

Notice of meeting and agenda

The City of Edinburgh Council

10.00 am, Thursday, 14 March 2013

Council Chamber, City Chambers, High Street, Edinburgh

This is a public meeting and members of the public are welcome to attend

Contact

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1. Order of business

- 1.1 Including any notices of motion and any other items of business submitted as urgent for consideration at the meeting.

2. Declaration of interests

- 2.1 Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

3. Deputations

- 3.1 If any

4. Minutes

- 4.1 The City of Edinburgh Council of 31 January 2013 – submitted for approval as a correct record
- 4.2 The City of Edinburgh Council of 7 February 2013 – submitted for approval as a correct record

5. Questions

- 5.1 By Councillor Heslop – Veterans of the Arctic Convoys – for answer by the Leader of the Council
- 5.2 By Councillor Booth – Community Renewables – for answer by the Leader of the Council
- 5.3 By Councillor Booth – Energy Saving in the Council Estate – for answer by the Leader of the Council

6. Leader's Report

- 6.1 Leader's report

7. Appointments

- 7.1 If any

8. Reports

- 8.1 Commercial and Procurement Transformation Project - report by the Director of Corporate Governance (circulated)
 - 8.2 Annual Treasury Strategy 2013/14 – report by the Director of Corporate Governance (circulated)
 - 8.3 Zero Waste: Edinburgh and Midlothian – Capital Contributions – report by the Director of Services for Communities (circulated)
 - 8.4 Review of Scheme for Community Councils –report by the Director of Services for Communities (circulated)
 - 8.5 Property Conservation Service Re-design – report by the Director of Services for Communities (circulated)
 - 8.6 Outcome of the Consultation Process for the Proposal to Close Castlebrae Community High School and Associated Catchment Changes Affecting Portobello High School and Liberton High School – report by the Director of Children and Families (circulated)
 - 8.7 Portobello Park Private Bill – report by the Director of Children and Families (circulated)
 - 8.8 Outcome of the Consultation Process for the Proposal to Relocate the Pilrig Child and Family Centre to Craigentenny Primary School – report by the Director of Children and Families (circulated)
 - 8.9 Future Arrangements for the Scrutiny of Police and Fire and Rescue Services in Edinburgh –
 - (a) referral from Police and Fire Reform Pathfinder Committee - report by the Head of Legal, Risk and Compliance (circulated)
 - (b) report by the Director of Corporate Governance (circulated)
- Note: Members are advised that these reports include options which, if accepted, would require a change to the Council decision of 20 September 2012 (Governance Review). This decision can only be changed if (1) the Lord Provost rules a material change in circumstances or (2) the Council agree the decision was based on erroneous, incorrect or incomplete information (Standing Order 27).
- 8.10 Environment Asset and Works Order Management System – referral from Committee – report by the Head of Legal, Risk and Compliance (circulated)

9. Motions

9.1 By Councillor Redpath – North Edinburgh Childcare Centre – Eco Flag Status

“Council recognises the efforts of the North Edinburgh Childcare Centre in Achieving Eco Flag Status. The Centre has an eco committee with representatives from children, parents and staff. A range of activities are undertaken, including:

- recycling with parents and children
- a visit by the children to a recycling centre
- compost making
- litter picking by the children
- a recycling song composed by the staff and sung by the children to the tune of Bob the Builder
- paper is re-used for children’s drawings
- in order to save energy and water, the children have made signs to remind everyone to switch off lights and plants are watered by using water from the water tray.

Council asks the Lord Provost to officially recognise this achievement”

9.2 By Councillor Booth – Trust in the Food We Eat

“Council:

- 1) notes concerns about food sourcing and transparency of the food supply chain in light of the recent horse meat scandal;
- 2) agrees that locally sourced food and short supply chains can help give consumers confidence in the food they eat;
- 3) agrees to receive a report setting out:
 - a) what steps the council is taking to ensure that food provided by the council or used in council establishments meets all the standards of food sourcing and food supply chain transparency that the public and service users would reasonably expect; and
 - b) what measures could be taken to accelerate and expand the current Food for Life pilot which is seeking to increase the use of fresh, local and organic food in partnership with NHS Lothian and the University of Edinburgh.”

9.3 By Councillor Aitken – Standardisation of Registered Day Centre Charges

“Given that service providers only received a letter notifying them of the implementation of a standard charge of £6.50 for day care services on 1st March, that Council agrees to delay the implementation from 1st April to allow for forward planning and budget considerations.”

9.4 By Councillor Mowat – Introduction of Enforcement Measures - Waste

“Council is disturbed to see the introduction of enforcement measures by Services for Communities regarding the presentation of side waste and top hatting of bins and calls for this to be rescinded given the poor service of waste collection experienced by some areas of the City since the introduction of Managed Weekly Collections.”

9.5 By Councillor Godzik –Boroughmuir High School Building Centenary

“Council:

- 1) Congratulates the staff and pupils of Boroughmuir High School for their recent achievement of being voted the top state school in Scotland by the Sunday Times.
- 2) Notes the Council’s intention to provide a state of the art new school by summer 2016;
- 3) Notes that 2013 is the centenary of the existing Boroughmuir High School building and requests that this significant anniversary is marked by the Lord Provost and Council in an appropriate way.”

Carol Campbell

Head of Legal, Risk and Compliance

Information about the City of Edinburgh Council meeting

The City of Edinburgh Council consists of 58 Councillors and is elected under proportional representation. The City of Edinburgh Council usually meets once a month and the Lord Provost is the Convener when it meets.

The City of Edinburgh Council usually meets in the Council Chamber in the City Chambers on the High Street in Edinburgh. There is a seated public gallery and the Council meeting is open to all members of the public.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Allan McCartney, Committee Services, City of Edinburgh Council, City Chambers, High Street, Edinburgh EH1 1YJ, Tel 0131 529 4246, e-mail allan.mccartney@edinburgh.gov.uk.

A copy of the agenda and papers for this meeting will be available for inspection prior to the meeting at the main reception office, City Chambers, High Street, Edinburgh.

The agenda, minutes and public reports for this meeting and all the main Council committees can be viewed online by going to www.edinburgh.gov.uk/cpol.

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The City of Edinburgh Council

Edinburgh, Thursday, 31 January 2013

Present:-

LORD PROVOST

The Right Honourable Donald Wilson

COUNCILLORS

Elaine Aitken
Robert C Aldridge
Norma Austin Hart
Nigel Bagshaw
Jeremy R Balfour
Gavin Barrie
Angela Blacklock
Chas Booth
Mike Bridgman
Deidre Brock
Tom Buchanan
Steve Burgess
Andrew Burns
Ronald Cairns
Steve Cardownie
Maggie Chapman
Maureen M Child
Bill Cook
Nick Cook
Gavin Corbett
Cammy Day
Denis C Dixon
Karen Doran
Paul G Edie
Catherine Fullerton
Nick Gardner
Paul Godzik
Bill Henderson

Ricky Henderson
Dominic R C Heslop
Lesley Hinds
Sandy Howat
Allan G Jackson
Karen Keil
David Key
Richard Lewis
Alex Lunn
Melanie Main
Mark McInnes
Adam McVey
Eric Milligan
Joanna Mowat
Gordon J Munro
Jim Orr
Lindsay Paterson
Ian Perry
Alasdair Rankin
Vicki Redpath
Cameron Rose
Frank Ross
Jason G Rust
Alastair Shields
Stefan Tymkewycz
David Walker
Iain Whyte
Norman Work

1. Deputations

(a) Splashback (Item 6)

The deputation indicated that over the past 4 months they had worked with officials from the Council to develop a shared plan and terms of reference setting out their objectives for their revised bid for the proposed re-opening of Leith Waterworld. They believed that the bid they had now submitted had achieved the objectives and scope set out at the start of the process.

The deputation asked the Council to consider their bid in terms of commercial viability as well as the opportunities and social benefits for the local community. They asked the Council for agreement in principle to move forward with the plan to re-open the pool, in particular to seek to enter into a development phase; establish a governing body; appoint a development manager; validate the assumptions in the plan and appoint operating and maintenance contracts.

They invited the Council to move towards working together in full co-operation, in partnership with them towards a shared objective of re-opening the pool.

(b) Friends of the Meadows and Bruntsfield Links (Item 2)

The deputation indicated that many people were unaware of the issues raised by allowing barbeques on the Meadows and surrounding area. Although barbeques were permitted and promoted by the provision of stone slabbed areas within the Meadows, in many instances these were ignored. This had resulted in burn clusters, litter problems, damage and destruction and smoke pollution. The deputation raised concerns that this was an historic area to be used for recreation and enjoyment and should be preserved for future use.

The deputation stressed that Edinburgh was the only Council in Scotland to allow barbeques and alcohol consumption in such a public area and indicated that there needed to be better signage; more toilet facilities and better policing of the area. They felt that the problem of anti-social behaviour in the area had increased and asked the Council to provide appropriate staffing allocations to ensure adequate enforcement.

2. Management Rules for Public Parks and Greenspace 2013-2023

Details were provided about the public notification process of the draft management rules for public parks and greenspaces which had now been carried out and approval sought for the new rules to take effect from February 2013, when the existing rules expired.

Decision

- 1) To agree the new Management Rules, to be stamped with the Council Seal and signed by the Director of Services for Communities.
- 2) To agree to a further report being submitted to the Transport and Environment Committee on the issues raised by the deputation.
- 3) To ask that progress on the initiative as described in para 2.6 of the report by the Director of Services for Communities be referred to the relevant Neighbourhood Partnership.

(References – Act of Council No 7 of 25 October 2012; report by the Director of Services for Communities, submitted.)

3. Minutes

Decision

- 1) To approve the minute of the Special Meeting of the Council of 13 December 2012 as a correct record.
- 2) To approve the minute of the Council of 13 December 2012 as a correct record.

4. Questions

The questions put by members to this meeting, written answers and supplementary questions and answers are contained in Appendix 1 to this minute.

5. Leader's Report

The Leader presented his report to the Council. The Leader commented on:

- The increase in people's confidence in the way the Council was managing its business as shown in the People's Survey and to offer his thanks to members of staff, contractors and partners in the voluntary and private sector.
- The issuing of the draft Capital Coalition budget.

The following questions/comments were made:

- | | |
|----------------------|--|
| Councillor Rose | <ul style="list-style-type: none">- Trams Progress- Budget Process – Implementation of the Living Wage- Increase in the number of Council Committee meetings |
| Councillor Blacklock | <ul style="list-style-type: none">- Pay Day Loan Companies |
| Councillor Redpath | <ul style="list-style-type: none">- The work of Youth Groups in the theatres in raising awareness of issues such as the environment and endangered wild species |
| Councillor Edie | <ul style="list-style-type: none">- Increase in the number of Committee meetings- Drumbrae Library Hub First Anniversary of Opening |
| Councillor Tymkewycz | <ul style="list-style-type: none">- New Portobello High School |
| Councillor Cardownie | <ul style="list-style-type: none">- Staff Petition in regard to ‘whistle blowing’ and alleged culture of fear within the Council |
| Councillor Aldridge | <ul style="list-style-type: none">- Budget Consultation Process – Level of responses |
| Councillor Mowat | <ul style="list-style-type: none">- Whistleblowing and disciplinary action- Mortonhall - Hotline for staff involved |
| Councillor Burgess | <ul style="list-style-type: none">- Public engagement within the democratic process- Budget Consultation Process – Information on Council spending |
| Councillor Brock | <ul style="list-style-type: none">- Recruitment of additional 12 Environmental Wardens |
| Councillor Bridgman | Venchie Children’s Project, Craigmillar area |

6. Disposal of Leith Waterworld

Following the outcome of the marketing of the long leasehold interest in Leith Waterworld, the Council had rejected the bid received from Splashback and agreed

that further marketing of the property should take place from February 2013. The Council had directed that during the intervening 4 month period, further support be given to the Splashback Community Bid, in an effort to submit an offer that was commercially acceptable and demonstrated best value.

Details were provided of the final bid by Splashback, which had been submitted on 22 January 2013. The report recommended that the Council should reject the final revised bid from Splashback and approve the remarketing of the property.

Motion

To reject the final revised bid from Splashback and approve the re-marketing of the property.

- moved by Councillor Paterson, seconded by Councillor Balfour

Amendment

- 1) To note the report on the disposal of Leith Waterworld and the revised business case submitted by Splashback.
- 2) To reject the recommendations outlined in the report and instead:
 - a) To agree to support the feasibility phase for the re-opening of Leith Waterworld.
 - b) To agree that, should the Leith Waterworld Community Bid feasibility phase establish that Leith Waterworld can be operated within the parameters of a finalised and agreed business plan, then the transfer and granting of an operating subsidy be allowed to proceed.
 - c) To agree to provide £350,000 over a three year period, to re-open Leith Waterworld as outlined in Option 2 of the Leith Waterworld Community Bid.
 - d) To agree to release up to a maximum of £125,000 in year one from Corporate funds, to help facilitate this process. This would comprise £100,000 for the feasibility stage with the balance of year one funding and the funding for future years dependent on the community bid securing the necessary capital to invest in the facility.
 - e) To require that, as part of the feasibility phase, the Leith Waterworld Community Bid produce a business plan to be assessed by an independent third party, agreed by the Director of Corporate Governance in consultation with the Convener of Culture and Sport.

- f) To agree that a Councillor/Officer Working-Group be set up to support the community in developing the finalised business plan, which included the City of Edinburgh Council safeguards, to be agreed with the Director of Corporate Governance in consultation with the Convener of Culture and Sport, reporting to the Culture and Sport Policy Development and Review Sub-Committee.
- g) To note that the working group would consider the management options for the facility including the possibility of setting up a Co-operative venture.
- h) To call for a final report at the end of the feasibility phase by no later than the end of 2013.
- i) To agree to re-market the property, to run concurrently with the feasibility phase.

- moved by Councillor Lewis, seconded by Councillor Austin-Hart

Voting

The voting was as follows:

For the Motion - 11 votes
For the Amendment - 46 votes

Decision

To approve the amendment by Councillor Lewis.

(References – Act of Council No 1 of 20 September 2013; report by the Director of Corporate Governance, submitted.)

Declaration of Interests

Councillors Austin Hart, Balfour, Booth and Lewis declared a non-financial interest in the above item as Directors of Edinburgh Leisure.

7. Convention of Scottish Local Authorities (COSLA) – Nomination to Executive Group

The Council was invited to appoint a member to COSLA's Regeneration and Sustainable Development Executive Group following Councillor Ross's resignation from that Group.

Decision

To nominate Councillor McVey to COSLA's Regeneration and Sustainable Development Executive Group.

(Reference – report by the Director of Corporate Governance, submitted.)

8. Appointment of Teacher and Parent Representatives to the Education, Children and Families Committee

The Council was invited to consider the appointment of a teacher and parent representative on the Education, Children and Families Committee.

Decision

- 1) To confirm the appointment of the following persons to the Education, Children and Families Committee:

John Swinburne (Teacher Representative)

Lindsay Law (Parent Representative)

- 2) To note that the appointments were conditional upon confirmation that the appointees would comply with the Councillors' Code of Conduct and on membership of the Protection of Vulnerable Groups (PVG) Scheme.

(Reference – report by the Director of Corporate Governance, submitted.)

9. Appointment of Parent Representatives to the Placing in Schools Appeal Committee

Details were provided on the appointment of parent representatives to the Placing in Schools Committee.

Decision

- 1) To confirm the existing Panel 2 membership as detailed in Appendix 1 to the report by the Director of Corporate Governance.
- 2) To nominate Christine MacGillivray, Sarah Ross and Olivia Ramage to serve on Panel 2 of the Placing in Schools Appeal Committee.
- 3) To re-appoint Dr Karen Traill to serve on Panel 2 of the Placing in Schools Appeal Committee.

(Reference – report by the Director of Corporate Governance, submitted.)

10. Edinburgh Tram – Operating Agreement

An update was provided on negotiations which had been taking place in relation to future passenger running operations for the Edinburgh Trams. Details of the draft heads of terms and the commercial principles for the development of the long term agreement between the Council and the operator were provided together with the key risks of the proposed arrangements.

Decision

- 1) To instruct the Chief Executive to continue to negotiate the detailed terms of the documentation with Lothian Buses and Edinburgh Airport Ltd.
- 2) To approve the proposed name of Topco as “Lothian Transport Limited”.
- 3) To agree to the proposals in the report by the Chief Executive regarding Topco as an interim measure pending a report in June 2013 setting out a permanent future structure. This report should take legal and governance issues into account in considering Councillors’ membership of Busco and Tramco.

(References – Act of Council No 6 of 25 October 2012; report by the Chief Executive, submitted.)

11. Corporate and Transactional Services Improvement Programme Update

The Corporate and Transactional Services Division had been established following the Alternative Business Models External Programme and the organisational review of the Corporate Governance Directorate.

An update was provided on the progress in developing the vision set out within the public sector comparator together with details of a programme of improvements in the services to be implemented.

Motion

To note the report by the Director of Corporate Governance and subject to confirmation that the required funding was available following the budget meeting on 7 February; that the quarterly reporting arrangements were strictly adhered to and that an additional report was submitted to the next meeting of the Finance and Budget Committee to allow early and detailed scrutiny of the proposals by elected members:

- a) To note what has changed since the Council decision in January 2012.

- b) To approve descope the Procurement Transformation Programme from the C&TS Programme and to run the two projects separately, albeit both within the Operational Excellence part of the Edinburgh Transformation change plan.
- c) To note what was presently comprised within C&TS.
- d) To note the key reasons for the Programme.
- e) To approve the Vision.
- f) To approve the proposed plan of improvements in the Programme.
- g) To approve the business case for the Programme, including general timescales and budget.
- h) To note the assurance review carried out by the Corporate Programme Office.
- i) To note the financial comparison between ABM, the PSC and the Programme.
- j) To approve the reporting regime to Committee.
- k) To note the main risks to the Programme.

- moved by Councillor Rankin, seconded by Councillor Bill Cook

Amendment

- 1) To note with concern that, despite over two years work on the ABM process, it has taken a year to report partial business case information for C&TS to the Council and that reporting in the interim has been sporadic.
- 2) To consider that the lack of detail on the following matters requires further scrutiny and clarification:
 - The full implications for headcount from the processing of transactions through cheaper, automated channels is a major omission from the information available.
 - The lack of clarity as to how the marketing of new contact methods will be taken forward and whether any campaign can use existing Council resources.
 - The lack of examples of work streams that could be taken forward in the GROW stage of the programme.

- While it is asserted that the programme compares favourably with the external ABM bid and the PSC no financial or performance information is given to confirm this.
 - The lack of clarity on whether external consultants or public sector partners can be used to source LEAN methodology and what the respective costs might be.
- 3) To therefore agrees subject to confirmation that the required funding was available following the budget meeting on 7 February; that the quarterly reporting arrangements were strictly adhered to and that an additional report was submitted to the next meeting of the Finance and Budget Committee to allow early and detailed scrutiny of the proposals by elected members:
- a) To note what has changed since the Council decision in January 2012.
 - b) To approve descopeing the Procurement Transformation Programme from the C&TS Programme and to run the two projects separately, albeit both within the Operational Excellence part of the Edinburgh Transformation change plan.
 - c) To note what was presently comprised within C&TS.
 - d) To note the key reasons for the Programme.
 - e) To approve the Vision.
 - f) To approve the proposed plan of improvements in the Programme.
 - g) To approve the business case for the Programme, including general timescales and budget.
 - h) To note the assurance review carried out by the Corporate Programme Office.
 - i) To note the financial comparison between ABM, the PSC and the Programme.
 - j) To approve the reporting regime to Committee.

- moved by Councillor Whyte, seconded by Councillor Mowat

Voting

The voting was as follows:

For the Motion - 43 votes
 For the Amendment - 11 votes

Decision

To approve the motion by Councillor Rankin.

(Reference – report by the Director of Corporate Governance, submitted.)

12. Proposed Private Bill in Relation to (1) Proposed Statue of John Rattray on Leith Links and (2) Proposed Changes to the Surplus Fire Fund

The Council had agreed to pursue the legalities of the erection of a statue of John Rattray, founder of the rules of golf, on Leith Links. The method of enabling this was for the Council to introduce private legislation to the Scottish Parliament.

The Pensions and Trusts Committee had also agreed to transfer the Surplus Fire Fund to the Edinburgh Voluntary Organisation Trust subject to certain conditions and to modification of the purposes of the Fund. The method of implementing these changes was for the Council to introduce a Private Bill to the Scottish Parliament to amend the 1991 Act and the Edinburgh Corporation Order Confirmation Act 1927.

Details were provided of a proposal to amend the 1991 Act in relation to the Surplus Fire Fund and the erection of the Statue on Leith Links at the same time in one private Bill, rather than seeking to introduce two separate pieces of legislation.

Decision

- 1) To note the report by the Directors of Corporate Governance and Services for Communities.
- 2) To note in particular with regard to the proposed Statue (a) the timing issues set out in paragraphs 2.13 and 2.14 of the report and (b) that there was no legal obligation on the Leith Rules Golf Society to erect the Statue, even if the Private Bill was passed.
- 3) To agree to promote legislation by way of a Private Bill to create a narrow exception to the 1991 Act in order to remove the prohibition against statues being built on Leith Links, such exception to be solely for a statue of John Rattray.
- 4) To agree to promote legislation to amend the purposes of the Surplus Fire Fund as detailed in the report, to restrict the condition that beneficiaries must reside with the city area to purposes (a) and (b) only as set out in paragraph 2.25(a) of the report, to transfer the assets, rights and liabilities of the Surplus Fire Fund to Edinburgh Voluntary Organisation Trust to be applied subject to the same purposes and conditions, and then to dissolve the Surplus Fire Fund.

- 5) To agree to promote the legislation as one Private Bill dealing with both proposals.
- 6) To note that the item was agreed by decision of the majority of all elected members, with 54 elected members present when this item was unanimously agreed.

(References – Act of Council No 19 of 27 October 2011; Pensions and Trusts Committee of 28 March 2012 (item no 2); joint report by the Directors of Corporate Governance and Services for Communities, submitted.)

Declaration of Interests

Councillor Barrie declared a non-financial interest in the above item as a former Secretary of the Fire Brigade Union.

13. Governance Review: Operational Governance – Information Compliance

The Council had agreed to undertake an assessment and review of the Council's maturity in relation to information compliance, including data protection and Freedom of Information.

Details were provided on the Council's position in relation to information compliance and records management together with an update on development work to strengthen and improve current arrangements.

Decision

- 1) To note the ongoing review and improvement actions in relation to information compliance.
- 2) To agree to a further update on progress on completion of the review to be submitted to the Corporate Policy and Strategy Committee on 26 February 2013.

(References – Act of Council No 8 of 23 August 2012; report by the Director of Corporate Governance, submitted.)

14. 21st Century Homes – Proposed Compulsory Purchase Order, Pennywell

Authorisation was sought for the making of a Compulsory Purchase Order in respect of the flatted property at 14/2 Muirhouse Avenue.

Decision

To make the Edinburgh 14/2 Muirhouse Avenue Compulsory Purchase Order 2013 in terms of the draft annexed to the report by the Director of Services for Communities.

(References – Planning Committee 6 December 2012 (item no 8); report by the Director of Services for Communities, submitted.)

15. Financial Impact – Reporting Requirements – Referral from Committee

The Governance, Risk and Best Value Committee had considered the requirements report authors should take into account when compiling the financial impact section of a Council or Committee report.

Approval was sought for the implementation of the guidelines.

Decision

To approve and implement the financial impact guidelines contained in paragraphs 2.1 to 2.5 of the report by the Director of Corporate Governance.

(References – Governance, Risk and Best Value Committee of 6 December 2012 (item no 8); report by the Head of Legal, Risk and Compliance, submitted.)

Appendix 1

(As referred to in Act of Council No 4 of 31 January 2013)

QUESTION NO 1

**By Councillor Heslop for
answer by the Leader of the
Council at a meeting of the
Council on 31 January 2013**

Question

What recent discussions have taken place with the Leader of Glasgow City Council regarding involvement of Edinburgh in the 2014 Commonwealth Games?

Answer

I meet with the Leader of Glasgow City Council on a quarterly basis. Since the second of these meetings, the 2014 Commonwealth Games has been a standing agenda item and was discussed at the meetings on Friday 12 October 2012 and Tuesday 22 January 2013

Supplementary Question

Can I thank the Council Leader for his reply. But can I ask Councillor Burns what he is doing to encourage the people in Edinburgh to put themselves forward as Games volunteers in Glasgow to show our brothers and sisters from the Commonwealth the very warm welcome they can expect from the people of Edinburgh?

**Supplementary
Answer**

Can I thank Councillor Heslop for that supplementary. As Councillor Heslop possibly knows and I think that everybody in the Chamber knows I did attend the Olympic Games in London last summer for two weeks and the one thing that really stuck with me among many good memories was the positivity that the volunteers and the Games makers brought to the whole process. So I think he is right to suggest that we should probably do as much as we can over the coming months to make sure that people from Edinburgh do volunteer to be Games makers in Glasgow next summer in 2014. I will certainly reflect on the point he has just made in his supplementary to consider whether I can possibly include something on that in next month's Leader's Report or any other avenues where I can promote the options of Edinburgh folk and the Lothian's people volunteering for the Commonwealth Games.

Question No 2

**By Councillor Rust for answer
by the Leader of the Council
at a meeting of the Council on
31 January 2013**

Labour stated that if it won control of the Council in the council elections last year, no employee at the local authority will earn more than 12 times the salary of the lowest paid Council worker.

Question (1) Is this a Capital Coalition pledge?

Answer (1) No

Question (2) How many senior management figures at the council earn above the 1:12 ratio following implementation of the living wage?

Answer (2) None

Question (3) What steps are being taken to implement this pledge?

Answer (3) See answer to (1)

**Supplementary
Question**

I thank the Council Leader for his response. Two aspects which emerged following the submitting the question from officials was that the information which is contained in the Orb is in terms of salary scales and some other information inaccurate and out of date and given that it seemed to be the staff bible would he undertake to arrange for the information which is on the Orb to be reviewed and brought up to date, and secondly just in terms of the general principal whilst recognising the worth of our senior officials in contrast with the lesser paid First Minister does he feel that there is scope in the longer term to review salary levels for new appointments in the future at senior level?

**Supplementary
Answer**

Can I thank Councillor Rust for that supplementary. I certainly will look into the first point that Councillor Rust raised I was not aware of that until he mentioned it just now about some of the information on the Orb being inaccurate. That is not acceptable and I will certainly look into that and try and get that rectified as quickly as possible. On your second point I mean yes you raise a valid query Councillor Rust but as it happens we will no longer have anybody breaking the 1:12 barrier because we have implemented now the living wage at £7.50. I certainly feel and I am sure the coalition feels that we are now at an adequate ratio. It compares very well with many other public and private sector organisations and it is not my intention as Council Leader to take this forward in any further form at this present moment as we are within the 1:12 ratio.

Question No 3

**By Councillor Mowat for
answer by the Convener of
the Transport and
Environment Committee at a
meeting of the Council on 31
January 2013**

Question

Can the Leader provide a map showing where traffic will flow once the tram is running and if not can he advise when such a map will be available for the general public and what advice has been given to external mapping bodies such as Google and the AA about the future layout of Edinburgh's streets?

Answer

Please find a draft overview plan indicating the wider street network and how the tram post operation TRO will currently affect certain areas. Unless otherwise noted, access to routes and streets will then revert to the pre-tram works situation.

We have not consulted Google. However, we have been in discussion with the AA regarding the position concerning the City Centre post tram.

As Councillor Mowat is aware, discussions about the city centre are ongoing and transport features strongly on this agenda. Following discussion with elected members there will be a wide ranging consultation with all stakeholders and any resultant plans could affect the overview plan referred to above.

A meeting concerning the TRO has been arranged for stakeholders and objectors, and a report will be considered by the Transport and Environment Committee in March

NOTE:
 Unless otherwise noted, access to all roads & streets within the City Centre revert back to the pre-tramworks TRO. Refer to Council Approval of the Tram TRO & variations for detail.



YORK PLACE

North St Andrew St - Trams only
 North of Clyde Street

South St Andrew St - Trams only
 south of Meuse Lane

North Charlotte St - No Left Turn

Hope Street - Access available Eastbound
 to all vehicles from Queensferry Street

Shandwick Place - Access to trams,
 buses, cycles and taxis only. Loading
 permitted 20:00-07:00

Princes St - Access limited to tram, buses,
 cycles and taxis. Loading permitted
 20:00-07:00

Lothian Road Junction - No Left Turn from Lothian Road
 No Right Turn into Lothian Road

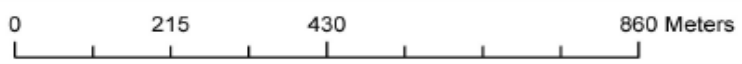
Canning St - Left turn only
 to Shandwick Place

West Maitland St - All vehicles Eastbound
 Buses & Trams Westbound only

HAYMARKET

Torphichen Place - Two-Way
 7.5T weight Limit Northbound

Edinburgh Trams - Tram TRO Changes Post Operations as they affect traffic routeing



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Question No 4

**By Councillor Mowat for
answer by the Convener of
the Transport and
Environment Committee at a
meeting of the Council on 31
January 2013**

Question

Could the Leader provide the actual tonnage of waste collected for each stream i.e. landfill, blue and red box collections, food waste collection and on street containers for general and recycled waste for each month from April 2012 to date?

Answer

Please find the figures in the attached tables which cover the period from April 2011 to December 2012.

The amount of waste produced, landfilled and recycled varies seasonally. In particular garden waste tonnages are higher in the spring/summer which increases recycling tonnages and the monthly recycling rate during this period. Because of the seasonal variation it is not appropriate to compare performance against the previous month's data. The only valid comparison is with the same period for a previous year.

Recycling tonnages in 2012/13 have been higher than 2011/12 for every month except April as demonstrated in the attached Recycling Tonnages graph.

Landfill tonnages have been below the amount landfilled for the same month in 2011/12 in every month except July (619 tonnes more) and October (221 tonnes more) as shown in the attached Landfill Tonnages graph. In October this is likely to be because of delays to some collections during the initial implementation of changes in refuse collection.

Answer

Simply put, we were collecting tonnage in October which should have been collected in September. September's landfill tonnage was significantly lower than the same month in 2011/12.

The overall trend in recycling has been good with recycling rates increasing year on year as indicated in the attached bar chart headed % Recycled by Year. Performance has risen from 24% in 2006/07 to 39% in the year to date in 2012/13. Based on the year to date figure for this year 2012/13 has seen the biggest single increase in performance since 2006/07.

Supplementary Question

I thank Councillor Hinds and the Leader for the answer to both my questions. Regarding the one about recycling tonnages would it be possible to have those reported on a regular basis to the Transport and Environment Committee so that we can track the collection rates of the various waste streams whilst having introduced the changes.

Supplementary Answer

I would be happy to do that on a regular basis and one of the difficulties with the figures at the last Committee was it's often projected and not actual and I think it is getting that clear picture also comparing one month with the previous month because when you compare August with December obviously December you don't have the garden waste etc so it does make it difficult so I have asked actually already the officers to look at how we can make it so it is a comparison and update on a regular basis.

Total CEC Tonnages

Recycling 2011/12	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Total
Kerbside Blue/Red Boxes	1084	1175	1111	1038	1271	1145	1087	1161	1090	1337	1032	1080	13611
Garden Waste	2598	2612	2689	2436	2619	2158	1767	1289	322	424	414	1423	20751
Food Waste	21	35	34	29	44	61	94	143	135	153	143	253	1145
Recycling Banks	709	700	672	653	803	677	687	630	674	711	612	654	8182
Packaging Banks	198	211	186	212	250	212	204	209	246	249	202	224	2603
Trade	386	331	390	355	427	475	424	470	266	601	508	416	5049
CRC	1518	1560	1440	1550	1513	1277	1203	1168	775	1650	1597	1567	16818
Special Uplifts	295	197	255	265	280	265	224	191	173	200	222	278	2845
Other	297	299	285	290	306	317	264	287	233	257	273	251	3359
Total Recycling	7106	7120	7062	6828	7513	6587	5954	5548	3914	5582	5003	6146	74363

Landfill													
Kerbside & Communal Collections	11196	10977	10766	9770	11216	10328	9783	9498	10463	10858	9194	10008	124057
CRC	969	755	799	844	838	757	644	696	644	653	646	782	9027
Other	822	769	1035	1279	1387	1428	1096	1397	1168	1444	1420	1339	14584
Total Landfill	12987	12501	12600	11893	13441	12513	11523	11591	12275	12955	11260	12129	147668
Street Sweepings	744	898	798	634	476	510	446	486	456	390	452	560	6850
Total Waste Arisings	20837	20519	20460	19355	21430	19610	17923	17625	16645	18927	16715	18835	228881

**Percentage Recycled
(Including Street Sweepings)** 35.48%
Landfill Percentage 64.52%
Total 100.00%

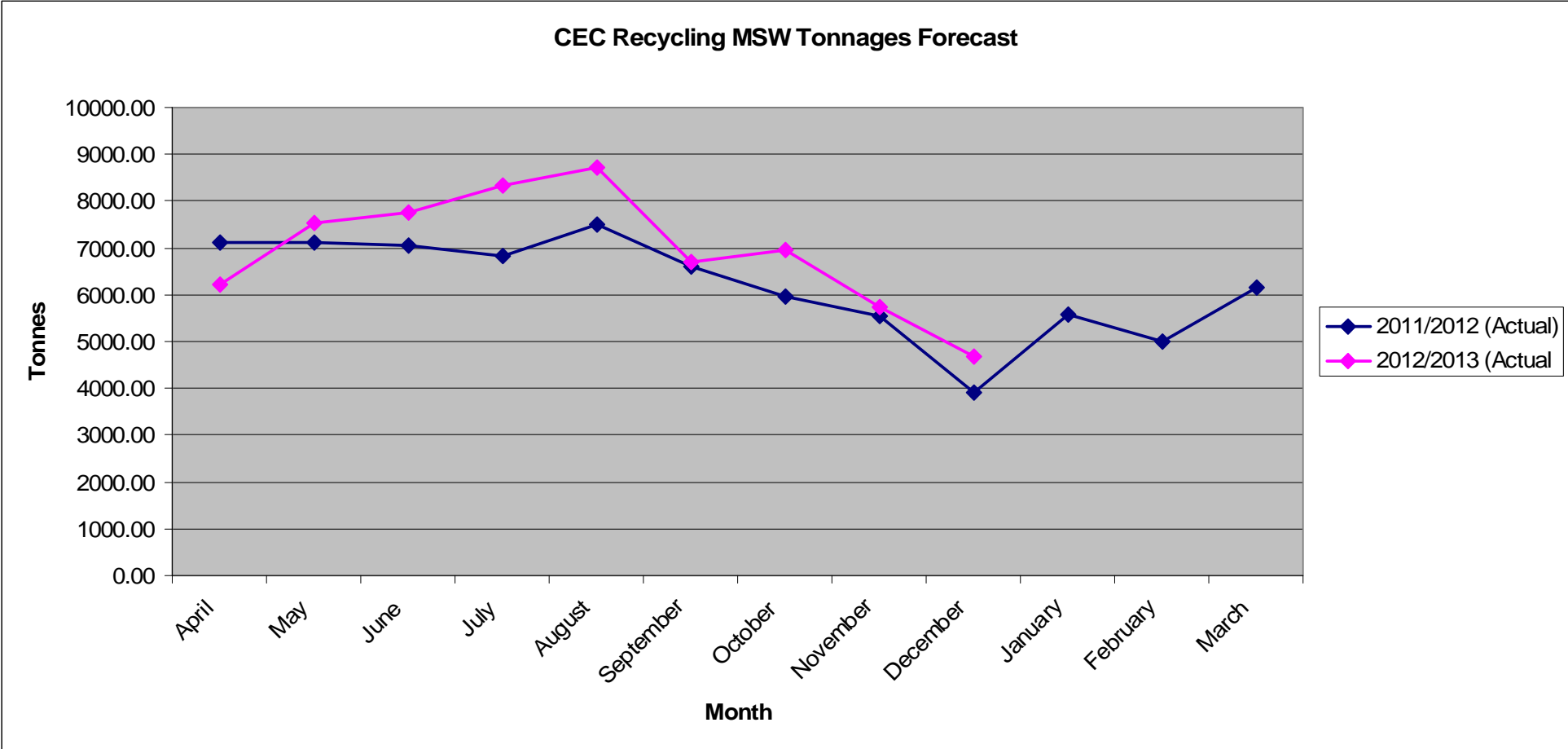
Total CEC Tonnages

Recycling 2012/13	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Total
Kerbside Blue/Red Boxes	1080	1163	1093	1060	1231	1035	1266	1246	1103	0	0	0	10277
Garden Waste	1696	2426	2817	3005	3145	2000	1858	924	357	0	0	0	18228
Food Waste	321	364	318	295	336	345	441	391	382	0	0	0	3193
Recycling Banks	638	667	617	870	629	593	677	611	640	0	0	0	5942
Packaging Banks	219	234	214	235	235	221	269	232	299	0	0	0	2158
Trade	366	459	398	419	461	462	366	471	247	0	0	0	3649
CRC	1431	1704	1664	1907	2176	1591	1568	1397	1256	0	0	0	14694
Special Uplifts	259	281	405	312	268	241	277	259	195	0	0	0	2497
Other	216	240	222	245	232	203	249	217	190	0	0	0	2014
Total Recycling	6226	7538	7748	8348	8713	6691	6971	5748	4669	0	0	0	62652

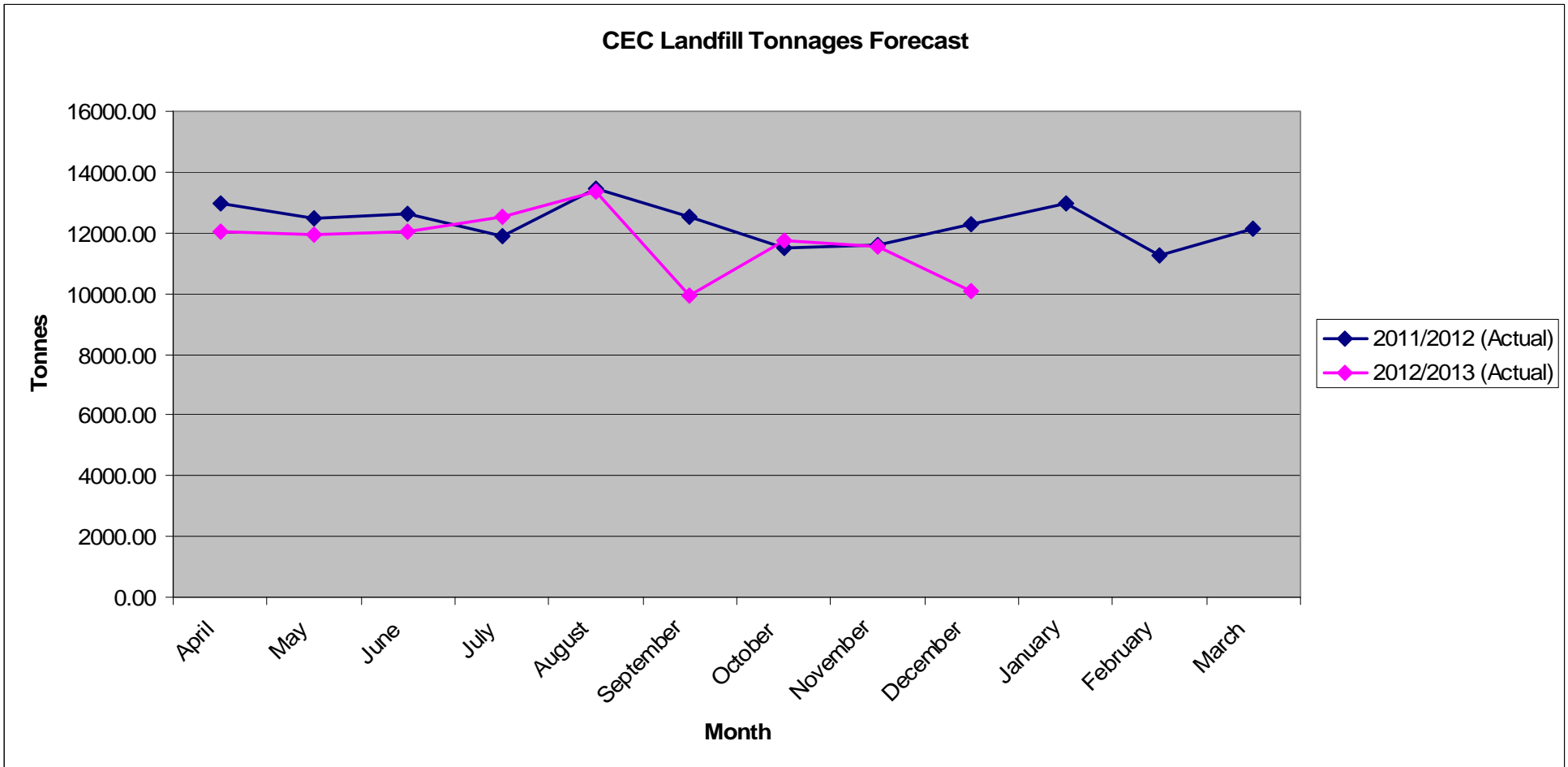
Landfill													
Kerbside & Communal Collections	9731	10037	9779	10244	11109	7861	9822	9554	8447	0	0	0	86584
CRC	913	812	763	926	903	826	780	805	704	0	0	0	7432
Other	1370	1106	1490	1342	1331	1230	1141	1209	915	0	0	0	11134
Total Landfill	12014	11955	12032	12512	13343	9917	11743	11568	10066	0	0	0	105150
Street Sweepings	522	522	571	504	426	540	634	635	390	0	0	0	4744
Total Waste Arisings	18762	20015	20351	21364	22482	17148	19348	17951	15125	0	0	0	172546

