

Culture and Sport Committee

2pm, Wednesday, 14 December 2016

Committee Decisions – October 2015 - October 2016

Item number	5.3
Report number	
Executive/routine	
Wards	All

Executive summary

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 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 Culture and Sport Committee decisions covering the period from October 2015 to October 2016.

Committee Decisions – October 2015 – October 2016

Recommendations

- 1.1 To note the position on the implementation of Culture and Sport Committee decisions as detailed in the appendix to this report.
- 1.2 To note that the next summary report would be presented to Committee on 14 March 2017.

Background

- 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 outlining 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 Culture and Sport Committee on 30 November 2015 outlining the status of actions for the initial October 2014 to October 2015 period. At this period there were no concerns reported to Committee and all recorded actions have since been completed.

Main report

- 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 the Corporate Policy and Strategy 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.

Culture and Sport 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 October 2015 to October 2016, including status, is detailed in the appendix to this report.
- 3.9 At the Culture and Sport Committee there have been 14 decisions made which were recorded through the committee decisions spreadsheet.
- 3.10 The action that remains open is being progressed and there are no concerns to highlight to Committee.

Measures of success

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

Financial impact

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

Risk, policy, compliance and governance impact

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

Equalities impact

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

Sustainability impact

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

Consultation and engagement

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

Background reading/external references

[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](#)

Andrew Kerr

Chief Executive

Ross Murray, Acting Committee Clerk

E-mail: Ross.Murray@edinburgh.gov.uk | Tel: 0131 469 3870

Links

Coalition pledges

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

Single Outcome Agreement

Appendices 1 – Culture and Sport - Committee Decisions

Appendix 1 – Committee Decisions – Culture and Sport Committee

Education, Children and Families Committee Decisions Overview			
Date	Number of Decisions	Open	Closed
21/10/15	2	0	2
30/11/15	1	1	0
08/03/16	1	0	1
31/05/16	0		
23/08/16	4	0	4
25/10/16	6	0	6
Total	14	1	13

Breakdown of tasks by directorate			
Directorate	Number of Decisions	Open	Closed
Chief Executive's Office	1	0	1
City Strategy and Economy	0	-	-
Communities and Families	1	0	1
Health & Social Care	0	-	-
Resources	0	-	-
Place	12	1	11

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

Outstanding Tasks in full

Item no.	Date	Directorate	Item	Decision	Status	Comments
1	21.10.15	Place (previously Corporate Governance)	7.3 - Tour of Britain and Tour Series	To agree funding of £225k over three years towards the delivery of two stages of the Tour of Britain and one Tour series event.	Closed	
2	21.10.15	Place (previously Corporate Governance)	7.1 -Ross Fountain	1. To approve the proposal to begin fundraising to refurbish the Ross Fountain. 2. To approve the refurbishment Option B as detailed in the report by the Director of Corporate Governance. 3. To note that the relevant Committee will be asked to approve the eventual appointment of a contractor	Closed	
3	30.11.15	Place	Museums and Galleries Update	To request the Director of Culture to investigate the return of the Emperor's Warriors exhibition to Edinburgh through the twin city link with Xi'an, China.	Ongoing	Initial discussions have taken place with the Chinese Authorities. The exhibition is being hosted by Liverpool, and discussions are ongoing with them about Edinburgh

Item no.	Date	Directorate	Item	Decision	Status	Comments
						co-hosting or partnering the exhibition with them. The outcome of these discussions will be reported as soon as possible.
4	08.03.16	Chief Executive	Thundering Hoovers 2.0 Council Actions and First Annual health Check	To refer the report to the Corporate Policy and Strategy Committee for information.	Closed	
5	23.08.16	Place	Presentation - Duncan Hendry, Chief Executive, Festival City Theatres Trust	To request that officers investigate how the contribution of Allan Stewart to the Edinburgh King's Theatre pantomime could be acknowledged.	Closed	Liaising with Festival Theatre to action this.
6	23.08.16	Place	Edinburgh Performing Arts Development Project Update	To agree funding a further 12 months of activity to the end of September 2017 to a maximum of £15,000 subject to partnership funding being achieved to provide a propose4d £30,000 programme budget	Closed	Currently in play.
7	23.08.16	Place	Commemorating Elsie Inglis	To place the name 'Elsie Inglis' in the Street Naming bank for use when a suitable	Closed	Name is now in name bank and if

Item no.	Date	Directorate	Item	Decision	Status	Comments
				location was identified.		parties come forward with funds assistance will be given to implement.
8	23.08.16	Communities and Families	The Bongo Club and Central Library	To approve the 12 month extension of the licence from October 2016, with a possible further 12 month extension in October 2017.	Closed	
9	25.10.16	Place	Culture and Sport Business Bulletin	To note that Committee members would be invited to the unveiling of the paper tree sculpture at the Central Library.	Closed	
10	25.10.16	Place	Presentation - Creative Collaborations - Desire Lines in Action	That officers meet with Creative Scotland to discuss the possibility of a collaborative approach to cultural investment in Edinburgh.	Closed	
11	25.10.16	Place	Third Party Cultural Grants CO-production Conversations Update	To agree to the retention of the existing cultural revenue grants funding programme for a further year	Closed	
12	25.10.16	Place	Third Party Cultural Grants CO-production Conversations Update	To agree that an open or project fund was established through the allocation of 1% of the total grants budget and for introduction	Closed	

Item no.	Date	Directorate	Item	Decision	Status	Comments
				in financial year 2017/18, to a maximum of £50,000.		
13	25.10.16	Place	Third Party Cultural Grants CO-production Conversations Update	To agree to officers progressing potential development of a practical agenda for consideration with, for example, health and social care provision partners to better attune community benefit and client engagement through arts and cultural activity across localities.	Closed	
14	25.10.16	Place	Motion by Councillor Lewis - closure of Inverleith house	Welcomes this meeting and agrees that the Convener and Vice-Convener (or substitutes); along with relevant Senior Officers, should represent the Council.	Closed	