

# Corporate Policy and Strategy Committee

10.00am, Tuesday, 8 November 2016

## Committee Decisions – July 2015 to June 2016

<b>Item number</b>	7.7
<b>Report number</b>	
<b>Executive/routine</b>	
<b>Wards</b>	All

### Executive summary

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Following the decision of the Governance Risk and Best Value Committee on 19 June 2014, to strengthen existing arrangements and provide greater assurance with regard to the dissemination of committee decisions, a quarterly review of actions has been undertaken by directorates to ensure that all decisions taken by the Corporate Policy and Strategy Committee, the executive committees and the Governance Risk and Best Value Committee are progressing as expected and to highlight any exceptions.

This report outlines the assurance work undertaken and details the implementation of Corporate Policy and Strategy Committee decisions covering the period July 2015 to June 2016.

### Links

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<b>Coalition pledges</b>	
<b>Council outcomes</b>	CO25
<b>Single Outcome Agreement</b>	

## Committee Decisions – July 2015 to June 2016

### Recommendations

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- 1.1 To note the position on the implementation of Corporate Policy and Strategy Committee decisions as detailed appendix 1 of this report.
- 1.2 To note that the next summary report would be presented to Committee in March 2017.

### Background

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- 2.1 The Governance, Risk and Best Value Committee on 19 June 2014 agreed increased monitoring for the dissemination and implementation of committee decisions by directorates.
- 2.2 It was agreed that an annual report detailing all decisions taken in the previous year and an update on the implementation of decisions and recommendations to discharge actions be presented to the Corporate Policy and Strategy Committee, executive committees and the Governance, Risk and Best Value Committee.
- 2.3 A report to this effect was submitted to the Corporate Policy and Strategy Committee on 3 November 2015 outlining the status of actions for the initial November 2014 to June 2015 period. There were no concerns reported to Committee and all recorded actions have since been completed.

### Main report

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- 3.1 When a decision is taken at Committee that requires further action this is tracked and monitored by various methods.
- 3.2 Since November 2012 for the Governance, Risk and Best Value Committee and April 2014 for other Committees, if a decision requires a further report to Committee, it is added to the forward plan, the report schedule and the Rolling Actions Log is updated. The Rolling Actions Log is then considered by Committee each cycle ensuring that there is clear oversight of the implementation of decisions by the Committee. It is also published with the Committee papers resulting in the monitoring being carried out in a transparent manner. This ensures that there are clear linkages between the decisions taken at Committee and the planning of new business.
- 3.3 However, a gap existed for committee decisions that did not request a further report to Committee. The implementation of these decisions was left with individual service areas and any monitoring was not publicly available.

- 3.4 The approach agreed by the Governance, Risk and Best Value Committee on 19 June 2014 aimed to address this gap. Following the meeting a committee decisions spreadsheet was introduced to track decisions that did not require further reporting and thus would not be covered by the Rolling Actions Log. This new process aimed to ensure that the implementation of relevant actions would be recorded effectively, monitored and considered annually at each committee.
- 3.5 This spreadsheet is completed by Committee Services and directorate staff who are responsible for updating the status of actions attributed to each service area.
- 3.6 A similar report on all decisions taken in the previous year and an update on the implementation of decisions and recommendations to discharge actions will be presented to this Committee and to each executive committee annually.
- 3.7 The consideration of these reports will augment committee oversight of the implementation of decisions, resulting in an increase in accountable and transparent decision making.

### **Corporate Policy and Strategy Committee Decisions**

- 3.8 A review of actions has been undertaken by directorates to ensure that all decisions not required to be reported back to committee are progressing as expected and to highlight any exceptions. A summary of decisions for the period July 2015 to June 2016, including status, is detailed in appendix 1 of this report.
- 3.9 At the Corporate Policy and Strategy Committee there have been 41 decisions made which were recorded through the committee decisions spreadsheet.
- 3.10 All 6 actions that remain open are being progressed or are in an update report scheduled in the near future.

### **Measures of success**

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- 4.1 Annual reporting ensures the effective implementation and monitoring of committee decisions.

### **Financial impact**

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- 5.1 There are no direct financial impacts as a result of this report.