Percentage Recycled (Including Street Sweepings)	39.06%
Landfill Percentage	60.94%
Total	100.00%

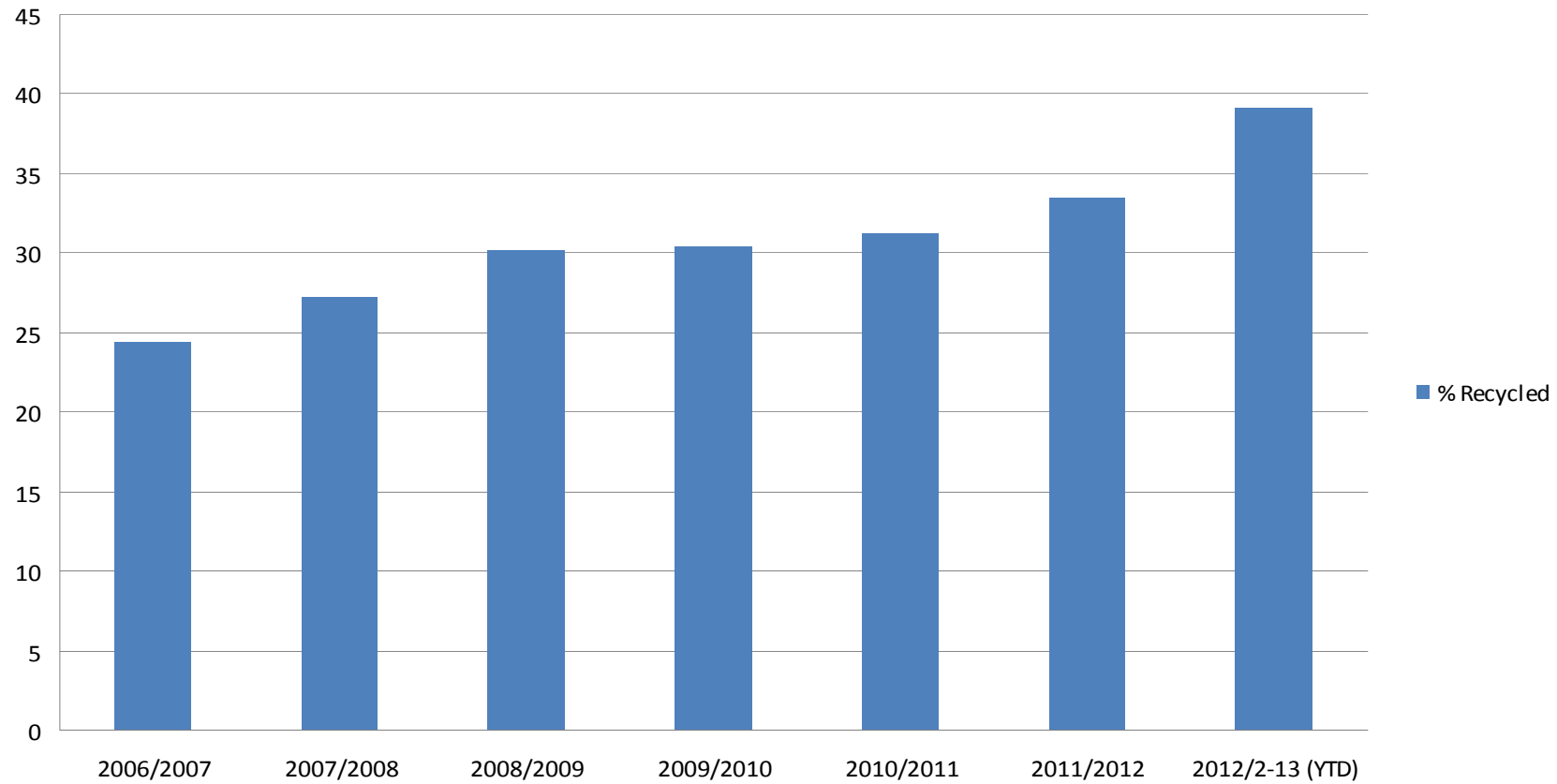
CEC Recycling MSW Tonnages Forecast



CEC Landfill Tonnages Forecast



% Recycled by Year



Question No 5

**By Councillor Rust for answer
by the Convener of the
Finance and Budget
Committee at a meeting of the
Council on 31 January 2013**

Question

Please provide a detailed breakdown of the £191,000 projected overspend on Policy and Public Affairs as referred to in the Revenue Budget Monitoring 2012/13 Month 8 Position report to 30th November 2012?

Answer

- Period 8 figures have been superseded. Period 9 figures show a projected overspend of £134,000;
- £101, 000 is attributed to staffing costs within community planning;
- £33,000 is attributed to staffing costs relating to the Sustainability Team

**Supplementary
Question**

To thank the Convener for his response although I think we have got a different view of what the word detailed means. In particular in relation to staffing costs which are referred to I think giving the direction of the answer to question 7 to my colleague Councillor Whyte's question. I think I would actually like some further detail in relation to this and whether separately I could speak with the relevant officers or the Convener.

**Supplementary
Answer**

I would like to thank Councillor Rust for the supplementary. I would be happy to provide more details to officials at a later point. It is worth saying about the budget for the Policy and Public Affairs department, that has been a relatively new department has been pulled together with a very disparate budget. We have had some officers returning to that unit from elsewhere in the Council and that has had an effect on the budget. I think the important point at the moment is that although there has been an overspend it has been managed down as you can see from the latest figures and it will be managed down further again. I would be happy to provide you with the information if that would be helpful in written form or we could meet to sort that out.

Question No 6

**By Councillor Whyte for
answer by the Convener of
the Finance and Budget
Committee at a meeting of the
Council on 31 January 2013**

Question

How many vacancies existed in each department of the council at the end of each quarter over the last 5 years and what proportion of these were held to resolve budget overspends.

Answer

The Council does not hold information on recommended staffing levels (as opposed to actual staffing levels) within its electronic staffing information systems.

Directors and Heads of Service determine which posts should be filled taking account of the available budget and the requirement to maintain staffing levels in frontline services.

**Supplementary
Question**

I am somewhat surprised by the answer that the Convener of the Finance and Budget Committee has given to question number 6. What I am trying to ascertain Lord Provost is how many posts were vacant and what that contributed to cover for underspends. I can understand that there is not a recommended staffing level but we know what the total establishment is and we know how many people we have in post and I would imagine that is a fairly simple calculation. Given that the proposals for the budget contain a number of areas where it is suggested underspends can be contained within departments is there any way that the Convener could provide any better information around this as to how those underspends have been contained in previous years, is it about staffing levels and can he provide anything for the future?

**Supplementary
Answer**

I thank Councillor Whyte for his supplementary. I think that that further information that you are looking for can indeed be provided but in terms of what is available at the moment I think we have given as full an answer as we can. It would take a little longer to come up with more detailed information that you are looking for and I would be happy to help with that by way of a written response.

Question No 7

**By Councillor Whyte for
answer by the Convener of
the Finance and Budget
Committee at a meeting of the
Council on 31 January 2013**

Question

Please provide employee figures from each year from 2002/3 to 2012/13 showing

- a) the average number of employees of the Council
- b) this number in “whole time equivalents”

Answer

**The City of Edinburgh Council
Staffing figures 2003 - 2012**

DATE	HEADCOUNT	FTE
March 2003	19,019	15,649
March 2004	19,742	16,329
March 2005	20,219	16,682
March 2006	20,458	16,965
March 2007	20,538	17,072
March 2008	20,015	16,693
March 2009	19,129	16,371
March 2010	19,089	16,341
March 2011	18,564	15,885
March 2012	17,866	15,337

These figures are taken from the Council's returns to the COSLA Joint Staffing Watch and reflect the position in March of each year. Average annual employee numbers are not available for the period extending back to 2002/3.

QUESTION NO 8

By Councillor Booth for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 31 January 2013

Question

What is the timetable and process for responding to the public consultation on the Leith Improvement Programme?

Answer

The consultation process that has been carried out for The Leith Programme, involving online surveys, focus groups, on-street surveys drop-in events, individual feedback from emails and comprehensive feedback from stakeholder groups within the community has just been concluded, with the online survey closing on 13 January 2013.

As in the past the Convener has arranged a briefing meeting with all local members (Leith and Leith Walk wards) to update on recent progress.

A report on the consultation findings is being developed and key findings will be included on our web pages in mid March. It is being prepared as an appendix to a report 'The Leith Programme: Consultation and Design' which will be considered by the Council's Transport and Environment Committee on 19 March 2013.

Supplementary Question

I thank the Convener for her answer. Given that a total of 11 organisations came together to put a joint response in to this consultation on the Leith Walk Improvements, including all three Community Councils covered by Leith, and given that all of them said that we need to see a dedicated cycle lane on Leith Walk, will she now start to listen to local people. Will she withdraw her inadequate proposals which were described by one academic as a cyclist's blender and will she come back with some proposals which actually support cycling in Edinburgh?

**Supplementary
Answer**

First of all Councillor Booth they are not my proposals, they are officers proposals along with consultation with elected members from both Leith Walk and Leith so just to make that quite clear they are not my proposals. The proposals to go out with the consultation and maybe when you get a little bit more experience Councillor Booth you will recognise that often when you put proposals out you do not agree with everything that is in them. As a Councillor you might agree with some you might not agree with others and unlike you Councillor Booth I am not willing to make a judgement about what we will do at the end until I have seen all of the comments that have come in from all of the people in Leith and including outwith Leith and interest groups. That is what I shall do. I shall listen and I hope that you will too.

QUESTION NO 9

By Councillor Booth for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 31 January 2013

Question

Further to the answer given on 23 August 2012 by the Convener of the Transport, Infrastructure and Environment Committee, what further enforcement action has been taken since 23 August by the City of Edinburgh Council working with Lothian and Borders Police and other partners, to enforce Advance Stop Lines (ASLs).

Answer

The Council, Lothian and Borders Police and other partners, under the "Streets Ahead - Drive Safe, Cycle Safe"

banner have run a number of campaigns in 2012 to educate cyclists and motorists including:-

- appropriate behaviours required by law at traffic lights and Advanced Stop Lines in May 2012;
- danger to cyclists of passing on left of Heavy Goods Vehicles and buses and to motorists of turning left across cyclists' path in June 2012; and
- 'Be Bright, Be Seen' focusing on the offence to not have cycle lights and for motorists turning right at junctions across cyclists in October 2012.

Each campaign undertook a series of roadshow across the city, provided information through bus back and radio advertising and carried out enforcement.

Enforcement action can only be carried out by the Police and the Council has no power to compel the police to carry out any enforcement activities. Lothian and Borders Police have stated that through recent activities in Road Policing, namely Operation Orbital, these offences continue to be targeted, however no data has been provided on the level of activity and number of fines.

QUESTION NO 10

By Councillor Booth for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 31 January 2013

Question

Further to the answer given on 23 August 2012 by the Convener of the Transport, Infrastructure and Environment Committee, how many drivers have received fines or other penalties for encroaching on ASLs since 23 August 2012?

Answer

The following response was provided by Lothian & Borders Road Policing - Unfortunately, the 'Advanced Stop Line' offence is that of going through a red light, so there is no way of finding out how many motorists have been charged specifically for encroaching on ASLs, as all will be included within the wider offence of going through a red light.

QUESTION NO 11

By Councillor Burgess for answer by the Convener of the Health, Wellbeing and Housing Committee at a meeting of the Council on 31 January 2013

Question (1) What Council-funded support services are currently available for homeless, a) families and b) single people in temporary accommodation.

Answer (1) **In house Council services**

All people 'including families and single people' who access Council provided temporary accommodation receive the offer of a housing support assessment and a support plan is provided.

The Neighbourhood Support Service (NSS) is a registered housing support service, provided by Services for Communities, for people over 16 years of age who are at risk of losing or have lost their home. Support is provided after an assessment of need and is tailored to individual circumstances.

Hostels and Temporary Accommodation –

The Council directly provide 356 dispersed flats, 2 hostels and 8 supported units (with management and support commissioned from voluntary sector for 6 units). All registered with the Care Inspectorate and all provide housing support either from staff based within the accommodation, or for dispersed flat through visiting support (a more limited service than that provided by NSS).

Additional support is also provided by NSS to those who require it within CEC temporary accommodation and Bed and Breakfast accommodation provided by the Council and this can continue to support the transition and resettlement into settled accommodation.

Commissioned Services

The Council also commissions seven accommodation services from voluntary sector organisations which admit people on an emergency direct access basis and provide on-site support.

Visiting support can also be provided to people in any form of temporary accommodation.

Question (2) Does the Council envisage any changes to these services.

Answer (2) Services will remain the same during 2013/14, however, the Homelessness Prevention Commissioning Plan was agreed by the Policy and Strategy Committee on 6 September 2011 and the priorities from this are currently being implemented. Consultation on commissioning advice and support services will be taking place and changes will come into effect from 2014.

From Summer 2013, under the Housing (Scotland) Act 2010, there is a duty to provide a housing support assessment where there is reason to believe that the applicant may be in need of prescribed housing support services.

Welfare Reform is likely to impact on the delivery of services as it is anticipated that as the reform measures come into force, more people may require support.

The City of Edinburgh Council

Edinburgh, Thursday, 7 February 2013

Present:-

LORD PROVOST

The Right Honourable Donald Wilson

COUNCILLORS

Elaine Aitken
Robert C Aldridge
Norma Austin Hart
Nigel Bagshaw
Jeremy R Balfour
Gavin Barrie
Angela Blacklock
Chas Booth
Mike Bridgman
Deidre Brock
Tom Buchanan
Steve Burgess
Andrew Burns
Ronald Cairns
Steve Cardownie
Maggie Chapman
Maureen M Child
Bill Cook
Nick Cook
Gavin Corbett
Cammy Day
Denis C Dixon
Karen Doran
Paul G Edie
Catherine Fullerton
Nick Gardner
Paul Godzik
Bill Henderson

Ricky Henderson
Dominic R C Heslop
Lesley Hinds
Sandy Howat
Allan G Jackson
Karen Keil
David Key
Richard Lewis
Alex Lunn
Melanie Main
Mark McInnes
Adam McVey
Eric Milligan
Joanna Mowat
Gordon J Munro
Jim Orr
Lindsay Paterson
Ian Perry
Alasdair Rankin
Vicki Redpath
Cameron Rose
Frank Ross
Jason G Rust
Alastair Shields
Stefan Tymkewycz
David Walker
Iain Whyte
Norman Work

1. Revenue Budget 2013-14 and Capital Investment Programme 2013/14-2017/18

The Council was invited to consider:

- a) the Draft Revenue Budget Framework 2013 – 18.
- b) an update report on the Revenue Budget 2013 – 14.
- c) the risks inherent in the revenue budget framework.
- d) the potential equality and rights impacts of the budget options.
- e) the Housing Revenue Account (HRA) Budget for 2013/14 and a proposed rent increase of 5.9%.
- f) the roll forward of the Capital Investment Programme to 2017/18.
- g) an update report on the Capital Investment Programme

Motion

As detailed in Appendix 1 to this minute.

- moved by Councillor Rankin, seconded by Councillor Bill Cook (on behalf of the Capital Coalition).

Amendment 1

As detailed in Appendix 2 to this minute.

- moved by Councillor Whyte, seconded by Councillor Balfour (on behalf of the Conservative Group).

Amendment 2

As detailed in Appendix 3 to this minute.

- moved by Councillor Corbett, seconded by Councillor Burgess (on behalf of the Green Group).

Amendment 3

As detailed in Appendix 4 to this minute.

- moved by Councillor Aldridge, seconded by Councillor Shields (on behalf of the Liberal Democrat Group).

Motion and Amendments 1 and 2 - Composite

In accordance with Standing Order 20(7), with the approval of the movers and seconders, the following changes to the Capital Coalition motion from the Amendments were accepted:

- 1) the Green Group proposals for £100,000 for income maximisation services for people on benefits and £50,000 for the adaptations service.
- 2) the Conservative Group proposal of £200,000 funding for Keeping Older People Healthier.
- 3) A total of £350,000 to be funded from cross-Council vacancy management and sickness management absence.

Voting

The voting was as follows:

For the Motion as adjusted	-	37 votes
For Amendment 1	-	11 votes
For Amendment 2	-	6 votes
For Amendment 3	-	3 votes

Decision

To approve the motion, as adjusted, by Councillor Rankin

(References:

Revenue Budget 2013-14 – reports (4) by the Director of Corporate Governance;

Housing Revenue Account Budget 2013/14 – report by the Director of Services for Communities

Capital Investment Programme 2013/14 – 2017/18 – reports (2) by the Director of Corporate Governance, all submitted.)

Appendix 1

(As referred to in Act of Council No 1 of 7 February 2013)

REVENUE BUDGET 2013- 2014

CAPITAL INVESTMENT PROGRAMME 2013-2018

HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME 2013-2014

CAPITAL COALITION MOTION

1. Introduction

- 1.1 In May 2012, the Capital Coalition agreed a new Contract with the Capital, a fresh start for Edinburgh, seeking to create a Council that listens to, and works with, local people in a co-operative, fair, accountable and responsible manner. As part of this contract, the Coalition agreed six key commitments as detailed in section 2 of this motion. These budget proposals, and the manner in which they have been developed, reinforce the Coalition's intent to deliver on its commitments.
- 1.2 As part of the budget setting process the Capital Coalition has, for the first time, given residents and stakeholders the opportunity to comment on the Council's draft budget, months ahead of it being agreed. A first draft budget was published in November 2012 and has been consulted upon with a wide range of individuals and groups including the business community, parents, community organisations, trade unions and the voluntary sector.
- 1.3 A full report on the consultation process was considered at a meeting of the Finance and Budget Policy Development and Review Sub-Committee on 23 January 2013. As a direct result of the consultation, changes have been made to the proposals in a number of areas including:
 - employability - helping to support young people into work
 - grants to the voluntary sector – providing the services you want
 - revised parking charges – supporting the business community
 - looking at how we improve our public realm
- 1.4 This budget has been developed within the challenging context of:
 - savings of £95 million over the next five years of which £3.8 million falls due during financial year 2013/14

- pressures over the next five years relating to Welfare Reform and an increasing elderly population
 - a reduction in the money local government gets from the Government
 - a background of economic austerity and growing demand for services
 - a commitment to freeze Council Tax
- 1.5 The Capital Coalition has responded to this challenge by adopting a priority based budget planning approach designed to assure delivery of the Coalition's commitments through focussing on outcomes, detecting problems earlier and helping people more quickly.
- 1.6 The Coalition also acknowledges a welcome additional £3.5 million of capital funding received from the Scottish Government for the coming financial year.

2. Coalition Commitments

Council accordingly agrees:

Ensuring every child has the best start in life

- 2.1 investment of £558k in 2013/14 for the recruitment and retention of more Council foster carers to reduce use of residential care with a planned further investment over the following four years of £8.267m
- 2.2 investment of £725k in 2013/14 to support children with additional support needs, with a planned further investment over the following four years of £7.057m
- 2.3 completion of the Wave 3 school replacement programme with a funding commitment over the next five years of £7 million towards the replacement of St John's RC Primary School, £6.382 million for a replacement St Crispin's Special School;
- 2.4 allocation of £618,000 in capital for 2017/18 to fund early stage design works for a new secondary school in Craigmillar
- 2.5 an additional allocation of £10.5 million for new capital projects in the Children and Families estate

Reducing poverty, inequality and deprivation

- 2.6 to encourage the roll-out of the Living Wage to all service providers working with/on behalf of the Council following its introduction for Council staff earlier this year
- 2.7 investment of £1.2 million of grant funding to third sector organisations, reversing the saving previously approved for the 2013/14 budget

- 2.8 a review of the grants to third parties process during 2013/14, conducted in partnership with third sector stakeholders, to ensure financial stability for organisations and value for money for the Council

Providing for Edinburgh's economic growth and prosperity

- 2.9 continued support for youth employment by maintaining funding of £1 million for the Edinburgh Guarantee for a further year
- 2.10 the reinstatement of £800,000 in grant funding to employability services in the city for a further year
- 2.11 continuing investment in festivals and events to maintain Edinburgh's leading position
- 2.12 development of a strategy, to be finalised before Christmas 2013, to help maximise the economic potential of the city centre following the conclusion of tram line construction in 2014
- 2.13 development of a Strategic Investment Fund of £7.5 million and instructs the Chief Executive to report to Council on 22 August 2013 on how this will be established

Strengthening and supporting our communities and keeping them safe

- 2.14 devolution of £120,000 to neighbourhood areas for targeted clean-ups
- 2.15 employment of an additional 12 Environmental Wardens to help keep our streets clean and neighbourhoods safer

Ensuring Edinburgh and its residents are well cared for

- 2.16 capital investment of £4 million for construction of a 60-bed care home in the north of the city
- 2.17 additional investment of £2 million to provide care for an increasing number of older people to support them in their own homes
- 2.18 additional investment of £2.9 million to meet the needs of people with physical and learning disabilities
- 2.19 investment of £500,000 to support carers
- 2.20 agrees an increase of 5.9% in Council housing rent in accordance with the rent strategy agreed with tenants in the Housing Revenue Account Business Plan

Maintaining and enhancing the quality of life in Edinburgh

- 2.21 investment of an additional £12 million in the city's roads and pavements with a commitment to begin to remedy the particular issues in rural west Edinburgh

- 2.22 employment of additional inspectors to ensure utility companies repair roads to an appropriate standard
- 2.23 additional income of £325,000 from increased parking capacity
- 2.24 commitment of 6% of the transport revenue and capital budgets for creation and maintenance of cycle infrastructure
- 2.25 allocation of an additional £2 million in capital for pitches, pavilions, parks and new sports infrastructure
- 2.26 to strengthen the Council's drive toward greater reductions in carbon emissions, sustainable working and energy efficiency, including making full use of the £1m available through the Central Energy Efficiency Fund (CEEF) to invest in measures delivering both carbon and financial savings
- 2.27 to commit up to £60,000 to begin an options assessment and stakeholder analysis on the future of Meadowbank Sports Centre
- 2.28 to commit £20,000 to pilot alternative opening hours for city centre museums and galleries during peak periods
- 2.29 to commit £125,000 to support a community bid to run Leith Waterworld of which £100,000 is specifically earmarked for a feasibility study.

3. Proposed Savings

3.1 Key corporate savings include:

- strengthening the Council's procurement practices to save £9 million in 2013/14
- reviewing IT provision resulting in savings of £7.5 million by 2017/18
- implementing internal improvement plans for Corporate and Transactional Services, Environmental Services and Integrated Facilities Management generating savings of £10 million in 2013/14.

4. Future Budget Development

4.1 Council further agrees:

- to continue development of the priority based planning framework to ensure that expenditure achieves key outcomes of the Council efficiently and effectively
- to strengthen internal financial scrutiny, accountability and governance

- to continue the move toward increased involvement of individuals and organisations in the budget process including reaching out to people who would not normally engage with the Council in developing its budget
- that continuous consultation will be an integral part of budget development from February 2013
- to aim for publication of the draft 2014/15 Council Budget by the end of September 2013, thus ensuring all public consultation can be concluded by the end of 2013
- establishment of a new Property Conservation service by April 2013, in light of public comments, which is fit for Scotland's historic capital city
- delivery of the tram project within the approved revised budget, ensuring the start of operational services by summer 2014
- to examine options for using co-operative and trust models in the delivery of services.

5. Risks and Challenges

5.1 Council notes that the Council faces significant risks and challenges as set out in the accompanying Revenue Budget 2013-14 - Risks and Reserves Report, particularly in the areas of:

- welfare reform
- major capital projects
- property conservation
- changes in population.

5.2 Council will also continue to assess the risks, challenges and opportunities arising from the integration of Health and Social Care.

6. Recommendations

Council notes:

- the reports by the Director of Corporate Governance setting out the revenue budget framework
- the report by the Director of Corporate Governance setting out the potential equality and rights risks associated with the revenue budget framework
- the reports by the Director of Corporate Governance setting out the overall position on capital resources for the period 2013 to 2018

- the consultation undertaken in setting the 2013/14 budget and the intention to further engage in subsequent years, especially in light of the review of funding the third sector, meeting sustainability targets and meeting future challenges.

Council approves:

- the revenue budget set out in the reports, subject to the adjustments (or amendments) set out in Annex 1 to this motion
- the 2013 to 2018 capital budget as set out in the report by the Director of Corporate Governance, subject to the adjustments (or amendments) set out in Annex 3 to this motion
- A band D Council Tax of £1,169
- the Council Tax and Rating resolution as set out in Annex 2 to this motion;
- the schedule of charges for Council services as set out in Annex 4 to this motion
- the prudential indicators as set out in Annex 5
- the recommendations contained in the report by the Director of Services for Communities to increase rents by 5.9% and to approve the outline 5 year HRA capital programme for 2013 to 2018.

**REVENUE BUDGET 2013/14
ANNEX TO CAPITAL COALITION MOTION**

	2013/14	
	£000	£000
Expenditure to be Funded		
- Resource Allocation Totals	938,464	
- Add: Expenditure funded through Specific Grants	<u>545</u>	939,009
	-	
- General Revenue Funding and Non Domestic Rates	707,769	
- Ring Fenced Funding	<u>-545</u>	-708,314
		<u>230,695</u>
To be Funded by Council Tax		<u>230,695</u>
Council Tax at Band D		£ 1,169.00
Increase on Previous Year		£ -
- Percentage Increase		0.0%
<hr/>		
Funding Requirement		230,695
Council Tax Income		230,695
Funding Excess at Council Tax increase above as reported to Finance and Budget Committee 15 November 2012		0
Review of Assumptions in Long-Term Financial Plan / additional funding sources, as per report to Finance and Budget Committee January 2013		
Auto Enrolment	-905	
One-off funding released from provisions	<u>-1,300</u>	-2,205
Additional budget pressures		
Statutory repairs	1,300	
Welfare reform - advice	<u>250</u>	1,550
Balance of Available Resources as reported to Finance and Budget Committee January 2013		-655
Service Investment (see Appendix 1)		
Grants to Third Parties	1,205	
Employability	800	
Edinburgh Guarantee	630	
Leith Waterworld - community bid	125	
Meadowbank - options assessment / stakeholder analysis	60	
Museums - pilot alternative opening hours	<u>20</u>	2,840
Less: Amendments to Draft Revenue Budget Framework (see Appendix 1)	-967	
Less: Additional Savings (see Appendix 1)	<u>-1,218</u>	-2,185
Balance of Available Resources		<u><u>0</u></u>

REVENUE BUDGET 2013/14
APPENDIX 1 TO CAPITAL COALITION MOTION

SERVICE INVESTMENT	£000	£000
Grant funding to third sector		1,205
Employability funding		800
Edinburgh Guarantee	1,000	
Less: Direct employee costs being met by services	<u>-370</u>	630
Leith Waterworld - community bid		125
Meadowbank - carry out an options assessment and a stakeholder analysis for the future of Meadowbank		60
Museums - pilot alternative opening hours for City Centre museums and galleries during peak periods of the year		<u>20</u>
TOTAL SERVICE INVESTMENT		<u><u>2,840</u></u>
 PROPOSED AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK 2013/14		
WITHDRAWN PROPOSALS	£000	£000
<u>Corporate Governance</u>		
- CG2 - Cultural pass		-80
<u>Services for Communities</u>		
- SfC13 - Cemeteries income		13
AMENDED PROPOSALS		
Reduction to the following options		
<u>Corporate Governance</u>		
- CG4 - Investment in internal audit and risk management	-50	
- CG8 - Corporate programme office / change management unit	-25	
- CG17 - Governance - information compliance	<u>-25</u>	-100
Loan charges to support additional capital investment		-800
TOTAL AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK		<u><u>-967</u></u>
ADDITIONAL SAVINGS		£000
Children and Families		
- Management redesign / business support		-350
Economic Development		
- Economic resilience		-30
Health and Social Care		
- Reduced use of agency staffing and improved sickness absence rates		-350
Services for Communities		
- Reduced use of consultants / vacancy control		-363
Insurance costs		<u>-125</u>
TOTAL ADDITIONAL SAVINGS		<u><u>-1,218</u></u>

**REVENUE BUDGET 2013/14
APPENDIX 2 TO CAPITAL COALITION MOTION**

	Resource Allocations £000	Review of Assumptions £000	Revised Resource Totals as at 23.01.13 £000	Service Investment £000	Draft Revenue Framework Changes £000	Additional Savings £000	Final Resource Allocations £000
Children and Families	391,754	-	391,754	-	-	(350)	391,404
Corporate Governance	69,015	-	69,015	402	(180)	-	69,237
Economic Development	11,029	-	11,029	1,430	-	(30)	12,429
Health and Social Care	198,170	250	198,420	-	-	(350)	198,070
Services for Communities	123,101	1,300	124,401	-	13	(363)	124,051
Valuation Joint Boards	3,746	-	3,746	-	-	-	3,746
<i><u>Budgets to be disaggregated to services</u></i>							
Council-wide savings	-454	-	(454)	-	-	-	-454
Energy costs	3,760	-	3,760	-	-	-	3,760
Grants	-1,008	-	(1,008)	1,008	-	-	0
Living wage	2,060	-	2,060	-	-	-	2,060
Procurement savings	-9,000	-	(9,000)	-	-	-	-9,000
Non-Domestic rates	765	-	765	-	-	-	765
General Fund Services	792,938	1,550	794,488	2,840	-167	-1,093	796,068
Non-Department Specific							
Carbon tax	700	-	700	-	-	-	700
Contract and other contingencies	1,100	-	1,100	-	-	-	1,100
Corporate budget for prior year and other adjs.	1,869	(1,300)	569	-	-	-	569
Dividend and investment income	-2,000	-	(2,000)	-	-	-	-2,000
Insurance	250	-	250	-	-	(125)	125
Loan charges	123,578	-	123,578	-	(800)	-	122,778
Modernising pay	2,040	-	2,040	-	-	-	2,040
Net cost of benefits	4,471	-	4,471	-	-	-	4,471

Non-Domestic rates - discretionary relief	350	-	350	-	-	-	350
Pension lump sum	10,113	-	10,113	-	-	-	10,113
Auto enrolment	1,175	(905)	270	-	-	-	270
	143,646	-2,205	141,441	0	-800	-125	140,516
Contributions to / (from) Reserves							
Net contribution to earmarked reserves	1,880	-	1,880	-	-	-	1,880
Total Contribution to Reserves	1,880	-	1,880.00	-	-	-	1,880
Total Expenditure	938,464	-655	937,809	2,840	-967	-1,218	938,464
Spending through ring-fenced grants	545	-	545	-	-	-	545
Total Gross Expenditure	939,009	(655)	938,354	2,840	-967	-1,218	939,009
General Revenue Grant / Non-Domestic rates	707,769	-	707,769	-	-	-	707,769
Ring-fenced grants	545	-	545	-	-	-	545
Total AEF	708,314	-	708,314	-	-	-	708,314
Council Tax	230,695	-	230,695	-	-	-	230,695
Total Funding	939,009	-	939,009	-	-	-	939,009
Funding Gap / (Available Resources)	-	(655)	(655)	2,840	(967)	(1,218)	-

**THE CITY OF EDINBURGH COUNCIL
COUNCIL TAX / RATING RESOLUTION
CAPITAL COALITION PROPOSAL**

To recommend that in respect of the year to 31st March, 2014:

1. GENERAL FUND

- 1.1** Revenue Estimates - the Revenue Estimates as presented and adjusted be approved;
- 1.2** Council Tax - estimated expenditure from Council Tax of £230.695m be met and in terms of Sections 70(1) and 74(1) of the Local Government Finance Act 1992 (the 1992 Act) Council Tax be levied in respect of properties in the bands defined in Section 74(2) of the 1992 Act as follows:

Band	Council Tax	Band	Council Tax
	£		£
A	779.33	E	1,428.78
B	909.22	F	1,688.56
C	1,039.11	G	1,948.33
D	1,169.00	H	2,338.00

2. RATING APPEALS TIMETABLE

In terms of Part XI of the Local Government (Scotland) Act 1947 the following dates be approved:

Main Assessment Roll

Lodging of Appeals with the Director of Corporate Governance by	12 July 2013
Hearing of Appeals by the Rating Authority	20 September 2013

Amendments to Main Assessment Roll made subsequent to its issue

Lodging of Appeals with the Director of Corporate Governance	Within six weeks of issue of Rate Demand or in terms of Section 11 of the Rating and Valuation (Amendment) (Scotland) Act 1984
Hearing of Appeals by the Rating Authority	Periodically

3. CAPITAL EXPENDITURE

Expenditure on Capital projects in progress be met.

4. BORROWING

The Council borrows the necessary sums to meet the above capital expenditure.

**THE CITY OF EDINBURGH COUNCIL
CAPITAL BUDGET 2013-2018
ADDITIONS TO REVISED PROGRAMME
ANNEX TO CAPITAL COALITION MOTION**

	Total £000
Available Additional Resources for Distribution	
Additional capital resources	25,000
Additional funding from Scottish Government	3,500
	28,500

	2013-14 £000	2014-15 £000	2015-16 £000	2016-17 £000	Total £000
Additional Investment					
Carriageways and footways	12,000	-	-	-	12,000
Children and Families' estate	4,500	6,000	-	-	10,500
Pitches, pavilions and new sports facilities	2,000	-	-	-	2,000
Provision of a new care home (net of other funding)	-	672	3,208	120	4,000
Reallocation of Services for Communities Contingency Budget	(1,200)	-	-	-	(1,200)
- CCTV (subject to business case)	1,000	-	-	-	1,000
- Public Conveniences	200	-	-	-	200
	18,500	6,672	3,208	120	28,500

**THE CITY OF EDINBURGH COUNCIL
PROPOSED CHANGES TO CHARGES
ANNEX TO CAPITAL COALITION MOTION**

		<i>Current Price</i>	<i>Proposed Price</i>	<i>Effective From</i>
CHILDREN AND FAMILIES				
Nursery Schools				
Wraparound and Additional Hours - Hourly Rate		£3.92	£4.00	12-Aug-13
Cowgate Under 5s Centre - Cost per session, excluding lunch				
- 3-5 year olds		£21.12	£21.65	12-Aug-13
- 2-3 year olds		£21.12	£21.65	12-Aug-13
- under 2 year olds		£21.27	£21.80	12-Aug-13
School Meals				
Primary Schools	per meal	£1.75	£1.80	Aug 13
Secondary Schools	per meal	£2.25	£2.30	Aug 13
Special Schools (Primary)	per meal	£1.75	£1.80	Aug 13
Special Schools (Secondary)	per meal	£2.25	£2.30	Aug 13
Nursery Schools	per meal	£1.75	£1.80	Aug 13
Outdoor Centres				
Benmore Outdoor Centre				
<u>Monday to Friday</u>				
1 April - 30 September	per person	£278.00	£285.00	1-Apr-13
1 October - 30 November	per person	£255.00	£262.00	1-Apr-13
1 December 2011 - 10 February	per person	£232.00	£238.00	1-Apr-13
11 February - 31 March	per person	£260.00	£266.00	1-Apr-13
<u>Friday - Sunday</u>				
1 April - 30 September	per person	£158.00	£163.00	1-Apr-13
1 October - 30 November	per person	£138.00	£140.00	1-Apr-13
1 December 2011 - 10 February	per person	£129.00	£132.00	1-Apr-13
11 February - 31 March	per person	£141.00	£144.00	1-Apr-13
Charges detailed for Benmore Outdoor Centre exclude VAT. VAT will be charged as appropriate.				
Lagganlia Outdoor Centre				
<u>Fully Serviced Prices</u>				
<u>Monday - Friday</u>				
30 January - 01 April	per person	£250.00	£260.00	1-Apr-13
02 April - 14 October	per person	£270.00	£280.00	1-Apr-13
15 October - 25th November	per person	£250.00	£260.00	1-Apr-13
26th November - 29th January	per person	£200.00	£210.00	1-Apr-13
<u>Friday - Sunday</u>				
30 January - 01 April	per person	£150.00	£160.00	1-Apr-13
02 April - 14 October	per person	£150.00	£160.00	1-Apr-13
15 October - 25th November	per person	£150.00	£160.00	1-Apr-13
26th November - 29th January	per person	£150.00	£160.00	1-Apr-13

(Discounts will apply for City of Edinburgh Council groups and for first time guests)

The fully serviced charges for Lagganlia Outdoor Centre exclude VAT. VAT will be charged as appropriate.

Residential Care

Weekly standard unit cost (to other authorities):

Young People's Centres	per week	£1,934.71	£2,033.00	1-Apr-13
Close Support Units	per week	£3,111.97	£3,128.00	1-Apr-13
Edinburgh Families Project	per week	£3,055.62	£3,059.00	1-Apr-13
Wellington School - residential and day provision	per week	£2,827.47	£3,820.00	1-Apr-13
Wellington School - day provision	per week	£857.03	£872.00	1-Apr-13
Edinburgh Secure Services (Secure Units)	per week	£5,133.15	£5,169.00	1-Apr-13
Edinburgh Secure Services (Close Support Units)	per week	£0.00	£4,459.00	1-Apr-13
Seaview Special Needs Unit	per week	£2,512.70	£2,527.00	1-Apr-13
Hillview	per week	£3,736.96	£4,152.00	1-Apr-13

The above charges exclude VAT. VAT will be charged as appropriate.

Special Schools

Annual Charge for a place at school - 1st April to 31st March -

Braidburn	per year	23547	23763	41365
Gorgie Mills	per year	20858	21049	41365
Kaimes	per year	17585	17746	41365
Oaklands	per year	27978	28234	41365
Pilrig Park	per year	12996	13115	41365
Prospect Bank	per year	17055	17211	41365
Redhall	per year	16828	16982	41365
Rowanfield	per year	23766	23984	41365
St Crispin's	per year	28767	29030	41365
Woodlands	per year	14137	14266	41365

Hospital and Outreach Teaching

1-1 hospital teaching	per hour	60.57	61.18	41365
Small class outreach teaching	per hour	20.19	20.39	41365

Fostering

Weekly charges to other local authorities for the purchase of fostering placements

Mainstream placements

Age				
0-4	per week	253.8	340.39	41365
5-10	per week	275.46	363.59	41365
11	per week	305.09	395.32	41365
12-13	per week	361.85	455.52	41365
14-15	per week	366.08	460.05	41365
16+	per week	397.07	493.24	41365

Specialist placements

Age				
0-4	per week	485.39	684.18	41365
5-10	per week	507.05	707.38	41365
11-13	per week	536.68	739.11	41365
14-15	per week	540.91	743.64	41365
16+	per week	571.9	776.83	41365

Inter-Country Adoption

Charge to prospective adopters to undertake necessary services		0	4700	41365
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USHER HALL

As per the Scheme of Delegation to Officers, charges may vary at the discretion of the Head of Service where there are sound financial, operational or other justifiable reasons for doing so.

