



Midlothian Council Action Log

No	Date of meeting	Item No and Title	Action	Action Owner	Expected completion date	Comments
1	21/02/2023	Capital Plan Prioritisation	Refer approved Council report to BTSG on additional affordability scope and projects.	Executive Director Place	a) December 2024	Recommend for closure – revised Capital Plan report approved at Council on 25 Feb 2025
2	19/12/2023	8.4 Non-Domestic Rates Relief Policy	Review of policy to be undertaken in 6 months – 1 year.	Chief Officer Corporate Solutions	No later than April 2025	Report to Council to be submitted with income achieved as part of Q4 financial monitoring
3	26/03/2024	8.4 Midlothian Council Mixed Tenure Strategy	Arrange an Elected Member briefing on arm's length organisations (ALEOs)	Executive Director Place	Oak Leaf homes option (MMR & Market Rent) included in MTFS 2025/26 proposals	Currently scoping option for special purpose vehicle in development and management & maintenance of Mid-Market Rent

No	Date of meeting	Item No and Title	Action	Action Owner	Expected completion date	Comments
4	25/06/2024	8.14 Whitecraig Traveller Site	A full cost report to come back to Council for final approval to include early termination cost and reinstatement cost unless the cost for this is nil.	Executive Director Place	When termination costs are known	Align to any action jointly with ELC
5	27/08/2024	8.1 Financial Monitoring 2024/25 General Fund Revenue	Report on the better utilisation of expensive machinery, such as used for potholes.	Chief Officer Place	ASAP	Currently under review with the additional MTFS road repairs allocation.
6	27/08/2024	8.3 General Services Capital Plan 2024/25 Quarter 1 Monitoring	Provide a final account for clarity to the Elected Members on Hillend Alpine Coaster project costings	Chief Financial Officer	GSCP Q3 Financial Monitoring report to Council in February.	Coaster operational. Final account being concluded and will be reported to members in General Services Capital Plan Q4.
7	27/08/2024	8.3 General Services Capital Plan 2024/25 Quarter 1 Monitoring	Report to be presented to Council on a site for Gorebridge High School within six months.	Executive Director Place	End Feb 2025	Site search in progress – Verbal update at February Council and further update to Council by June 2025.
8	08/10/2024	8.1 Medium Term Financial Strategy	Heads of Service to look for additional efficiency savings to bridge the budget gap of .3.4 million on top of the savings already suggested in the public budget consultation. This is to	Chief Financial Officer	Proposals to be presented in November BTSG	Recommend for closure - Medium Term Financial Strategy approved at Council on 25 Feb 2025.

No	Date of meeting	Item No and Title	Action	Action Owner	Expected completion date	Comments
			be reviewed at November council meeting.			
9	12/10/2024	8.2 Housing Revenue Account – Revenue Budget and Capital Plan 2024/25	To provide details of the multi-year HRA financial model to Elected Members.	Chief Financial Officer	Alongside the next iteration of the Rents Strategy.	Current rent strategy final year is 2025/26. A consultation Rent Strategy report will be submitted to Council by October 2025.
10	17/12/2024	5.4 Action Log	Letter from the UK Government to be added to the minute of February 2025 Council.	Democratic Services		Recommend for closure -Letter included in the agenda pack of 25 Feb 2025
11	17/12/2024	7.1 Inclusion of Local Youth and School Parliaments in Council Meetings	Consider next steps after motion was approved at December 2024 Council meeting.	Standing Orders Working Group/Alan Turpie & Saty Kaur		Recommended for closure - discussed at SOWG and on the SOWG Action Log.
12	17/12/2024	7.2 Requirement for approval and additionality of Planning Obligations associated with increasing major developments	Referred to Chief Officer Place and Chief Planning Officer to action after motion was approved with amendment at December 2024 Council meeting.	Chief Officer Place & Chief Planning Officer		Planning Obligations and Developer Contributions scoped into the MLDP2 review and current workshop process with elected members.
13	17/12/2024	8.6 Review of Scheme of Polling Districts and Polling Places 2024	Revisit the use of the Penicuik Centre as a Polling Station and ensure there is sufficient	Chief Executive		Recommend for closure – There is a lift available at the Penicuik Centre

No	Date of meeting	Item No and Title	Action	Action Owner	Expected completion date	Comments
			disability access.			and no disability access issues have been raised regarding previous polling scheme iterations. However, if members would prefer, a solution has been identified to move the polling stations at the Penicuik Centre from the first floor to the ground floor. This would require the library to close on polling day to accommodate this change.
14	17/12/2024	8.9 Twinning Midlothian	Updated Midlothian Council website to include a dedicated page which lets communities know what Twinning activities are taking place.	Chief Officer Corporate Solutions	2025	In progress.
15	17/12/2024	8.13 Animal Boarding Establishment Licence	Conduct a review on commercial dog walkers, including a review	Chief Officer Place	2025	In progress