### **Risk, policy, compliance and governance impact**

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- 6.1 The improvements in business processes help ensure increased transparency and assurance across the Council's decision making processes.

### **Equalities impact**

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- 7.1 There are no direct equalities impacts as a result of this report.

## Sustainability impact

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8.1 There is no direct sustainability impact as a result of this report.

## Consultation and engagement

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9.1 The spreadsheet described is completed throughout all service areas across the Council.

## Background reading/external references

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[Minute of the Governance, Risk and Best Value Committee – 19 June 2014](#)

[Report to the Governance, Risk and Best Value Committee - Committee Decisions – Dissemination and Implementation and Update to member/officer Protocol – Report by Director of Corporate Governance](#)

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## Links

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### Coalition pledges

**Council outcomes** CO25 - The Council has efficient and effective services that deliver on objectives.

### Single Outcome Agreement

**Appendices** Appendix 1: Corporate Policy and Strategy Committee Committee Decisions July 2015-June 2016

## Appendix 1

<b>Corporate Policy and Strategy Committee Decisions Overview</b>			
<b>Date</b>	<b>Number of Decisions</b>	<b>Open</b>	<b>Closed</b>
04/08/15	7	-	7
01/09/15	2	1	1
29/09/15	5	2	3
03/11/15	4	2	2
01/12/15	2	-	2
19/01/16	2	-	2
23/02/16	6	2	4
12/04/16	5	-	5
17/05/16	4	1	3
14/06/16	4	-	4
<b>Total</b>	<b>41</b>	<b>8</b>	<b>33</b>

<b>Breakdown of tasks by directorate</b>			
<b>Directorate</b>	<b>Number of Decisions</b>	<b>Open</b>	<b>Closed</b>
Chief Executive	13	4	9
Chief Social Work Officer	3	-	3
City Strategy and Economy	1	-	1
Communities and Families	5	1	4
Health and Social Care	2	1	1
Resources	10	1	9
Place	7	1	6

**N.B:** - Tasks can belong to more than one directorate, leading to slight disparity in figures.

## Outstanding Tasks

1	04/08/2015	Resources	Personnel Appeals Committee Procedure	To approve the revised Personnel Appeals Committee Procedure.	Closed	This procedure has been implemented.
2	04/08/2015	Resources	Bullying and Harassment at Work Policy	<ol style="list-style-type: none"> <li>1) To approve the new Bullying and Harassment at Work Policy (which would replace the Fair Treatment at Work Policy).</li> <li>2) To amend the policy title to "The Avoidance of Bullying and Harassment at Work Policy"</li> </ol>	Closed	Both these recommendations have been implemented.
3	04/08/2015	Chief Executive	Nuclear Free Local Authorities - Membership	To agree to the Council renewing its membership of Nuclear Free Local Authorities (NFLA) for 2015/16.	Closed	The purchase order was raised and receipted in August 2015 to allow payment to be made.
4	04/08/2015	Resources	Common Good Assets Register	To write to Scottish Ministers on the timescale for the publication of guidance.	Closed	See decision 21 below for further detailed information.
5	04/08/2015	Chief Executive and Chief Social Work Officer	Public Protection in Edinburgh - Annual Reports 2014-2015	To approve the revised Risk Assessment Policy as detailed in Appendix 7 to the joint report by the Chief Executive and the Chief Social Work Officer.	Closed	
6	04/08/2015	Chief Executive	Eurocities AGM and Conference	To approve the attendance of Councillor Ross and one officer at the Eurocities AGM and Conference in Copenhagen and Malmo in November 2015.	Closed	