Rooms	Capacity	Notes	Approved	PROPOSED	
			Feb-12	for Apr 2013 - Mar 2014	1 Apr 2013 - 31 Mar 2014
Auditorium concert (seated)	2,144	Full day 8am to midnight †	£5,950.00	£5,950.00	£5,950.00
Auditorium concert (stalls promenade)	2,900	Full day 8am to midnight †	£6,950.00	£5,950.00	£5,950.00
Auditorium (recording or rehearsal)	n/a	Per three hour session	£650.00	£650.00	£650.00
Conference Day	2,144	Full day 8am to midnight	£7,000.00	£7,000.00	£7,000.00
Hospitality Suite 1	53	Per session (am/pm/eve)	£165.00	£165.00	£165.00
Hospitality Suite 2	63	Per session (am/pm/eve)	£165.00	£165.00	£165.00
Hospitality Suites Combined	116	Per session (am/pm/eve)	£295.00	£295.00	£295.00
Hospitality Suite 3	20	Per session (am/pm/eve)	£100.00	£100.00	£100.00
Education Suite (seated)	40	Per session (am/pm/eve)	£165.00	£165.00	£165.00
Upper Circle Atrium	300	Per session (am/pm/eve)	£950.00	£950.00	£950.00
Café / bar	150	Per session (am/pm/eve)	£850.00	£850.00	£850.00
Resources	No.				
Steinway Piano	1.		£155.00	£155.00	£155.00
Norman and Beard Organ	1.		£335.00	£335.00	£335.00
City Organist	1.		£185.00	£185.00	£185.00
Spotlight	1.		£60.00	£60.00	£60.00
Merchandise space	1.	(Or 20% of merchandise income, whichever is greatest.)	£185.00	£185.00	£185.00
Box Office service	1.	8% of gross sales or booking fee			

Notes

† Includes Front of House staff and technical support for one performance within defined times

A discretionary 30% reduction in room rates will be offered to key partners (RSNO, SCO), charitable and amateur organisations.

VAT will be added to all charges

ASSEMBLY ROOMS

As per the Scheme of Delegation to Officers, charges may vary at the discretion of the Head of Service where there are sound financial, operational or other justifiable reasons for doing so.

Venue Pricing Structure for Hires during Period 1 September 2012 - 31 March 2014

		Approved Feb-12 1 Apr 2013 - 31 Mar 2014	Proposed 1 Apr 2013 - 31 Mar 2014	1 Apr 2014 - 31 Mar 2015
Ballroom				
Capacity - max 400 (theatre style)				
Half Day Hire	Either 7 a.m. - 12 noon or 12 noon - 5 p.m.	£820.00	£820.00	£845.00
Full Day Hire	8 a.m. - 5 p.m.	£1,475.00	£1,640.00	£1,690.00
Full Evening Hire	5 p.m. - 1 a.m.	£1,635.00	£1,840.00	£1,895.00
Music Hall				
Capacity - max 778 (theatre style, including balcony)				
Half Day Hire	Either 7 a.m. - 12 noon or 12 noon - 5 p.m.	£910.00	£910.00	£937.00
Full Day Hire	8 a.m. - 5 p.m.	£1,635.00	£1,820.00	£1,875.00
Full Evening Hire	5 p.m. - 1 a.m.	£1,800.00	£2,025.00	£2,086.00
West Drawing Room				
Capacity - max 90 (theatre style)				
Half Day Hire	Either 7 a.m. - 12 noon or 12 noon - 5 p.m.	£365.00	£365.00	£376.00
Full Day Hire	8 a.m. - 5 p.m.	£655.00	£730.00	£752.00
Full Evening Hire	5 p.m. - 1 a.m.	£820.00	£925.00	£953.00
East Drawing Room				
Capacity - max 90 (theatre style)				
Half Day Hire	Either 7 a.m. - 12 noon or 12 noon - 5 p.m.	£365.00	£365.00	£376.00
Full Day Hire	8 a.m. - 5 p.m.	£655.00	£730.00	£752.00
Full Evening Hire	5 p.m. - 1 a.m.	£820.00	£925.00	£953.00
First Floor (all above rooms)				
Half Day Hire	Either 7 a.m. - 12 noon or 12 noon - 5 p.m.	£2,455.00	£2,460.00	£2,534.00
Full Day Hire	8 a.m. - 5 p.m.	£4,420.00	£4,920.00	£5,069.00
Full Evening Hire	5 p.m. - 1 a.m.	£5,075.00	£5,715.00	£5,887.00
Oval Room				
Capacity - max 20 (boardroom style)				
Half Day Hire	Either 7 a.m. - 12 noon or 12 noon - 5 p.m.	£170.00	£170.00	£175.00
Full Day Hire	8 a.m. - 5 p.m.	£300.00	£335.00	£345.00
Full Evening Hire	5 p.m. - 1 a.m.	£380.00	£430.00	£443.00
Set up rate for bookings of 8 hours or more				
The half day rate per room will be applied for clients who require access to set up the night before their booking				
Additional hours	Between 2am and 7am - per hour	£0.00	£250.00	£270.00
Discounts				
20% reduction for bookings by UK registered charities				
20% reduction for bookings of 3 or more consecutive days with a minimum of 8 hours per day				
Only one discount may be applied to a booking				
<i>All hire charges are free of VAT</i>				
Additional charges (subject to type of event)				
Cloakroom staff (per person, per hour; min 3.5 hrs)		£10.00	£11.00	£11.50
Stewards (per person, per hour; min 3.5 hrs)		£10.00	£11.00	£11.50

Security staff (per person, per hour; min 5 hrs)	£13.00	£13.50	£14.00
Technician (fee per full day 8am - 5pm or full evening 5pm - 1am)	n/a	£300.00	£320.00
Production technical support (per person, per hour, min 5 hrs)	n/a	£25.00	£30.00

VAT will be added to all the additional staff charges

VAT will be added to any applicable Performing Rights Society fees

CHURCH HILL THEATRE

As per the Scheme of Delegation to Officers, charges may vary at the discretion of the Head of Service where there are sound financial, operational or other justifiable reasons for doing so.

Please note: no additional hours available to hire after midnight on any night.

AUDITORIUM

Capacity - auditorium: 353; 2 x small dressing rooms: 20 each; 2 x large dressing rooms: 30 each

Matinee performance: access is available from 12 noon on the day of the performance until 4pm

Evening performance: access is available from 4pm on the day of the performance until 11pm, by which time the building must be cleared.

If get-in or get-out is required outwith these hours, charges for additional time apply and are shown below.

A minimum of 3 stewards required for any performance for a minimum of 3.5 hours. Hirers may bring trained stewards or book Council staff.

Charges for performance hire are as shown below, or 15% of the net ticket sales, whichever is the greater.

	Current Price	Proposed Price from 01.04.13
Professional and commercial groups		
Matinee performance	£290.00	£299.00
Evening performance	£540.00	£556.00
Matinee performance on public holiday	£376.00	£387.00
Evening performance on public holiday	£720.00	£742.00
Mon - Sun: rehearsals; get-in/get out. Per hour	£38.00	£39.00
Public holidays: rehearsals; get-in/get-out. Per hour	£50.00	£52.00
Non-professional groups and charities		
Matinee performance	£131.00	£135.00
Evening performance	£255.00	£263.00
Matinee performance on public holiday	£167.00	£172.00
Evening performance on public holiday	£330.00	£340.00
Mon - Sun: rehearsals; get-in/get out. Per hour	£19.50	£20.00
Public holidays: rehearsals; get-in/get-out. Per hour	£30.50	£31.00
Additional get-in, get-out and rehearsal time - charges		
get-out: min charge of 2 hours between 8am - 11pm Mon - Sun		
get-in/rehearsal: min charge of 4 hours between 8am - 11pm Mon - Sun		
get-out between 11pm and midnight (prof and comm groups)	£50.00	£52.00
get-out between 11pm and midnight (non-prof groups and charities)	£30.50	£31.00
Failure to vacate the premises at the end of hire period		
Current charges:		
Mon - Thurs: £44 per hour until the space is cleared	£44.00	see below
Fri - Sun: £73 per hour until the space is cleared	£73.00	see below
Proposed charges:		
Professional and commercial groups:		
Mon - Sun: rate charged per hour until the space is cleared		£78.00
Public holidays: rate charged per hour until the space is cleared		£104.00
Non-professional groups and charities		
Mon - Sun: rate charged per hour until the space is cleared		£40.00
Public holidays: rate charged per hour until the space is cleared		£62.00

All the above charges are free of VAT

Additional charges - if company unable to provide trained Front of House volunteers

Steward (per person, per hour, minimum three stewards, minimum 3.5 hours) £11.00

VAT will be added to any staffing charges

THE STUDIO

Capacity - rehearsals / meetings: 100; dressing room 64 - 80; party: 130

These charges are free of VAT

Professional and commercial groups - hourly rate

Mon - Sun rate per hour £38.00 £39.00

Public holidays rate per hour £50.00 £52.00

Non-professional groups and charities

Mon - Sun rate per hour £19.50 £20.00

Public holidays rate per hour £30.50 £31.00

Minimum charges

Rehearsals: Min charge of 2 hours between 8am - 11pm, Mon - Sat

Rehearsals: Min charge of 4 hours between 8am - 11pm, Sun

Get-out between 11pm and midnight (prof and comm groups) £50.00 £52.00

Get-out between 11pm and midnight (non-prof groups and charities) £30.50 £31.00

ROSS THEATRE

As per the Scheme of Delegation to Officers, charges may vary at the discretion of the Head of Service where there are sound financial, operational or other justifiable reasons for doing so.

Charges proposed from 1 April 2013 to 31 March 2015

	Rental	Staffing
Standard Hire		
Event Day	£3,500.00	£30.00 per hour
Set up day	£450.00	£30.00 per hour
Hourly rate	£450.00	£30.00 per hour
Charity/Amateur Event*		
Event Day	£500.00	£30.00 per hour
Set up day	£150.00	£30.00 per hour
Hourly rate	£85.00	£30.00 per hour

* Where the main purpose of the programme or activity can be demonstrated to be either of an amateur and/or community nature or solely designed to raise funds for a charitable organisation.

Rental charges are free of VAT

VAT will be added to staffing charges

Regular or extended bookings throughout the year are subject to negotiation.

Please note that Technical Staff may require to be at the venue during the period of Let subject to the nature of the event and risk assessment associated with the event.

PUBLIC SAFETY

As per the Scheme of Delegation to Officers, charges may vary at the discretion of the Head of Service where there are sound financial, operational or other justifiable reasons for doing so.

		Proposed Price	Effective From
Inspections and consultancy			
Public safety of events – consultancy service.	per hour	£80.00	1-Apr-13
Inspection of houses in multiple occupation.	per hour	£38.00	1-Apr-13
Other licensing inspections:			
Cinemas; Indoor Sports; Market Operators; Public Entertainment; Sex Shops; Skin Piercing / Tattoo Parlours; Street Traders; Theatres	per hour	£38.00	1-Apr-13
Hire of display infrastructure			
Square or hex concrete block	per week	£70.00	1-Apr-13
Galvanised pole for use with concrete block	per week	£35.00	1-Apr-13
Flagpole for use with concrete block	per week	£35.00	1-Apr-13
Banner arm and fixing	per week	£15.00	1-Apr-13
Use of socket in High Street	per week	£15.00	1-Apr-13
Galvanised pole or flagpole to fit socket in High Street	per week	£35.00	1-Apr-13
If the above items are required for more than two weeks, a reduction of 25% will be applied for the entire hire period			
Access to electricity distribution box	per box	£50.00	1-Apr-13
5-pole indoor flagstand with flags and poles to fit	per week	£50.00	1-Apr-13
3-pole indoor flagstand with flags and poles to fit	per week	£30.00	1-Apr-13
2-pole indoor flagstand with flags and poles to fit	per week	£20.00	1-Apr-13
Bunting (per length of 200m)	per week	£10.00	1-Apr-13
Hire of heraldic banner and clan standards	per week	£30.00	1-Apr-13

Minimum hire rate for flags is £5 per 2yrd flag per week, £10 per 3yrd flag per week and £55 per 10yrd flag per week

Saltire flying banners complete base, poles and flying banners.	minimum per week	£30.00	1-Apr-13
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Notes

VAT will be added as applicable

The above rates do not include delivery. Hirers are required to arrange their own uplift and return of the items to the Council's stores.

Hirers will be held responsible for the full replacement cost of all goods above.

No charge for short hire periods by internal Council users, but requests for lengthy hire periods subject to negotiation.

NELSON AND SCOTT MONUMENTS

As per the Scheme of Delegation to Officers, charges may vary at the discretion of the Head of Service where there are sound financial, operational or other justifiable reasons for doing so.

	Current Price	Proposed Price	Effective From
Admission charges			
Nelson Monument	£3.00	£4.00	1-Apr-13
Scott Monument	£3.00	£4.00	1-Apr-13
<i>Admission charges are inclusive of VAT</i>			
Fixed fee for filming from the Monuments	£100.00	-	
Hire of Nelson and Scott Monuments for filming or other uses	-	by negotiation	1-Apr-13

		<i>Current Price</i>	Proposed Price	Effective From
HEALTH AND SOCIAL CARE				
Day Care - Older People	per session	£5.50	£6.50	1-Apr-13
Housing Support Service Charges	max per hour		£12.50	1-Apr-13

	Current Price	Proposed Price	Effective From
SERVICES FOR COMMUNITIES			
<u>COMMUNITY SAFETY</u>			
<u>Burial Charges</u>			
Burial Ground Fees			
Purchase of Exclusive Right of Burial (incl. Certificate of Right of Burial)	£1,049.00	£1,091.00	1-Apr-13
Duplicate Certificate of Right of Burial	£68.00	£70.00	1-Apr-13
Transfer of Certificate of Right of Burial	£68.00	£70.00	1-Apr-13
Adult Interment	£920.00	£957.00	1-Apr-13
Exhumation including Screening (Vat to be added)	£2,946.00	£3,064.00	1-Apr-13
Saturday Interment - Adult	£1,105.00	£1,150.00	1-Apr-13
Sunday or Public Holiday Interment - Adult	£1,350.00	£1,404.00	1-Apr-13
Purchase of exclusive Right of Burial (Woodland) (incl. Certificate of Right of Burial)	£1,110.00	£1,155.00	1-Apr-13
Double Adult Interment	£1,380.00	£1,435.00	1-Apr-13
Double Adult Interment - Saturday	£1,565.00	£1,627.00	1-Apr-13
Double Adult Interment - Sunday	£1,810.00	£1,882.00	1-Apr-13
Test dig a grave for depth	£295.00	£306.00	1-Apr-13
Cremated Remains Charges			
Purchase of Exclusive Right of Burial (incl. Certificate of Right of Burial)	£620.00	£645.00	1-Apr-13
Duplicate Certificate of Right of Burial	£68.00	£70.00	1-Apr-13
Adult Interment	£196.00	£203.00	1-Apr-13
Exhumation (Vat to be added)	£395.00	£410.00	1-Apr-13
Saturday Interment - Adult	£277.00	£288.00	1-Apr-13
Sunday or Public Holiday Interment - Adult	£318.00	£330.00	1-Apr-13
Double Adult Interment	£295.00	£306.00	1-Apr-13
Double Adult Interment - Saturday	£350.00	£364.00	1-Apr-13
Double Adult Interment - Sunday	£417.00	£433.00	1-Apr-13
Monuments and Memorials (VAT to be added)			
Erecting a standard headstone	n/a	£100.00	1-Apr-13
<u>Cremation Charges</u>			
Mortonhall Crematorium			
Adult Cremation (Main and Pentland Chapel)	£619.00	£644.00	1-Apr-13
Adult Cremation (without use of either Chapel)	£320.00	£332.00	1-Apr-13
Memorial Service (Main and Pentland Chapel)	£295.00	£306.00	1-Apr-13
Additional Time - (Main and Pentland Chapel)	£214.00	£222.00	1-Apr-13
Storage of a Coffin Prior to Day of Service	£63.00	£65.00	1-Apr-13
Department of Anatomy Subjects	£298.00	£310.00	1-Apr-13
Disposal of Cremated Remains from other Crematoria	£181.00	£190.00	1-Apr-13
Organists fee		£30.00	1-Apr-13
Book of Remembrance (Vat to be added)			
2 line entry	£78.00	£80.00	1-Apr-13
5 line entry	£119.00	£120.00	1-Apr-13
8 line entry	£156.00	£160.00	1-Apr-13
Badges	£113.00	£115.00	1-Apr-13
Remembrance Cards, Maximum 8 Lines (VAT to be added)	£27.00	£28.00	1-Apr-13
Miniature Book of Remembrance, Maximum 8 Lines (VAT to be added)	£76.00	£79.00	1-Apr-13
Memorial Walkway Plaque			
Memorial Plaque with Lettering - 5 Year Lease	£395.00	£400.00	1-Apr-13
Memorial Plaque with Lettering - 10 Year Lease	£595.00	£600.00	1-Apr-13

Memorial Plaque with Lettering - 20 Year Lease		£812.00	£820.00	1-Apr-13
Renewal of Plaque lease (VAT to be added)		£216.00	£220.00	1-Apr-13
Columbarium				
Columbarium with Lettering - 5 Year Lease		£550.00	£560.00	1-Apr-13
Columbarium with Lettering - 10 Year Lease		£865.00	£880.00	1-Apr-13
Columbarium with Lettering - 20 Year Lease		£1,082.00	£1,100.00	1-Apr-13
Renewal of Columbarium lease (VAT to be added)		£216.00	£220.00	1-Apr-13
Niche Wall				
Niche Wall with Lettering - 5 Year Lease		£655.00	£665.00	1-Apr-13
Niche Wall with Lettering - 10 Year Lease		£1,082.00	£1,100.00	1-Apr-13
Niche Wall with Lettering - 20 Year Lease		£1,622.00	£1,650.00	1-Apr-13
Renewal of Niche Wall lease (VAT to be added)		£379.00	£390.00	1-Apr-13
<u>Mortuary</u>				
Defence Post Mortems (VAT to be added)		£417.00	£440.00	1-Apr-13
<u>Trading Standards Service</u>				
General	per hour	£56.08	£57.77	1-Apr-13
Special Weighing and Measuring Equipment (Excluded from Tables B - G below)				
Weights	per hour	£56.08	£57.77	1-Apr-13
Measures	per hour	£56.08	£57.77	1-Apr-13
Weighing Instruments	per hour	£56.08	£57.77	1-Apr-13
Measuring Instruments for Intoxicating Liquor	per hour	£56.08	£57.77	1-Apr-13
Measuring Instruments for Liquid Fuel and lubricants	per hour	£56.08	£57.77	1-Apr-13
Road Tanker Fuel Measuring Equipment (above 100 litres)	per hour	£56.08	£57.77	1-Apr-13
<u>Town Halls</u>				
Thomas Morton Hall (excluding VAT)				
Conferences, Meetings and Rehearsals				
Community / Private / Charity	per hour	£18.50 - £22.50	£20.00 - £25.00	1-Apr-13
Commercial / Business	per hour	£37.50 - £43.50	£40.00 - £47.00	1-Apr-13
<u>Catered Functions</u>				
Community/Private/Charity	4pm - 12am	£235.00 - £285.00	£254.00 - £308.00	1-Apr-13
Commercial/Business	4pm - 12am	£370.50 - £406.50	£400.00 - £440.00	1-Apr-13
<u>Performances</u>				
Community/Private/Charity	4pm - 12am	£171.50 - £215.50	£185.00 - £233.00	1-Apr-13
Commercial/Business	4pm - 12am	£272.00 - £308.00	£294.00 - £333.00	1-Apr-13
<u>Other Charges</u>				
Additional hours before midnight	per hour	£26.50	£28.50	1-Apr-13
Additional hours after midnight	per hour	£37.50	£40.50	1-Apr-13
Security	per hour	£15.00	£17.00	1-Apr-13
Late fee	per hour	£49.00 - £81.50	£53.00 - £88.00	1-Apr-13

Licences

Animal Boarding	1 Year	£274.00	£282.00	1-Apr-13
Boat Hire				
- New	1 Year	£490.00	£505.00	1-Apr-13
- Temporary	6 Weeks	£165.00	£170.00	1-Apr-13
Change of Manager (for all civic except taxis)		£71.00	£73.00	1-Apr-13
Dangerous Wild Animals	1 Year	£274.00	£282.00	1-Apr-13
Dog Breeding	1 Year	£274.00	£282.00	1-Apr-13
Indoor Sports				
- New / Renewal	1 Year	£818.00	£843.00	1-Apr-13
- Temporary	6 Weeks	£571.00	£588.00	1-Apr-13
Knife Dealers				
- New	1 Year	£152.00	£157.00	1-Apr-13
- Renewal	1 Year	£107.00	£110.00	1-Apr-13
Late Hours Catering				
- New	1 Year	£478.00	£492.00	1-Apr-13
- Renewal	1 Year	£349.00	£359.00	1-Apr-13
- Exemption	2 Months	£85.00	£88.00	1-Apr-13
Market Operators				
- over 300 Stalls	1 Year	£1,483.00	£1,527.00	1-Apr-13
- 50 to 300 Stalls	1 Year	£1,004.00	£1,034.00	1-Apr-13
- under 50 Stalls	1 Year	£509.00	£524.00	1-Apr-13
- over 300 Stalls - temporary	6 Weeks	£374.00	£385.00	1-Apr-13
- 50 to 300 Stalls - temporary	6 Weeks	£271.00	£279.00	1-Apr-13
- under 50 Stalls - temporary	6 Weeks	£168.00	£173.00	1-Apr-13
- Charitable / Community Organisation - 10 Stalls maximum		£108.00	£111.00	1-Apr-13
- Temporary - Outdoor City Centre (per pitch)	6 Weeks	£65.00	£67.00	1-Apr-13
Metal Dealers				
- Exemption	3 Years	£1,470.00	£1,514.00	1-Apr-13
- New / Renewal	1 Year	£489.00	£504.00	1-Apr-13
Performing Animals	1 Year	£489.00	£504.00	1-Apr-13
Pet Shops	1 Year	£322.00	£332.00	1-Apr-13
Public Entertainment				
- Commercial Operation Capacity > 10,000 - New / Temporary		£8,743.00	£9,005.00	1-Apr-13
- Commercial Operation Capacity 5,001 to 10,000 - New / Temporary		£5,246.00	£5,403.00	1-Apr-13
- Commercial Operation Capacity 1,001 to 5,000 - New / Temporary		£2,623.00	£2,702.00	1-Apr-13
- Commercial Operation Capacity 201 to 1,000 - New / Temporary		£1,311.00	£1,350.00	1-Apr-13
- Commercial Operation Capacity 1 to 200 - New / Temporary		£874.00	£900.00	1-Apr-13
- Commercial Operation Capacity > 10,000 - Renewal	1 Year	£6,557.00	£6,754.00	1-Apr-13
- Commercial Operation Capacity 5,001 to 10,000 - Renewal	1 Year	£3,497.00	£3,602.00	1-Apr-13
- Commercial Operation Capacity 1,001 to 5,000 - Renewal	1 Year	£1,749.00	£1,801.00	1-Apr-13
- Commercial Operation Capacity 201 to 1,000 - Renewal	1 Year	£874.00	£900.00	1-Apr-13
- Commercial Operation Capacity 1 to 200 - Renewal	1 Year	£711.00	£732.00	1-Apr-13
- Charitable Organisation (< 200)	6 Weeks	£109.00	£112.00	1-Apr-13
- Amusement Devices > 20		£3,497.00	£3,602.00	1-Apr-13
- Amusement Devices 6 to 20		£1,749.00	£1,801.00	1-Apr-13
- Amusement Devices 1 to 5		£711.00	£732.00	1-Apr-13
- Amusement Devices 1 only		£155.00	£160.00	1-Apr-13
- Sun beds - per Bed		£165.00	£170.00	1-Apr-13
- Hypnotism		£109.00	£112.00	1-Apr-13
- Live Animal Supplement		£165.00	£170.00	1-Apr-13
Public Entertainment Variation				
- Change of Use Capacity > 10,000		£8,725.00	£8,987.00	1-Apr-13
- Change of Use Capacity 5,001 to 10,000		£5,246.00	£5,403.00	1-Apr-13
- Change of Use Capacity 1,001 to 5,000		£2,623.00	£2,702.00	1-Apr-13
- Change of Use Capacity 201 to 1,000		£1,311.00	£1,350.00	1-Apr-13
- Change of Use Capacity 1 to 200		£874.00	£900.00	1-Apr-13

- Other		£109.00	£112.00	1-Apr-13
Riding Establishments	1 Year	£489.00	£504.00	1-Apr-13
Second-Hand Dealer				
- New	3 Years	£472.00	£486.00	1-Apr-13
- Renewal	3 Years	£334.00	£344.00	1-Apr-13
- New	1 Year	£159.00	£164.00	1-Apr-13
- Renewal	1 Year	£112.00	£115.00	1-Apr-13
- Exemption		£84.00	£87.00	1-Apr-13
- Temporary	6 Weeks	£84.00	£87.00	1-Apr-13
- Antique Fairs Dealers	1 Year	£43.00	£44.00	1-Apr-13
- Stamp and Book Fairs Dealers	1 Year	£23.00	£24.00	1-Apr-13
Sex Shop - New / Renewal	1 Year	£1,290.00	£1,329.00	1-Apr-13
Skin Piercing and Tattooing - where Activity Carried out Mainly from Premises				
- Principal Operator with Employees - New	1 Year	£218.00	£225.00	1-Apr-13
- Principal Operator with Employees - Renewal	3 Years	£218.00	£225.00	1-Apr-13
- Principal Operator with Employees - Each Additional Employee		£56.00	£58.00	1-Apr-13
- Self Employed Operator - New	1 Year	£218.00	£225.00	1-Apr-13
- Self Employed Operator - Renewal	3 Years	£218.00	£225.00	1-Apr-13
Skin Piercing and Tattooing - where Activity Not Carried out Mainly from Premises				
- Peripatetic Operators - New	1 Year	£218.00	£225.00	1-Apr-13
- Peripatetic Operators - Renewal	3 Years	£218.00	£225.00	1-Apr-13
- One Off Events		£218.00	£225.00	1-Apr-13
Street Traders				
- Food - Allowing Named Employees	1 Year	£324.00	£334.00	1-Apr-13
- Food - no Employees	1 Year	£243.00	£250.00	1-Apr-13
- non-Food - Allowing Named Employees	1 Year	£204.00	£210.00	1-Apr-13
- non-Food - no Employees	1 Year	£165.00	£170.00	1-Apr-13
- Food - Change of Vehicle		£71.00	£73.00	1-Apr-13
- Charitable Organisation	6 Months	£69.00	£71.00	1-Apr-13
- non-Food - Change of Vehicle		£50.00	£52.00	1-Apr-13
- Food Temporary - per person	1 day	£20.00	£21.00	1-Apr-13
- Non Food Temporary - per person	1 day	£12.00	£12.40	1-Apr-13
Theatre				
- Commercial Operation Capacity > 1,000 - New / Temporary		£2,623.00	£2,702.00	1-Apr-13
- Commercial Operation Capacity 201 to 1,000 - New / Temporary		£1,311.00	£1,350.00	1-Apr-13
- Commercial Operation Capacity 1 to 200 - New / Temporary		£874.00	£900.00	1-Apr-13
- Commercial Operation Capacity > 1,000 - Renewal	1 Year	£1,749.00	£1,801.00	1-Apr-13
- Commercial Operation Capacity 201 to 1,000 - Renewal	1 Year	£874.00	£900.00	1-Apr-13
- Commercial Operation Capacity 1 to 200 - Renewal	1 Year	£711.00	£732.00	1-Apr-13
- Charitable Organisation (< 200)	max 4 p.a.	£109.00	£112.00	1-Apr-13
- Street - per event, per day		£43.00	£44.00	1-Apr-13
Theatre Variation				
- Change of Use Capacity > 1,000		£2,623.00	£2,702.00	1-Apr-13
- Change of Use Capacity 201 to 1,000		£1,311.00	£1,350.00	1-Apr-13
- Change of Use Capacity 1 to 200		£874.00	£900.00	1-Apr-13
- Capacity Increase		£109.00	£112.00	1-Apr-13
- Other		£109.00	£112.00	1-Apr-13
Variation - Civic				
- Variation of any Civic Licence excepts as Aforesaid		£42.00	£43.00	1-Apr-13
Venison Dealer	3 Years	£329.00	£339.00	1-Apr-13
Window Cleaners	3 Years	£143.00	£147.00	1-Apr-13
Window Cleaners	1 Year	£48.00	£49.00	1-Apr-13
Zoo	6 Years	£825.00	£850.00	1-Apr-13
Miscellaneous				
- Certified Copy - Civic		£34.00	£35.00	1-Apr-13
- Research Fee		£33.00	£34.00	1-Apr-13
- Duplicate ID Badge		£13.00	£13.40	1-Apr-13

Registrar's Fees

Accommodation Fees for Lothian Chambers

City of Edinburgh Room Monday-Friday	£115.00	£125.00	1-Apr-13
Melbourne / McInture Room Monday-Friday	£85.00	£95.00	1-Apr-13
City of Edinburgh Room Saturday	£170.00	£180.00	1-Apr-13
Melbourne / McIntyre Room Saturday	£140.00	£150.00	1-Apr-13
Approval of Venues for Civil Ceremonies	£550.00	£600.00	1-Apr-13

ENVIRONMENT

Parks and Green Spaces

Film Charges

Standard Filming	Per Day - from	£800.00	£825.00	1-Apr-13
Wedding Photography (Dependent on numbers and vehicles)	Per Day - from	£55.00	£57.00	1-Apr-13

Event Charges (excluding VAT, where applicable)

All Subject to 10% Administration Charge

Community Gala Events exempt from charges

Princes Street Gardens	Per Day - from	£600.00	£625.00	1-Apr-13
The Meadows (Large Event)	Per Day - from	£450.00	£470.00	1-Apr-13
The Meadows (Small Event)	Per Day - from	£300.00	£310.00	1-Apr-13
Calton Hill	Per Day - from	£300.00	£310.00	1-Apr-13
Leith Links	Per Day - from	£250.00	£260.00	1-Apr-13
Inverleith Park	Per Day - from	£350.00	£360.00	1-Apr-13
Fun Fairs and Circuses	Per Day - from + bond	£350.00	Covered above	1-Apr-13
Wedding Ceremonies (no marquee etc) dependent on size	Per Day - from	£100.00	£110.00	1-Apr-13
All other Parks	Per Day - from	£200.00	£210.00	1-Apr-13

Commemorative Benches

Wrought Iron, including Plaque and Placement	per Bench	£1,500.00	£1,550.00	1-Apr-13
Tropical Hardwood, including Plaque and Placement	per Bench	£3,000.00	£3,100.00	1-Apr-13

Allotment Rentals (excluding VAT, where applicable)

Full Plot	per Year	£80.00	£90.00	1-Apr-13
Half Plot	per Year	£40.00	£45.00	1-Apr-13
Elderly, Students and Unemployed - Full Plot	per Year	£40.00	£45.00	1-Apr-13

Other Charges

Calton Hill Tourist Coach Access	per Visit	£32.00	Discontinued	1-Apr-13
Calton Hospitality	per Visit	£90.00	Discontinued	1-Apr-13
Princes Street Gardener's Cottage Room Hire	per Hour	£50.00	Discontinued	1-Apr-13

Trade Waste Charges

Director of Services for Communities has delegated authority to set trade waste prices.

Special Uplifts

Special Uplift of Domestic Bulky Items (charge applies to all domestic uplifts)		£19.99	£20.50	1-Apr-13
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Public Conveniences

Public Conveniences (City Centre)	per visit	n/a	£0.30	1-Apr-13
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HOUSING

HRA

Communal Heating

Maidencraig Court:

Gas fired heating - per Week		£7.97	£8.54	1-Apr-13
Owner-Occupier's boiler maintenance - per Month		£10.80	£11.12	1-Apr-13

Westfield Court:

Gas fired heating and hot water				
1 Apartment - per Week		£6.84	£7.33	1-Apr-13
2 Apartment - per Week		£8.94	£9.58	1-Apr-13

3 Apartment - per Week		£12.61	£13.52	1-Apr-13
Owner occupiers' boiler maintenance				
1 Apartment - per Week		£2.86	£2.95	1-Apr-13
2 Apartment - per Week		£3.63	£3.74	1-Apr-13
3 Apartment - per Week		£5.11	£5.26	1-Apr-13
Ferniehill Drive (Sheltered) - per Week		£6.85	£7.34	1-Apr-13
Saughton Mains Terrace (Sheltered) - per Week		£8.29	£8.89	1-Apr-13
Heat -with-Rent Scheme				
1 Apartment - per Fortnight		£8.36	£8.61	1-Apr-13
2 Apartment - per Fortnight		£10.93	£11.26	1-Apr-13
3 Apartment - per Fortnight		£14.26	£14.69	1-Apr-13
4 Apartment - per Fortnight		£17.11	£17.62	1-Apr-13
Furnished Tenancy				
2 Apt (single occupant)		£83.41	£85.91	1-Apr-13
3 Apt (single occupant)		£84.71	Discontinued	1-Apr-13
3 Apt (Shared)		£94.91	Discontinued	1-Apr-13
4 Apt (Shared)		£100.85	Discontinued	1-Apr-13
6 Apt (Shared)		£122.20	Discontinued	1-Apr-13
Non HRA				
Travelling People's Site	per week	£76.98	£79.29	1-Apr-13
Launderette Charges				
Washing machine/dryer (Main)		£2.40	£2.47	1-Apr-13
Washing machine/dryer (Sheltered)		£1.02	£1.05	1-Apr-13
Tumble dryer (Main)		£0.66	£0.68	1-Apr-13
Tumble dryer (Sheltered)		£0.47	£0.49	1-Apr-13
Guest rooms (Sheltered Housing)				
Standard Charge	per night	£10.00	£10.30	1-Apr-13
Persons in receipt of state pension	per night	£10.00	£10.30	1-Apr-13
Hire of Community Rooms				
Full day hire		£21.86	£22.52	1-Apr-13
Morning hire		£8.19	£8.44	1-Apr-13
Afternoon hire		£8.19	£8.44	1-Apr-13
Evening hire		£8.19	£8.44	1-Apr-13
Lunchtime hire		£10.93	£11.26	1-Apr-13
Garage Rents				
West	per year	£409.71	£422.00	1-Apr-13
South West - Charge 1	per year	£409.71	£422.00	1-Apr-13
South West - Charge 2	per year	£449.63	£464.00	1-Apr-13
City Centre	per year	£566.66	£584.00	1-Apr-13
North - Charge 1	per year	£409.71	£422.00	1-Apr-13
North - Charge 2	per year	£566.66	£584.00	1-Apr-13
East - Charge 1	per year	£409.71	£422.00	1-Apr-13
East - Charge 2	per year	£566.66	£584.00	1-Apr-13
South - Charge 1	per year	£449.63	£464.00	1-Apr-13
South - Charge 2	per year	£509.68	£525.00	1-Apr-13
South - Charge 3	per year	£566.66	£584.00	1-Apr-13
South - Charge 4	per year	£681.99	£703.00	1-Apr-13
Blue Badge Rate	per year	£245.76	£254.00	1-Apr-13

Supporting People

CAS Standard Alarm - One Pendant	per week	£5.47	£5.63	1-Apr-13
CAS Standard Alarm - Two Pendants	per week	£7.11	£7.32	1-Apr-13
CAS Enhanced Alarm	per week	£7.92	£8.16	1-Apr-13

Property Conservation

Minimum Charge for emergency jobs				
Less than 20 properties		£28.75	£29.50	1-Apr-13
More than 20 properties		£14.62	£15.00	1-Apr-13

TRANSPORT**Road Services****Temporary Traffic Regulation Order**

< 5 days	per permit	£278.00	£286.00	1-Apr-13
> 5 days	per permit	£422.00	£435.00	1-Apr-13

Road Occupation - Scaffolding

- Initial Permit duration 1-28 Days	per permit	£113.00	£116.00	1-Apr-13
- Fee per Additional 1-28 days applied for	per month	£62.00	£64.00	1-Apr-13

Site or Desktop Meeting Charge	per meeting	£103.00	£106.00	1-Apr-13
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Other Permits

Access Tower				
- initial permit for first day	per permit	£52.00	£54.00	1-Apr-13

Bus Shelter				
- initial permit for up to 28 days	per permit	£118.00	£122.00	1-Apr-13
- fee per additional period up to 28 days applied for	per month	£46.00	£47.00	1-Apr-13

Cabin				
- initial permit for up to one month	per permit	£118.00	£122.00	1-Apr-13
- fee per additional month applied for	per month	£46.00	£47.00	1-Apr-13

Container				
- initial permit for up to one month	per permit	£118.00	£122.00	1-Apr-13
- fee per additional month applied for	per month	£46.00	£47.00	1-Apr-13

Crane for erecting a crane tower				
- initial permit for first day	per permit	£77.00	£79.00	1-Apr-13
- fee per additional day applied for	per day	£26.00	£27.00	1-Apr-13

Crane				
- initial permit for first day	per permit	£52.00	£54.00	1-Apr-13
- fee per additional day applied for	per day	£26.00	£27.00	1-Apr-13

Excavation				
- per location	per location	£196.00	£202.00	1-Apr-13

Footway Crossing				
- per location	per location	£190.00	£90.00	1-Apr-13

Hoarding				
- initial permit for up to 28 days	per permit	£180.00	£185.00	1-Apr-13
- fee per additional period up to 28 days applied for	per month	£93.00	£96.00	1-Apr-13

Hoist				
- initial permit for first day	per permit	£52.00	£54.00	1-Apr-13

Materials				
- initial permit for up to 28 days	per permit	£118.00	£122.00	1-Apr-13
- fee per additional period up to 28 days applied for	per month	£52.00	£54.00	1-Apr-13

Site Hut				
- initial permit for up to 28 days	per permit	£118.00	£122.00	1-Apr-13
- fee per additional period up to 28 days applied for	per month	£52.00	£54.00	1-Apr-13

Skip				
- initial permit for up to one week	per permit	£21.00	£22.00	1-Apr-13

Use of Street Lighting Columns Excluding VAT

Housing Development Signs (Temporary Directional Signs to New Housing Developments)	per development	£450.00	£464.00	1-Apr-13
Commercial Advertising Banner (Trial)	per sign	£378.00	£390.00	1-Apr-13

Access Protection Markings

New Marking	per marking	£90.00	£93.00	1-Apr-13
Repainted marking	per marking	£60.00	£62.00	1-Apr-13

Table and Chair Permits

World Heritage Site	per square metre	£87.00	£90.00	1-Apr-13
Non-world Heritage Site	per square metre	£67.00	£69.00	1-Apr-13

Parking**On Street Parking**

George St, St Andrew Square, Charlotte Square, Queen St, Market St, Cockburn St	per hour	£2.80	£3.00	1-Apr-13
Stafford St and Melville St area, Morrison St to Shandwick Place, Old Town (including E Market St)	per hour	£2.20	£2.40	1-Apr-13
New town – Northumberland St to St Stephen St and Royal Crescent	per hour	£1.80	£2.00	1-Apr-13
Bruntsfield, Sciennes, St Leonard's, Dumbiedykes, Stockbridge, Dean	per hour	£1.40	£1.50	1-Apr-13

