

Corporate Policy and Strategy Committee

4 October 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 2017		Discussions are continuing with the developer and these must be concluded before any engagement on the management and ownership of the land can progress
2	12.05.15	Physical Activity for Health Pledge	To note that an update on progress will be presented to this	Chief Officer, Edinburgh Health and Social Care	October 2016		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Committee in May 2016.	Partnership			
3	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 would thereafter be</p>	Chief Executive		1 March 2016 (Education, Children and Families Committee)	The Education, Children and Families Committee on 1 March 2016 agreed to close Action (1), having considered this Education Complaints Improvement Update report.
				Chief Executive	Date to be confirmed		
				Chief Executive	October 2016		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			considered by Committee advising of any further management action.				
4	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	November 2016		Report to go to Committee on 8 November 2016.
5	04.08.15	Policies - Assurance Statement	To note that a further report on wider Council policies would be submitted to Committee in due course.	Acting Executive Director of Resources	Ongoing		Policies are reviewed on an ongoing basis. Policies Assurance Statements are

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							produced when there are little or no changes proposed to a policy.
6	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 compliance with the Land Registration (Scotland) Act 2012.</p>	Acting Executive Director of Resources	December 2016		<p>Work is ongoing on the Common Good register and it is anticipated that an update report will be presented to the Committee in December 2016.</p> <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</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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.				not take place until sometime 2017.
7	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.	Acting Executive Director of Communities and Families	17 May 2016	17 May 2016	This action was closed on 17 May 2016
	17.05.16	Citywide Review of Council Owned Sports Facilities and Services	To instruct a further report to be presented to the Committee on 14 June 2016 detailing the proposed way forward	Acting Executive Director of Communities and Families	14 June 2016	14 June 2016	This action was closed on 14 June 2016

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
	14.06.16	Business Case for the Management Transfer of Secondary School Sport Facilities to Edinburgh	and timetable. To note the progress made by officers and Edinburgh Leisure in creating a joint detailed specification and business case as soon as finalised, as per the recommendations of the Committee on 28 September 2015, and agree that these and details of the change programme would be reported to Committee by Autumn 2016.	Acting Executive Director of Communities and Families	Autumn 2016		
	06.09.16		To agree that a report be submitted to the next meeting of the Committee	Acting Executive Director of Communities and Families	October 2016		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
8	29.09.15	Managing Customer Contact in a Fair and Positive Way - Annual Review	To agree to receive an annual update.	Chief Executive	Ongoing		
9	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	Ongoing		
10	03.11.15	Carbon, Climate & Sustainability Policies - Assurance Statement	To agree to update the Fair Trade and Resource Use Policy for Committee consideration within 12 months	Chief Executive	November 2016		
11	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		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
12	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>	Acting Executive Director of Resources	6 December 2016		
				Acting Executive Director of Resources	6 December 2016		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
13	23.02.16	Avoidance of Bullying and Harassment at Work Policy - Review	To note that the next review should be undertaken with a view to reporting to Committee in February 2017.	Acting Executive Director of Resources	February 2017		
14	12.04.16	2015 Edinburgh People Survey Headline Results	To note that an update would be provided in 6 months as part of the Council's Business plan.	Chief Executive	October 2016		
15	17.05.16	Welfare Reform - Update	To request that the findings and recommendations of the review into welfare advice services be then reported to this Committee.	Acting Executive Director of Resources	Ongoing		
16	14.06.16	Locality Working - Progress Report	To call for a report back to the Corporate Policy and Strategy Committee at the appropriate time in consultation with Councillor Main and other elected members on the locality working governance issues raised	Executive Director of Place	Ongoing		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
17	09.08.16	Eurocities AGM and Conference	To note that further information on the benefits of attendance and the decision regarding the 2018 bid would be provided following the event.	Executive Director of Place			
18	06.09.16	Emergency Motion by Councillor Mowat – General Switchboard and Website Enquiries	To instruct a report to Committee in two-cycles with the following information: 1. What should people contacting the Council by a) telephone and b) online through the Report It channel experience i.e. what is the design of the user experience and how long should this take in the case of telephone contact and for b) what happens to the	Acting Executive Director of Resources	November 2016		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>online reports and how are these distributed and monitored and resolved;</p> <p>2. What performance reporting is produced;</p> <p>3. Who receives the performance reporting;</p> <p>4. How many abandoned calls have been recorded;</p> <p>5. How many calls have been received; detailed by week and how long have these calls taken (presentation in a table showing <5mins, <10 mins, <15 mins in increments of 5</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			minutes to over an hour will be acceptable)."				