7	04/08/2015	Chief Executive	Welfare Reform Update	To agree that the Welfare Reform Working Group be requested to consider ways of gathering better information on the level and type of welfare needs to guide preventative and mitigating action.	Closed	
8	01/09/2015	Resources	Smoke Free Policy	To approve the draft Smoke Free Policy	Closed	
9	01/09/2015	Chief Executive	Safecall CEC 114 - Update Report on Management Action	To note the report by the Chief Executive and to accept the recommendations in Appendix 2 and that progress on their implementation be reported to the Education, Children and Families Committee	Ongoing	A report will be brought back to Committee once the ongoing due legal process is concluded.
10	29/09/2015	Communities and Families	Citywide Review of Council-owned Sports Facilities and Services – Key Findings and Recommendations	To instruct Council officers to work with Edinburgh Leisure to create a detailed specification and business case for this.	Closed	Business Case approved at Corporate Policy and Strategy Committee on 4 October 2016.
11	29/09/2015	Communities and Families	Update on Proposal for a New Meadowbank: Improved Funding Package	1) To agree to refer the disposal of surplus land held on the Culture and Sport account at Westbank Street, Portobello to the Economy Committee and the subsequent ringfencing of the receipt from this disposal to the Finance and Resources Committee for the Meadowbank project.	Ongoing	Update report to Council due December 2016.

				<p>2) To note that a report would be presented to the Finance and Resources Committee as soon as possible, providing an update on the disposal process of the surplus land, detailing the outcome of ongoing discussions with potential partners and recommending how to address any remaining funding gap.</p> <p>3) To agree to begin procurement now of the full Project Team for the new Meadowbank, noting that this process and appointment could be stopped without financial loss if the project did not proceed.</p>		<p>Update report to Council due December 2016</p> <p>Update report to Council due December 2016</p>
<b>12</b>	29/09/2015	Chief Executive	Public Bodies Climate Change Duties Report 2014/15	To approve the submission to the Scottish Government of the Public Bodies Climate Change Duties Report 2014/15 as appended to the report by the Deputy Chief Executive.	Closed	
<b>13</b>	29/09/2015	City Strategy & Economy	Energy for Edinburgh	To note that the business plan required additional work, including rigorous testing of the financial plans before being considered at Committee.	Closed	The Directors of Energy for Edinburgh have now been appointed and the company is now being incorporated. .

				To note the potential for district heating schemes to be developed through energy services companies and therefore calls for early exploration by 'Energy for Edinburgh' of this potential including in existing Council housing schemes.	Ongoing	An initial meeting with Directors has been held where there was an acknowledgement of the need to review and update the Business Plan before submitting back to the Council for approval. This exercise will also include the development of clear financial plans for the company. It is hoped to complete this exercise within the next few months
<b>14</b>	29/09/2015	Place	Lord Provost Visit to the United Arab Emirates	To approve the visit to the United Arab Emirates by the Lord Provost, a City Officer and an officer from Economic Development.	Closed	Visit completed.
<b>15</b>	03/11/2015	Chief Executive	Corporate Resilience: Annual Report (1 October 2014 to 30 September 2015)	To approve the proposed forward Corporate Resilience Workplan as set out in Appendix 5 of the report.	Closed	The workplan has been completed as far as practicable and as resources have allowed.

16	03/11/2015	Chief Executive	Carbon, Climate and Sustainability Process - Assurance Statement	To agree to update the Fair Trade Policy and Resource Use Policy for Committee consideration within 12 months.	Ongoing	<p>The Fair Trade Policy requires to be updated in light of the Procurement Reform (Scotland) Act 2014.</p> <p>Re-drafting of the Resource Use Policy is currently being addressed by the Corporate Sustainability Group and management.</p>
17	03/11/2015	Place	Festival and Events Core Programme 2016 and Some Events in 2017 and 2018	<p>1) To provide strategic oversight of the proposal to make a sum of £200,000 available to the Festivals over the period 2015/16 to 2017/18 to enable forward planning and commissioning for the 70th anniversary year of Edinburgh's Festivals in 2017.</p> <p>2) To provide strategic oversight of the following planned events and the proposed funding contributions towards them:</p>	Ongoing	This information will be included in the Festival and Events Core Programme report scheduled to be submitted to Culture and Sport Committee in December 2016.