Residential Parking Permit Charges**Band 1 (Engine Size 0-1000cc)**

Central Zone 1-4 - Permit 1	12 month permit	£55.00	£57.50	1-Apr-13
Central Zone 1-4 - Permit 2	12 month permit	£69.00	£72.50	1-Apr-13
All Other Zones - Permit 1	12 month permit	£27.50	£28.50	1-Apr-13
All Other Zones - Permit 2	12 month permit	£34.50	£36.00	1-Apr-13

Band 2 (Engine Size 1001-1800cc)

Central Zone 1-4 - Permit 1	3 month permit	£44.00	£46.00	1-Apr-13
	6 month permit	£82.50	£86.50	1-Apr-13
	12 month permit	£154.00	£161.50	1-Apr-13
	Central Zone 1-4 - Permit 2	3 month permit	£53.50	£56.00
Central Zone 1-4 - Permit 2	6 month permit	£102.00	£107.00	1-Apr-13
	12 month permit	£193.00	£202.50	1-Apr-13
	All Other Zones - Permit 1	3 month permit	£24.50	£25.50
All Other Zones - Permit 1	6 month permit	£44.00	£46.00	1-Apr-13
	12 month permit	£77.00	£81.00	1-Apr-13
	All Other Zones - Permit 2	3 month permit	£29.50	£31.00
All Other Zones - Permit 2	6 month permit	£53.50	£56.00	1-Apr-13
	12 month permit	£96.50	£101.00	1-Apr-13

Band 3 (Engine Size 1801-2500cc)

Central Zone 1-4 - Permit 1	3 month permit	£49.50	£52.00	1-Apr-13
	6 month permit	£93.50	£98.00	1-Apr-13
	12 month permit	£176.50	£185.50	1-Apr-13
Central Zone 1-4 - Permit 2	3 month permit	£60.50	£63.50	1-Apr-13
	6 month permit	£115.50	£121.50	1-Apr-13
	12 month permit	£220.00	£231.00	1-Apr-13
All Other Zones - Permit 1	3 month permit	£27.50	£29.00	1-Apr-13
	6 month permit	£49.50	£52.00	1-Apr-13
	12 month permit	£88.00	£92.50	1-Apr-13
All Other Zones - Permit 2	3 month permit	£33.00	£34.50	1-Apr-13
	6 month permit	£60.50	£63.50	1-Apr-13
	12 month permit	£110.00	£115.50	1-Apr-13

Band 4 (Engine Size 2501-3000cc)

Central Zone 1-4 - Permit 1	3 month permit	£60.50	£63.50	1-Apr-13
	6 month permit	£115.50	£121.50	1-Apr-13
	12 month permit	£220.50	£231.50	1-Apr-13
Central Zone 1-4 - Permit 2	3 month permit	£74.00	£78.00	1-Apr-13
	6 month permit	£143.00	£150.00	1-Apr-13
	12 month permit	£276.00	£290.00	1-Apr-13
All Other Zones - Permit 1	3 month permit	£33.00	£35.00	1-Apr-13
	6 month permit	£60.50	£63.50	1-Apr-13
	12 month permit	£110.00	£115.50	1-Apr-13
All Other Zones - Permit 2	3 month permit	£40.00	£42.00	1-Apr-13
	6 month permit	£74.00	£78.00	1-Apr-13
	12 month permit	£137.50	£144.50	1-Apr-13

Band 5 (Engine Size 3000+cc)

Central Zone 1-4 - Permit 1	3 month permit	£93.50	£98.50	1-Apr-13
	6 month permit	£182.00	£191.50	1-Apr-13
	12 month permit	£353.00	£371.00	1-Apr-13
Central Zone 1-4 - Permit 2	3 month permit	£115.50	£121.50	1-Apr-13
	6 month permit	£226.00	£237.50	1-Apr-13
	12 month permit	£441.00	£463.00	1-Apr-13
All Other Zones - Permit 1	3 month permit	£49.50	£52.00	1-Apr-13
	6 month permit	£93.50	£98.50	1-Apr-13
	12 month permit	£176.50	£185.50	1-Apr-13
All Other Zones - Permit 2	3 month permit	£60.50	£63.50	1-Apr-13
	6 month permit	£115.50	£121.50	1-Apr-13
	12 month permit	£221.00	£232.00	1-Apr-13

Priority Parking Permits**Band 1 (Engine Size 0-1000cc)**

Permit 1	12 month permit	£9.35	£9.50	1-Apr-13
Permit 2	12 month permit	£11.70	£12.00	1-Apr-13

Band 2 (Engine Size 1001-1800cc)

Permit 1	3 month permit	£11.55	£12.00	1-Apr-13
	6 month permit	£18.25	£19.00	1-Apr-13
	12 month permit	£26.25	£27.50	1-Apr-13
Permit 2	3 month permit	£18.20	£19.00	1-Apr-13
	6 month permit	£26.40	£27.50	1-Apr-13
	12 month permit	£32.80	£34.50	1-Apr-13

Band 3 (Engine Size 1801-2500cc)

Permit 1	3 month permit	£12.50	£13.00	1-Apr-13
	6 month permit	£20.00	£21.00	1-Apr-13
	12 month permit	£30.00	£31.50	1-Apr-13
Permit 2	3 month permit	£19.35	£20.00	1-Apr-13
	6 month permit	£28.75	£30.00	1-Apr-13
	12 month permit	£37.50	£39.50	1-Apr-13

Band 4 (Engine Size 2501-3000cc)

Permit 1	3 month permit	£14.35	£15.00	1-Apr-13
	6 month permit	£23.75	£25.00	1-Apr-13
	12 month permit	£37.50	£39.50	1-Apr-13
Permit 2	3 month permit	£21.70	£23.00	1-Apr-13
	6 month permit	£33.40	£35.00	1-Apr-13
	12 month permit	£46.50	£49.00	1-Apr-13

Band 5 (Engine Size 3000+cc)

Permit 1	3 month permit	<i>£20.00</i>	£21.00	1-Apr-13
	6 month permit	<i>£35.00</i>	£37.00	1-Apr-13
	12 month permit	<i>£60.00</i>	£63.00	1-Apr-13
Permit 2	3 month permit	<i>£28.75</i>	£30.50	1-Apr-13
	6 month permit	<i>£47.50</i>	£50.00	1-Apr-13
	12 month permit	<i>£75.00</i>	£79.00	1-Apr-13

Bus Station**Locker Charges**

- Medium	up to 3 hours	<i>£3.50</i>	£4.00	1-Apr-13
- Large	up to 3 hours	<i>£4.00</i>	£4.50	1-Apr-13
- Medium	up to 12 hours	<i>£6.00</i>	£6.50	1-Apr-13
- Large	up to 12 hours	<i>£7.00</i>	£8.00	1-Apr-13
- Medium	up to 24 hours	<i>£8.00</i>	£9.00	1-Apr-13
- Large	up to 24 hours	<i>£9.00</i>	£10.00	1-Apr-13

**THE CITY OF EDINBURGH COUNCIL
PRUDENTIAL INDICATORS
ANNEX TO CAPITAL COALITION MOTION**

Indicator 1 - Estimate of Capital Expenditure

The actual capital expenditure that was incurred in 2011/12 and the estimates of capital expenditure to be incurred for the current and future years that are recommended for approval are:

	----- Capital Expenditure General Services -----						
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000	£000
Children and Families	26,659	16,957	19,269	42,076	31,917	13,846	6,274
Corporate Governance	22,486	8,039	6,981	1,067	665	165	165
Economic Development	0	1	54	0	0	0	0
Health and Social Care	3,932	15,488	4,246	1,461	3,267	120	0
Services for Communities	96,737	86,751	120,896	72,307	17,819	19,819	19,819
SFC - Asset Management Programme	5,189	6,696	23,945	17,433	16,500	14,000	14,000
Other Capital Projects	23,426	33,768	10,849	0	0	0	0
Police Expenditure (Share of Grant Funding)	1,906	1,568	0	0	0	0	0
Sub Total General Services Capital Expenditure	180,335	169,268	186,240	134,344	70,168	47,950	40,258
Trams Project as approved by Council in Sept 2011 but not detailed in CIP	109,544	139,640	50,068	6,344	0	0	0
Total General Services Capital Expenditure	289,879	308,908	236,308	140,688	70,168	47,950	40,258

Note that the 2013-2018 CIP includes the majority of slippage brought forward based on projected capital expenditure reported at the nine month stage.

	----- Capital Expenditure Housing Revenue Account -----						
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000	£000
Housing Revenue Account	49,045	41,531	51,877	55,649	53,854	49,160	42,741

Indicator 2 - Ratio of Financing Costs to Net Revenue Stream

Estimates of the ratio of financing costs to net revenue stream for the current and future years and the actual figures for 2011/12 are:

	Ratio of Financing Costs to Net Revenue Stream						
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	%	%	%	%	%	%	%
General Services	10.45	11.59	13.21	13.37	13.43	13.35	13.11
HRA	36.76	37.06	40.14	41.16	41.14	41.45	41.86

Note: Figures for 2014/15 onwards are indicative as neither the Council or HRA has set a budget for these years.

The estimates of financing costs include current commitments (including trams expenditure approved by Council in September 2011) and the proposals in this budget report.

Indicator 3 - Capital Financing Requirement

Estimates of the end of year capital financing requirement for the authority for the current and future years and the actual capital financing requirement at 31st March 2012 are:

	----- Capital Financing Requirement -----						
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000	£000
Non-HRA	1,211,255	1,350,384	1,421,481	1,381,620	1,334,563	1,290,623	1,246,658
HRA	352,296	368,902	384,491	397,242	403,060	407,601	410,838

The capital financing requirement measures the authority's underlying need to borrow for a capital purpose. In accordance with best professional practice, the Council does not associate borrowing with particular items or types of expenditure. The authority has an integrated treasury management strategy and has adopted the CIPFA Code of Practice for Treasury Management in the Public Services. The Council has, at any point in time, a number of cashflows both positive and negative, and manages its treasury position in terms of its borrowings and investments in accordance with its approved treasury management strategy and practices. In day to day cash management, no distinction can be made between revenue cash and capital cash. External borrowing arises as a consequence of all the financial transactions of the authority and not simply those arising from capital spending. In contrast, the capital financing requirement reflects the authority's underlying need to borrow for a capital purpose.

CIPFA's Prudential Code for Capital Finance in Local Authorities includes the following as a key indicator of prudence:

"In order to ensure that the medium term debt will only be for a capital purpose, the local authority should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years."

	Gross Debt and the Capital Financing Requirement						
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000	£000
Gross Debt	1,602,092	1,639,285	1,805,971	1,778,861	1,737,622	1,698,223	1,657,495
Capital Financing requirements	1,563,551	1,719,286	1,805,972	1,778,861	1,737,623	1,698,224	1,657,496
(Over) / under limit by:	-38,541	80,000	0	0	0	0	0

The Prudential Code was updated in 2012 to change the definition of debt in the comparison with capital financing requirement from net debt to gross debt. In Scotland, the relevant legislation still refers to the 2009 version of the Code, although this is likely to be revised next financial year. To adhere to best practice, gross debt has been used in the comparison above. At 31/03/12, the authority was over borrowed by £38.541m. This was due to a combination of the Treasury Strategy to lock out borrowing at historically low interest rates and a lower than projected capital outturn. The previous definition of net debt reduced the gross debt by the level of investments and would therefore be significantly lower than the capital financing requirement.

As demonstrated in the above table, other than the latter part of 2011/12, the authority does not currently envisage borrowing in excess of its capital financing requirement over the next few years. This view takes into account current commitments, existing plans, and the proposals in this budget report. Current projections suggest that the authority will be under borrowed by approximately £80m at 31/03/13, although this may vary in light of actual capital expenditure and market conditions. This projected under borrowing is as a result of the current strategy of reducing investments to fund capital expenditure in the short-term.

Indicator 4 – Authorised Limit for External Debt

The authorised limit should reflect a level of borrowing which, while not desired, could be afforded, but may not be sustainable. In respect of its external debt, it is recommended that Council approves the following authorised limits for its total external debt gross of investments for the next three financial years. These limits separately identify borrowing from other long term liabilities including finance leases and PFI assets. Council is asked to approve these limits and to delegate authority to the Head of Finance, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and other long term liabilities, in accordance with option appraisal and best value for money for the authority. Any such changes made will be reported to the Council at its meeting following the change:

	Authorised Limit for External Debt				
	2013/14	2014/15	2015/16	2016/17	2017/18
	£000	£000	£000	£000	£000
Borrowing	1,763,073	1,735,331	1,707,589	N/A	N/A
Other long term liabilities	201,184	194,161	186,758	N/A	N/A
	1,964,257	1,929,492	1,894,347	N/A	N/A

These authorised limits are consistent with the authority's current commitments, existing plans and the proposals in this budget report for capital expenditure and financing, and with its approved treasury management policy statement and practices. They are based on the estimate of most likely, prudent but not worst case scenario, with in addition sufficient headroom over and above this to allow for operational management, for example unusual cash movements. Risk analysis and risk management strategies have been taken into account, as have plans for capital expenditure, estimates of the capital financing requirement and estimates of cashflow requirements for all purposes.

Indicator 5 – Operational Boundary for External Debt

The Council is also asked to approve the following operational boundary for external debt for the same time period. The proposed operational boundary equates to the estimated maximum of external debt. It is based on the same estimates as the authorised limit but reflects directly the estimate of the most likely, prudent but not worst case scenario, without the additional headroom included within the authorised limit to allow for example for unusual cash movements. The operational boundary represents a key management tool for in year monitoring. Within the operational boundary, figures for borrowing and other long-term liabilities are separately identified. The Council is also asked to delegate authority to the Head of Finance, within the total operational boundary for any individual year, to effect movement between the separately agreed figures for borrowing and other long term liabilities, in a similar fashion to the authorised limit. Any such changes will be reported to the Council at its next meeting following the change:

	Operational Boundary for External Debt				
	2013/14	2014/15	2015/16	2016/17	2017/18
	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000
Borrowing	1,702,530	1,676,518	1,657,589	N/A	N/A
Other long term liabilities	201,184	194,161	186,758	N/A	N/A
	1,903,714	1,870,679	1,844,347	N/A	N/A

Indicators 4 and 5 have not been calculated for 2016/17 and 2017/18 on the basis that grant funding figures are not available for these years and no reasonable estimate can be made of what will be received from the Scottish Government.

The Council's actual external debt at 31st March 2012 was £1,433.637m, comprising borrowing (including sums repayable within 12 months). Of this sum, £31.745m relates to borrowing carried out by the Council on behalf of the Police and Fire Joint Boards and Further Education Colleges.

In taking its decisions on this budget report, the Council is asked to note that the estimate of capital expenditure determined for 2012/13 (see paragraph 1 above) will be the statutory limit determined under section 35(1) of the Local Government in Scotland Act 2003.

Indicator 6 – Impact on Council Tax and House Rents

The estimate of the incremental impact of capital investment decisions proposed in this budget report, together with changes in projected interest rates, over and above capital investment decisions that have previously been taken by the Council are:

a) for the band “D” Council Tax

2013/14	2014/15	2015/16	2016/17	2017/18
£	£	£	£	£
7.88	26.77	29.20	28.98	44.16

b) for average weekly housing rents

2013/14	2014/15	2015/16	2016/17	2017/18
£	£	£	£	£
0.11	0.51	1.38	3.14	5.51

Consideration of options for the capital programme

In considering its programme for capital investment, Council is required within the Prudential Code to have regard to:

- affordability, e.g., implications for Council Tax;
- prudence and sustainability, e.g., implications for external borrowing;
- value for money, e.g., option appraisal;
- stewardship of assets, e.g., asset management planning;
- service objectives, e.g., strategic planning for the authority;
- practicality, e.g., achievability of the forward plan.

A key measure of affordability is the incremental impact on the Council Tax, and the Council could consider different options for its capital investment programme in relation to their differential impact on the Council Tax.

Indicators included in Treasury Management Strategy

The Council's treasury management strategy and annual plan for 2013/14 will include the following:

- The Council has adopted the CIPFA Code of Practice for Treasury Management in the Public Services;
- It is recommended that the Council sets an upper limit on its fixed interest rate exposures for 2013/14, 2014/15, 2015/16, 2016/17 and 2017/18 of 100% of its net outstanding principal sums;
- It is further recommended that the Council sets an upper limit on its variable interest rate exposures for 2013/14, 2014/15, 2015/16, 2016/17 and 2017/18 of 75% of its net outstanding principal sums;
- This means that the Head of Finance will manage fixed interest rate exposures within the range 25% to 100% and variable interest rate exposures within the range 0% to 75%. This reflects the need for a high level of liquidity to assist in managing counterparty exposure in the current market environment;
- It is recommended that the Council sets upper and lower limits for the maturity structure of its borrowing as follows.

Amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate:

	Upper Limit	Lower Limit
	%	%
under 12 months	25	0
12 months and within 24 months	25	0
24 months and within 5 years	50	0
5 years and within 10 years	75	0
10 years and above	100	20

The maximum total principal sum which may be invested with a maturity of up to 3 years is £100m.

In relation to Gross and Net Debt, the Council will continue its current practice of monitoring throughout the year that the projected Gross Debt position for the financial year does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

Appendix 2

(As referred to in Act of Council No 1 of 7 February 2013)

REVENUE BUDGET 2013- 2014

CAPITAL INVESTMENT PROGRAMME 2013-2018

**HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME 2013-
2014**

CONSERVATIVE GROUP AMENDMENT

Council:

Considers there has been a failure by the current and previous Administrations to ensure proper scrutiny by Members of the progress on strategic projects such as the Internal Improvement Plans, Procurement Improvements and Priority Based Planning many of which have not been reported to Council or committees within agreed timescales and welcomes the implementation of the Governance, Risk and Best Value Committee.

- 1) Agrees that the priority for the Council must be the efficient delivery of front line services and that it will engage positively in transformational change to ensure the Council:
 - serves the citizens of Edinburgh more efficiently;
 - puts the customer at the heart of all the Council does;
 - delivers quality services at the best possible price.
- 2) Recognises that it is the quality of service that is important not whom it is delivered by and commits to considering all methods of delivery of service to improve quality and reduce cost to the taxpayer thus maintaining services in times of financial austerity.
- 3) Regrets the rejection of the proposed Alternative Business Models which would have delivered £40m of additional savings in comparison to the Public Sector Comparator. Notes that despite additional investment of £11m by the Council in 2012/13, estimated savings from Internal Improvement Plans for Environment and Facilities have decreased by £16m and the gap between estimated savings from these Internal Improvement Plans and the ABM preferred bidders has now increased to £56m. Notes that the internal plans still project lower service quality levels than the ABM proposals and that service delivery has been poor particularly on refuse collection to date.
- 4) Approves allocation of £1m from Spend to Save Fund to establish a dedicated project team to procure outsourced delivery of Environmental and Integrated Facilities Management Services. This project to design a specification similar to

the previous ABM proposals and seeking to make similar savings. The project to report the results of the procurement process to Council by January 2014 at the latest with savings implemented for 2014/15.

- 5) Council considers that the Administration has failed to properly use or scrutinise the application of Priority Based Planning as a number of high priorities, including the flagship Edinburgh Guarantee, remain out with the long term financial plan. Council therefore instructs the Chief Executive to bring forward by August 2013 recommendations to re-prioritise within the overall resources on solutions to provide long-term stability for the funding of the Edinburgh Guarantee and grant funding to employability services.
- 6) Council notes the disappointing results of the Employee Survey 2012 with only 28% of staff agreeing that change is managed well; only 39% having confidence in senior management decisions and only 62% of staff feeling that best use is made of their skills and abilities. Council therefore agrees that a programme of review and prioritisation is undertaken to deliver significant savings across the following areas, with options for implementation of savings to be brought to Council for approval by Summer 2013:
 - Reductions in Senior Management Posts.
 - Better Leadership and Management.
 - Productivity Improvements.
- 7) Welcomes the additional £3.5m of capital funding for 2013/14 arising from the decision of the UK Government to re-prioritise capital spending and agrees to invest additional monies to improve the infrastructure of the City including:
 - £12m for carriageways and footways
 - £10.5m for the Children & Families Estate;
 - £2m for Pitches, pavilions and new sports facilities; and
- 8) Approves additional capital investment of £1m for Parks.
- 9) Approves £2.5m of additional investment for effective and efficient repair of potholes to prolong the life of repairs delivered;
- 10) Approves additional revenue investment of £200,000 in 2013/14 to support a further programme aimed at "Keeping Older People Healthier" providing additional support to maintain healthy, active lives for our older people in their own homes and communities by ending isolation, encouraging volunteering and self help and preventing hospital admissions.
- 11) Approves additional investment of £1m in CCTV from Spend to Save Fund subject to a detailed business case.
- 12) Approves additional investment in independent Welfare Advice Services;
- 13) Investment in Care Homes - Council agrees to a fundamental redesign of the care home replacement strategy and commits funding to build THREE new care

homes by 2018. These care homes will be built in excess of Care Commission standards, in line with private provider costs and utilising the most cost effective funding method available to provide Best Value. By providing these care homes the Council will prevent successive "generations" of clients from being condemned to live in accommodation that is not fit for purpose. With significant savings on £14.5m spend which is needed for interim works to keep current homes open at a basic standard, the Council will "ring-fence" £12m of unallocated funding for Asset Management works within the Capital Investment Programme 2013-2018. Taken together with £15.4m of funding identified within Annex 3, this will provide the financial resources required to complete the care home replacement programme by 2018.

- 14) Notes the pressures placed on family budgets in these difficult financial times and prioritises that a Band D Council Tax of £1,157 (reduction of 1%) be set for 2013/14 as detailed in Annex 2 to this Amendment; this tax cut to demonstrate a willingness of the Council to be more efficient and effective and to return money to hard working families in the City as they make similar efficiencies in their own household budgets.

Budget 2013/14 Savings – Risk Management

Council notes that the proposed budget for 2013/14 contains significant risks and uncertainty, particularly in respect of assumed procurement savings of £9m and estimated savings of £10m from Internal Improvement Plans.

Council agrees:

- Quarterly scrutiny of all these financially critical and risk based projects by the Finance and Budget Committee with the involvement of service committees and the Governance, Risk and Best Value Committee as necessary.
- To consider the best use of sums returned from Police and Fire Boards (est. £3m) in the light of the financial circumstances prevailing when any funds are returned.
- A Programme of Improved Leadership and Management to deliver phase 1 options for productivity savings by Summer 2013.
- Prioritisation of resources to deliver sustainable funding for Employability and the Edinburgh Guarantee by the Summer.

Further Council agrees a future Budget Development process within meaningful and detailed scrutiny of all services on a zero based accounting system to bring:

- Genuine prioritisation of resources;
- Better management information on costs, resources, performance and

outcomes supported by each service;

- An ongoing Programme of Improved Leadership and Management to drive management and productivity efficiencies;
- Strengthened reporting and scrutiny of key projects;
- Market testing of Facilities and Environment Internal Improvement Projects to deliver quality services at the best possible price.

The entirety of the above to transform the service delivery, quality and efficiency of the Council delivering better services for less.

Council notes:

- The reports by the Director of Corporate Governance setting out the revenue budget framework.
- The report by the Director of Corporate Governance setting out the potential equality and rights risks associated with the revenue budget framework;
- The reports by the Director of Corporate Governance setting out the overall position on capital resources for the period 2013 to 2018;
- A further report will be submitted to seek approval of revised charges for Council services, the outcomes of which are contained in Annex 1 to this amendment.

Council approves:

- The revenue budget set out in the reports, subject to the amendments set out in Annex 1 to this motion
- The 2013 to 2018 capital budget as set out in the report by the Director of Corporate Governance, subject to the amendments set out in Annex 3 to this motion;
- A band D Council Tax of £1,157;
- The Council Tax and Rating resolution as set out in Annex 2 to this motion;
- The recommendations contained in the report by the Director of Services for Communities to increase rents by 5.9% and to approve the outline 5 year HRA capital programme for 2013 to 2018.

REVENUE BUDGET 2013/14
ANNEX TO CONSERVATIVE GROUP AMENDMENT

	2013/14	£000
Expenditure to be Funded		£000
- Resource Allocation Totals	938,464	
- Add: Expenditure funded through Specific Grants	545	939,009
- General Revenue Funding and Non Domestic Rates	-707,769	
- Ring Fenced Funding	-545	-708,314
To be Funded by Council Tax / Other Measures		230,695
Council Tax at Band D		£1,157.00
Reduction from Previous Year		£ (12.00)
- Percentage Reduction		-1.0%
<hr/>		
Funding Requirement		230,695
Council Tax Income		228,326
Funding Requirement to be Addressed by Alternative Measures		2,369
Review of Assumptions in Long-Term Financial Plan / additional funding sources, as per report to Finance and Budget Committee January 2013		
Auto Enrolment and One-off funding released from provisions		-2,205
Additional budget pressures		
Statutory repairs and Welfare reform - advice		1,550
Funding Requirement including Amendments reported to Finance and Budget Committee January 2013		1,714
Service Investment (see Appendix 1)		
Right first Time Road Repairs	2,500	
Procurement Project - Integrated Property and Environment (Spend to Save)	1,000	
CCTV (Spend to Save)	1,000	
Keeping Older People Healthier	200	
Grants to Third Parties	1,205	
Employability and Edinburgh Guarantee	1,430	
Other	205	
		7,540
Less: Amendments to Draft Revenue Budget Framework (see Appendix 1)	-1,167	
Less: Additional Savings (see Appendix 1)	-4,087	-5,254
Planned Use of Reserves		
Council Priorities Fund	-2,000	
Spend to Save Fund	-2,000	-4,000
Balance of Available Resources		0

**REVENUE BUDGET 2013/14
APPENDIX TO CONSERVATIVE GROUP AMENDMENT**

SERVICE INVESTMENT	£000	£000
Right first Time Road Repairs		2,500
Procurement - Integrated Property and Environment (Spend to Save)		1,000
CCTV - (Spend to Save) - revenue contribution to Capital		1,000
Keeping Older People Healthier		200
Grant funding to third sector		1,205
Employability funding and Edinburgh Guarantee		1,430
Other		205
		<hr/>
TOTAL SERVICE INVESTMENT		<u>7,540</u>

PROPOSED AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK 2013/14

WITHDRAWN PROPOSALS	£000	£000
<u>Corporate Governance</u>		
- CG2 - Cultural pass		-80
<u>Services for Communities</u>		
- SfC13 - Cemeteries income		13
AMENDED PROPOSALS		
Reduction to the following options		
<u>Corporate Governance</u>		
- CG4 - Investment in internal audit and risk management	-125	
- CG8 - Corporate programme office / change management unit	-50	
- CG17 - Governance - information compliance	-50	-225
<u>Services for Communities</u>		
- SfC2 - Increased enforcement and education (fund pilot)		-75
Loan charges to support additional capital investment		-800
		<hr/>
TOTAL AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK		<u>1,167</u>

ADDITIONAL SAVINGS	£000
Better Leadership & Management - Productivity Improvements	2,369
COSLA and Neighbourhood Partnership / Neighbourhood Grants	-500
Children and Families	
- Management redesign / business support	-350
Health and Social Care	

- Reduced use of agency staffing and improved sickness absence rates	-350
Services for Communities	
- Reduced use of consultants / vacancy control	-363
Other	<u>-155</u>
TOTAL ADDITIONAL SAVINGS	<u><u>4,087</u></u>

**THE CITY OF EDINBURGH COUNCIL
COUNCIL TAX / RATING RESOLUTION
CONSERVATIVE GROUP PROPOSAL**

To recommend that in respect of the year to 31st March, 2014:

1. GENERAL FUND

1.1 Revenue Estimates - the Revenue Estimates as presented and adjusted be approved;

1.2 Council Tax - estimated expenditure from Council Tax of £228.326m be met and in terms of Sections 70(1) and 74(1) of the Local Government Finance Act 1992 (the 1992 Act) Council Tax be levied in respect of properties in the bands defined in Section 74(2) of the 1992 Act as follows:

Band	Council Tax £	Band	Council Tax £
A	771.33	E	1,414.11
B	899.89	F	1,671.22
C	1,028.44	G	1,928.33
D	1,157.00	H	2,314.00

2. RATING APPEALS TIMETABLE

In terms of Part XI of the Local Government (Scotland) Act 1947 the following dates be approved:

Main Assessment Roll

Lodging of Appeals with the Director of Corporate Governance by

12 July 2013

Hearing of Appeals by the Rating Authority

20 September 2013

Amendments to Main Assessment Roll made subsequent to its issue

Lodging of Appeals with the Director of Corporate Governance

Within six weeks of issue of Rate Demand or in terms of Section 11 of the Rating and Valuation (Amendment) (Scotland) Act 1984

Hearing of Appeals by the Rating Authority

Periodically

3. CAPITAL EXPENDITURE

Expenditure on Capital projects in progress be met.

4. BORROWING

The Council borrows the necessary sums to meet the above capital expenditure.

**THE CITY OF EDINBURGH COUNCIL
CAPITAL BUDGET 2013-2018
ADDITIONS TO REVISED PROGRAMME
ANNEX TO CONSERVATIVE GROUP AMENDMENT**

	Total £000
Available Additional Resources for Distribution	
Additional capital resources	25,000
Prudential borrowing (funded through savings on COSLA / Neighbourhoods)	6,250
Additional funding arising from UK Government decision	3,500
SfC Contingency Budget	1,950
Capital from Revenue (Spend to Save Fund)	1,000
	37,700
Resources Available for Distribution	

	2013-14 £000	2014-15 £000	2015-16 £000	2016-17 £000	Total £000
Additional Investment					
Carriageways and footways	12,000	-	-	-	12,000
Children and Families' estate	4,500	6,000	-	-	10,500
Pitches, pavilions and new sports facilities	2,000	-	-	-	2,000
Care Home Investment *	-	672	6,208	4,120	11,000
Parks	1,000	-	-	-	1,000
Public Conveniences	200	-	-	-	200
CCTV (subject to business case)	1,000				1,000
	20,700	6,672	6,208	4,120	37,700

* A further £4.4m is available for Care Home Investment through Capital Receipts.

Appendix 3

(As referred to in Act of Council No 1 of 7 February 2013)

REVENUE BUDGET 2013- 2014

CAPITAL INVESTMENT PROGRAMME 2013-2018

HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME 2013- 2014

GREEN GROUP AMENDMENT

Introduction

1. The Green Group commends the Capital Coalition for introducing a new budget process and looks forward to working in partnership, through the Finance and Budget Committee, to strengthen the process in future years through, among others:
 - Making the budget as a whole more transparent;
 - Engaging with stakeholders earlier in the process;
 - Improving the detailed scrutiny at committee.
2. The Green Group supports a number of priorities in the Capital Coalition Budget – such as the focus on early intervention and preventive spend; and recognition of demographic pressures – and welcomes many of the changes to the first draft budget framework: reversing planned cuts to voluntary sector grants, sustaining investment in employability and training services; and support for a community-owned leisure pool in Leith.
3. The Green Group regrets the financial straitjacket in which local government services are determined, both through the centrally-driven council tax freeze and the reluctance of the City Council to take forward potential additional sources of revenue such as a visitor levy.

Green themes

4. In assessing proposals the Green Group has developed three themes which we commend to the City Council. These are detailed in annexes 1 and 3.
 - Mitigating the impact of welfare cuts
 - Warmer homes, better schools
 - Enhancing public services

Mitigating the impact of welfare cuts

5. In 2013-14 the impact of welfare cuts will bite deeper on low income, disabled and vulnerable people. Green proposals are designed to help offset the impact of those cuts with:
 - £1 million to top up Discretionary Housing Payments to mitigate the impact of the UK Government's bedroom tax, to assist individual households and reduce risk to the Housing Revenue Account, coupled with a review of other means of managing the change
 - £100,000 for income maximisation services for people on benefits
 - A delay to charging proposals for housing support services to manage the transition more smoothly
 - Restoration of a planned £50,000 cut to the adaptations service to ensure that disabled or older people are able to remain in a home-setting
 - £1.1 million for employability services which includes £300,000 with a particular focus on enhancing affordable child-care for lower income families who are accessing training or education.

Investing in warmer homes and better schools

6. Linked to our welfare cuts mitigation programme The Green Group proposes investment of up to £10 million over 3 years in accelerated fuel poverty and energy efficiency works targeted in the lowest income households in the city. By doing this we will help reduce pressure on overall household bills without relying on above-inflation rent rises to fund the investment. The programme will be funded by seeking Scottish Government consent to use the accumulated council tax discount fund – which is ring-fenced for specific housing programmes. We also seek to use the same fund for £50,000 for an empty homes officer to deliver the work of the City Council empty homes task group and £100,000 for a feasibility study of alternative community housing models, such as community land trusts.
7. The Green Group also proposes £12 million additional investment in the school estate, which includes £1.5 million for funding new works in energy efficiency, energy management and energy supply. This will increase comfort levels within school buildings, bring eco-school programmes to life and free up school budgets to pay for materials and resources directly used in the classroom.
8. We propose a £500,000 school playground transformation fund which will seek to re-invigorate playgrounds as exciting, dynamic places and re-connect schools with communities. The fund will match-fund parent fundraising efforts to improve playgrounds and top-up in the cases of schools in disadvantaged areas or special schools where fundraising capacity is lower.

Enhancing public services

9. The Green Group wants to see public investment linked to new ways of looking at public services.
10. We commend the Capital Coalition for its commitment of 6% of the net capital and revenue budget for cycling investment but we recognise that the provision of cycling infrastructure is not yet keeping up with rising demand for cycling, far less correcting decades of under-spending. So we propose an additional £1 million of capital investment in cycling infrastructure, over and above the 6% commitment and, on the revenue side an additional 1%, taking revenue spending on cycling to 7% of the net transport budget a year early.
11. The Green Group seeks a new vision for our city and town centres – not seeking to compete on the same terms with out of town retail parks or online suppliers, but creating a new high quality environment, focused on pedestrians and reducing demand for car-parking, cutting air pollution and congestion, improving parking turnover and freeing up space for disabled users. We will not take forward the proposed charge for city centre toilets and will provide extra funding for town centre investment.
12. We further propose:
 - Investigation of the Council’s role in acting as a guarantor for public liability in development of community-owned renewables and other community infrastructure
 - A new “Open Edinburgh” initiative, using the resources identified for information compliance and re-focusing it, while still meeting statutory duties on access to information.
 - Funding for an “Edinburgh Listens” programme: piloting and investigating new ways of engaging people in the way Edinburgh is run
 - Further investment in information and education on recycling, including use of smart technology, with a saving from further reduction in landfill costs.

Savings

Our savings and income package is detailed in annex 1 – and includes savings on consultants, audit, communications and reforming of car-parking charges.

Recommendations

Council notes:

- The reports by the Director of Corporate Governance setting out the revenue budget framework.
- The report by the Director of Corporate Governance setting out the potential equality and rights risks associated with the revenue budget framework;

- The reports by the Director of Corporate Governance setting out the overall position on capital resources for the period 2013 to 2018
- A further report will be submitted to seek approval of revised charges for Council services, the outcomes of which are contained in Annexe 1 to this amendment

Council approves:

- The revenue budget set out in the reports, subject to the amendments set out in Annex 1 to this motion
- The 2013 to 2018 capital budget as set out in the report by the Director of Corporate Governance, subject to the amendments set out in Annex 3 to this motion;
- A band D Council Tax of £1,169
- The Council Tax and Rating resolution as set out in Annex 2 to this motion
- The recommendations contained in the report by the Director of Services for Communities to increase rents by 5.9% and to approve the outline 5 year HRA capital programme for 2013 to 2018

**REVENUE BUDGET 2013/14
ANNEX TO GREEN GROUP AMENDMENT**

	2013/14	
	£000	£000
Expenditure to be Funded		
- Resource Allocation Totals	938,464	
- Add: Expenditure funded through Specific Grants	<u>545</u>	
		939,009
	-	
- General Revenue Funding and Non Domestic Rates	707,769	
- Ring Fenced Funding	<u>-545</u>	
		-708,314
To be Funded by Council Tax		<u>230,695</u>
Council Tax at Band D		£ 1,169.00
Increase on Previous Year		£ -
- Percentage Increase		0.0%
<hr/>		
Funding Requirement		230,695
Council Tax Income		230,695
Funding Excess at Council Tax increase above as reported to Finance and Budget Committee 15 November 2012		0
 Review of Assumptions in Long-Term Financial Plan / additional funding sources, as per report to Finance and Budget Committee January 2013		
Auto Enrolment	-905	
One-off funding released from provisions	<u>-1,300</u>	
		-2,205
Additional budget pressures		
Statutory repairs	1,300	
Welfare reform - advice	<u>250</u>	
		1,550
Balance of Available Resources as reported to Finance and Budget Committee January 2013		-655
Service Investment (see Annex 2)	5,204	
Add / Less: Amendments to Draft Revenue Budget Framework (see Appendix 1)	-991	
Less: Additional Savings (see Annex 2)	<u>-3,408</u>	
		805
Planned use of Reserves		
Council tax discount fund		-150
Balance of Available Resources		<u><u>0</u></u>

**REVENUE BUDGET 2013/14
APPENDIX TO GREEN GROUP AMENDMENT**

SERVICE INVESTMENT	£000
Grant funding to third sector	1,205
Employability services provided through third party grants- Continue investment	1,100
Leith Waterworld - support for community business plan	125
Edinburgh Guarantee- Continue investment	1,000
Less: direct employee cost being met by services	-370
Open Edinburgh information initiative	135
Additional support for cycling revenue budget	90
Waste recycling support, linked to reduced landfill costs	50
Meadowbank - options assessment and stakeholder analysis	60
Museum - pilot alternative opening hours	20
Income Maximisation services	100
Discretionary housing payment top up	1,000
Town Centre Fund	389
Edinburgh listens - pilot programme for greater participation	150
One off investment funded from ring-fenced reserves	
Empty Homes (Council Discount Fund)	50
Development of new Affordable housing models (Council tax Discount Fund)	100
	<hr/>
TOTAL SERVICE INVESTMENT	<u>5,204</u>
PROPOSED AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK 2013/14	
WITHDRAWN PROPOSALS	
CG4 Investment in Internal Audit and Risk Management- Reject investment	-400
CG17: Governance - invest in information compliance and SPICE- Refocus investment into Open Edinburgh	-160
HSC3: Review of processes and staffing structures and implement 10% saving	50
CG2-Culture pass	-80
SFC13- Cemeteries Income	13
HSC12: Charge for housing support services	315
SFC14- charges for public conveniences	216
AMENDED PROPOSALS	
CG8-Corporate programme Office	-25
Smarter marketing - earlier implementation of marketing review	-100
Loan charges to support additional capital investment	-820
	<hr/>
TOTAL AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK	<u>-991</u>

ADDITIONAL SAVINGS	£000
City centre parking - review of charges and free parking initiatives	-950
Lord provost office - Efficiency savings	-10
Temperature control in Council Buildings	-100
Saving on Outlook publication	-200
Second resident parking income-Increase charges	-105
Consultant costs (reduce usage)	-500
Further review of ALEO funding	-150
Land fill tax reduced tonnages through information campaign	-50
Corporate Governance - do not replace Head of Service	-125
Children and Families- Management redesign/business support	-350
Economic Development resilience	-30
Health and Social Care- Reduce agency staff and improved sickness absence	-350
Services for communities- reduced use of consultant/vacancy control	-363
Insurance costs	-125
TOTAL ADDITIONAL SAVINGS	<u><u>-3,408</u></u>

**THE CITY OF EDINBURGH COUNCIL
COUNCIL TAX / RATING RESOLUTION
GREEN GROUP PROPOSAL**

To recommend that in respect of the year to 31st March, 2014:

1. GENERAL FUND

- 1.1** Revenue Estimates - the Revenue Estimates as presented and adjusted be approved;
- 1.2** Council Tax - estimated expenditure from Council Tax of £230.695m be met and in terms of Sections 70(1) and 74(1) of the Local Government Finance Act 1992 (the 1992 Act) Council Tax be levied in respect of properties in the bands defined in Section 74(2) of the 1992 Act as follows:

Band	Council Tax	Band	Council Tax
	£		£
A	779.33	E	1,428.78
B	909.22	F	1,688.56
C	1,039.11	G	1,948.33
D	1,169.00	H	2,338.00

2. RATING APPEALS TIMETABLE

In terms of Part XI of the Local Government (Scotland) Act 1947 the following dates be approved:

Main Assessment Roll

Lodging of Appeals with the Director of Corporate Governance by	12 July 2013
Hearing of Appeals by the Rating Authority	20 September 2013

Amendments to Main Assessment Roll made subsequent to its issue

Lodging of Appeals with the Director of Corporate Governance	Within six weeks of issue of Rate Demand or in terms of Section 11 of the Rating and Valuation (Amendment) (Scotland) Act 1984
Hearing of Appeals by the Rating Authority	Periodically

3. CAPITAL EXPENDITURE

Expenditure on Capital projects in progress be met.