No	Date of meeting	Item No and Title	Action	Action Owner	Expected completion date	Comments
		Conditions	of any existing policy.			
16	17/12/2024	8.15 Capital Plan Prioritisation - Progress Report	Arrange a briefing on the Capital Plan for Elected Members, prior to the report being published to Council.	Executive Director Place	18 February	Recommended for closure - Capital Plan briefing held on 18 February 2025 before February Council meeting.
17	17/12/2024	Private discussion regarding private item (Item 9.1) of Minute of Council Meeting of 12 November 2024	A paper to be brought back to February Council on the recording of private agenda items.	Legal and Governance Manager/Monitoring Officer		Recommend for closure Process agreed at Feb Council and implemented
18	25/02/2025	Minute of Midlothian Council Meeting of 17 December 2024 (Item 5.1)	Share relevant building condition spreadsheets/ surveys and information in relation to the Capital Plan with Elected Members. Council Leader to write to the MP on the matter of the funding pledges made ahead of the General Election for Mayfield	Executive Director Place Council Leader	ASAP ASAP	Recommend for closure Information circulated on 25 February. Recommend for closure- letter appended to the minute of the Feb meeting
19	25/02/2025	Housing Revenue Account	Prepare a paper for Council	Executive	June 2025	

No	Date of meeting	Item No and Title	Action	Action Owner	Expected completion date	Comments
		Revenue Budget 2024/25 – 2025/26 and Capital Plan 2024/25 – 2027/28 (Item 8.2)	detailing the reasons why attic hatches are locked in new build Council properties – Executive Director Place.	Director Place		
20	25/02/2025	Housing Revenue Account Revenue Budget 2024/25 – 2025/26 and Capital Plan 2024/25 – 2027/28 (Item 8.2)	Prepare a report regarding the installation of air source heat pumps, showing comparison costs of utility bills when using gas, electricity. - Executive Director Place.	Executive Director Place	June 2025	

No	Date of meeting	Item No and Title	Action	Action Owner	Expected completion date	Comments
21	25/02/2025	Medium Term Financial Strategy (Item 8.7)	Circulate letter that was sent to the Cabinet Secretary to highlight the difficulties faced with the Integrated Joint Board to Elected Members – Councillor McManus	Councillor McManus	1st April 2025	Recommend for closure- Letter circulated
			Council Leader to write to UK and Scottish Governments about the pressure increased National Insurance employer contributions are having on the budget and Integrated Joint Board pressures	Councillor Parry	ASAP	Recommend for closure- Both letters appended to the minute of the Feb meeting
22	25/02/2025	Proposed Disposal of Property Asset	The Chief Officer Place to provide the exact number of single units in a block of four.	Chief Officer Place	1 April 2025	In progress
23	25/02/2025	Capital Plan Prioritisation	The Executive Director, Place would provide the details of developer. contributions that have no expiry date at St. David's Primary School	The Executive Director Place	1 April 2025	Recommend for closure - Circulated to members 14/03/2025
24	25/02/2025	Capital Plan Prioritisation	The Executive Director, Place would provide the respective timescales for the extension	The Executive Director Place	1 April 2025	Mauricewood Primary School refurbishment and expansion result was

No	Date of meeting	Item No and Title	Action	Action Owner	Expected completion date	Comments
			and refurbishment of Mauricewood Primary School.			<p>referenced in the Capital Plan Prioritisation report to Midlothian Council meeting on 25 February 2025.</p> <p>A project is being developed to extend Mauricewood Primary School. The works would include additional classrooms and a Games hall. This is subject to Council approval.</p> <p>Building Condition Surveys completed in 2024 for Learning Estate and also Non- Education buildings. There are concerns regarding the affordability of incorporating these costs into the General Services Capital Plan as they stand, particularly due to the variability of impact from year to year and the loan charges that this would give rise to. Therefore packages of works across the asset portfolio be identified for</p>

No	Date of meeting	Item No and Title	Action	Action Owner	Expected completion date	Comments
						<p>prioritisation, to smooth these impacts out and enhance its affordability as well as addressing Midlothian Council buildings conditions.</p> <p>A report will then be brought back to Council following the conclusion of this work to seek approval for the incorporation of the prioritised works into the General Services Capital Plan.</p>