				<p>a) a third public art light installation in St Andrew Square Garden in spring 2016 – note that to enable timely procurement of a suitable partner, a contribution of £42,000 was approved under delegated authority by the Deputy Chief Executive in consultation with the Festivals and Events Champion and Convener of Culture and Sport</p> <p>b) Euro 7 Nations Junior Diving Championships in the RCP in March 2016 – proposed funding contribution of £15,000</p> <p>c) British Diving Championship in the RCP in June 2016 – proposed funding contribution still to be confirmed at the time of writing</p> <p>d) Sport Relief Mile in Princes Street Gardens in March 2016 – proposed funding contribution of £15,000</p> <p>e) Guinness Pro 12 Rugby Final in May 2016 at BT Murrayfield – funding contribution still to be negotiated</p>		
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				<p>f) European Professional Club Rugby (EPCR) Finals in May 2017 at BT Murrayfield – funding contribution still to be negotiated</p> <p>g) European Climbing Championships in the Edinburgh International Climbing Arena in September 2017 – proposed funding contribution of £50,000</p> <p>h) Climbing World Cup in the Edinburgh International Climbing Arena (EICA) in September 2016 – proposed funding contribution of £50,000</p> <p>i) Challenge Edinburgh Triathlon in the city and East Lothian, in July 2017 – proposed funding contribution of £62,500; and Corporate Policy and Strategy Committee – 3 November 2015 Page 3</p> <p>j) European Sports Championships in August 2018 – funding contribution still to be negotiated.</p>		
18	03/11/2015	Place	Response to Scottish Government Consultation on the Circular Economy	1 To approve the response to the Scottish Government’s consultation on the circular economy.	Closed	Approved and submitted to the Scottish Government incorporating the concerns raised in decision 2.

				<p>2. That the Council's concerns regarding VAT being added to the cost of repairs to properties be incorporated into the Council's response.</p>		
<b>19</b>	01/12/2015	Place	Filming in Edinburgh	<p>1. To approve in principle the introduction of a "notice of no objection" scheme wherein filmmakers would be able to apply for a non-contractual notice stating that the Council had no objection to them filming on the street provided the Code of Practice for filming in Edinburgh was adhered to. Authority to endorse the notices would be delegated to the Director of City Strategy and Economy.</p> <p>2. To note that appropriate adjustments would be made during the current review of the Scheme of Delegation to Officers</p>	Closed	Approved with no objections
					Closed	Adjustments made under the review
<b>20</b>	01/12/2015	Resources	Common Good Asset Register - referral from the Governance, Risk and Best Value Committee	<p>1. To instruct officers to update the Common Good Asset Register. A strand of this work was to explore innovative ways of involving higher education establishments, historical societies and other community groups.</p>	Closed	In accordance with Corporate Policy and Strategy Committee instructions in December 2015, officers will also explore innovative ways of involving higher education establishments, historical societies and other community groups in completing the task.

				<p>2. To agree that the Leader of the Council write to COSLA suggesting that Common Good be put on the agenda for a future meeting, in order that local authorities could establish a uniform position on Common Good.</p>	<p>Closed</p>	<p>An organisation or group's involvement in the exercise will only be considered where appropriate, depending upon legal complexities and sensitivities and will be considered on a property by property basis as the project progresses</p> <p>Scottish Government has indicated that they will not be clarifying the definition of Common Good under current legislation. They have also indicated that the requirement of the Community Empowerment Act is to hold a list only and that this list does not reflect the legal status of the assets nor confirm their status as Common Good.</p>
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						However, the list requires to be published prior to being finalised in a register and representations can be made by community councils and other community bodies.
<b>21</b>	19/01/2016	Chief Social Work Officer	Domestic Abuse Service Re-design: Developing a Coordinated Community Response	<ol style="list-style-type: none"> <li>1) To approve the establishment of a project Board to govern the redesign of domestic abuse services for women and children in edinburgh.</li> <li>2) To approve the proposals within the Project Implementation Document.</li> </ol>	Closed	
<b>22</b>	19/01/2016	Chief Executive	The Royal Edinburgh Military Tattoo - Australia and New Zealand Tour	<ol style="list-style-type: none"> <li>1) To approve the Lord Provost's participation in the overseas visit programme in February 2016 as part of the REMT tour to Australia and New Zealand. To note that the tour included performances and events in Melbourne and Wellington in the Lord Provost's role as Lord Lieutenant and Chair of the Board of Directors of the REMT and a visit to Edinburgh's twin city Dunedin in his role as Edinburgh's civic leader.</li> </ol>	Closed	