4. BORROWING

The Council borrows the necessary sums to meet the above capital expenditure.

**THE CITY OF EDINBURGH COUNCIL
CAPITAL BUDGET 2013-2018
ADDITIONS TO REVISED PROGRAMME
ANNEX TO GREEN GROUP AMENDMENT**

	Total £000
Available Additional Resources for Distribution	
Additional capital resources	25,000
Additional funding from Scottish Government	3,500
	28,500
Resources Available for Distribution	

	2013-14 £000	2014-15 £000	2015-16 £000	2016-17 £000	2017-18 £000	Total £000
Additional Investment						
Carriageways and footways	9,000	-	-	-	-	9,000
Schools improvements	6,000	6,000	-	-	-	12,000
Playground transformation fund	250	250	-	-	-	500
Cycling infrastructure	1,000	-	-	-	-	1,000
Pitches and pavilions & new sport facilities	2,000	-	-	-	-	2,000
Provision of a new care home (net of other funding)	-	672	3,208	120	-	4,000
	(1,200)					-1,200
Reallocation of Services for Communities Contingency fund						
-CCTV (subject to business case)	1,000					1,000
-Public Conveniences	200	-	-	-	-	200
	18,250	6,922	3,208	120	-	28,500

Appendix 4

(As referred to in Act of Council No 1 of 7 February 2013)

REVENUE BUDGET 2013- 2014

CAPITAL INVESTMENT PROGRAMME 2013-2018

**HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME 2013-
2014**

LIBERAL DEMOCRAT GROUP AMENDMENT

1. Context

Council welcomes the careful control of the Council's finances under the previous Liberal Democrat-led administration, which:

- For the first time in the Council's history, kept all departments within their budgets, doing so for three successive financial years;
- Restored reserves from the £373,000 inherited from Labour to the £13m appropriate to an organisation of the size and complexity of the Council a year ahead of schedule in March 2011;
- Managed to improve markedly a range of services as recognised by Audit Scotland and other external bodies whilst delivering over £90 million of savings from 2009/10 to 2011/12.

Council reiterates its determination that all departments contain expenditure within budget to maintain the stability this prudent financial management has fostered.

2. Budget process

Council regrets that the Capital Coalition has not engaged successfully with the public in its consultation on the budget, with only 600 consultees compared to over 2,000 in the last year of the Liberal Democrat-led administration.

Council therefore agrees to improve its budget consultation arrangements to ensure better engagement with all stakeholders.

3. Budget proposals

Council regrets the decision not to outsource the Environmental functions of the Council and notes that, had the ABM model been adopted, not only would improved environmental performance have been guaranteed but additional savings amounting to some £2 million would have been available to the Council in 2013/14, permitting additional:

- Investment in our schools;

- Improvements to care services;
- Investment in our roads and pavements.

Council will nonetheless build on the achievements of the Liberal Democrat-led administration through:

- Investment in completion of the Wave 3 schools programme;
- Continuing support for the Edinburgh Guarantee;
- Additional investment in roads and pavement maintenance, making full use of “Right First Time” principles;
- Continuing the Liberal Democrat-led innovation of setting aside 6% of the transport budget for cycling and pedestrians;
- Investment in cleaner streets;
- Maintaining the momentum in reducing carbon emissions and improving energy efficiency, including more active use of opportunities offered through the Central Energy Efficiency Fund (CEEF);
- Continuing to develop the “re-ablement” approach to social care.

4 Future years’ budget processes

Council agrees to place greater emphasis on prioritisation of its activities in future years’ budget processes, recognising that more radical change is required to address financial challenges going forward.

Council recognises the need for enhanced scrutiny of progress towards delivering savings in key transformational areas within the budget framework, particularly procurement, internal improvement plans, cross-cutting and preventative activity.

Council continues to explore innovative means of supplementing the level of resources available to fund investment in vital services, including the raising of additional revenues to support the city’s tourism and cultural offer.

Council further agrees to continue to work proactively in planning for, and where appropriate mitigating, the service impacts of welfare reform.

5. Recommendations

Council notes:

- The reports by the Director of Corporate Governance setting out the revenue budget framework;
- The report by the Director of Corporate Governance setting out the potential equality and rights risks associated with the revenue budget framework;
- The reports by the Director of Corporate Governance setting out the overall position on capital resources for the period 2013 to 2018;
- A further report will be submitted to seek approval of revised charges for Council services, the outcomes of which are contained in Annex 1 to this amendment.

Council approves:

- The revenue budget set out in the reports, subject to the amendments set out in Annex 1 to this motion;
- The 2013 to 2018 capital budget as set out in the report by the Director of Corporate Governance, subject to the amendments set out in Annex 3 to this motion;
- A band D Council Tax of £1,169;
- The Council Tax and Rating resolution as set out in Annex 2 to this motion;
- The recommendations contained in the report by the Director of Services for Communities to increase rents by 5.9% and to approve the outline 5 year HRA capital programme for 2013 to 2018.

**REVENUE BUDGET 2013/14
ANNEX TO LIBERAL DEMOCRAT GROUP AMENDMENT**

	2013/14	
	£000	£000
Expenditure to be Funded		
- Resource Allocation Totals	938,464	
- Add: Expenditure funded through Specific Grants	<u>545</u>	
		939,009
- General Revenue Funding and Non Domestic Rates	707,769	
- Ring Fenced Funding	<u>-545</u>	
		-708,314
To be Funded by Council Tax		<u>230,695</u>
Council Tax at Band D		£ 1,169.00
Increase on Previous Year		£ -
- Percentage Increase		0.0%
<hr/>		
Funding Requirement		230,695
Council Tax Income		<u>230,695</u>
Funding Excess at Council Tax increase above as reported to Finance and Budget Committee 15 November 2012		0
Review of Assumptions in Long-Term Financial Plan / additional funding sources, as per report to Finance and Budget Committee January 2013		
Auto Enrolment	-905	
One-off funding released from provisions	<u>-1,300</u>	
		-2,205
Additional budget pressures		
Statutory repairs	1,300	
Welfare reform - advice	<u>250</u>	
		<u>1,550</u>
Balance of Available Resources as reported to Finance and Budget Committee January 2013		-655
Service Investment (see Appendix 1)	3,040	
Add / Less: Amendments to Draft Revenue Budget Framework (see Appendix 1)	-1,064	
Less: Additional Savings (see Appendix 1)	<u>-1,321</u>	
		655
Balance of Available Resources		<u><u>0</u></u>

**REVENUE BUDGET 2013/14
APPENDIX TO LIBERAL DEMOCRAT GROUP AMENDMENT**

SERVICE INVESTMENT	£000	£000
Grant funding to third sector		1,205
Employability funding		600
Edinburgh Guarantee	1,000	
Less: Direct employee costs being met by services	-370	
		630
Discretionary Housing Payments		400
Leith Waterworld - community bid		125
Meadowbank - carry out an options assessment and a stakeholder analysis for the future of Meadowbank		60
Museums - pilot alternative opening hours for City Centre museums and galleries during peak periods of the year		20
TOTAL SERVICE INVESTMENT		3,040

PROPOSED AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK 2013/14

WITHDRAWN PROPOSALS	£000	£000
<u>Corporate Governance</u>		
- CG2 - Culture Pass		-80
- CG10 - Invest in business intelligence, external relationships and community planning partnerships in line with co-operative approach		-50
<u>Services for Communities</u>		
- SfC 14 - Charge for all public conveniences		216
AMENDED PROPOSALS		
<u>Corporate Governance</u>		
- CG4 - Investment in internal audit and risk management	-50	
- CG8 - Corporate Programmes Office/change management unit	-25	
- CG17 - Governance - information compliance	-25	
		-100
Loan charges to support additional capital investment (reflecting proposed phasing)		-800
Welfare reform - advice - pressure reported to Finance and Budget Committee of 30th January assumed to be offset by confirmed additional Scottish Government funding support to partner organisations		-250
TOTAL AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK		-1,064

ADDITIONAL SAVINGS	£000
Children and Families	
- Management redesign / business support	-350
Economic Development	
- Economic resilience contingency	-30
Health and Social Care	
- Reduced use of agency staffing and improved sickness absence rates	-350
Services for Communities	
- Reduced use of consultants/vacancy control	-366
- Contracting-out of festival postering and management of vacant sites on arterial routes	-100
Insurance costs	-125
TOTAL ADDITIONAL SAVINGS	<u><u>-1,321</u></u>

**THE CITY OF EDINBURGH COUNCIL
COUNCIL TAX / RATING RESOLUTION
LIBERAL DEMOCRAT GROUP PROPOSAL**

To recommend that in respect of the year to 31st March, 2014:

1. GENERAL FUND

- 1.1** Revenue Estimates - the Revenue Estimates as presented and adjusted be approved;
- 1.2** Council Tax - estimated expenditure from Council Tax of £230.695m be met and in terms of Sections 70(1) and 74(1) of the Local Government Finance Act 1992 (the 1992 Act) Council Tax be levied in respect of properties in the bands defined in Section 74(2) of the 1992 Act as follows:

Band	Council Tax	Band	Council Tax
	£		£
A	779.33	E	1,428.78
B	909.22	F	1,688.56
C	1,039.11	G	1,948.33
D	1,169.00	H	2,338.00

2. RATING APPEALS TIMETABLE

In terms of Part XI of the Local Government (Scotland) Act 1947 the following dates be approved:

Main Assessment Roll

Lodging of Appeals with the Director of Corporate Governance by	12 July 2013
Hearing of Appeals by the Rating Authority	20 September 2013

Amendments to Main Assessment Roll made subsequent to its issue

Lodging of Appeals with the Director of Corporate Governance	Within six weeks of issue of Rate Demand or in terms of Section 11 of the Rating and Valuation (Amendment) (Scotland) Act 1984
--	--

Hearing of Appeals by the Rating Authority	Periodically
--	--------------

3. CAPITAL EXPENDITURE

Expenditure on Capital projects in progress be met.

4. BORROWING

The Council borrows the necessary sums to meet the above capital expenditure.

**THE CITY OF EDINBURGH COUNCIL
CAPITAL BUDGET 2013-2018
ADDITIONS TO REVISED PROGRAMME
ANNEX TO LIBERAL DEMOCRAT GROUP AMENDMENT**

						Total £000
Available Additional Resources for Distribution						
Additional capital resources						25,000
Additional funding resulting from Chancellor's Autumn Statement						3,500
Resources Available for Distribution						28,500
	2013-14 £000	2014-15 £000	2015-16 £000	2016-17 £000	2017-18 £000	Total £000
Additional Investment						
Carriageways and Footways	12,500	-	-	-	-	12,500
School estate - primary school gym replacements	3,000	-	-	-	-	3,000
School estate - early years nursery provision (net of other funding)	3,000	500	-	-	-	3,500
Children and Families estate - other works	-	3,500	-	-	-	3,500
Provision of a new care home (net of other funding)	-	672	3,208	120	-	4,000
Pitches, pavilions and new sports facilities	-	2,000	-	-	-	2,000
	18,500	6,672	3,208	120	-	28,500
Reallocation of Services for Communities Contingency Budget						
CCTV (subject to development of full business case)	1,000					1,000

Item no 5.1

QUESTION NO 1

**By Councillor Heslop for answer by
the Lord Provost at a meeting of the
Council on 14 March 2013**

Question

'To ask the leader what help and advice the Council will give in assisting veterans, their widows and relatives of the Arctic Convoys from Edinburgh in obtaining their much-deserved medals.'

Item no 5.2

QUESTION NO 2

By Councillor Booth for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 14 March 2013

Question

What measures are the Council taking to promote and encourage community renewables.

Item no 5.3

QUESTION NO 3

By Councillor Booth for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 14 March 2013

Question

What measures are the council taking to promote energy saving in the council estate.



March 2013

Castlebrae High School



Deciding whether or not to close a school is one of the most challenging decisions that most of us will have to face in our role as Councillors.

Following an extensive consultation, officers of the Council are recommending that we close Castlebrae High School in June this year, primarily because the quality of the education. We will have to thoroughly consider the [200 page report](#) to carefully weigh up and decide what is best for the educational needs of the children as well as the longer term future of the area.

The Capital Coalition is taking time to consider the detailed contents of this lengthy report and discuss with interested parties, including those campaigning to keep the school open, before making a decision at the Council meeting on 14 March.

Whatever the outcome, we are absolutely committed to building a new school in the Craigmillar area (predicted completion in autumn 2020) - and have already allocated £618k of early funding for the start of the design stage in 2017. We realise that the successful regeneration of Craigmillar relies in part on the commitment to a new school and the creation of a safe, family-friendly environment.

Cllr Andrew Burns

Another step closer to Zero Waste

We have just agreed a long-term contract with Alauna Renewable Energy (ARE) to build and operate a state-of-the-art food waste recycling facility on behalf of the Council, through its successful [Zero Waste](#) partnership with Midlothian Council.

I think this is a major achievement as it enables us to provide a local, long-term solution for recycling food waste at a competitive price. It will also help us continue to increase recycling levels, reduce the amount of waste buried at landfill sites, meet greenhouse gas targets and continue to attract new investment to Edinburgh.

This is the first collaborative waste project of its kind in Scotland and will be based near Millerhill in Midlothian. Together with Midlothian Council, we are leading the way with a partnership that will see food waste collected in both areas recycled to produce renewable electricity, as well as a fertiliser for local farms.

The Zero Waste Project is also midway-through procurement for a facility to recycle all the black bag waste that can't be sorted at the kerbside.

Tram Update

The tram project continues to progress well, in line with the revised schedule and budget. The first completed section of the track has now been officially handed over to the Council after successful testing by the contractor, marking an important milestone for the project. The 2.8km stretch of track between the Gogar depot and Edinburgh International Airport has been subject to extensive testing and commissioning which began in November 2012 and will now be used for driver training.

The [latest picture](#) update highlighting the progress made is now available.

Fresh Start – Shared Repair Service

In response to public consultation, a newly designed [Shared Repair Service](#) will be phased in from 2 April to provide guidance to help home owners in shared buildings maintain their properties. This will replace the Property Conservation Service that has been the subject of significant financial and service concerns. The investigations and remedial action into historical problems will continue, but going forward, we want to offer a more customer focused service.

The new service will continue to provide an all year round, much-valued emergency response service to help owners make their properties safe if they pose a danger to public safety.

There will also be a [new advice and information service](#) providing guidance to support owners to make the right choices and take responsibility for maintaining their own properties. Information will be available on

the services provided by property factors, property management agencies and also how to organise shared repairs using the Tenement Management Scheme.

The Council's statutory powers to compel building repairs will remain but will only be used as a last resort.

Partnership in action

The Council recently agreed to the distribution of around £22.9m to over [220 third sector and cultural and sporting organisations](#) in the city. This is a significant amount and shows that partnership working is at the core of the Capital Coalition's contract with the capital.

This funding is a central component to meeting the operational costs of these important sectors which contribute to the city's economic and social wellbeing. I appreciate how much the Third Sector contributes to the quality of life in Edinburgh as well as their overall economic contribution of around £101m bringing in over £8.00 for every Council pound invested.

As well as that, volunteers provide over 730 thousand hours of unpaid service. Based on the average Edinburgh wage of around £13 per hour, this provides an annual economic equivalent impact of around £9.5m to the city. I can't say enough about our appreciation of the role of volunteers. The recipients of funds they raise and the people they help directly are of course the first to express their appreciation, but often the contribution from volunteers is quietly provided and therefore not visible to most of us.

It is in this spirit that we have decided to review the process for grants to third parties during 2013/14, in partnership with the third sector and other stakeholders, to ensure financial stability for organisations and value for money for the Council.

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◆ EDINBURGH ◆
THE CITY OF EDINBURGH COUNCIL

The City of Edinburgh Council

10.00am, Thursday 14 March 2013

Commercial & Procurement Transformation Project

Item number 8.1
Report number
Wards

Links

Coalition pledges [P30](#)
Council outcomes [CO25](#)
Single Outcome Agreement

Alastair D Maclean

Director of Corporate Governance

Contact: Nick Smith, Commercial & Procurement Manager

E-mail: nick.smith@edinburgh.gov.uk | Tel: 0131 529 4377

Commercial & Procurement Transformation Project

Summary

As part of the recent budget setting process, the Council is seeking to achieve savings of £9m in 2013/14 through more efficient commercial and procurement activity. Total savings of £149m by 2017/18 are also being targeted.

As detailed in the report to Finance and Budget Committee on 21 February 2013, the Council is presently working with Ernst & Young LLP (“E&Y”) in an advisory capacity to identify from where and how these savings can be achieved by the Council within this timeframe. This involves looking across all directorates to examine how we spend money, whether we spend it effectively and efficiently and how we can make savings whilst having minimal impact on services.

Operational changes are required to assist in the effective and efficient delivery of the savings identified as part of the initial pipeline verification exercise. The Council now wishes to appoint E&Y to assist with the delivery of these aims.

The overall aims are to:

- save the Council £149m over 5 years;
- transform the existing operational procurement team into a fit-for-purpose and sustainable in-house commercial unit; and
- raise the standards in buying practices and processes across the Council.

It is proposed that the Council enter into an agreement with E&Y on a gainshare basis.

Recommendations

It is recommended that the Council approve the appointment of E&Y and that the Director of Corporate Governance be authorised on behalf of the Council to enter into a contract with E&Y substantially on the terms summarised in this report with such amendments as may be considered appropriate.

Measures of success

The level of savings achieved will be closely monitored against planned and budgeted savings targets.

Financial impact

The currently anticipated cost of the gain-share arrangements under the contract is circa £12.5m if the Council’s net savings target of £149m is achieved over the 5-year

period. This cost could be greater or less as it is entirely performance based and is directly related to the level of procurement savings achieved.

There are likely to be some spend to save costs associated with the award and delivery of the contract that are required to implement business change, including investment in staff, technology and training. These costs are currently being scoped and will be offset against any savings delivered.

Equalities impact

No anticipated impact on equalities.

Sustainability impact

It is anticipated that taking forward the Council's Sustainable Action Plan as part of the transformation of the existing operational procurement team will reduce the impact of the Council's activities from a sustainability perspective.

Consultation and engagement

A programme of engagement has taken place across all Directorates and with elected members.

Background reading / external references

[Procurement Pipeline Assessment and Delivery Report report to Finance and Budget Committee](#) 21 February 2013

[Corporate Procurement transformation project - update - Finance and Resources Committee](#), 31 July 2012

[Corporate Procurement Transformation project](#) – Finance and Resources Committee 20 March 2012

Commercial & Procurement Transformation Project

1. Main Report

- 1.1 The Council's Commercial & Procurement Unit (the "Service") provides advice and support to customers to enable them to meet the Council's purchasing requirements. The Service carries out tendering procedures and also monitors and challenges planned purchasing activity to ensure it is both effective and compliant. The Service also has a crucial role to play in helping the Council to achieve its budgeted savings targets.
- 1.2 In March and July 2012, reports were approved by the Council's Finance & Resources Committee in relation to the procurement transformation project. These reports detailed the appointment of Mott MacDonald ("Mott") as the Council's procurement partner.
- 1.3 The intention of the procurement transformation project was to drive the realisation of approximately £10m additional procurement savings in financial year 2012/13 and also transform the Council's in-house procurement service through organisational re-design coupled with building capacity and capability in the team.
- 1.4 The Council has decided to exercise its contractual right not to renew the current strategic partnership with Mott and the present agreement terminates on 31 March 2013. Exit and transitional arrangements are being discussed with Mott.
- 1.5 As detailed in the report to Finance and Budget Committee on 21 February 2013, as part of the recent budget setting process it was identified that it would be prudent to verify the ability of the Council to deliver £9m in financial year 2013/14 and up to £149m by 2017/18. In order to carry out this verification, identify opportunities and develop a proposed pipeline of savings projects, the Council engaged E&Y in an advisory capacity
- 1.6 Substantial potential savings have been verified by E&Y to date, with further opportunities still being examined. This gives confidence that the savings target of £9m in 2013/14 is achievable, subject to appropriate behavioural changes and improved procurement practices within the Council.
- 1.7 E&Y are presently working with Council officers to identify the structural, operational and change requirements which would be necessary to assist in the effective and efficient delivery of the savings identified as part of the initial pipeline verification exercise.

- 1.8 To assist the Council in delivering the identified savings, it is proposed that the Council enter into an agreement with E&Y on a gainshare basis. E&Y have worked on similar projects with other local authorities, including Manchester, and bring a wealth of experience to the role. Feedback on their involvement to date has been very positive across all directorates.
- 1.9 The Council carried out a competitive process in order to secure a procurement delivery partner during February and March 2012. E&Y took part in that process and their partnership bid came a close second to Mott.
- 1.10 Whilst the original procurement exercise has been completed and cannot be re-opened, the competitive tender has given the Council a clear view on what the market could deliver in terms of best value in this regard.
- 1.11 Due to the critical timescales and the fact that the market has been tested by the Council within the last 12 months, the Director of Corporate Governance, following appropriate consultation with the Convener, agreed the terms of Contract Standing Orders be waived in relation to the proposed appointment. The contract award will be fully compliant with EU legislation as a new framework procured in accordance with the EU procurement rules is being used.
- 1.12 It is proposed that the Council enter into an agreement with E&Y through an Eastern Shires Purchasing Organisation (“ESPO”) framework. ESPO is one of the UK’s largest public sector professional buying organisations. This framework has been recently tendered and came into force in January 2013 and the Council is entitled to order services from E&Y under it. The Council is satisfied that this appointment is both in the best interests of the Council and represents best value.
- 1.13 The key commercial terms of the proposed new arrangement are as follows:
- The agreement will be for five years, although the Council retains the right to terminate during this period after two years and annually thereafter or substitute a supplier in certain circumstances including failure to deliver.
 - The agreement provides that the only fees payable will be on the basis of savings achieved and then only as and when received by the Council. The £49,500 fee detailed in the Finance and Budget report for advisory work carried out in February and March 2013 by E&Y will be set off against any sums due in terms of gainshare.
 - Advance cashflow payments may be made throughout the year to E&Y which will be subject to clawback if the level of gain share based on savings achieved is less.
 - When compared to the original contract with the Council’s current procurement partner, the overall financial benefit which E&Y can achieve has been limited through negotiation to a lower level than the existing contract with Mott. Both parties have agreed that this represents good value for both parties given the potential opportunities.

- The gainshare fee structure which has been agreed aligns the Council's need to achieve the expected savings with E&Y's need to recover costs incurred in assisting with delivering these savings and properly incentivises both E&Y and the Council to maximise savings opportunities.
 - A Council controlled governance structure will be agreed which will include director representation to ensure that the changes required to deliver the savings are sponsored and delivered.
 - The Council retains absolute discretion to accept or reject proposed savings projects. A repayment of costs mechanism will operate where the Council approves a project but later decides to terminate it.
 - The agreement provides that certain members of the E&Y team are key to the successful delivery of the project and must remain working on the project unless otherwise agreed by the Council.
 - Payment of any gainshare will be made quarterly in arrears following realisation of savings by the Council.
 - E&Y will be required to deliver all procurement activity in conjunction with the existing team. Training and skills transfer, as well as assisting with structural and organisational changes and improvement will be required.
 - The Council retains the right to draw down further work at agreed rates should this be required.
- 1.15 If the appointment is approved by the Council, the Commercial & Procurement Manager will engage with E&Y to formulate a plan for delivering the savings and designing and effecting the relevant changes required.

2. Recommendations

- 2.1 It is recommended that the Council approve the appointment of E&Y and that the Director of Corporate Governance be authorised on behalf of the Council to enter into a contract with E&Y substantially on the terms summarised in this report with such amendments as may be considered appropriate.

Alastair D Maclean

Director of Corporate Governance

Links

Coalition pledges	P30: Continue to maintain a sound financial position including long term financial planning
Council outcomes	CO25: The Council has efficient and effective services that deliver objectives
Single Outcome Agreement	
Appendices	None

The City of Edinburgh Council

10am, Thursday 14 March 2013

Annual Treasury Strategy 2013/14

Item number 8.2

Report number

Wards

Links

Coalition pledges [P30](#)

Council outcomes [C025](#)

Single Outcome Agreement [SO1](#)

Alastair D Maclean

Director of Corporate Governance

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Executive summary

Annual Treasury Strategy 2013/14

Summary

This report sets out a Treasury Management Strategy for 2013/14 including estimates of funding requirements, an economic forecast and borrowing and investment strategies.

The Council's Treasury Management activities are carried out in accordance with the Council's Treasury Policy Statement. Under the provisions of the Treasury Policy Statement, a report should be submitted on the proposed Treasury Management Strategy for the ensuing year. The Treasury Strategy aims to:

- ensure that the Council has sufficient and appropriate facilities available to meet its short and long-term borrowing requirements and funding needs;
- secure new funding at the lowest cost; and
- ensure that surplus funds are invested in accordance with the list of approved organisations for investment, minimising the risk to the capital sum and optimising the return on these funds consistent with those risks.

Recommendations

It is recommended that the Council:

- approves the Treasury Management Strategy for 2013/14;
- approves the Treasury Policy Statements; and
- remits the report to the Governance, Risk and Best Value Committee for their scrutiny.

Measures of success

The success of the Treasury Section can be measured by the out-performance of the Treasury Cash Fund against its benchmark and managing the Council's debt portfolio to minimise the cost to the Council while mitigating risk.

Financial impact

The Council continues to manage its debt portfolio so as to minimise the medium term cost of funding its capital projects.

The Treasury Cash Fund has generated significant additional income for the Council.

Equalities impact

There are no adverse equality impacts arising from this report.

Sustainability impact

There are no adverse sustainability impacts arising from this report.

Consultation and engagement

Not applicable.

Background reading / external references

For a copy of the City of Edinburgh Council Treasury Cash Fund Investment Report Quarter 4 2012, please contact Innes Edwards innes.edwards@edinburgh.gov.uk

Annual Treasury Strategy 2013/14

1. Background

- 1.1 The Treasury Management Strategy is to ensure that surplus funds are invested in accordance with the list of approved organisations for investment, minimising the risk to the capital sum and optimising the return on these funds consistent with those risks and to manage the Council's debt portfolio so as to minimise the medium term cost of funding.

2. Main report

2.1 Funding Requirement

- 2.1.1 Table 1 below summarises the Council's funding requirement for the next three years. It is anticipated that the Council's capital spend to be financed by borrowing in 2013/14 will be £175.557million. An estimated £83.320million is financed by repayments of previous advances from service departments but £27.742million of loans maturing also require to be financed. The Council is currently projected to be under-borrowed by £80.314million at the end of 2012/13 giving a net funding requirement of £200.293million in 2013/14.

	2012/13	2013/14	2014/15	2015/16
Cummulative Capital Expenditure b/fd	1,376.892	1,538.012	1,630.249	1,608.355
Capital expenditure to be financed by borrowing	235.286	175.557	65.990	56.245
plus total maturing debt	7.733	27.742	27.743	44.841
less scheduled repayments by borrowing committees	-74.166	-83.320	-87.883	-91.161
Total Borrowing Requirement	168.853	119.979	5.849	9.925
Actual PWLB Borrowed for year	88.539			
Debt at end of the year	1,457.698	1,429.955	1,402.213	1,357.372
Cummulative Capital Expenditure	1,538.012	1,630.249	1,608.355	1,573.440
Cummulative Borrowing Requirement	80.314	200.293	206.143	216.068

Table 1 – Borrowing Requirement

- 2.1.2 The projection above for the end of this financial year shows a significantly under-borrowed position. There is also a large borrowing requirement anticipated for the next financial year.

2.2 Economic and Market Outlook

2.2.1 Inflation Outlook

Figure 1 below shows the figures for inflation since March 2009. The Government's preferred measure of inflation, CPI, finally reverted into the Bank of England's target range in May and now stands at 2.7%.

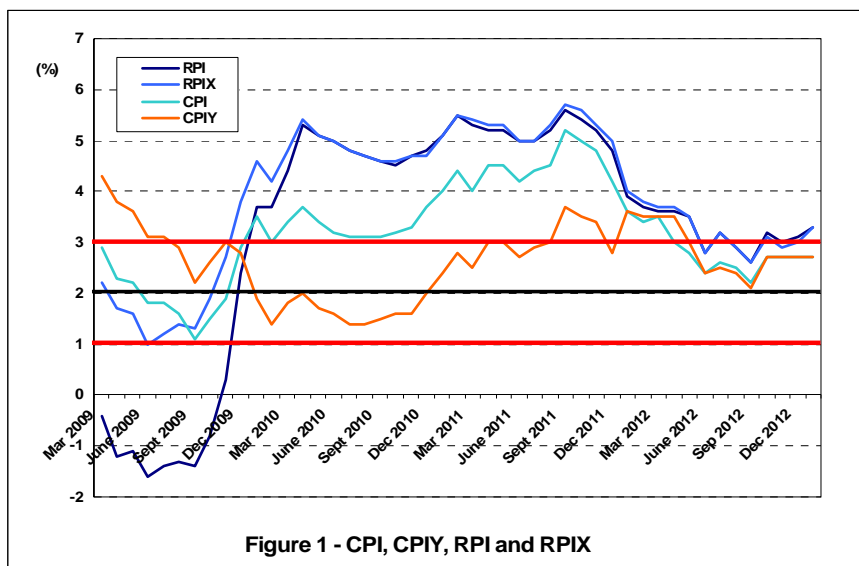


Figure 1 - CPI, CPIY, RPI and RPIX

2.2.2 However, there is significant upward pressure on the inflation rate. Much of the rise in the inflation figure in October was due to Education costs as they rose 19.1% after the Government lifted the cap on University Fees. Food prices increased as the wet weather affected crops and confectionery also contributed to the rise, with the shrinking size of various food stuffs including chocolate bars meaning that consumers are getting less for their money. Energy Prices also contributed to the rise with most of the large suppliers increasing prices in December 2012/January 2013. However, it is considered that the appointment of Mark Carney, as the Governor of the Bank of England, may have a pivotal effect on the future course of inflation. In their February 2013 Inflation Report, the Bank of England have said that inflation is likely to rise further and may remain above the target of 2% for the next two years. Mr Carney's appointment is likely to generate discussion on the MPC's mandate, and although the inflation target of 2% may be re-affirmed, the new Governor may be comfortable with a longer timeframe for inflation reverting to target.

2.2.3 In the Bank of England's MPC minutes from their February meeting it was agreed by all members that it was appropriate to maintain Bank Rate at 0.50% and six of the members voted to maintain QE at £375billion in order to meet the 2% CPI inflation target with three members, Bank of England Governor Mervyn King, Paul Fisher and David Miles, preferring to increase the size of the Asset purchase programme by £25billion to a total of £400billion.

2.2.4 High Street spending was relatively weak, retail sales increased in December by 0.3%, much less than the anticipated 0.7% and fell by 0.6% in January 2013. With GDP growth at 0.9% in the third quarter after the Olympics there is likely to

be a contraction in the fourth quarter of 2012 as the impact of the Olympics unwinds. The unemployment rate fell by 0.2% on the previous three months to 7.8%. The number of people out of work reduced by 82,000, the biggest quarterly fall since 2001, although the average rate of earnings grew by just 1.3%. This has fallen even further behind inflation at less than half the rate and has now been falling since the summer of 2010. Indeed if you consider that the inflation measures understate the real increase in the essential cost of living, there has been a substantial pressure on discretionary disposable income.

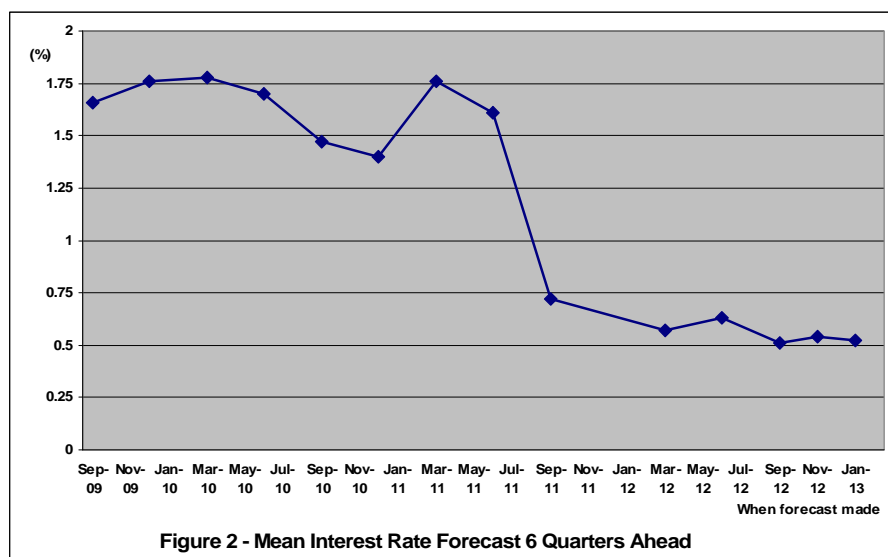
2.2.5 Interest Rates

Table 2 below gives a Reuters poll of up to 70 economists, taken 30 January, showing their forecasts for UK Bank Rate until Quarter 2 2014.

	2013				2014	
	Q1/13	Q2/13	Q3/13	Q4/13	Q1/14	Q2/14
Median	0.5	0.5	0.5	0.5	0.5	0.5
Mean	0.5	0.5	0.5	0.51	0.51	0.52
Mode	0.5	0.5	0.5	0.5	0.5	0.5
Highest	0.5	0.5	0.75	1	1	0.75
Lowest	0.5	0.5	0.5	0.5	0.5	0.5
Count	70	70	70	69	62	59

Table 2 – Forecast for UK Bank Rate

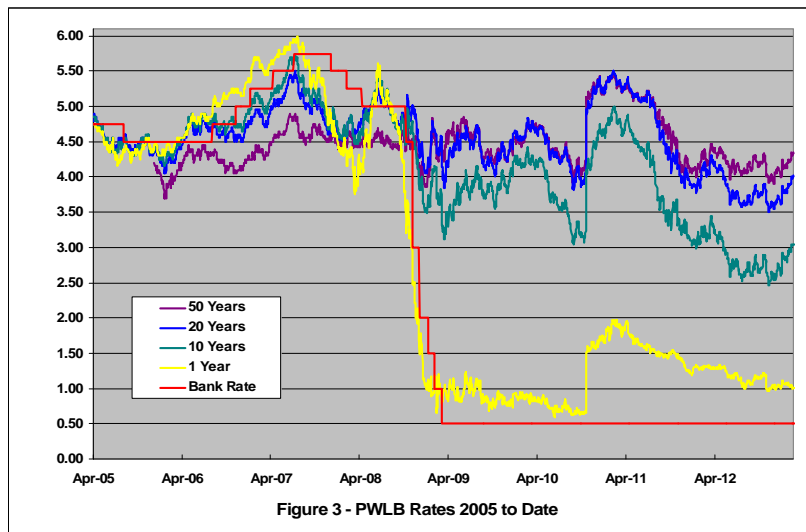
This continues to show a consensus of opinion that UK Bank Rate will remain low through 2012, 2013 and into 2014, with even the rise in inflation failing to make any impressions on forecasts.



2.2.6 Figure 2 above shows their mean forecast of what the UK Bank Rate will be in 6 quarters time from the date of the forecast. The forecast again is for Bank Rate to remain at 0.5% in 18 months time, economists are forecasting no change in Bank Rate for at least the next 18 months. The Investment Strategy is still to keep all investments liquid to enable instant access to cash.

2.3 Treasury Management Strategy – Debt

2.3.1 Figure 3 below shows the interest rates for borrowing new maturity loans from the Government via the Public Works Loans Board since April 2005.



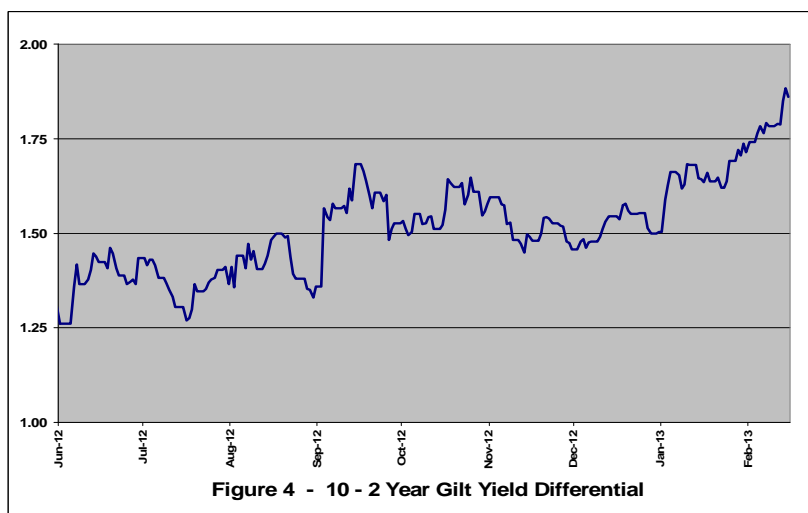
2.3.2 The strategy for the last two financial years has been to balance the view that interest rates would continue to come down, with the financing risk of a large borrowing requirement. Significant borrowing was therefore taken in 2010 before the Government increased PWLB Borrowing Rates by nearly one percent, then again in 2011 when longer rates had dropped by 1.5%. Over the last three financial years the Council has therefore borrowed a quarter of a billion pounds from the PWLB with an average maturity in excess of 20 years at an average interest rate of 3.959%.

2.3.3 As outlined in the Mid-Term Report, the strategy for 2012/13 has been to reduce the Council's investments until borrowing rates were at historically low levels again, when further PWLB debt would be locked out. After the Government introduced the 'Certainty Rate', reducing borrowing costs by 0.2%, some medium term debt was taken. Of the quarter of a billion borrowed from the PWLB mentioned above, £89 million has been borrowed to finance capital expenditure in 2012/13 with a maturity of 15.56 years at an average interest rate of 3.22%.

2.3.4 This 3 to 4 year strategy of locking out longer than medium and now short term debt has been based on the expectation that Bank Rate will stay lower for longer, anchoring short term rates, but that longer terms rates would be vulnerable to significant upward pressure.

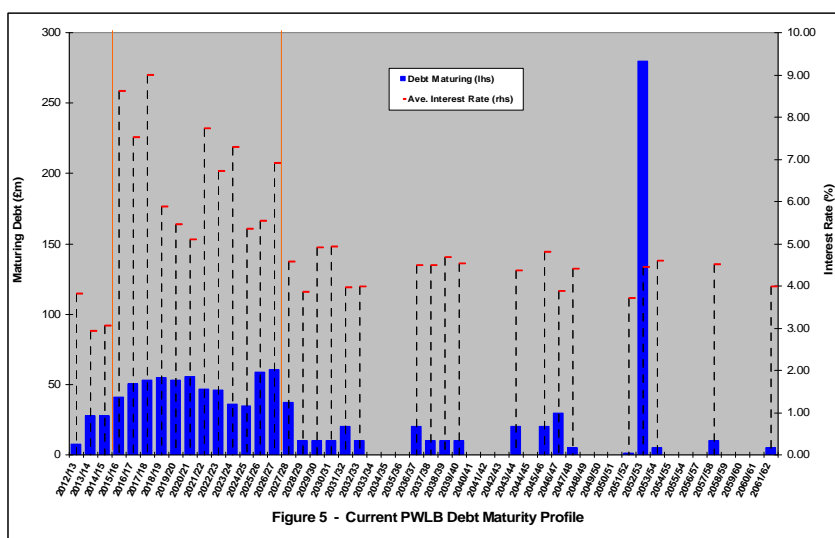
2.3.5 Figure 4 shows the Yield on the 10 Year Gilt minus the yield on the 2 Year Gilt since last June – i.e. the difference in their yields. The very end of Figure 3 above shows that longer term rates have increased by about 0.5% since the later part of 2012. However, Figure 4 shows that the difference between the 10

year interest rate and the two year rate has increased by almost the same amount.

