

# Action Log



No	Subject	Date	Action	Action Owner	Expected completion date	Comments
1	<b>Audit Committee Annual Report 2020/21</b>	05/10/2021	Standing Orders Working Group to review adoption of action logs for other committees and Audit Committee membership	Standing Orders Working Group	Jan 2022	Also to consider Virtual Meeting Protocol in light of experience
2	Action Log adjustment	16/11/2021	Timescales to be included where possible and circulate prior to next council meeting	Executive Director - Place/Democratic Services	Ongoing	
3	Minute action	16/11/2021	To organise a Lothian Buses Briefing in respect of ALEO review including trams.	Chief Officer Place	December 2021	
4	Minute action	16/11/2021	Scope potential suitable sites for prospective crematorium development.	Chief Officer Place	December 2021	
5	Motion – Cllr Safety – New Councillor Induction pack	16/11/2021	To include Safety protocol and procedures - To the Justice Minister	Chief Executive	May 2022	The letter was sent to the Cabinet Secretary for Justice on 24 November, 2021

No	Subject	Date	Action	Action Owner	Expected completion date	Comments
6	Motion - Passive House - Kit built houses	16/11/2021	Present a paper outlining what is currently being done and what is being explored	Executive Director - Place	December 2021	SHIP approved 16/11/2021 covered many of the issues. HRA Capital Rent Setting report on December Council Agenda
7	Motion - Recycling / Reuse Facility	16/11/2021	Present a paper outlining what is currently being done and what is being explored	Chief Officer Place	December 2021	Waste Reuse paper is on the Agenda
8	Motion – Spikeaware	16/11/2021	Communication to all Licensed Premises and support Spikeaware UK on Midlothian Council website	Clerk to the Licensing Board	December 2021	
9	Motion Amendment – Loanhead Football Club	16/11/2021	Update the Sports Needs Assessment from 2016 and report to future council meeting	Executive Director – Place/ Sport & Leisure Manager	TBC	
10	Community Safety	16/11/2021	Further Report to follow with Costs and options reinstating	Community Safety Manager	December 2021	Community Safety paper is on the Agenda
11	City Deal	16/11/2021	Elected Members Briefing to be arranged	Chief Executive	January 2022	

No	Subject	Date	Action	Action Owner	Expected completion date	Comments
12	Pressures of Financial insecurities	16/11/2021	Follow up Paper outlining Social Welfare Fund underspend , more detail of what is being achieved and how support is accessed by the community	Chief Social Work Officer	December 2021	