				2) To ask that in future, advance notice of proposed foreign and long haul trips by elected members be reported earlier to Committee.		
<b>23</b>	23/02/2016	Resources	Corporate Debt Policy - Annual Report	1) To approve the use of the standard sundry debt recovery principles for the new Edinburgh Shared Repairs Service. 2) To approve the extension of delegated write off powers for sundry debt cases relating to liquidation/sequestrations, where the debtor could not be traced or where the debtor was deceased and there were no funds in the estate. 3) To note that further updates relevant to the Corporate Debt Policy would be incorporated in various Transformation and performance reports throughout 2016.	Closed	All points actioned and the Corporate Debt Policy updated.
<b>24</b>	23/02/16	Resources	Avoidance of Bullying and Harassment at Work Policy - Review	1) To approve the revised Policy. 2) To note that the Policy would be reviewed annually unless otherwise requested.	Closed	Updated Policy is on the Orb.
<b>25</b>	23/02/16	Chief Executive	Edible Edinburgh - A Sustainable Food City - Progress Report	1) To continue to support the Edible Edinburgh initiative in driving the Plan.	Closed	

				<p>2) To continue to work with Edible Edinburgh to implement the Plan and to progress actions which require direct Council involvement.</p> <p>3) To approve attendance at the Sustainable Food Cities Network annual conference in Liverpool on 21-22 March 2016 by the Convener of Transport and Environment and Chair of the Edible Edinburgh Partnership, Councillor Lesley Hinds.</p>	<p>Closed</p> <p>Closed</p>	
<b>26</b>	23/02/16	Chief Executive	Future Cities and Open Data Strategy	<p>1) To approve identification and delivery of a further 100 new data sets at level three of the agreed Open Data format hierarchy<sup>3</sup> by September 2016 with timescales for each Directorate to deliver and publish a minimum of 20 data sets.</p> <p>2) To endorse the identification of open data champions from within the Council to progress data recommendations and publishing, and develop an open data publication plan to align with Scottish Government recommendations.</p>	<p>Closed</p> <p>Ongoing</p>	<p>103 3 star data sets have been delivered.</p> <p>The Information Council is being refreshed and will meet before the end of the year. Responsibility for members to act as open data champions in the Council will be included in the refresh.</p>

				<p>3) To endorse the development of an API4 and integration with the Council's open data portal for Council online services where practical, to allow the flow of real-time data.</p> <p>4) To approve the Council entering into an Edinburgh Living Lab Framework agreement with the University of Edinburgh, enabling partnership working and providing more opportunities for joint funding bids and projects.</p> <p>5) To endorse the development of other Living Lab Framework agreements with Edinburgh's other Universities, enabling partnership working and providing more opportunities for joint funding bids and projects</p>	<p>Ongoing</p> <p>Closed</p> <p>Ongoing</p>	<p>An early draft of the Open Data Publication Plan will be considered then.</p> <p>Potential projects within the existing delivery programme are currently being investigated to enable delivery of real-time data.</p> <p>This has been agreed and signed off.</p> <p>A Memorandum of Understanding with the Council has been signed with Napier University School of Computing. Initial discussions have taken place with Heriot Watt University School of Geo-Sciences.</p>
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				6) To note the expectation that 260 data sets would be available by September 2016.	Closed	Work is continuing to identify partnerships for the Living Lab.  374 data sets were delivered for September 2016 comprising 270 1 star data sets and 104 3 star data sets.
27	23/02/16	Place	External Funding Initiative and Smart City Priorities	To note that the ICT Solutions and External Funding teams were working together to agree priority areas for 'smart cities' bid work and to actively pursue funding opportunities.	Closed	
28	23/02/16	Edinburgh Health and Social Care Partnership	Edinburgh Health and Social care Partnership - Strategic Plan	1) To agree that the proposed response to the invitation from the Edinburgh Integration Joint Board to comment on the second draft of the strategic plan, attached as Appendix A to the report by the Chief Officer, Health and Social Care Partnership, be submitted on behalf of the Council.  2) To note that an Internal Audit report on the Council's planned resourcing of the Integration Joint Board would be submitted to Finance and Resources Committee for consideration.	Closed  Ongoing	