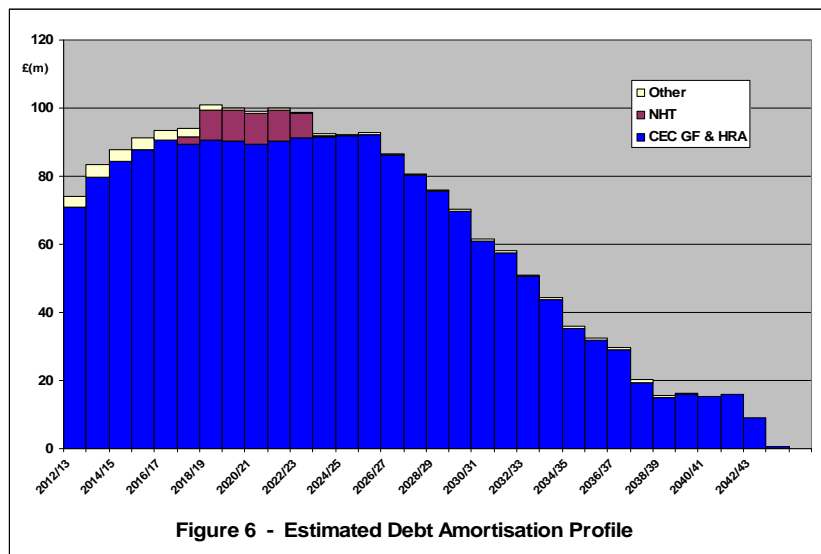


2.3.6 Table 1 shows that subject to slippage, the Council still has to fund a further £80m of capital expenditure this year and £120m next year. However, in considering the strategy for this, there are two key considerations. Firstly, the capital advances for NHT and EICC. £45m of the total is for advances in relation to the National Housing Trust which is guaranteed by the Scottish Government and which may be repaid anytime between years 5 and 10. The capital advances for EICC additional floor space are included in the figures, but the business plan is that the Office Accommodation built as part of this development will be sold, unwinding the advance. Together these have the potential to reduce the funding requirement in the region of £100m by year 5.

2.3.7 Secondly, the mis-match between external debt maturity and internal debt amortization needs to be considered. Figure 5 below shows the current maturity profile of the Council's PWLB debt.



2.3.8 The Council has historically low interest rate long term debt, as well as having filled in some of the short to medium term periods at attractive interest rates. Figure 6 shows the current estimate for the repayment of principal from previous capital advances



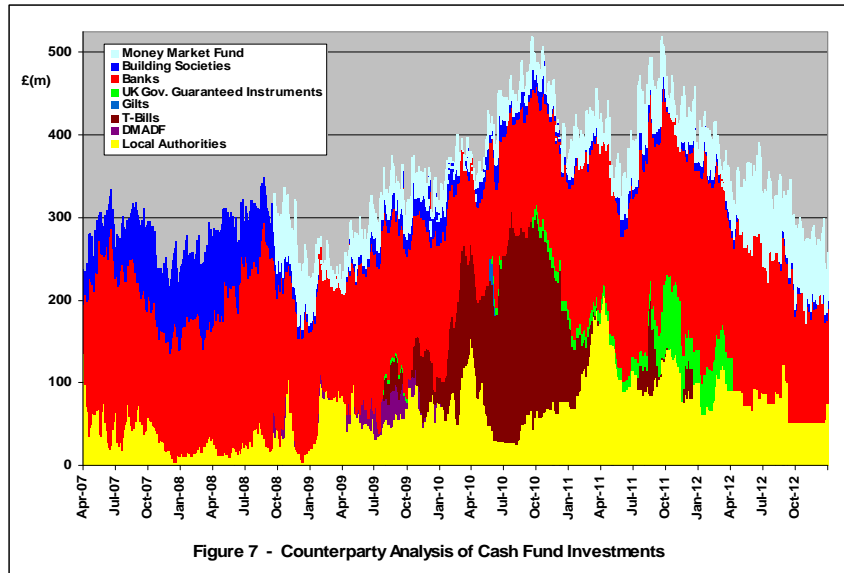
2.3.9 The key point in this graph is that the repayment of previous capital advances by the Council rises to about £90m in 2016/17 and remains at that level for 10 years. However, Figure 5 shows that only about £50m of external debt matures in each of those years. Therefore, unless the Council can meet revenue consequences of an additional annual sum of £40m of new capital expenditure funded by Prudential Borrowing, it will have to repay that amount of external debt over and above the debt that is currently due to mature each year.

2.3.10 Taking all of this into account, the strategy for 2013/14 is to complete the 3 to 4 year term strategy outlined above i.e. moving from locking out longer term debt to medium term and then short term. This strategy means the Council will continue to fund capital expenditure in the short term by reducing its investments further, and as the future plans become clearer, it is intended that debt will be taken with a sub-10 year maturity.

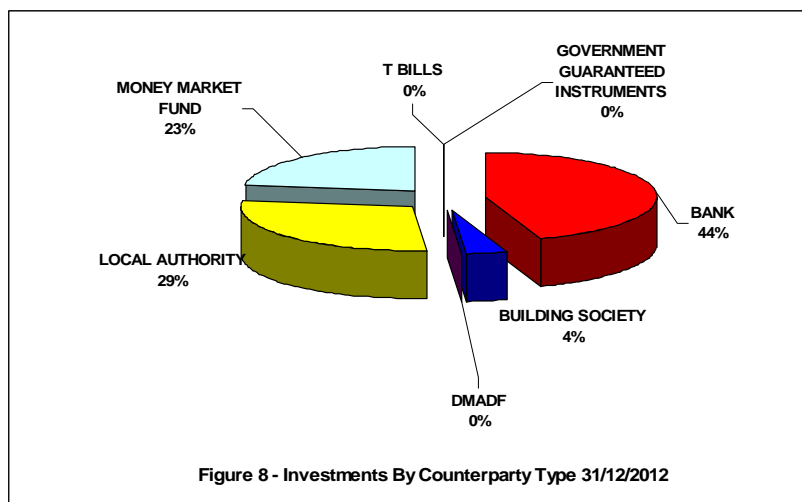
2.4 Treasury Management Strategy – Investment of Surplus Funds

2.4.1 While small balances may be retained in accounts with the Council’s bankers the main cash balances of the Council will be invested via the Treasury Cash Fund subject to its strategy and limits. Monies of the Common Good are also invested in the Treasury Cash Fund.

2.4.2 The Cash Fund’s Investment Strategy continues to be based around the security of the investments. Figure 7 shows the distribution of Cash Fund deposits since inception.



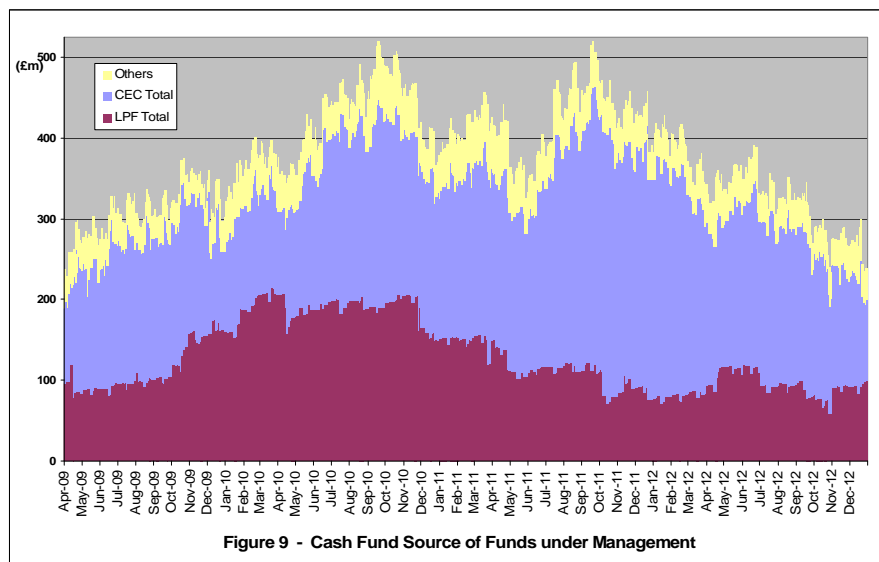
2.4.3 The quarter proved yet again to be very difficult in striking the balance between maintaining a high level of security and at the same time achieving an adequate return. Deposits placed with local authorities remained static until the end of the quarter when short term deposits were placed with two authorities. Local Authorities are continuing to lend to each other at extremely low rates of interest with some examples of 3 months money for 0.30% and 1 year at 0.50% with very short term money being offered regularly at 0.27%. We were able to get short money away to locals near the festive season for 0.50% this was due to money being slightly harder to get hold of around these times. Treasury Bill auctions have also been extremely low with the minimum bid on the 1 month auction coming out as low as 0.15% for settlement 24th December.



2.4.4 The amount we have on deposit with Local Authorities has increased by 10%, this is mainly due to a reduction in the total cash invested with the cash fund. The reductions have mainly been taken from the call accounts and money market funds therefore increasing proportion of the fund deposited with Local Authorities. A significant amount of money held within the banking sector is in

instant access call accounts with a £10m Standard Chartered CD maturing in June and a 1 month fixed deposit with a building society maturing in January.

2.4.5 Figure 9 below shows the source of the funds under management in the Cash Fund. The effect of the Council's under-borrowed position explained above is clear in the reduction of funds invested.



2.4.6 A small change is proposed to the Cash Fund Treasury Policy Statement where for Financial Institutions such as banks and other investments, a monetary limit as well as percentage of the funds under management is proposed (Appendix 5, Limits on Investment (e) to (q)). This will simply give some operational flexibility if the funds under management are reduced significantly more.

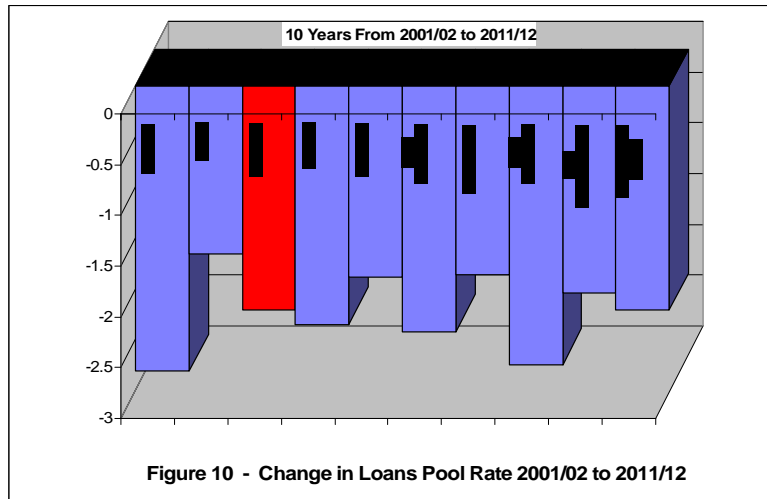
2.5 Treasury Management - Comparative Performance

2.5.1 As discussed at more length in the recent Treasury Management Effectiveness report, it is problematical to attempt to compare directly the absolute level of debt or the debt servicing costs between authorities. In acknowledging this, the Prudential Code states that:

“The Prudential Indicators are designed to support and record local decision making. They are not designed to be comparative performance indicators and the use of them in this way would be likely to be misleading and counter-productive.”

2.5.2 The City of Edinburgh Council has one of the higher Loans Pool Interest Rates in Scotland, but even comparing Pool Rates, there are many current and historical considerations which must be borne in mind.

2.5.3 Figure 10 summarises the reduction in the Loans Pool Rate for the Scottish Urban Authorities over the last 10 years, showing that Edinburgh's performance is at least as good as most.



2.5.4 It is anticipated that the strategy outlined in this report will result in a further reduction to the Council's Pool Rate.

3. Recommendations

3.1 It is recommended that the Council:

3.1.1 approves the Treasury Management Strategy for 2013/14;

3.1.2 approves the Treasury Policy Statements; and

3.1.3 remits the report to the Governance, Risk and Best Value Committee for their scrutiny.

Alastair D Maclean

Director of Corporate Governance

Links

Coalition pledges	P30 - Continue to Maintain a sound financial position including long-term financial planning
Council outcomes	C025 - The Council has efficient and effective services that deliver on objectives
Single Outcome Agreement	SO1 - Edinburgh's Economy Delivers increased investment, jobs and opportunities for all
Appendices	<p>Appendix 1 – Capital Investment Programme</p> <p>Appendix 2 – Maturing Debt Profile as at February 2013</p> <p>Appendix 3 – Prudential Indicators</p> <p>Appendix 4 – Treasury Management Policy Statement – The City of Edinburgh Council</p> <p>Appendix 5 – Treasury Management Policy Statement – Treasury Cash Fund</p>

CAPITAL INVESTMENT PROGRAMME 2013-2018

SUMMARY OF EXPENDITURE AND RESOURCES

2013-2018	2013/14	2014/15	2015/16	2016/17	2017/18	Total
	£000	£000	£000	£000	£000	£000
Expenditure	236,308	140,688	70,168	47,950	40,258	535,372
Resources						
Capital Receipts						
General Asset Sales	6,435	6,900	3,000	3,000	3,000	22,335
Ring-Fenced Asset Sales	-	-	-	10,000	-	10,000
Developers and Other Contributions	1,690	-	-	-	-	1,690
Capital Grants Unapplied Account	269	-	-	-	-	269
Total Receipts	<u>8,394</u>	<u>6,900</u>	<u>3,000</u>	<u>13,000</u>	<u>3,000</u>	<u>34,294</u>
Grants						
Specific Capital Grant	22,657	33,274	-	-	-	55,931
General Capital Grant (incl Trams)	<u>65,720</u>	<u>67,148</u>	<u>38,000</u>	<u>-</u>	<u>-</u>	<u>170,868</u>
Total Grants	<u>88,377</u>	<u>100,422</u>	<u>38,000</u>	<u>-</u>	<u>-</u>	<u>226,799</u>
Borrowing						
Support Brought Forward	26,562	-	-	-	-	26,562
Prudential Framework						
- Through Council Tax	57,610	7,422	3,708	120	-	68,860
- Departmentally Supported	<u>51,936</u>	<u>3,127</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>55,063</u>
Total Borrowing	<u>136,108</u>	<u>10,549</u>	<u>3,708</u>	<u>120</u>	<u>-</u>	<u>150,485</u>
Over / (Under)-Programming	3,429	22,817	25,460	34,830	37,258	123,794
Total Resources	<u>236,308</u>	<u>140,688</u>	<u>70,168</u>	<u>47,950</u>	<u>40,258</u>	<u>535,372</u>

Grant funding for 2015/16, 2016/17 and 2017/18 is outside the current three year settlement. An estimate has been included for 2015/16.

Appendix 1 continued

<u>SUMMARY OF EXPENDITURE</u>	Realigned Budget 2013/14	Realigned Budget 2014/15	Indicative Budget 2015/16	Indicative Budget 2016/17	Indicative Budget 2017/18	Total Budget 2013-2018
	£000	£000	£000	£000	£000	£000
General Services						
Children and Families	19,269	42,076	31,917	13,846	6,274	113,382
Corporate Governance	6,981	1,067	665	165	165	9,043
Council Wide / Corporate Projects	10,849	-	-	-	-	10,849
Economic Development	54	-	-	-	-	54
Health and Social Care	4,246	1,461	3,267	120	-	9,094
Services for Communities	120,896	72,307	17,819	19,819	19,819	250,660
Tram Project	50,068	6,344				56,412
Services for Communities - Asset Management Works	23,945	17,433	16,500	14,000	14,000	85,878
Total General Services	<u>236,308</u>	<u>140,688</u>	<u>70,168</u>	<u>47,950</u>	<u>40,258</u>	<u>535,372</u>

Maturing Debt Profile

As at February 2013

PWLB Start Date	Loan Type	Maturity	Outstanding £	Current Interest Rate	Annual Interest £
21-Apr-09	P	21-Apr-13	10,000,000	2.39	239,000
01-Dec-08	P	01-Dec-13	10,000,000	3.45	345,000
30-Mar-09	P	30-Mar-14	5,000,000	2.61	130,500
21-Apr-09	P	21-Apr-14	10,000,000	2.64	264,000
15-May-54	P	15-May-14	1,501	4	60
01-Dec-08	P	01-Jun-14	5,000,000	3.55	177,500
07-Jan-55	P	15-Nov-14	2,987	3.75	112
08-Dec-08	P	08-Dec-14	5,000,000	3.3	165,000
30-Mar-09	P	30-Mar-15	5,000,000	2.84	142,000
12-May-09	P	12-May-15	10,000,000	3.08	308,000
23-Feb-90	P	15-May-15	8,000,000	10.875	870,000
17-May-91	P	25-Mar-16	10,000,000	11	1,100,000
06-Nov-90	P	25-Mar-16	10,000,000	11.375	1,137,500
13-Oct-09	P	13-Apr-16	5,000,000	2.95	147,500
23-Apr-09	P	23-Apr-16	5,000,000	2.96	148,000
17-Jan-91	P	15-May-16	15,000,000	11.25	1,687,500
09-Jun-09	P	09-Jun-16	5,000,000	3.37	168,500
27-Sep-91	P	25-Sep-16	2,736,307	10.5	287,312
15-Aug-91	P	15-Nov-16	10,000,000	10.875	1,087,500
10-Dec-08	P	10-Dec-16	5,000,000	3.61	180,500
02-Dec-11	P	02-Jun-17	5,000,000	2.28	114,000
27-Mar-92	P	25-Sep-17	10,000,000	10.625	1,062,500
09-Oct-08	P	09-Oct-17	5,000,000	4.39	219,500
03-Apr-92	P	25-Mar-18	30,000,000	10.875	3,262,500
23-Apr-09	P	23-Apr-18	15,000,000	3.24	486,000
17-Sep-92	P	15-May-18	8,496,500	9.75	828,409
09-Jun-09	P	09-Jun-18	5,000,000	3.75	187,500
23-Mar-94	P	15-Nov-18	5,000,000	8	400,000
17-Sep-93	P	15-Nov-18	5,000,000	7.875	393,750
14-Mar-94	P	11-Mar-19	2,997,451	7.625	228,556
18-Oct-93	P	25-Mar-19	5,000,000	7.875	393,750
30-Mar-09	P	30-Mar-19	5,000,000	3.46	173,000
21-Apr-09	P	21-Apr-19	10,000,000	3.4	340,000
23-Apr-09	P	23-Apr-19	5,000,000	3.38	169,000
12-Nov-08	P	12-Nov-19	3,425,598	3.96	135,654
07-Dec-94	P	15-Nov-19	10,000,000	8.625	862,500
23-Mar-94	P	15-Nov-19	5,000,000	8	400,000
01-Dec-09	P	01-Dec-19	5,000,000	3.77	188,500
01-Dec-08	P	01-Dec-19	3,407,153	3.65	124,361
14-Dec-09	P	14-Dec-19	10,000,000	3.91	391,000
15-Feb-95	P	25-Mar-20	5,000,000	8.625	431,250
21-Apr-09	P	21-Apr-20	10,000,000	3.54	354,000
12-May-09	P	12-May-20	10,000,000	3.96	396,000
07-Dec-94	P	15-May-20	5,000,000	8.625	431,250
21-Oct-94	P	15-May-20	5,000,000	8.625	431,250

21-Nov-11	P	21-May-20	15,000,000	2.94	441,000
16-Aug-95	P	03-Aug-20	2,997,451	8.375	251,037
09-Dec-94	P	15-Nov-20	5,000,000	8.625	431,250
10-May-10	P	10-May-21	4,006,954	3.09	123,815
12-Jun-95	P	15-May-21	10,000,000	8	800,000
10-Mar-95	P	15-May-21	11,900,000	8.75	1,041,250
21-Oct-94	P	15-May-21	10,000,000	8.625	862,500
02-Jun-10	P	02-Jun-21	5,000,000	3.89	194,500
16-Aug-94	P	03-Aug-21	2,997,451	8.5	254,783
28-Apr-94	P	25-Sep-21	5,000,000	8.125	406,250
23-Apr-09	P	23-Apr-22	5,000,000	3.76	188,000
12-Jun-95	P	15-May-22	10,200,000	8	816,000
14-Jun-10	P	14-Jun-22	10,000,000	3.95	395,000
31-Mar-95	P	25-Sep-22	6,206,000	8.625	535,268
16-Feb-95	P	03-Feb-23	2,997,451	8.625	258,530
24-Apr-95	P	25-Mar-23	10,000,000	8.5	850,000
05-Dec-95	P	15-May-23	5,200,000	8	416,000
20-Sep-93	P	14-Sep-23	2,997,451	7.875	236,049
20-Sep-93	P	14-Sep-23	584,503	7.875	46,030
08-May-96	P	25-Sep-23	10,000,000	8.375	837,500
13-Oct-09	P	13-Oct-23	5,000,000	3.87	193,500
05-Dec-95	P	15-Nov-23	10,000,000	8	800,000
10-May-10	P	10-May-24	10,000,000	4.32	432,000
28-Sep-95	P	28-Sep-24	2,895,506	8.25	238,879
14-May-12	P	14-Nov-24	10,000,000	3.36	336,000
14-Dec-09	P	14-Dec-24	8,410,017	3.66	307,807
17-Oct-96	P	25-Mar-25	10,000,000	7.875	787,500
10-May-10	P	10-May-25	5,000,000	4.37	218,500
16-Nov-12	P	16-May-25	20,000,000	2.88	576,000
13-Feb-97	P	18-May-25	10,000,000	7.375	737,500
20-Feb-97	P	15-Nov-25	20,000,000	7.375	1,475,000
01-Dec-09	P	01-Dec-25	12,804,857	3.64	466,097
21-Dec-95	P	21-Dec-25	2,397,961	7.875	188,839
28-May-97	P	15-May-26	10,000,000	7.25	725,000
21-May-97	P	15-May-26	10,000,000	7.125	712,500
29-Aug-97	P	15-Nov-26	5,000,000	7	350,000
07-Aug-97	P	15-Nov-26	15,000,000	6.875	1,031,250
24-Jun-97	P	15-Nov-26	5,328,077	7.125	379,625
22-Oct-97	P	25-Mar-27	5,000,000	6.5	325,000
13-Oct-97	P	25-Mar-27	10,000,000	6.375	637,500
17-Nov-97	P	15-May-27	5,000,000	6.5	325,000
13-Nov-97	P	15-May-27	3,649,966	6.5	237,248
13-Dec-12	P	13-Jun-27	20,000,000	3.18	636,000
12-Mar-98	P	15-Nov-27	8,677,693	5.875	509,814
06-Sep-10	P	06-Sep-28	10,000,000	3.85	385,000
14-Jul-11	P	14-Jul-29	10,000,000	4.9	490,000
14-Jul-50	P	03-Mar-30	4,424	3	133
14-Jul-11	P	14-Jul-30	10,000,000	4.93	493,000
15-Jun-51	P	15-May-31	4,336	3	130
06-Sep-10	P	06-Sep-31	20,000,000	3.95	790,000
15-Dec-11	P	15-Jun-32	10,000,000	3.98	398,000
15-Sep-11	P	15-Sep-36	10,000,000	4.47	447,000
22-Sep-11	P	22-Sep-36	10,000,000	4.49	449,000
10-Dec-07	P	10-Dec-37	10,000,000	4.49	449,000
08-Sep-11	P	08-Sep-38	10,000,000	4.67	467,000
15-Sep-11	P	15-Sep-39	10,000,000	4.52	452,000
06-Oct-11	P	06-Oct-43	20,000,000	4.35	870,000

09-Aug-11	P	09-Feb-46	20,000,000	4.8	960,000
23-Jan-06	P	23-Jul-46	10,000,000	3.7	370,000
23-Jan-06	P	23-Jul-46	10,000,000	3.7	370,000
19-May-06	P	19-Nov-46	10,000,000	4.25	425,000
07-Jan-08	P	07-Jan-48	5,000,000	4.4	220,000
27-Jan-06	P	27-Jul-51	1,250,000	3.7	46,250
16-Jan-07	P	16-Jul-52	40,000,000	4.25	1,700,000
30-Jan-07	P	30-Jul-52	10,000,000	4.35	435,000
13-Feb-07	P	13-Aug-52	20,000,000	4.35	870,000
20-Feb-07	P	20-Aug-52	70,000,000	4.35	3,045,000
22-Feb-07	P	22-Aug-52	50,000,000	4.35	2,175,000
08-Mar-07	P	08-Sep-52	5,000,000	4.25	212,500
30-May-07	P	30-Nov-52	10,000,000	4.6	460,000
11-Jun-07	P	11-Dec-52	15,000,000	4.7	705,000
12-Jun-07	P	12-Dec-52	25,000,000	4.75	1,187,500
05-Jul-07	P	05-Jan-53	12,000,000	4.8	576,000
25-Jul-07	P	25-Jan-53	5,000,000	4.65	232,500
10-Aug-07	P	10-Feb-53	5,000,000	4.55	227,500
24-Aug-07	P	24-Feb-53	7,500,000	4.5	337,500
13-Sep-07	P	13-Mar-53	5,000,000	4.5	225,000
12-Oct-07	P	12-Apr-53	5,000,000	4.6	230,000
05-Nov-07	P	05-May-57	5,000,000	4.6	230,000
15-Aug-08	P	15-Feb-58	5,000,000	4.39	219,500
02-Dec-11	P	02-Dec-61	5,000,000	3.98	199,000
			<u>1,169,077,594</u>		<u>64,349,547</u>

MARKET LOANS

Start Date	Loan Type	Maturity	Outstanding	Current Interest Rate	Annual Interest
03-Dec-90	M	04-Dec-15	2,000,000	11	220,000
12-Dec-90	M	11-Dec-15	2,000,000	11	220,000
30-Mar-92	M	30-Mar-17	1,000,000	10.25	102,500
21-Aug-92	M	21-Aug-17	500,000	9.75	48,750
21-Aug-92	M	21-Aug-17	500,000	9.75	48,750
12-Nov-98	M	13-Nov-28	3,000,000	4.75	142,500
15-Dec-03	M	15-Dec-53	10,000,000	4.25	425,000
18-Feb-04	M	18-Feb-54	10,000,000	4.54	454,000
28-Apr-05	M	28-Apr-55	12,900,000	4.75	612,750
25-Feb-11	M	25-Feb-60	15,000,000	7.031	1,054,650
25-Feb-11	M	25-Feb-60	10,000,000	7.031	703,100
26-Feb-10	M	26-Feb-60	5,000,000	7.001	350,050
26-Feb-10	M	26-Feb-60	10,000,000	7.001	700,100
30-Jun-05	M	30-Jun-65	5,000,000	4.4	220,000
01-Jul-05	M	01-Jul-65	10,000,000	3.86	386,000
07-Jul-05	M	07-Jul-65	5,000,000	4.4	220,000
24-Aug-05	M	24-Aug-65	5,000,000	4.4	220,000
07-Sep-05	M	07-Sep-65	10,000,000	4.99	499,000
13-Sep-05	M	14-Sep-65	5,000,000	3.95	197,500
03-Oct-05	M	05-Oct-65	5,000,000	4.375	218,750
21-Dec-05	M	21-Dec-65	5,000,000	4.99	249,500
23-Dec-05	M	23-Dec-65	10,000,000	4.75	475,000
28-Dec-05	M	24-Dec-65	12,500,000	4.99	623,750
06-Mar-06	M	04-Mar-66	5,000,000	4.625	231,250

14-Mar-06	M	15-Mar-66	15,000,000	5	750,000
17-Mar-06	M	17-Mar-66	10,000,000	5.25	525,000
03-Apr-06	M	01-Apr-66	10,000,000	4.875	487,500
03-Apr-06	M	01-Apr-66	10,000,000	4.875	487,500
03-Apr-06	M	01-Apr-66	10,000,000	4.875	487,500
07-Apr-06	M	07-Apr-66	10,000,000	4.75	475,000
05-Jun-06	M	07-Jun-66	20,000,000	4.4	880,000
05-Jun-06	M	07-Jun-66	16,500,000	4.4	726,000
18-Aug-06	M	18-Aug-66	10,000,000	5.25	525,000
01-Feb-08	M	01-Feb-78	10,000,000	3.95	395,000
			<u>280,900,000</u>		<u>14,361,400</u>

EUROPEAN INVESTMENT BANK

Start Date	Loan Type	Maturity	Outstanding £	Current Interest Rate	Annual Interest £
20-Apr-93	Z	05-Apr-13	<u>561,000</u>	8.75	<u>49,088</u>

The City of Edinburgh Council
PRUDENTIAL INDICATORS

Indicator 1 - Estimate of Capital Expenditure

The actual capital expenditure that was incurred in 2011/12 and the estimates of capital expenditure to be incurred for the current and future years that are recommended for approval are:

	----- Capital Expenditure General Services -----						
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000	£000
Children and Families	26,659	16,957	19,269	42,076	31,917	13,846	6,274
Corporate Governance	22,486	8,039	6,981	1,067	665	165	165
Economic Development	0	1	54	0	0	0	0
Health and Social Care	3,932	15,488	4,246	1,461	3,267	120	0
Services for Communities	96,737	86,751	120,896	72,307	17,819	19,819	19,819
SFC - Asset Management Programme	5,189	6,696	23,945	17,433	16,500	14,000	14,000
Other Capital Projects	23,426	33,768	10,849	0	0	0	0
Police Expenditure (Share of Grant Funding)	1,906	1,568	0	0	0	0	0
Sub Total General Services Capital Expenditure	180,335	169,268	186,240	134,344	70,168	47,950	40,258
Trams Project as approved by Council in Sept 2011 but not detailed in CIP	109,544	139,640	50,068	6,344	0	0	0
Total General Services Capital Expenditure	289,879	308,908	236,308	140,688	70,168	47,950	40,258

Note that the 2013-2018 CIP includes the majority of slippage brought forward based on projected capital expenditure reported at the nine month stage.

----- Capital Expenditure Housing Revenue Account -----

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000	£000

Housing Revenue Account	49,045	41,531	51,877	55,649	53,854	49,160	42,741
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Indicator 2 - Ratio of Financing Costs to Net Revenue Stream

Estimates of the ratio of financing costs to net revenue stream for the current and future years and the actual figures for 2011/12 are:

	Ratio of Financing Costs to Net Revenue Stream						
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	%	%	%	%	%	%	%
General Services	10.45	11.59	13.21	13.37	13.43	13.35	13.11
HRA	36.76	37.06	40.14	41.16	41.14	41.45	41.86

Note: Figures for 2014/15 onwards are indicative as neither the Council or HRA has set a budget for these years.

The estimates of financing costs include current commitments (including trams expenditure approved by Council in September 2011) and the proposals in this budget report.

Indicator 3 - Capital Financing Requirement

Estimates of the end of year capital financing requirement for the authority for the current and future years and the actual capital financing requirement at 31st March 2012 are:

	----- Capital Financing Requirement -----						
	2011/12 Actual £000	2012/13 Estimate £000	2013/14 Estimate £000	2014/15 Estimate £000	2015/16 Estimate £000	2016/17 Estimate £000	2017/18 Estimate £000
Non-HRA	1,211,255	1,350,384	1,421,481	1,381,620	1,334,563	1,290,623	1,246,658
HRA	352,296	368,902	384,491	397,242	403,060	407,601	410,838

The capital financing requirement measures the authority's underlying need to borrow for a capital purpose. In accordance with best professional practice, the Council does not associate borrowing with particular items or types of expenditure. The authority has an integrated treasury management strategy and has adopted the CIPFA Code of Practice for Treasury Management in the Public Services. The Council has, at any point in time, a number of cashflows both positive and negative, and manages its treasury position in terms of its borrowings and investments in accordance with its approved treasury management strategy and practices. In day to day cash management, no distinction can be made between revenue cash and capital cash. External borrowing arises as a consequence of all the financial transactions of the authority and not simply those arising from capital spending. In contrast, the capital financing requirement reflects the authority's underlying need to borrow for a capital purpose.

CIPFA's Prudential Code for Capital Finance in Local Authorities includes the following as a key indicator of prudence:

"In order to ensure that the medium term debt will only be for a capital purpose, the local authority should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years."

	Gross Debt and the Capital Financing Requirement						
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000	£000
Gross Debt	1,602,092	1,639,285	1,805,971	1,778,861	1,737,622	1,698,223	1,657,495
Capital Financing requirements	1,563,551	1,719,286	1,805,972	1,778,861	1,737,623	1,698,224	1,657,496
(Over) / under limit by:	-38,541	80,000	0	0	0	0	0

The Prudential Code was updated in 2012 to change the definition of debt in the comparison with capital financing requirement from net debt to gross debt. In Scotland, the relevant legislation still refers to the 2009 version of the Code, although this is likely to be revised next financial year. To adhere to best practice, gross debt has been used in the comparison above. At 31/03/12, the authority was over borrowed by £38.541m. This was due to a combination of the Treasury Strategy to lock out borrowing at historically low interest rates and a lower than projected capital outturn. The previous definition of net debt reduced the gross debt by the level of investments and would therefore be significantly lower than the capital financing requirement.

As demonstrated in the above table, other than the latter part of 2011/12, the authority does not currently envisage borrowing in excess of its capital financing requirement over the next few years. This view takes into account current commitments, existing plans, and the proposals in this budget report. Current projections suggest that the authority will be under borrowed by approximately £80m at 31/03/13, although this may vary in light of actual capital expenditure and market conditions. This projected under borrowing is as a result of the current strategy of reducing investments to fund capital expenditure in the short-term.

Indicator 4 – Authorised Limit for External Debt

The authorised limit should reflect a level of borrowing which, while not desired, could be afforded, but may not be sustainable. In respect of its external debt, it is recommended that Council approves the following authorised limits for its total external debt gross of investments for the next three financial years. These limits separately identify borrowing from other long term liabilities including finance leases and PFI assets. Council is asked to approve these limits and to delegate authority to the Head of Finance, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and other long term liabilities, in accordance with option appraisal and best value for money for the authority. Any such changes made will be reported to the Council at its meeting following the change:

	Authorised Limit for External Debt				
	2013/14	2014/15	2015/16	2016/17	2017/18
	£000	£000	£000	£000	£000
Borrowing	1,763,073	1,735,331	1,707,589	N/A	N/A
Other long term liabilities	201,184	194,161	186,758	N/A	N/A
	<u>1,964,257</u>	<u>1,929,492</u>	<u>1,894,347</u>	<u>N/A</u>	<u>N/A</u>

These authorised limits are consistent with the authority's current commitments, existing plans and the proposals in this budget report for capital expenditure and financing, and with its approved treasury management policy statement and practices. They are based on the estimate of most likely, prudent but not worst case scenario, with in addition sufficient headroom over and above this to allow for operational management, for example unusual cash movements. Risk analysis and risk management strategies have been taken into account, as have plans for capital expenditure, estimates of the capital financing requirement and estimates of cashflow requirements for all purposes.

Indicator 5 – Operational Boundary for External Debt

The Council is also asked to approve the following operational boundary for external debt for the same time period. The proposed operational boundary equates to the estimated maximum of external debt. It is based on the same estimates as the authorised limit but reflects directly the estimate of the most likely, prudent but not worst case scenario, without the additional headroom included within the authorised limit to allow for example for unusual cash movements. The operational boundary represents a key management tool for in year monitoring. Within the operational boundary, figures for borrowing and other long-term liabilities are separately identified. The Council is also asked to delegate authority to the Head of Finance, within the total operational boundary for any individual year, to effect movement between the separately agreed figures for borrowing and other long term liabilities, in a similar fashion to the authorised limit. Any such changes will be reported to the Council at its next meeting following the change:

	Operational Boundary for External Debt				
	2013/14	2014/15	2015/16	2016/17	2017/18
	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000
Borrowing	1,702,530	1,676,518	1,657,589	N/A	N/A
Other long term liabilities	201,184	194,161	186,758	N/A	N/A
	<u>1,903,714</u>	<u>1,870,679</u>	<u>1,844,347</u>	<u>N/A</u>	<u>N/A</u>

Indicators 4 and 5 have not been calculated for 2016/17 and 2017/18 on the basis that grant funding figures are not available for these years and no reasonable estimate can be made of what will be received from the Scottish Government.

The Council's actual external debt at 31st March 2012 was £1,433.637m, comprising borrowing (including sums repayable within 12 months). Of this sum, £31.745m relates to borrowing carried out by the Council on behalf of the Police and Fire Joint Boards and Further Education Colleges.

In taking its decisions on this budget report, the Council is asked to note that the estimate of capital expenditure determined for 2012/13 (see paragraph 1 above) will be the statutory limit determined under section 35(1) of the Local Government in Scotland Act 2003.

Indicator 6 – Impact on Council Tax and House Rents

The estimate of the incremental impact of capital investment decisions proposed in this budget report, together with changes in projected interest rates, over and above capital investment decisions that have previously been taken by the Council are:

a) for the band “D” Council Tax

2013/14	2014/15	2015/16	2016/17	2017/18
£	£	£	£	£
7.88	26.77	29.20	28.98	44.16

b) for average weekly housing rents

2013/14	2014/15	2015/16	2016/17	2017/18
£	£	£	£	£
0.11	0.51	1.38	3.14	5.51

Consideration of options for the capital programme

In considering its programme for capital investment, Council is required within the Prudential Code to have regard to:

- affordability, e.g., implications for Council Tax;
- prudence and sustainability, e.g., implications for external borrowing;
- value for money, e.g., option appraisal;
- stewardship of assets, e.g., asset management planning;
- service objectives, e.g., strategic planning for the authority;
- practicality, e.g., achievability of the forward plan.

A key measure of affordability is the incremental impact on the Council Tax, and the Council could consider different options for its capital investment programme in relation to their differential impact on the Council Tax.

Indicators included in Treasury Management Strategy

The Council’s treasury management strategy and annual plan for 2013/14 will include the following:

- The Council has adopted the CIPFA Code of Practice for Treasury Management in the Public Services;

- It is recommended that the Council sets an upper limit on its fixed interest rate exposures for 2013/14, 2014/15, 2015/16, 2016/17 and 2017/18 of 100% of its net outstanding principal sums;

-It is further recommended that the Council sets an upper limit on its variable interest rate exposures for 2013/14, 2014/15, 2015/16, 2016/17 and 2017/18 of 75% of its net outstanding principal sums;

-This means that the Head of Finance will manage fixed interest rate exposures within the range 25% to 100% and variable interest rate exposures within the range 0% to 75%. This reflects the need for a high level of liquidity to assist in managing counterparty exposure in the current market environment;

-It is recommended that the Council sets upper and lower limits for the maturity structure of its borrowing as follows.

Amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate:

	Upper Limit	Lower Limit
	%	%
under 12 months	25	0
12 months and within 24 months	25	0
24 months and within 5 years	50	0
5 years and within 10 years	75	0
10 years and above	100	20

The maximum total principal sum which may be invested with a maturity of up to 3 years is £100m.

In relation to Gross and Net Debt, the Council will continue its current practice of monitoring throughout the year that the projected Gross Debt position for the financial year does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

The City of Edinburgh Council

Treasury Management Policy Statement

Summary

The Council has adopted the CIPFA Code of Practice on Treasury Management in the Public Services. As part of the adoption of that code, the Council agreed to create and maintain, as the cornerstones for effective treasury management:

- a Treasury Management Policy Statement (TMPS), stating the policies and objectives of its treasury management activities; and
- suitable Treasury Management Practices (TMPs), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

This document outlines the Council's Treasury Management Policy Statement which provides a framework for the Council's treasury management activities. Any reference in the Treasury Policy Statement to the Chief Financial Officer should be taken to be any other officer to whom the Chief Financial Officer has delegated his powers.

Approved Activities

The Council defines its treasury management activities as:

"The management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks".

