettes (Vapourisers) - Update on Health Considerations	<p>1) To note that any material changes which developed, such as Scottish or UK Government advice or significant public health research findings, would be reported to Committee, together with any implications for the Smoke Free Policy.</p> <p>2) To note that an annual report on the policy would be provided by the end of 2016 which should explicitly highlight any developments on e-cigarettes with regard to additional evidence on health issues.</p>	Executive Director of Resources	Not specified		
				Executive Director of Resources	End 2016		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
21	01.12.15	Workplace Policy on Alcohol, Drug and Substance Misuse	To agree that a further report be submitted to the Committee with possible additional guidance for managers on the recording and onward reporting of policy breaches.	Executive Director of Resources	Not specified		
22	01.12.15	Committee Report Process - referral from the Governance, Risk and Best Value Committee	To note the intention to report back early in the New Year on improved business processes, including adjustments to the Officer Scheme of Delegation and the Political Management Arrangements.	Chief Executive	Early 2016		Officer Scheme of Delegation report approved at February 2016 Council.
23	19.01.16	The Royal Edinburgh Military Tattoo - Australia and New Zealand Tour	To note that a post-visit report on the benefits of attendance would be provided after the event.	Chief Executive	Not specified		