29	12/04/16	Communities and Families	Playing Out - Motion by Councillor Burgess	<p>1) To note that any subsequent road closure applications, including any associated charges, would be considered in due course by the Transport Committee.</p> <p>2) To agree that a process for handling applications by residents for Playing Out events be established within the Council and guidance for residents organising such events be published before the summer recess; such guidance include information on possible funding sources for Playing Out events.</p>	Closed	Report to Transport & Environment Committee 7 June 2016
30	12/04/16	Chief Executive	McCrae's Battalion Trust - Commemorative Service at Contalmaison Cairn - 1 July 2016	To approve the attendance of Baillie Norman Work at the Commemorative service at Contalmaison on 1 July 2016.	Closed	
31	12/04/16	Place	Edinburgh Biodiversity Action Plan Phase 4 - 2016-2018	To approve the Edinburgh Biodiversity Action Plan Phase 4 - 2016-2018.	Closed	
32	12/04/16	Edinburgh Health and Social Care Partnership	Health and Social Care Integration Partnership Tripartite Agreement and Interface Group	1) To agree that the Chief Executive sign on behalf of the Council.	Closed	

				2) To agree the purpose, remit and membership of the Interface Group and note that it would be reviewed after one year.		
<b>33</b>	12/04/16	Chief Social Work Officer	Consultation on the Creation of a Criminal Offence of Domestic Abuse	To approve the draft consultation response as submitted	Closed	
<b>34</b>	17/05/16	Resources	Museum of Fire, 76-78 Lauriston Place - Motion by Councillor Day	<p>1) Whilst noting and welcoming the Scottish Fire &amp; Rescue Service's commitment to relocate the museum within the city boundary, this Committee, on behalf of City of Edinburgh Council, urges the Scottish Fire and Rescue Service to negotiate any terms of sale of the building at Lauriston Place that would allow this unique piece of social history to remain in its current home.</p> <p>2) To note that the Council remained committed to securing the Fire Museum as an asset for the Capital City; and thus instruct the Council Leader to meet with the Chair of the Scottish Fire and Rescue Service to offer Council expertise to explore commercial or other solutions to protect the museum at Lauriston, or confirm an alternative suitable venue prior to selling off this asset.</p>	Closed	The relevant meeting has taken place and Council assistance has been offered.

35	17/05/16	Communities and Families	Citywide Review of Council-owned Sports Facilities and Services: Management Transfer of School Sport Facilities to Edinburgh Leisure	To instruct Council officers to continue to work with Edinburgh Leisure to ensure that due diligence was exercised over the business plan and financial implications for the Council.	Closed	Update report 14 June 2016.
36	17/05/16	Resources	Welfare Reform - Update	To therefore agree that there should be no pre-determined cut to welfare advice services but that the review of services should take place in the absence of such a target.	Ongoing	
37	17/05/16	Chief Executive	Nuclear Free Local Authorities - Membership	To agree to the Council renewing its membership of Nuclear Free Local Authorities (NFLA) for 2016/17.	Closed	
38	14/06/16	Communities and Families	Business Case for the Management Transfer of Secondary School Sport Facilities to Edinburgh Leisure	To agree that the transfer of the management of school sports facilities to Edinburgh Leisure, outwith core school hours, would commence from August 2016 with the transfer of school sports facilities in three new Council high schools: James Gillespie's High School, Portobello High School, and Boroughmuir High School from when each was open.	Closed	Report to Corporate Policy & Strategy Committee 4 October 2016.

<b>39</b>	14/06/16	Place	Locality Working - Progress Report	To agree to further engagement events on locality working with elected members, partner agencies, and community and third sector groups to discuss the development of Locality Improvement Plans.	Closed	Report to September Committee – Locality Improvement Plans.
<b>40</b>	14/06/16	Chief Executive	Gaelic Language Plan 2012-17 - Statutory Monitoring Report	To approve the Monitoring Report as set out in Appendix 1 of the report by the Chief Executive for submission to Bòrd Na Gàidhlig (the Bòrd) for their comment and approval.	Closed	
<b>41</b>	14/06/16	Resources	Workplace Policy on Alcohol, Drug and Substance Misuse	To approve the new guidance for managers.	Closed	Updated Policy to be placed on the Orb