Subject to any legal restrictions, this definition covers the following activities:

- arranging, administering and managing all capital financing transactions
- approving, arranging and administering all borrowing on behalf of the Council
- cash flow management
- investment of surplus funds
- ensuring adequate banking facilities are in place, negotiating bank charges, and ensuring the optimal use by the Council of banking and associated facilities and services

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Council.

The Council also acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.

Treasury Management Strategy

The Treasury Management Strategy for the cash fund is to:

- secure both capital and revenue funding at the lowest cost in the medium term; and
- ensure that surplus funds are invested in accordance with the list of approved organisations for investment, minimising the risk to the capital sum and optimising the return on these funds consistent with those risks

Approved Sources of Finance

Finance will only be raised in accordance with legislation and within this limit the Council has a number of approved methods and sources of raising capital finance. No other instrument other than those listed below may be used

- Bank Overdraft
- Temporary Loans
- Loans from the Public Works Loan Board
- Loans from the European Community institutions
- Long-Term Market Loans
- Bonds
- Stock Issues
- Negotiable Bonds
- Internal (Capital Receipts and Revenue Balances)
- Commercial Paper
- Medium Term Notes
- Finance and Operating Leases
- Deferred Purchase Covenant Agreements
- Government and European Community Capital Grants
- Lottery Monies
- Public and Private Partnership funding initiatives

Permitted Instruments

Where possible the Chief Financial Officer will manage all of the Council's temporary surplus funds together and invest them using the Council's Treasury Cash Fund. The investment restrictions contained in the Treasury Cash Fund Policy Statement therefore apply to the City of Edinburgh Council's monies.

However small operational balances will need to be retained with the Council's bankers, and in other cases – such as devolved schools – relatively small investment balances may be operated locally. Some allowance for temporary deposits has therefore been made.

In addition, the Council has some non-cash investment types and these are also included in the Policy Statement.

The Chief Financial Officer may invest monies in accordance with the Council's requirements only by using the following instruments:

- (a) Temporary deposit with an approved institution of the Bank of England or with any other approved organisation for investment (see below)
- (b) Money Market Funds
- (c) Debt Management Office's Debt Management Agency Deposit Facility
- (d) Investment Properties
- (e) Loans to Other Organisations
- (f) Investment in share capital of Council Companies and Joint Ventures
- (g) Loans to / investment in the Loan Stock of Council Companies
- (h) Investment in Shared Equity Housing Schemes

Approved Organisations for Investment

The approved counterparty limits are as follows:

- (a) *The Council's bankers with no limit.*
- (b) *DMO's DMADF with no limit.*

- (c) *AAA Money Market Funds with no limit.*
- (d) *financial institutions on the Bank of England's authorised list which have a short-term credit rating with Fitch of F1+ or Standard and Poors of A-1+ or with Moody's of P-1 up to a maximum of £10 million per institution.*
- (e) *building societies which a short term credit rating with Fitch of F1 or which have Moodys ratings of at least Short Term P-1, Long Term A2, and Financial Strength C+ up to a maximum of £5 million per institution.*

In addition to meeting the above criteria for short-term ratings, banks must have a long-term rating of at least A from one of the credit rating agencies and a support rating of 1,2 or 3 from Fitch or a Financial Strength Rating from Moody's of A, B or C. Building societies should have a minimum long-term rating of A and a support rating of 4 or above from Fitch.

In addition, there is no explicit limit at present for the non-cash investment types. However, it is anticipated that each specific investment of these types would be reported individually to Council and a full list of them will be contained in the Treasury Annual Report.

The investment risks and controls to mitigate those risks are outlined to the end of this document.

Policy on Delegation

Responsibility for the implementation and regular monitoring of the Council's treasury management policies and practices is retained by the Council.

The Council delegates responsibility for the execution and administration of Treasury Management decisions to the Chief Financial Officer who will act in accordance with the organisation's policy statement and TMPs and, if he/she is a CIPFA member, CIPFA's Standard of Professional Practice on Treasury Management.

The Council nominates the Finance and Budget Committee to be responsible for the ensuring effective scrutiny of the Treasury Management Strategy and policies.

Reporting Arrangements

This will include, as a minimum, an annual strategy and plan in advance of the year, and an annual report after its close, in the form prescribed in its TMPs. The Chief Financial Officer will report to the Council as follows:

- (a) A Treasury Strategy prior to the commencement of the financial year.
- (b) A mid-term report during the financial year
- (c) A Treasury Annual Report as soon as practicable after the end of the financial year..
- (d) Ad hoc reports according to need.

Type of Investment	Treasury Risks	Mitigating Controls
a. Deposits with the Debt Management Account Facility (UK Government) (Very low risk)	This is a deposit with the UK Government and as such counterparty and liquidity risk is very low, and there is no risk to value. Deposits can be between overnight and 6 months.	As this is a UK Government investment the monetary limit is unlimited to allow for a safe haven for investments.
b. Money Market Funds (MMFs) (low/medium risk)	Pooled cash investment vehicle which provides short term liquidity. It is difficult to effectively monitor the underlying counterparty exposure, so will be sparingly used.	Funds will only be used where the MMFs are Constant Net Asset Value (CNAV), and the fund has a "AAA" rated status from either Fitch, Moody's or Standard & Poors.
c. Call account deposit accounts with financial institutions (banks and building societies) (Risk is dependent on credit rating)	These tend to be moderately low risk investments, but will exhibit higher risks than the category (a) above. Whilst there is no risk to value with these types of investments, liquidity is high and investments can be returned at short notice. These will be used to provide the primary liquidity source for Cash Management	The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Poors. On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence
d. Term deposits with financial institutions (banks and building societies) (Low to medium risk depending on period & credit rating)	The risk on these is determined, but will exhibit higher risks than category (a) above. Whilst there is no risk to value with these types of investments, liquidity is low and term deposits can only be broken with the agreement of the counterparty, and penalties may apply	The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Poors On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.
e. Investment properties	These are non-service properties which are being held solely for a longer term rental income stream or capital appreciation. These are highly illiquid assets with high risk to value (the potential for property prices to fall).	Property holding will be re-valued regularly and reported annually with gross and net rental streams.
f. Loans to third parties, including soft loans	These are service investments either at market rates of interest or below market rates (soft loans). These types of investments may exhibit substantial credit risk and are likely to be highly illiquid.	Each third party loan requires Member approval and each application is supported by the service rational behind the loan and the likelihood of partial or full default.
g. Loans to a local authority company	These are service investments either at market rates of interest or below market rates (soft loans). These types of investments may exhibit significant credit risk and are likely to be highly illiquid.	Each loan to a local authority company requires Member approval and each application is supported by the service rational behind the loan and the likelihood of partial or full default.
h. Shareholdings in a	These are service investments which may	Each equity investment in a local authority

local authority company	exhibit market risk and are likely to be highly illiquid.	company requires Member approval and each application will be supported by the service rational behind the investment and the likelihood of loss.
i. Investment in Shared Equity Schemes	These are service investments which exhibit property market risk and are likely to be highly illiquid, with funds tied up for many years.	Each scheme investment requires Member approval and each decision will be supported by the service rational behind the investment and the likelihood of loss.

The City of Edinburgh Council

Treasury Cash Fund

Treasury Management Policy Statement

Summary

The Council operates the Treasury Cash Fund on a low risk low return basis for cash investments on behalf of itself, Lothian Pension Fund and other associated organisations. This Policy Statement covers the type of investments which are permitted for monies held with the Cash Fund and should be read in conjunction with the Treasury Policy Statement for the City of Edinburgh Council.

Approved Activities

The activity undertaken in the management of cash balances and their investment in cash and near cash instruments. In undertaking this activity, the key objective is the security of the monies invested. Accordingly, the investment types and counterparty limits below represent a prudent attitude towards the instruments with which and the institutions with whom investment will be undertaken.

Treasury Management Strategy

The Treasury Management Strategy for the cash fund is to ensure that surplus funds are invested in accordance with the list of approved organisations for investment, minimising the risk to the capital sum and optimising the return on these funds consistent with those risks

Permitted Instruments

The Chief Financial Officer may invest monies in accordance with the Council's requirements only by using the following instruments:

- (a) Temporary deposit, Certificate of Deposit, collateralised deposit, structured deposit, commercial paper, floating rate note or Bonds with an approved institution of the Bank of England or with any other approved organisation for investment (see below)
- (b) UK Treasury Bills
- (c) Gilt-edged securities
- (d) Gilt repo only in accordance with CIPFA guidelines
- (e) Money Market Funds
- (f) Debt Management Office's Debt Management Agency Deposit Facility

Limits on Investment

The approved limits on counterparties and investment types are as follows (where money limits and percentages are stated, the greater of the two should be applied):

- (a) DMO's DMADF, UK Treasury Bills and UK Gilts with no limit
- (b) UK local authorities with no limit.
- (c) other public bodies up to a maximum of £20 million per organisation.
- (d) The Council's bankers with no limit.
- (e) AAA Money Market Funds with no limit in total but with no more than £30 million or 15% of the funds under management with any one Fund.

- (f) AAA Bond Funds with no more than £20 million or 10% of the funds under management.
- (g) Supranational Bonds with a limit of £60 million or 20% of the fund in total.
- (h) financial institutions where the relevant deposits, CDs or Bonds are guaranteed by a sovereign government (which itself has a AAA rating) up to a maximum of £60 million or 20 percent of the fund per institution for the duration of the guarantee in addition to the appropriate counterparty limit for the institution.
- (i) Collateralised deposits up to a maximum of £30 million or 15 percent of the fund per institution in addition to the appropriate counterparty limit for the institution.
- (j) Structured deposits up to a maximum of £20 million or 10 percent of the fund, subject to the appropriate counterparty limits for the institution also being applied.
- (k) financial institutions included on the Bank of England's authorised list and with a:
 - Fitch short term credit rating of F1+;
 - Standard & Poors Short Term of A-1+;
 - Moody's Short Term rating of P-1;
 - Fitch Long Term rating of AA or above;
 - Fitch Viability Rating of aa or above;
 - Fitch Support Rating of 1;
 - Moody's Financial Strength Rating of B or above; and
 - S&P Long Term Rating of AA or above.

up to a maximum of £60 million or 20 percent of monies available for investment.

- (l) financial institutions included on the Bank of England's authorised list and with a short-term credit rating by Fitch of F1+ and with Standard and Poors of A-1+ and with Moody's of P-1 up to a maximum of £30 million or 15 percent of monies available for investment.
- (m) financial institutions on the Bank of England's authorised list which have a short-term credit rating with Fitch of F1+ or Standard and Poors of A-1+ or with Moody's of P-1 up to a maximum of £20 million or 10 percent of monies available for investment.
- (n) financial institutions on the Bank of England's authorised list which have a short-term credit rating with Fitch of F1 or Standard and Poors of A-1 up to a maximum of £10 million or 5 percent of monies available for investment.
- (o) building societies which have a short-term credit rating with Fitch of F1 up to a maximum of 5 percent of monies available for investment and those with a short-term credit rating of F1+ up to a maximum of £20 million or 10 percent of monies available for investment.
- (p) Building Societies which have a short term credit rating with Moody's of P-1, a long term credit rating of at least A2, and a Financial Strength Rating of at least C+ up to a maximum of £10 million or 5 percent of monies available for investment.
- (q) Bonds, FRN's or Commercial Paper from other organisations where the instrument itself has a credit rating within points (j) to (m) above with the same limits as in (j) to (m).

In addition to meeting the above criteria for short-term ratings, banks must have a long-term rating of at least A from one of the credit rating agencies and a support rating of 1,2 or 3 from Fitch or a Financial Strength Rating from Moody's of A, B or C. Building societies should have a minimum long-term rating of A and a support rating of 4 or above from Fitch.

The investment risks and controls to mitigate those risks are outlined to the end of this document.

Policy on Delegation

The Treasury Cash Fund is operated under the Council's Treasury Policy Statement and the delegations are defined in that document.

Reporting Arrangements

This will include, as a minimum, an annual strategy and plan in advance of the year, and an annual report after its close, in the form prescribed in its TMPs. The Chief Financial Officer will report to the Council as follows:

- (a) A Treasury Strategy prior to the commencement of the financial year.
- (b) A mid-term report during the financial year
- (c) A Treasury Annual Report as soon as practicable after the end of the financial year..
- (d) Ad hoc reports according to need.

Type of Investment	Treasury Risks	Mitigating Controls
a. Deposits with the Debt Management Account Facility (UK Government) (Very low risk)	This is a deposit with the UK Government and as such counterparty and liquidity risk is very low, and there is no risk to value. Deposits can be between overnight and 6 months.	As this is a UK Government investment the monetary limit is unlimited to allow for a safe haven for investments.
b. UK Treasury Bills (Very Low Risk)	These are marketable securities issued by the UK Government and as such counterparty and liquidity risk is very low, although there is potential risk to value arising from an adverse movement in interest rates unless held to maturity. Maturity at issue is only 1, 3 or 6 months so will be used mainly in the 1 to 3 month period to provide a high level of security but a better return than the DMADF in (a).	As this is a UK Government investment the monetary limit is unlimited to allow for a safe haven for investments.
c. UK Gilts (Very Low Risk)	These are marketable securities issued by the UK Government and as such counterparty and liquidity risk is very low, although there is potential risk to value arising from an adverse movement in interest rates unless held to maturity. There is a risk to capital if the Gilt needed to be sold, so should only be used on a hold to maturity basis as a proxy for a slightly longer maturity Treasury Bill	As this is a UK Government investment the monetary limit is unlimited to allow for a safe haven for investments. Would only be used on a hold to maturity basis at the very short end of the yield curve.
d. Deposits with other local authorities or public bodies (Very low risk)	These are considered quasi UK Government debt and as such counterparty risk is very low, and there is no risk to value.	Little mitigating controls required for local authority deposits, as this is a quasi UK Sovereign Government investment.
e. Money Market Funds (MMFs) (low/medium risk)	Pooled cash investment vehicle which provides short term liquidity. It is difficult to effectively monitor the underlying counterparty exposure, so will be used for only a small proportion of the Fund	Funds will only be used where the MMFs are Constant Net Asset Value (CNAV), and the fund has a "AAA" rated status from either Fitch, Moody's or Standard & Pools.
f. Bond Funds (low/medium risk)	AAA Rated Pooled cash investment vehicle investing in a range of Government, Financial Institutions and Government Bonds.	Fairly liquid vehicle investing in Bonds with a high average credit rating, will only be used for a relatively small proportion of the fund.
g. Call account deposit accounts with financial institutions (banks and building societies) (Risk is	These tend to be moderately low risk investments, but will exhibit higher risks than the categories (a) to (d) above. Whilst there is no risk to value	The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch,

<p>dependent on credit rating)</p>	<p>with these types of investments, liquidity is high and investments can be returned at short notice.</p> <p>These will be used to provide the primary liquidity source for Cash Management</p>	<p>Moody's and Standard and Pools.</p> <p>On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.</p>
<p>h. Term deposits with financial institutions (banks and building societies) (Low to medium risk depending on period & credit rating)</p>	<p>The risk on these is determined , but will exhibit higher risks than categories (a) to (d) above. Whilst there is no risk to value with these types of investments, liquidity is low and term deposits can only be broken with the agreement of the counterparty, and penalties may apply.</p>	<p>The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Pools</p> <p>On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.</p>
<p>i. Certificates of deposits with financial institutions (risk dependent on credit rating)</p>	<p>These are short dated marketable securities issued by financial institutions and as such counterparty risk is low, but will exhibit higher risks than categories (a) to (d) above. There is risk to value of capital loss arising from selling ahead of maturity if combined with an adverse movement in interest rates. Liquidity risk will normally be low.</p>	<p>The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Pools.</p> <p>On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.</p>
<p>j. Structured deposit facilities with banks and building societies (escalating rates, de-escalating rates etc.) (Low to medium risk depending on period & credit rating)</p>	<p>These tend to be medium to low risk investments, but will exhibit higher risks than categories (a) to (d) above. Whilst there is no risk to value with these types of investments, liquidity is very low and investments can only be broken with the agreement of the counterparty (penalties may apply).</p>	<p>The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Pools.</p> <p>On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.</p>
<p>k. Bonds (Low to medium risk depending on period & credit rating)</p>	<p>This entails a higher level of risk exposure than gilts and the aim is to achieve a higher rate of return than normally available from gilts. They do have an exposure to movements in market prices of assets held.</p>	<p>The counterparty selection criteria approved above restricts lending only to high quality counterparties, on a hold to maturity basis. Bonds may also carry an explicit Government Guarantee.</p>
<p>l. Floating Rate Notes (Low to medium risk depending on credit rating)</p>	<p>These are Bonds on which the rate of interest is established periodically with reference to short term interest rates.</p>	<p>The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Pools.</p> <p>Will be used in an increasing interest rate environment but only for a limited proportion of the portfolio.</p>

<p>m. Commercial Paper (Low to medium risk depending on credit rating)</p>	<p>These are short term promissory notes issued at a discount par. They entail a higher level of risk exposure than gilts and the aim is to achieve a higher rate of return than normally available from gilts. They do have an exposure to movements in market prices of assets held.</p>	<p>The counterparty selection criteria approved above restricts lending only to high quality counterparties, on a hold to maturity basis. They are relatively short maturity.</p>
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10.00 am, Thursday 14 March 2013

Zero Waste: Edinburgh and Midlothian Capital Contributions

Item number	8.3
Report number	
Wards	City wide

Links

Coalition pledges	P49, P50
Council outcomes	C07, C08
Single Outcome Agreement	S01, S04

Mark Turley

Director of Services for Communities

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Executive summary

Zero Waste: Edinburgh and Midlothian Capital Contributions

Summary

The Zero Waste Project has now progressed the procurement of residual waste treatment facilities to the stage at which it is ready to invite bidders to submit detailed tenders.

Prior to inviting tenders, the Joint Council Project Board is recommending to the Councils on a value for money basis that they consider offering to inject public capital into the project, funded by borrowing from the Public Works Loan Board (PWLB). This report examines the advantages and risks of doing so.

The overall project objective in the Residual Waste Business Case is to procure a long-term residual waste treatment contract that meets the needs of the Partner Councils and is clearly demonstrated to be affordable and deliverable.

Recommendations

It is the recommendation of the Director of Services for Communities that, subject to the agreement of Midlothian Council, the Council;

- a) agree to offer to the bidders a capital contribution, to be injected when the plant is fully commissioned with a year's track record of service delivery and not to exceed 30% of the cost of the asset or assets constructed at the project site, providing said assets revert to Partner Council ownership at the end of the concession;
- b) delegate authority to the Director of Services for Communities and the Director of Corporate Governance in consultation with the Convener and Vice-Convener of the Finance and Budget Committee to decide, in accordance with the established evaluation criteria of the Zero Waste Project, at the point of selection of Detailed Tenders, if the injection of public capital represents the optimal value for money solution and to pursue said injection, including entering into a suitable legal agreement with Midlothian Council should that be the case.

Measures of success

That the use of a capital contribution shall give rise to a greater value for money outcome to the procurement manifesting itself in a reduced per-tonne cost for the

treatment of the Councils' residual waste. This benefit shall arise from the savings passed to the Partner Councils by the successful contractor outweighing the additional borrowing costs which the Councils would incur in pursuing this option.

Financial impact

Should members accept the recommendations the impact on the City of Edinburgh Council would take the form of a commitment to fund up to 24% of the constructed asset's capital expenditure. The magnitude of such a proportion would be on the order of £33.6m and the cost of borrowing to fund this injection of capital would be covered by the reductions in Annual Unitary Charge for waste (the cost per tonne paid by the Councils) arising from the contribution.

The injection of public sector capital into the procurement would displace more expensive privately sourced funding, allowing the bidders to reduce their required revenues from the Annual Unitary Charge payable by the Partner Councils over the concession. These savings to the Partner Councils would be partially offset by the revenue cost of funding the borrowing required to fund the capital contribution. The net effect would be a reduction in annual revenue costs to the Partner Councils throughout the concession.

The Council's capital plan will require revision to include the amounts required to be borrowed to fund the injection, timed to occur in late 2018. The revenue cost of funding such borrowing will be contained within the reduction to the current landfill budget which would arise from the Annual Unitary Charge reductions this injection would realise.

The indicative magnitude of borrowing required and the resulting net savings to the Council are outlined at 2.13 of this report, with further detail contained within the business case provided to members through a confidential data room. The final value of borrowing and savings will not be confirmed until the Preferred Bidder is appointed in late 2013, though material deviation from the savings presented in the Business Case are not anticipated.

Equalities impact

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

Sustainability impact

While the overall Zero Waste Project has a significant impact on sustainability, these issues have previously been reported to Council and accepted. The decision to inject public capital into the project or otherwise has no further sustainability implications.

Consultation and engagement

A Cross-Party Cross-Council Group set up to receive regular progress reports on the Zero Waste Project met on 13th December 2012 when the potential for the Councils to make a capital contribution was included in the briefing.

In producing this report the following individuals and organisations have been consulted on the specifics of capital contributions.

- The Zero Waste Project Board
- Finance Officers of both Councils
- Lead Officers of both Councils
- Scottish Futures Trust
- Project Advisors
- Convenors of the relevant committees

Background reading / external references

- Zero Waste Project: Purchase of Land – Finance and Budget Committee, 29 November 2012
- Zero Waste: Edinburgh and Midlothian – update to the Transport, Infrastructure and Environment Committee, 21 February 2012
- Zero Waste: Edinburgh and Midlothian Commencement of Procurement – The City of Edinburgh Council, 14 October 2010
- Zero Waste: Edinburgh and Midlothian Commencement of Procurement – Transport, Infrastructure and Environment Committee, 21 September 2010
- Zero Waste Project – Progress Report – The City of Edinburgh Council, 15 October 2009
- Zero Waste Project – Progress Report – Transport, Infrastructure and Environment Committee, 22 September 2009
- Zero Waste: Edinburgh and Midlothian – Award of Food Waste Treatment Contract – The City of Edinburgh Council, 13 December 2012.
- Confidential data room provided to members in advance of Council meeting.

Zero Waste: Edinburgh and Midlothian Capital Contributions

1. Background

- 1.1 On 15 October 2009, The City of Edinburgh Council approved the Project Initiation Document for the Zero Waste Project, including the governance arrangements, procurement budget and the joint purchase of the Millerhill Site in Midlothian.
- 1.2 The overall aim of Zero Waste: Edinburgh and Midlothian is:
 - To procure a long term waste treatment contract that will enhance household waste recycling levels and will recover value from residual waste that has not otherwise been recovered or recycled;
 - To ensure that the treatment of residual waste, when combined with the source-segregated activities, is sufficient to enable the two Partner Councils to meet their targets for landfill diversion and contribute to their recycling obligations; and
 - To contribute to the Councils' shared vision of a zero waste future.
- 1.3 The Residual Waste Treatment Procurement commenced on 21 December 2011 with four bidders being shortlisted. Initial dialogue with these bidders is nearing a close and the Project Board is ready to agree to invite bidders to submit detailed tenders.
- 1.4 Bidders have been asked to produce proposals for carrying out primary treatment at the Millerhill Site. The primary treatment includes reception of residual waste, sorting, extraction of recyclable material and production of a refuse derived fuel.
- 1.5 Bidders have the option of either constructing an energy from waste plant at the Millerhill site or alternatively sending the fuel produced at the project site to be used elsewhere via an offtake contract.
- 1.6 Bidders have been advised that the invitation to submit detailed tenders would be delayed to await the Partner Councils' decision on the potential for the Councils to provide a capital contribution to the Contractor. The

original Contract Notice and Invitation to Participate in Dialogue allows this but a decision has to be made before detailed tenders are submitted to avoid potential breach of procurement rules.

- 1.7 A decision either way on this report will allow the following programme to be implemented:

Milestone	Timeline
Issue Invitation to Submit Detailed Tenders	End March 2013
Appointment of Preferred Bidder	January 2014
Award of Contract (subject to Planning)	April 2014
Service Commencement	1 October 2017

2. Main report

- 2.1 A Business Case has been prepared which focuses on the potential to offer a capital contribution from the Partner Councils to Bidders. The full Business Case containing highly sensitive commercial information on bidders' proposals is provided for Members in the confidential data room.

Business Case Objectives

- 2.2 The Business Case is designed to evaluate an opportunity for the Partner Councils to reduce their overall repayments towards residual waste treatment facilities built at Millerhill, without materially distorting the risk transfer achieved through entering into a Public / Private Partnering arrangement.
- 2.3 The Business Case considers the following aspects:
- the potential savings should public sector borrowing be used in place of private sector funds;
 - an appropriate level of capital and the basis for concluding a 30% figure;
 - the circumstances in which a capital contribution would be available;
 - the impact on the Councils' affordability positions; and
 - legal and procurement implications and risk.

The Financial Case for Offering a Capital Contribution

- 2.4 Under a 'classic' Design, Build, Finance, Operate (DBFO) procurement bidders would be required to source 100% of the capital cost of the assets constructed from private sector sources. The cost of financing such construction is then recovered over the duration of the concession

with the contracting authority on an annual basis, known as the Annual Unitary Charge.

- 2.5 However, HM Treasury guidance¹ acknowledges that Local Authorities have access, via the PWLB, to borrowing rates cheaper than that seen in the private sector, and therefore allows for contracting authorities to inject public capital into the construction of assets, provided there is no material distortion of the risk transfer inherent with utilising DBFO structures. The injection is capped at 30% in order to preserve the risk transfer inherent in the DBFO nature of the project in accordance with Treasury guidance.²
- 2.6 By injecting public capital into the procurement, the Partner Councils would effectively fund construction of up to 30% of the assets, meaning that the successful bidder would need only to find the remaining 70% of the funding from the private market. This would manifest as a reduced Annual Unitary Charge throughout the concession.
- 2.7 However, the Partner Councils are then placed under an annual obligation to repay the debt they would undertake to facilitate the capital contribution. The repayment period would be aligned to the length of the concession, in this case c. 25 years.
- 2.8 The financial case for proceeding with a capital contribution therefore relies on the decrease in cost from a reduced Annual Unitary Charge outweighing the increase in cost realised by the need to fund the borrowing, and management of associated risk issues by the Council.
- 2.9 In order to assess the financial viability of injecting public capital, Bidders involved in the Zero Waste Residual Waste Treatment Procurement were asked to submit projections for the amounts that would be saved in their Annual Unitary Charge should the Partner Councils displace 30% of their capital funding requirement. These savings were then compared against projections of the annual borrowing cost required to fund the displaced debt.
- 2.10 The analysis was conducted using a rate of borrowing matching the current Public Works Loan Board (PWLB) rate plus a 1% buffer. At this borrowing rate, the Business Case shows that the cost of borrowing to the Partner Councils would be outweighed by the savings from displacing private finance.

¹ Standardisation of PFI Contracts Version 4 – HM Treasury, 2007

² Public Private Partnerships – Technical Update 2010 Guidance - HM Treasury, 2010

- 2.11 Further sensitivity testing was undertaken to ensure that the value for money case was not compromised unduly by fluctuations in the PWLB rate. This analysis demonstrated that the value for money business case is sensitive to changes in the PWLB rate. The risk arising from this is discussed in paragraph 2.20.
- 2.12 The value for money case of contributing capital to the facility will be tested at the point of selection of detailed tender via the mandating of variant bids showing the revenue impact of each bidder's proposals with and without the use of a Capital Contribution. The cost of borrowing relating to each bid will be assessed, and the optimal value for money solutions selected for further dialogue.

Magnitude of Capital Contribution

- 2.13 The confidential Business Case provided in the data room gives further detail on the projected amounts of capital required to fund up to 30% of the capital expenditure of constructing assets on the project site. Based on pre-procurement market analysis and initial modelling assumptions, the amount required for the City of Edinburgh's contribution would be of the order shown in the table below:

Element	Projected Capex	CEC contribution (based on mid point)
Mechanical / Biological Treatment	£20m - £25m	£5.4m
Energy from Waste	£110m - £125m	£28.2m
Total	£130m - £150m	£33.6m

Risk Considerations

- 2.14 The injection of public capital into the procurement involves a transfer of risk from the bidders to the Partner Councils. The risks identified as arising from the use of a capital contribution include:

Volume Risk

- 2.15 The use of a capital contribution opens the Partner Councils up to volume risk by introducing a fixed element to the contract (as the capital contribution is injected as a lump sum and not paid on a per-tonne basis.) This makes the value for money case sensitive to volume considerations, as the lower the tonnage delivered the less the value for money of the capital injection. Analysis on this issue has demonstrated that the value for money case is maintained at all levels down to and including the Guaranteed Minimum Tonnage, though the net savings arising from a capital contribution are diluted should annual delivery fall to this level.

Operational Risk

- 2.16 The Partner Councils could be exposed to a situation where they have paid up-front for service via a capital contribution, but a delay in service commencement means they have to pay a potentially inflated per-tonne gate fee at an alternative facility, in which case Partner Council monies would have been 'sunk' into a non-operational facility. This risk can be mitigated by injecting the capital contribution when the plant is fully commissioned with a year's track record of service delivery. In this way the Partner Councils would have sign off from an independent certifier that the plant was operational within agreed parameters, and the additional time would provide practical evidence that the plant was stable.
- 2.17 Further, in the unlikely event of total service failure, the Partner Councils would have the option of taking over the asset and re-letting the contract to a new contractor who would then return the asset to full operational capacity. If this were not deemed possible then the sale of component assets would allow for some recovery.

Obsolescence Risk

- 2.18 The assets procured under this contract are necessarily complex, and there exists a risk that the plant will become non-operational at some point throughout its lifecycle or that it will be of no value when it returns to the Partner Councils at the end of the concession. Though this risk arises regardless of the injection of public capital or otherwise, the capital contribution increases the risk, as monies would already have been paid in to fund the plant up-front. The mandate to use only tried and tested technologies and the selection of bidders with considerable experience in the waste treatment market helps to mitigate this risk and gives comfort that an operational plant can be delivered. In addition, deductions can be made to the Annual Unitary Charge payments should the asset not function over a long period, incentivising the private sector partner to construct a viable plant. Finally, the procurement has mandated a 5 year minimum residual life on the plant when it returns to Council ownership at the end of the concession.

Procurement Risk

- 2.19 The Zero Waste Residual Waste Procurement represents a significant undertaking by both the public and private sectors, and is therefore of considerable importance to the bidders involved. Advice has been taken from the project's legal adviser which reiterated the need to avoid any issue which may lead to a perceived unfairness in the procurement process, specifically the selection of tenders to take through to the next

stage of competitive dialogue. The use of a capital contribution therefore requires the firm commitment of both Partner Councils, as withdrawal of the offer after selection of detailed tenders could potentially create such a risk.

PWLB Rate Risk

- 2.20 Further to paragraph 2.11 there exists a residual risk that the PWLB rate could rise to a level whereby the savings no longer cover the borrowing costs. At this point the value for money case for making a capital contribution would be rendered invalid. The Contractor will lock in their cost of finance at Financial Close (c. Feb 2014) and the Partner Councils will be exposed to PWLB rate fluctuations until the point of injection (c. Dec 2018). This risk will be managed as part of the Council's overall treasury management strategy, and an interest rate buffer has also been included in the business case.

Timing of Injection

- 2.21 Numerous options were considered in order to maximise the value for money of the injection, however, in order to mitigate the risk represented in paragraph 2.16 above it is recommended that the Public Sector Capital be injected once the plant is fully commissioned with a year's track record of service delivery thereby ensuring that the plant is viable before the Partner Councils' capital is placed at risk.

Affordability

- 2.22 The cost of borrowing associated with the capital contribution discussed herein would be fully funded by the associated savings which would manifest in the Annual Unitary Charge from the contractor. The Business Case is predicated on the borrowing costs being significantly less than the associated saving, and therefore leaving the Partner Councils with a net overall cheaper solution than that without a capital contribution.

Accounting Treatment

- 2.23 The Partner Councils' relevant finance officers are currently formulating the strategy for the recognition of the asset constructed in this procurement, regardless of the use of a capital contribution or otherwise. This is not expected to present an insurmountable challenge in the implementation of a capital contribution. A formal legal agreement between the Partner Councils will be entered in to at the appropriate time in order to protect both Councils' positions in this regard.

Project Procurement Strategy

- 2.24 Should the Councils agree to offer a capital contribution as provided in this report, bidders would be asked to submit variant bids with and without the capital contribution, and the resulting bids, together with the associated revenue impact of borrowing to fund the capital contribution, would be evaluated to ensure that the most economically advantageous tenders are down-selected.
- 2.25 This offer would only be available for Bidders in respect of new facilities to be built at Millerhill and where they revert to the Councils at the end of the contract period. This is to comply with the mandated association of a capital contribution to a completed asset which reverts to the Partner Councils' control in compliance with the CIPFA Code of Practice on Local Authority Accounting³.
- 2.26 The evaluation ensures that any benefits identified in this business case would be captured in the tendered prices and considered net of the additional cost of borrowing placed upon the Partner Councils. The financial evaluation will therefore continue to yield a true measure of the Most Economically Advantageous Tenders to be down-selected, taking into account the full impact on the Partner Councils.
- 2.27 The potential for a capital contribution was referred to in both the OJEU Contract Notice and in supporting procurement documentation.

Joint Working Implications

- 2.28 Midlothian Council is being asked to agree to support the injection of public sector capital into the project, in line with the established breakdown of capital costs associated with the project. This would see Midlothian Council contribute 20% of the required capital (i.e. 6% of capex) with the City of Edinburgh making up the remaining 80% (24% of capex).
- 2.29 Due to the joint working arrangements for the Zero Waste Procurement both Partner Councils will have to commit to the injection in order for it to go ahead.

Conclusions

- 2.30 The Business Case for capital contributions demonstrates that the injection of Public Capital into the Zero Waste Residual Waste solution offers the Partner Councils an opportunity to enhance the value for

³ Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 - Chartered Institute of Public Finance and Accountancy, 2012

money and affordability of the procurement as a whole, without materially altering the DBFO nature of the solution.

- 2.31 Modelling has shown that the cost of borrowing is projected to be less than the savings passed back through a reduced Annual Unitary Charge, and therefore the use of a capital contribution is expected to be self-funding, while delivering an overall better net position for the Partner Councils in the treatment of Residual Waste.

3. Recommendations

- 3.1 It is the recommendation of the Director of Services for Communities that the Council;
- a) agree to offer to the bidders a capital contribution, to be injected when the plant is fully commissioned with a year's track record of service delivery and not to exceed 30% of the cost of the asset or assets constructed at the project site, providing said assets revert to Partner Council ownership at the end of the concession;
 - b) delegate authority to the Director of Services for Communities and the Director of Corporate Governance in consultation with the Convener and Vice-Convener of the Finance and Budget Committee to decide, in accordance with the established evaluation criteria of the Zero Waste Project, at the point of selection of Detailed Tenders, if the injection of public capital represents the optimal value for money solution and to pursue said injection, including entering into a suitable legal agreement with Midlothian Council should that be the case.

Mark Turley

Director of Services for Communities

Links

Coalition pledges	P49 Continue to increase recycling levels across the city and reducing the proportion of waste going to landfill P50 Meet greenhouse gas targets, including the national target of 42% by 2020
Council outcomes	C07 Edinburgh draws new investment in development and regeneration C08 Edinburgh's economy creates and sustains job

	opportunities
Single Outcome Agreement	S01 Edinburgh's economy delivers increased investment, jobs and opportunities for all S04 Edinburgh's communities are safer and have improved physical and social fabric
Appendices	N/A

The City of Edinburgh Council

10.00am, Thursday, 14 March 2013

Review of Scheme for Community Councils

Item number	8.4
Report number	
Wards	All

Links

Coalition pledges	P33
Council outcomes	CO23, CO24
Single Outcome Agreement	SO4

Mark Turley

Director of Services for Communities

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Review of Scheme for Community Councils

Summary

The report advises on the outcome of the first statutory consultation period of the Review of the Scheme for Community Councils and seeks approval for a number of recommendations to change the Scheme. Community Councils (CCs) are broadly in favour of the draft Scheme and in particular the added emphasis on CCs being able to demonstrate they are fulfilling their core duty of reflecting the views of the wider community. If the recommendations outlined below are endorsed by Council, the legislation requires that a further notice is given for a second statutory consultation period. The outcome of this consultation will be reported to Council on 27 June 2013.

Recommendations

To recommend that the City of Edinburgh Council:

- 1) Approves the changes outlined in sections 2.7 -2.11 of the report.
- 2) Approves the procedure outlined in paragraph 2.12 for amending small scale CC boundaries.
- 3) Approves the change in membership numbers for Portobello Community Council outlined in section 2.13 of the report.
- 4) Approves the revised draft Scheme in [Appendix 1](#) for a second period of statutory consultation from 18 March to 6 May 2013.

Measures of success

The next opportunity for CCI elections is October 2013 and there is scope prior to these elections to establish a Scheme which provides a modernised framework for CCs to operate with clear and improved guidance. This can be measured by having a revised CC Scheme approved where the Council can demonstrate an active commitment to consultation.

Financial impact

The cost of implementing the change to the formula for calculating the CC grant is £2,831 and can be contained within the departmental budget.

Equalities impact

The Review of the Scheme for CCs will promote and enhance the Council's ability to meet its General and Public Duties under equalities legislation. The Equalities and Rights Impact Assessment will be revised throughout the process of the Review and recommendations made where required to ensure there are no infringements of rights or impacts on duties under the Act.

Sustainability impact

There are no adverse environmental implications arising from this report.

Consultation and engagement

The first statutory consultation period ran from 17 December 2012 to 11 February 2013 as approved by Council on 13 December 2012. A statutory notice was published in the local press at the start of the consultation period. The draft Scheme was placed for comment on the Neighbourhood Partnership and Council's website, in libraries and local neighbourhood offices and advertised through social media and plasma screens in Council premises. Information about the Review of the Scheme was sent to Neighbourhood Partnerships, Children and Families and the Community Health Partnership for distribution through their networks, bulletins and communication channels. Comments were also invited from the Edinburgh Association of Community Councils and individual CCs.

Background reading / external references

[Scottish Government Community Council Short Life Working Group Final Report and Recommendations](#)

Review of Community Council Scheme

1. Background

- 1.1 Community councils (CCs) were first established in Scotland following the Local Government (Scotland) Act 1973. Under the Act each Local Authority is required to produce a Scheme for CCs which provides a framework for their creation and operation.
- 1.2 The current [Scheme for Community Councils](#) was approved by the City of Edinburgh Council in 2009. During the intervening period, a number of areas have been identified where the current Scheme does not provide sufficient clarity or guidance and will be addressed as part of the formal review process.
- 1.3 Following a preliminary period of consultation, a draft Scheme was produced which took account of comments from CCs, the Edinburgh Association of Community Councils (EACC), Council Officers and good practice from the National Model Scheme.
- 1.4 At a Special Meeting on 13 December 2012, the Council approved the arrangements for the first period of statutory consultation of the Review of the Scheme for CCs.

2. Main report

- 2.1 At the conclusion of the statutory consultation period, submissions were received from 7 CCs, 6 individual members of CCs, 1 Residents Association, 3 members of the public, 1 business owner in Portobello and 19 residents from Portobello.
- 2.2 Respondents were generally supportive of the proposed Scheme and in particular the added emphasis on CCs being able to demonstrate evidence of their engagement with the community. There was general agreement that the role of nominated members and their criteria for appointment should be clarified and support for a mechanism to enforce the Code of Conduct.
- 2.3 Nineteen responses were received from residents in Portobello. A high proportion of these respondents highlighted the need to ensure that the CC represents the views of the wider community and not just the views of its members. They indicated that this could be achieved by adopting a proactive approach to obtaining residents' views using a variety of engagement techniques including social media, websites and on-line surveys. While social

media was generally perceived to be a positive tool which helps to enable wider engagement and interaction, it was also noted that it can exclude certain sections of the community and there are other risks associated with its use.

- 2.4 Two CCs and several CC members referred to the amount of work that is involved in consulting and reflecting the views of the community. They indicated that it can be difficult for a CC to respond to a large number of consultations, often within a short timescale, given that members are volunteers working with limited resources.
- 2.5 Findings have been analysed and proposed changes are outlined below. A revised draft Scheme is attached as [Appendix 1](#). Proposed changes are highlighted in bold, shaded print.
- 2.6 Findings also reveal that a few areas of the Scheme require further clarification and rewording. These comments have been taken into account when drafting the revised draft Scheme.
- 2.7 Role of nominated members and criteria for appointment: The current Scheme makes provision for nominated members. A nominated member is a member of a local interest group that operates in the CC area. While CCs are generally supportive of retaining nominated members on CCs with equal voting rights, concerns have been identified around the role of nominated members and criteria for appointment. A section explaining the role of a nominated member has also been added to the revised draft Scheme. The definition of a voluntary organisation provided by Edinburgh Voluntary Organisations Council (EVOC) has been included to give further clarity.
- 2.8 Local Interest Groups are required to register with the Council. The criteria for appointment outlined in the Registration and Nomination Form requires that registration must be from a properly constituted group with a publicly available constitution. This requirement can be a barrier to groups that do not have a constitution. In such circumstances support and advice will be offered to groups to help them with the process of setting out constitutional arrangements.
- 2.9 Enforcement of the Code of Conduct: This is a National issue which is being considered by the Scottish Government Short Life Working Group on CCs. The Working Group has produced a [final report](#) which includes the recommendation that the need for an enforceable Model Code of Conduct for Community Councillors, with an independent and simple enforcement and appeals mechanism is further explored. It is proposed to follow national guidance on this issue and produce a guidance note which will provide a clear procedure on dealing with disputes and breaches of the Code of Conduct. Greater emphasis will also be given to the Code of Conduct as part of CC induction training.
- 2.10 Special meetings: The procedure for organising special meetings is contained within the CC Constitution ([Appendix 2](#)) and Standing Orders ([Appendix 3](#)). The wording in these two documents has been made consistent to avoid ambiguity.

The timescale for organising special meetings has been extended by one week to allow for public holidays and other circumstances out with the CC's control which could prevent these timescales being achieved.

- 2.11 CC grant: The Review of the Scheme presents an opportunity to consider and improve current practice. The community council grant is based on a standard lump sum payment plus an additional per capita contribution related to the electorate of the area. It is proposed that, as the general purpose of a community council is to represent the whole community, it would be more appropriate to base the per capita contribution on population figures for the local area rather than the electorate. This would result in a small increase in grant for each community council which can be contained within the departmental budget.
- 2.12 CC boundaries: No objections have been received to the proposal to amend the boundary between West End and Murrayfield CCs and it is therefore proposed that this boundary will take effect from the date of the CC elections in October 2013. Three further enquiries have been received to amend CC boundaries in the Trinity, Silverknowes and Gilmerton areas and a request to change a CC name. The current system for amending CC boundaries requires consultation and agreement with other adjacent CCs and the approval of the Council. As the process in relation to these boundaries has not been completed, no further recommendations are proposed at this time. However, in order to improve flexibility and, respond to local need, it is proposed to include a clause in the Scheme which will enable small scale CC boundary changes and name changes to be approved at an appropriate Council Committee. Such requests should be made in writing to the Director of Services for Communities.
- 2.13 CC membership: One of the issues raised by the majority of residents responding from Portobello was the uneven balance of membership on Portobello Community Council. The balance of membership on a CC is normally twice as many elected members as nominated members. Portobello Community Council has 15 elected and 15 nominated members. The number of members on a CC is based on population figures although exceptions have been allowed in the past to take account of local circumstances. Portobello Community Council covers a population of 11,737 which is an average size for a CC in Edinburgh. CCs with a similar population would normally consist of 14 elected and 7 nominated members. It was noted that having provision for 15 nominated groups can increase diversity and representation. However in order to allow a fairer balance of representation in line with other CCs it is proposed to amend the balance of membership on Portobello Community Council to 14 elected and 7 nominated members.

3. Recommendations

- 3.1 To recommend that the City of Edinburgh Council:
- 1) Approves the changes outlined in sections 2.7 -2.11 of the report.
 - 2) Approves the procedure outlined in paragraph 2.12 for amending small scale CC boundaries.
 - 3) Approves the change in membership numbers for Portobello Community Council outlined in section 2.13 of the report.
 - 4) Approves the revised draft Scheme in [Appendix 1](#) for a second period of statutory consultation from 18 March to 6 May 2013.

Mark Turley

Director of Services for Communities

Links

Coalition pledges	P33 – Strengthen Neighbourhood Partnerships and further involve local people in decisions on how Council resources are used
Council outcomes	CO23 – Well engaged and well informed – Communities and individuals are empowered and supported to improve local outcomes and foster a sense of community CO24 – The Council communicates effectively internally and externally and has an excellent reputation for customer care
Single Outcome Agreement	SO4 – Edinburgh’s communities are safer and have improved physical and social fabric
Appendices	Appendix 1 – Draft CC Scheme, Constitution and Standing Orders

THE CITY OF EDINBURGH COUNCIL
DRAFT SCHEME FOR COMMUNITY COUNCILS

1. Introduction

Community councils were first established in Scotland following the Local Government (Scotland) Act 1973. Thereafter, the Local Government etc. (Scotland) Act, 1994, which produced the current system of unitary local authorities, also made provision under Section 22 for the continuation of community councils. This legislation provides the legal framework for community councils.

2. Statutory Purposes

The statutory purposes of the community councils established under this Scheme are set out in Section 51 (2) of the Local Government (Scotland) Act 1973, as follows: -

"In addition to any other purpose which a community council may pursue, the general purpose of a community council shall be to ascertain, co-ordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable"

3. The Role and Responsibilities of Community Councils

The general purpose of community councils is to act as a voice for their local area. This will involve them articulating the views and concerns of local people in their area on a wide range of issues of public concern and make representations to the City of Edinburgh Council, other public sector bodies and private agencies on matters within their sphere of interest.

Community councils have a statutory right to be consulted on planning applications. They are competent objectors to all licence applications lodged with the Council in terms of the Civic Government (Scotland) Act 1982, which includes applications for House in Multiple Occupation licences.

Community councils are the key community representative bodies within the local community planning arrangements across the city of Edinburgh. Community councils have representation on each of the 12 Neighbourhood Partnerships and have responsibility for the decisions of the Neighbourhood Partnerships covering the community council area they represent.

Community councils should engage widely with their local communities to represent their views on the Neighbourhood Partnerships. It is essential that these views are demonstrated to be representative of the community and, accordingly, the community council will have in place recognised consultative mechanisms to validate their views; and devise strategies to secure greater involvement by all sectors of the community.

Community councils should be able to demonstrate how they are fulfilling their responsibilities as representative bodies by provision of an annual report and other forms of engagement such as newsletters, surveys, websites and use of social media.

Community councils may carry out other activities that are in the general interests of the communities they represent, provided these activities fall within the objectives of their constitution.

Overall, community councils should engage with and establish positive working relationships with the City of Edinburgh Council and other agencies. In carrying out their activities community councils must at all times adhere to the law and the Community Councillors' Code of Conduct.

Community councils have a duty under statute to represent the views of their local community. It is vital therefore, that they reflect the broad spectrum of opinion and interests of all sections of the community. In order to fulfil their responsibilities as effective and representative, community councils shall:-

- Inform the community of the work and decisions of the community council by posting agendas and minutes of meetings in public places, such as libraries and notice boards; and subject to provisions contained within the Data Protection Act 1998, provide contact details of community council members.
- Agendas and whenever possible draft minutes of community councils' meetings should be circulated at least seven days before the date of the meeting to enable their circulation to the local authority, relevant elected members, council staff and other parties.
- Seek to broaden both representation and expertise by enlisting associate members onto the community council for specific projects/issues.
- Make particular efforts to encourage young people and other under-represented groups to attend/participate in community council meetings and activities to ensure equality of opportunity in the way the community council carries out its functions.
- Maintain proper financial records and present financial reports at community council meetings.
- Liaise closely with the City of Edinburgh Council on any change in membership (eg resignations, co-option) and circumstances.

A community council shall be non-party political in all its activities.

4. Community Council Areas

Edinburgh is divided up into 46 community council areas and community councils may be established to serve and represent these areas identified in Schedule 1 to this Scheme.

5. Membership of Community Councils

Elected and Nominated Representatives

The maximum number of elected and nominated representatives for each community council is specified in Schedule 1 to this Scheme.

The minimum age to stand for election as a community councillor is 16 years. Qualification for elected membership is by residency within the specific community council area. Elected representatives must also be named on the electoral register for the community council area in which they reside. Nominated representatives need not

appear on the electoral register for the community council provided that they remain voluntary, active members of the nominating group. Some young people under the age of 16 ³/₄ may not appear on the electoral register so registering can be confirmed by other means such as school registration.

Ex Officio Representatives

Local Authority Councillors, MPs, MSPs and MEPs whose wards fall wholly or partly within the geographical area of the community council area shall be ex-officio members of the community council.

Ex-officio representatives shall not be eligible to be elected or nominated representatives and shall have no entitlement to vote, move motions or amendments or hold office.

Associate Representatives

Associate representatives may be appointed by a community council where there may be a need for individuals with particular skills or knowledge. Associate representatives have no entitlement to vote, move motions or amendments or hold office. They may serve for a fixed period as determined by the community council or for the term of the community council which has appointed them. Associate representatives may include for example someone with expertise in IT, communication or environmental issues.

6. Community Council Elections

Eligibility of Elected Members

Candidates wishing to stand for election to a community council must reside in the local area and be named on the Electoral Register for that area. The same criteria will apply to voters in a community council election.

Sixteen and seventeen year olds residing in the community council area and named on the Electoral Register for that area and subject to the provisions in Clause 5 above are also entitled to both stand for the community council and vote in any election.

Any **elected** community council member who no longer resides within the community council area will have their membership terminated from that community council from the date their residency ceases.

Any individual who is elected to serve on the City of Edinburgh Council, or the Scottish, UK or European parliament shall be ineligible to stand for election to a community council.

Nominations and Elections

The first election for representatives of a community council shall be held in the event of not less than 20 local electors submitting a written request to the City of Edinburgh Council for the establishment of a community council.

The second and subsequent elections shall be held on a three-yearly-cycle, in the months of September and October on dates to be determined by the City of Edinburgh Council. However the City of Edinburgh Council may defer the second election year until the next election cycle in the case of a community council established within 18 months of the next triennial elections for all community councils.

All elections will be administered by the City of Edinburgh Council.

Returning Officer

The City of Edinburgh Council will approve an independent Returning Officer for community council elections. The independent Returning Officer must not be a current elected or nominated member of the community council and once appointed shall be ineligible to stand for election to the community council.

Nominations for Elected Representatives

Individuals seeking election to a community council should be nominated by a proposer and seconder, both of whom must be on the electoral register for the community council area. Each elector may propose one nominee and second one nominee. Nominations require to be submitted with the candidate's consent. Self-nomination is not permitted.

A nomination form should be completed and submitted on the date set down in the election timetable. No forms submitted after that date will be accepted.

Election Process

At the end of the nomination period:

1. If the number of candidates is more than HALF but less than the maximum permitted **elected** membership as specified for the community council area in Schedule 1 of this scheme, the candidates will be declared elected and no ballot will be held.
2. If the number of candidates exceeds the number of available places a ballot will take place. At the ballot, each voter shall be entitled to vote for candidates up to the number of vacancies for elected members on the community council, but cast no more than one vote for each candidate. For example if there are 26 candidates and 18 vacancies for elected members each voter can vote for up to 18 candidates but cast only one vote for each candidate.
3. If the number of candidates elected, is below **HALF** of the total maximum permitted membership, as specified for the community council area, no community council will be established at that time. However, this does not prevent a further request from 20 electors to the City of Edinburgh Council to make arrangements for the establishment of a community council under the terms of Section 52 (7) of the Local Government (Scotland) Act 1973.

Method of Election

Elections shall be conducted by secret ballot of local electors, organised by the Returning Officer approved by the City of Edinburgh Council in accordance with the Scottish Local Election Rules but subject to modification and simplification as deemed necessary by the City of Edinburgh Council.

Eligibility, Appointment and Role of Nominated Representatives

Nominated representatives may be appointed by local interest groups registered with the City of Edinburgh Council.

The organisation must be a voluntary group whose governing body has a majority of unpaid (volunteer) members, which does not distribute profit among its members, and which provides services for public benefit not restricted to its members.

The first appointments shall be made at a joint meeting of the interest groups organised by the Returning Officer in accordance with the procedures set out in Schedule 2 to this Scheme.

Nominated representatives shall cease to be members of the community council if they cease to be a member of the nominating interest group.

Nominated representatives are appointed to represent the interests of their group on the community council and to reflect the views of the community through the community council. If a community council member has any private and/or personal interests in a matter for the community council, they have a duty to declare this and if deemed necessary by other members, withdraw from discussions and the decision making process with regard to that matter.

On issues where there is a conflict or vested interest members have a duty to disclose and if deemed necessary by other members, withdraw from discussions and the decision making process with regard to that matter.

Filling of casual places/vacancies for elected members between elections

Casual vacancies on a community council may arise in the following circumstances:

- Death of an elected community council member;
- When an elected community council member submits her/his resignation;
- When an elected community council member ceases to be resident within the community council area;
- When an elected community council member has her/his membership disqualified;
- Unreasonable non-attendance by an elected community council member at meetings for a period of six months.

If vacancies arise on a community council between elections, it will be at the discretion of the community council whether to fill the vacancy. Filling a vacancy can be undertaken either through the process of co-option or depending on circumstances, by an interim election. However, should circumstances arise that leads to the number of elected community council members to fall below **HALF** of the maximum permitted elected membership, the City of Edinburgh Council shall be informed and shall make arrangements for an interim election to be held.

Guidance on the procedure for the filling of casual vacancies is contained within the model constitution.

Co-opting members through the casual vacancy process

Members who are co-opted through the casual vacancy process must be eligible for membership of the community council as detailed in Section 5 of the Community Council Scheme. They must be elected onto the community council by a two-thirds majority of the elected and nominated community council members present. Such co-opted members shall have full voting rights, with the exception of voting on co-option of new members, and will serve until the next round of elections.

The number of co-opted members may not exceed a **THIRD** of the maximum permitted elected community council membership.

Constitution

Newly established community councils shall be supplied with a Model Constitution by the Council, for adoption at their inaugural meeting.

7. Equality & Diversity

Community councils must ensure that in all their activities they seek to eliminate discrimination and promote equality of opportunity and good relations between all people within their community in accordance with the guidance provided to community councils.

8. Disqualification of Membership

Disqualification of membership is automatic under the following circumstances:

- Relocation which renders invalid the residency qualification for membership;
- Failure to attend any community council meeting, with or without submitting apologies, throughout a period of 6 months.

If absence is due to ill health or any other reasonable circumstance eg planned holidays, work shift patterns etc, an approved leave of absence not exceeding 6 months for community council members may be approved at the discretion of the community council.

Registered interest groups **shall** ensure that their nominated representatives conform to the clause above.

Community council members shall comply with the Code of Conduct as attached as Schedule 3 to this Scheme. Community council members who fail to comply with the Code of Conduct may be suspended or dismissed from the position of community council member by action of the community council or by action of the City Council.

9. Meetings

The first meeting of a community council following the election and upon establishment of a community council, will be called by the Returning Officer or by a Deputy Returning Officer approved by the City of Edinburgh Council. The meeting will take place within 21 days of that date, or as soon as practicable thereafter. The frequency of meetings will be determined by each community council, subject to a minimum of one annual general meeting and 6 ordinary meetings being held each year. The annual meeting shall be held in the month of May or June with the exception of an election year when the AGM **may** be deferred until the first meeting of the community council following the nomination and election period.

The quorum for community council meetings shall be at least one third of the current voting membership of a community council, or 3 voting members, whichever is the greater.

An outline of the conduct of business that community councils should adhere to when holding ordinary, special and annual general meetings is contained within the Constitution and Model Standing Orders.

10. Liaison with the City of Edinburgh Council

In order to help facilitate the effective functioning of community councils, the City of Edinburgh Council has identified an officer to act as a Liaison Officer with community councils.

Community councils may make representations to the City of Edinburgh Council and other public and private agencies, on matters for which it is responsible and which it considers to be of local interest. Representations should be made, in the case of statutory objections, such as planning or licensing matters, to the appropriate City of Edinburgh Council officer. On issues where a department is consulting with community councils, representations should be made to the appropriate departmental officer.

Community councils shall provide copies of their agendas and minutes to the Council via the City of Edinburgh Council's named liaison officer.

The City of Edinburgh Council and community councils shall seek actively to keep each other well informed on matters of mutual interest.

11. Resourcing a Community Council

The City of Edinburgh Council shall provide an administrative grant to community councils to assist with the operating costs of the community council. The grant is based on a standard lump sum payment plus an additional per capita contribution related to the **population** for that area. Community councils are discouraged from accumulating a surplus at the end of the financial year amounting to twice the amount of annual grant from the City of Edinburgh Council, unless such surpluses are dedicated to specific projects designed to elicit community opinion on local issues or otherwise support community needs.

Each community council, at its Annual General Meeting, shall appoint a suitably qualified person to audit the community council's accounts. (This should be someone who is independent from the community council with a financial background, though not necessarily a qualified accountant).

The financial year of community councils shall be the same as that of the City of Edinburgh Council (ie 1 April to 31 March) and the audited accounts of the community council shall be submitted for approval to the Annual General Meeting.

Each community council shall establish a bank account and shall submit its audited accounts to the City of Edinburgh Council by the 1st November each year in respect of the previous financial year and no grant may be paid by the City of Edinburgh Council until that community council has submitted its annual accounts.

The annual accounts of each community council shall be independently examined by at least one examiner appointed by the community council, but who is not a member of the community council. A copy of the independently examined statement of accounts/balance sheet shall be forwarded as soon as the statement is approved, to a named officer of the City of Edinburgh Council who may, at their discretion and in consultation with the Council's Chief Financial Officer, request the community council to produce such records, vouchers and account books as may be required.

Each community council shall have the power to raise its own financial resources for schemes, projects and all other purposes consistent with its functions.

Each community council shall be eligible to apply for grants for suitable projects through the City of Edinburgh Council's grant system.

The City of Edinburgh Council shall determine any additional support services/resourcing, such as: photocopying and distribution of community council minutes and agendas; and free lets of halls for community council meetings, to suit local requirements.

The City of Edinburgh Council's Liaison Officer shall facilitate advice and assistance to community councils and arrange for the establishment of a training programme for community councils on: the duties and responsibilities of community council office bearers; the role of community councils; the functions of the City of Edinburgh Council; and other relevant topics.

12. Code of Conduct

The Code of Conduct in Schedule 3 sets out the standards and principles of conduct that community councils are required to adhere to in performance of their duties.

13. Community Council Boundaries

Any request to change the boundaries and names of community councils must be made in writing to the Director of Services for Communities who will arrange for the request to be submitted to the appropriate City of Edinburgh Council Committee.

14. Dissolution of a Community Council

The terms for dissolution of a community council are contained within the Model Constitution.

If a community council fails to hold a meeting for a period of 3 consecutive prescribed meeting dates; or its membership falls below the prescribed minimum for a period of 3 consecutive prescribed meeting dates, during which time the community council **fails** to address the situation, the City of Edinburgh Council may take action to dissolve that community council.

THE CITY OF EDINBURGH COUNCIL - COMMUNITY COUNCILS

	Name of Council	Total Members	Elected Members	Nominated Members
1	Balerno	18	12	6
2	Colinton	18	12	6
3	Corstorphine	24	16	8
4	Craigtinny/Meadowbank	21	14	7
5	Craigleith/Blackhall	18	12	6
6	Craiglockhart	15	10	5
7	Craigmillar	24	16	8
8	Cramond & Barnton	22	15	7
9	Currie	15	10	5
10	Drum Brae	21	14	7
11	Drylaw/Telford	15	10	5
12	Fairmilehead	15	10	5
13	Firrhill	18	12	6
14	Gilmerton/Inch	24	16	8
15	Gorgie/Dalry	21	14	7
16	Grange/Prestonfield	24	16	8
17	Granton & District	18	12	6
18	Leith Harbour & Newhaven	18	12	6
19	Hutchison/Chesser	15	10	5
20	Juniper Green	15	10	5
21	Kirkliston	15	10	5
22	Leith Central	24	16	8
23	Leith Links	18	12	6
24	Liberton & District	18	12	6
25	Longstone	21	14	7
26	Marchmont and Sciennes	21	14	7
27	Merchiston	24	16	8
28	Morningside	21	14	7
29	Muirhouse/Salvesen	18	12	6
30	Murrayfield	18	12	6
31	New Town/Broughton	24	16	8
32	Northfield/Willowbrae	21	14	7
33	Old Town	18	12	6
34	Portobello	21	14	7
35	Queensferry and District	15	9	6
36	Ratho and District	15	10	5
37	Sighthill, Broomhouse and Parkhead	22	15	7
38	Silverknowes	15	10	5
39	Southside	18	12	6
40	Stenhouse, Saughton Mains & Whitson	18	12	6
41	Stockbridge/Inverleith	21	14	7
42	Tollcross	18	12	6
43	Trinity	18	12	6
44	West End	15	10	5
45	West Pilton/West Granton	18	12	6
46	Wester Hailes	18	12	6

THE CITY OF EDINBURGH COUNCIL

COMMUNITY COUNCILS

PROCEDURE FOR THE APPOINTMENT OF COMMUNITY COUNCIL NOMINATED MEMBERS

1. The maximum number of nominated members for each community council is listed in Schedule 1.
2. Local interest groups must first apply to be registered with the City of Edinburgh Council on the approved forms which will be available from the Community Council Liaison Officer.

Registration for community council purposes will be accepted from any voluntary, local interest group provided that it is a constituted group, representative of that community and complies with the criteria issued to local interest groups.

The City of Edinburgh Council will determine the eligibility of the groups seeking registration. Where registration is refused, reasons will be provided.

Where a group seeks to be registered for more than one community council area because their local interest extends into those areas, then they may apply to be registered as local interest groups in each area. This application will be considered by the City of Edinburgh Council.

3. Local interest groups may register with the City of Edinburgh Council at any time of the year, but before an election they must reapply to be registered and approved groups as at (4) below.
4. After the Notice of Election has been published only those applications from local interest groups registered by the closing date for delivery of nomination papers for elected members, and subsequently approved by the City of Edinburgh Council, will be accepted.
5. Should the number of nominations exceed the number of places for nominated members on the community council, then a joint meeting for the appointment of nominated members will be held.
6. The date, time and place of the meeting of registered local interest groups will be fixed by the Returning Officer.
7. The Chair of the Joint Meeting will be the Returning Officer duly appointed by the City of Edinburgh Council
8. Each registered local interest group will be entitled to send one voluntary representative to the Joint Meeting.
9. Each registered local interest group will be entitled to nominate one person for election as a nominated representative for the community council. This person must be a named individual. No political party or sectarian affiliations may appear on the nomination paper or on the voting paper.

The representatives of the local interest groups and the elected members of the community council will vote, by ballot, voting up to the number of places to be filled; e.g. 12 nominations for 7 places - each representative may vote for 7 persons out of 12 nominations, with only one vote for each individual.

10. Should the number of registered local interest groups be less than the maximum number of places for nominated members then the Community council can subsequently approve further eligible groups, registered and approved by the City of Edinburgh Council until the full quota has been achieved.
11. The named representatives from local interest groups subsequently elected will become full members of the community council, with entitlement to hold office and vote in business and constitutional matters.

Any casual substitution of a named representative by another representative from the local interest group will not have entitlement to hold office and vote on community council business and will have an observer status.

Any request for permanent substitution by the local interest group should be made in writing to the community council with details of the named individual who is to become the new group representative. Such members will have entitlement to vote and hold office.

The City of Edinburgh Council

Code of Conduct for Community Councillors

The Code of Conduct for Community Councillors is based largely on the Code of Conduct for City of Edinburgh Council councillors and relevant public bodies as provided for in The Ethical Standards in Public Life etc (Scotland) Act 2000.

Community councillors, as representatives of their communities, have a responsibility to make sure that they are familiar with, and that their actions comply with, the principles set out in this Code of Conduct. The Code of Conduct and its principles, shall apply to all community councillors and those representing the community council.

Service to the Community

As a community councillor you have a duty to act in the interests of the local community, which you have been elected or nominated to represent. You also have a duty to act in accordance with the remit of the community council Scheme as set out by the City of Edinburgh Council under the terms of the Local Government (Scotland) Act 1973.

You should establish and reflect, through the community council, the views of the community as a whole, on any issue, irrespective of personal opinion.

You should ensure that you are, within reason, accessible to your local community and local residents. Various mechanisms to allow the general community to express their views, i.e. websites, suggestion boxes, community surveys, opinion polls, should, where possible, be made available.

Selflessness

You should take decisions solely in terms of the interest of the community that you represent. You must not use your position as a community councillor to gain financial, material, political or other personal benefit for yourself, family or friends.

Honesty & Integrity

You have a duty to act honestly. If you have any private and/or personal interests in a matter for the community council, you have a duty to declare this and if deemed necessary by other members, withdraw from discussions and the decision making process with regard to that matter.

You must not place yourself under any financial or other obligation to any individual or organisation that might reasonably be thought to influence you in your representation of your community.

Gifts and Hospitality

You should not accept gifts or hospitality that may be seen to influence, or be intended to or be perceived as influencing your opinion or judgement. The offer and/or receipt of

any gifts above £10 should always be reported to and noted by the secretary of the community council.

Objectivity

In carrying out public business, including award of grants or decisions regarding planning applications you should make decisions on merit and on the basis of information which is publicly known.

You are free to have political and/or religious affiliations; however you must ensure that you represent the interests of your community and community council and not the interests of a particular political party.

Appointments to other bodies

You may be appointed or nominated by your community council to serve as a member of another representative body. You should ensure that this Code of Conduct is observed when carrying out the duties of the other body.

Accountability

You are accountable for the decisions and actions that you take on behalf of your community through the community council. You must ensure that the community council uses its resources prudently and in accordance with the law. Any expenses, allowances, or facilities provided for use in your duties as a community councillor must be used strictly for those duties and no other purpose.

Community councillors will individually and collectively ensure that the business of the community council is conducted according to the relevant Scheme of Establishment of Community Councils and this Code of Conduct.

Any breach of the Community Council Scheme as set out by the City of Edinburgh Council under the terms of the Local Government (Scotland) Act 1973 may be reported to the City of Edinburgh Council to determine what action, if necessary, should be taken.

Openness

You have a duty to ensure that your decisions, actions and representations reflect the wishes and views of the community you represent. You should be open and able to justify your decisions, actions and representations when acting as a member of a community council.

If you have dealings with the media, members of the public, or others not directly involved in your community council, you should ensure that an explicit distinction is made between the expression of your personal views and opinions from any views or statement made about or on behalf of the community council.

Leadership

You have a duty to promote and support the principles of this Code of Conduct by leadership and example, to maintain and strengthen the community's trust and confidence in the integrity of the community council and its members in representing

the views and needs of the local area. You must also promote social inclusion and challenge discrimination in any form.

Respect and General Conduct

Community council members should behave openly and honestly, treating one another in a positive, respectful and non-discriminatory manner. Similarly, you should treat ex officio community council members, staff from City of Edinburgh Council and other agencies as well as members of the community with respect.

Recognition should be given to the contribution of everyone participating in the work of the community council. Equality of opportunity should be given to every participant to have their knowledge, opinions, skills and experience, taken into account with all barriers to participation removed.

Community councillors should ensure that confidential material, including details about individuals, is handled with dignity and discretion and is not used for personal or malicious purposes.

Individually, community councillors should be supportive of the office bearers on the community council and refrain from trying to undermine their confidence or authority. It is unacceptable for community councillors to make personal remarks, make personal attacks or otherwise humiliate the other members either at meetings or in other settings such as internet forums and **social media**.

You should not act in such a way as to bring yourself or the community council into disrepute through your actions, discussion or communications.

Conclusion

The practical application of these rules is a matter for your judgement but, if in any doubt as to how they should be applied, you should seek advice from the Chairperson or other office bearer of the community council or from an officer of the City of Edinburgh Council.

MODEL CONSTITUTION FOR COMMUNITY COUNCILS

1. Name

The name of the COMMUNITY COUNCIL shall be (referred to as “the COMMUNITY COUNCIL” in this document).

2. Area of the Community Council

The area of the COMMUNITY COUNCIL shall be as shown on the map attached to the local authority’s Scheme for the Establishment of Community Councils.

3. Objectives

The objectives of the COMMUNITY COUNCIL shall be:

- (a) to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people;
- (b) to express the views of the community to the local authority for the area, to public authorities and other organisations;
- (c) to take such action in the interests of the community as appears to it to be desirable and practicable;
- (d) to promote the well-being of the community and to foster a community spirit;
- (e) to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development and amenity.

4. Role and Responsibilities

In the discharge of their functions and the conduct of their business, the COMMUNITY COUNCIL and its membership shall have regard to their role and responsibilities as set out in paragraph 3 of the Scheme for Community Councils, approved by the local authority; and the Community Councils’ Code of Conduct.

5. Membership

The COMMUNITY COUNCIL’S membership is as governed by paragraph 5 of the Scheme; and as determined from time to time by the City Council.

6. Method of Election

Election procedures shall be governed by the method of election laid down in section 6 of the Scheme.

7. Casual Vacancies on the Community Council

Where, a vacancy arises which does not result in the number of COMMUNITY COUNCIL members falling below the minimum number as specified in paragraph 5 of the Scheme, the COMMUNITY COUNCIL may, if it considers it to be desirable, agree to:-

- (a) an extraordinary general meeting be held in order that the vacancy (and any other outstanding vacancies) can be filled, on the basis that such vacancies would be publicised, nominations invited and an election held where the number of candidates exceeded the number of places available. Such interim elections will be administered with guidance from the local authority.
- (b) the filling of a vacancy by co-option with voting rights to a maximum of one third of the total membership of the community council as governed by paragraph 6 of the Scheme.

Co-opted representatives may be appointed by the passing of a motion to that effect at a community council meeting, proposed and seconded by other elected and nominated members of the community council.

- (c) the vacancy to be left unfilled until local public interest is expressed or until the next set of regular elections.

8. Voting Rights of Members of the Community Council

The right to vote at any meeting of the COMMUNITY COUNCIL or any committee thereof, shall be held by all COMMUNITY COUNCIL members whether elected, nominated or co-opted, except those associate members co-opted for specific issues on a temporary basis, *or ex-officio members*. With the exception of circumstances which may arise under the **Scheme for Community Councils: Clause 6 – Community Council Elections [Co-option]**; and **Constitution: Clause 16 – Alterations to the Constitution and Clause 17 – Dissolution**, all decisions of the COMMUNITY COUNCIL will be decided by a simple majority of those eligible to vote and present and voting.

In the event of a vote of the community councillors that results in a majority not being achieved, the chairperson shall have a casting vote.

9. Election of Office-Bearers

- (a) At the first meeting of the COMMUNITY COUNCIL after elections in the year when elections are held and at the Annual General Meeting in May in the year when elections are not held, the COMMUNITY COUNCIL shall appoint a Chair, Secretary, Treasurer and such other office-bearers as it shall from time to time decide.
- (b) All office-bearers shall be elected for one year, but shall be eligible for re-election, without limitation of time.
- (c) Without the express approval of the local authority, a member shall hold no more than two of the following offices at any one time: Chairperson,

Secretary or Treasurer and shall not hold office in more than one community council.

Community councils may appoint employees from time to time provided that no member of a community council shall hold any paid office.

Community councils may reimburse office bearers, other members and employees for any reasonable expenses incurred in the performance of their duties.

10. Committees of the Community Council

The COMMUNITY COUNCIL may appoint representatives to committees of the COMMUNITY COUNCIL; and shall determine their composition, terms of reference, duration, duties and powers.

11. Meetings of the Community Council

- (a) The quorum for COMMUNITY COUNCIL meetings shall be at least one third of the current eligible voting membership, or 3 eligible voting members, whichever is the greater.
- (b) Once in each year in the month of May the COMMUNITY COUNCIL shall convene an annual general meeting for the purpose of receiving and considering the annual report of the COMMUNITY COUNCIL, the appointment of office bearers, and the submission of the independently examined annual statement of accounts.
- (c) Including the annual general meeting, the COMMUNITY COUNCIL shall meet not less than 7 times throughout the year.
- (d) Dates, times and venues of regular meetings of the COMMUNITY COUNCIL shall be fixed at the first meeting of the COMMUNITY COUNCIL following ordinary elections and thereafter at its annual general meeting. Special meetings shall require at least 10 days public notice, either called by the Chairperson, or on the request of not less than one-half of the total number of COMMUNITY COUNCIL members. An officer of the local authority has the discretion to call a meeting of the COMMUNITY COUNCIL.
- (e) Copies of all minutes of meetings of the COMMUNITY COUNCIL and of committees thereof shall be approved at the next prescribed meeting of the COMMUNITY COUNCIL, but the draft minute shall be circulated within 7 days before that meeting, to COMMUNITY COUNCIL members and the local authority's liaison officer for COMMUNITY COUNCILS.
- (f) The COMMUNITY COUNCIL shall abide by its standing orders for the proper conduct of its meetings.
- (g) The COMMUNITY COUNCIL has a duty to be responsive to the community it represents. Should the COMMUNITY COUNCIL receive a common written request (petition), signed by at least 20 persons resident within the COMMUNITY COUNCIL area to convene a special meeting for

a particular matter or matters to be debated, it shall **hold** such a meeting, within **21** days of receipt of such a request and advertise it in the manner prescribed locally for special meetings called by the COMMUNITY COUNCIL.

- (h) The COMMUNITY COUNCIL can meet to discuss items of business in private where it considers it appropriate to do so. The decision to meet in private will be agreed in advance and decided by a majority vote. Notice of such a meeting will be given to the public in the usual way. However, the Notice will record that the meeting, or a part thereof, shall be held in private.

12. Public Participation in the Work of the Community Council

- (a) All meetings of the COMMUNITY COUNCIL and its committees (subject to 11(h), above) shall be open to members of the public. Proper provision is to be made for the accommodation of members of the public and the opportunity should be afforded at each meeting to permit members of the public to address the COMMUNITY COUNCIL, under the guidance of the Chairperson.
- (b) Notices calling meetings of the COMMUNITY COUNCIL and its committees shall be posted prominently within the COMMUNITY COUNCIL area before the date of any such meeting, and, where possible, be advertised by other suitable means.

13. Information to the Local Authority

The local authority's liaison officer shall be sent an annual calendar of the COMMUNITY COUNCIL'S prescribed meeting dates, times and venues, which should be agreed at the COMMUNITY COUNCIL'S annual general meeting; minutes of all meetings, the annual report, the annual financial statement and any other such suitable information, as may from time to time be agreed between the COMMUNITY COUNCIL and the local authority. When special meetings of the COMMUNITY COUNCIL are to be held, the local authority's liaison officer should be advised of the date, time venue and subject(s) of debate of such meetings, at least 10 days in advance of the meeting date.

14. Control of Finance

- (a) All monies raised by or on behalf of the COMMUNITY COUNCIL or provided by the local authority and other sources shall be applied to further the objectives of the COMMUNITY COUNCIL and for no other purpose. The monies provided by the local authority in the annual Administrative Grant for administrative and other approved purposes shall be used only as prescribed. Monies raised from other sources may be used in accordance with the terms of this provision (so long as they are consistent with the objectives of the community council), or in the absence of such terms, for the furtherance of the objectives of the COMMUNITY COUNCIL.
- (b) The treasurer shall undertake to keep proper accounts of the finances of the community council.

- (c) Any two of three authorised signatories, who must be office-bearers of the community council, may sign cheques on behalf of the COMMUNITY COUNCIL. Authorised signatories may not be co-habitees.
- (d) A statement of accounts for the last financial year, independently examined by an examiner appointed by the COMMUNITY COUNCIL, who is not a member of the COMMUNITY COUNCIL, shall be submitted to an annual general meeting of the COMMUNITY COUNCIL and shall be available for inspection at a convenient location.
- (e) The financial year of the COMMUNITY COUNCIL shall be from (1 April) until (31 March) the succeeding year. Examined accounts as received and approved by the COMMUNITY COUNCIL at the annual general meeting shall be submitted to the local authority following approval at the community council's annual general meeting.

15. Title to Property

Property and other assets belonging to the COMMUNITY COUNCIL shall be vested in the Chair, Secretary and Treasurer of the COMMUNITY COUNCIL and their successors in these respective offices.

16. Alterations to the Constitution

Any proposal by the COMMUNITY COUNCIL to alter this Constitution must be first considered by a meeting of the COMMUNITY COUNCIL and the terms of the proposed resolution to alter the Constitution shall be stated on the notice calling the meeting which shall be issued not less than ten days prior to the meeting. Any proposed alterations may not prejudice the terms and objectives contained within the local Scheme of Community Councils.

If the resolution is supported by two-thirds of the total voting membership of the COMMUNITY COUNCIL and is approved in writing by the local authority or its appointed officer, the alteration shall be deemed to have been duly authorised.

17. Dissolution

If the COMMUNITY COUNCIL by a two-thirds majority of the total voting membership decides at any time that it is necessary or advisable to dissolve, it shall agree a date for a public meeting to be held to discuss the proposed resolution to dissolve. It is a requirement that not less than ten days prior to the date of such meeting a public notice be given by means of notification in the local newspaper. If the resolution is supported by a majority of those persons present and qualified to vote and is approved by the local authority, the COMMUNITY COUNCIL shall be deemed to be dissolved and all assets remaining, subject to the approval of the local authority, after the satisfaction of any proper debts or liabilities shall transfer to the local authority who shall hold same in Trust for a future COMMUNITY COUNCIL representing that area.

In the event that the COMMUNITY COUNCIL is dissolved under the above procedure, and twenty or more electors subsequently wish the re-establishment of a COMMUNITY COUNCIL for the area, these electors shall submit a

requisition to the local authority in accordance with Section 52(7) of the Local Government (Scotland) Act 1973, on receipt of which the Returning Officer shall arrange for elections to be held in accordance with the Scheme for the Establishment of Community Councils.

Where for any reason, the number of COMMUNITY COUNCIL members falls below the minimum specified in the Scheme for the Establishment of Community Councils the local authority may, by suspending the Constitution of the COMMUNITY COUNCIL, cause the COMMUNITY COUNCIL to be dissolved and in this event, the procedures for the establishment of a new COMMUNITY COUNCIL being those identified in the immediately preceding paragraph hereof, shall be initiated.

18. Approval and adoption of the Constitution

This Constitution was adopted by
COMMUNITY COUNCIL, on

.....

Signed: Chairman

.....

Member

.....

Member

.....

Date

.....

and was approved on behalf of Council on

.....

Signed

.....

Date

.....

MODEL STANDING ORDERS

1. Meetings (all held in public)

- (a) Ordinary meetings of the COMMUNITY COUNCIL shall be held in the months of [to be entered]. Special Meetings may be called at any time on the instructions of the Chairperson of the community council; on the request of not less than one-half of the total number of COMMUNITY COUNCIL members; or the receipt of a common written request (petition), signed by at least 20 persons, resident within the COMMUNITY COUNCIL area, to convene a special meeting for a particular matter or matters to be debated, it shall call such a meeting, which special meeting shall be held within **21** days of the receipt of the request made to the Secretary of the COMMUNITY COUNCIL. Annual general meetings are held annually.
- (b) The notice of ordinary and annual general meetings of the COMMUNITY COUNCIL, featuring the date, time and venue, shall be provided to each COMMUNITY COUNCIL member and the local authority's named official by the Secretary of the COMMUNITY COUNCIL, at least 7 days before the date fixed for the meeting.

2. Minutes

Minutes of the proceedings of a meeting of the COMMUNITY COUNCIL should be drawn up within seven days from the date of that meeting, distributed in accordance with paragraph 3 of the Scheme of Community Councils and shall, following their approval, be signed at the next meeting of the COMMUNITY COUNCIL by the person presiding thereat and retained for future reference.

3. Quorum

A quorum shall consist of one-third of the current membership of the COMMUNITY COUNCIL, or 3 voting members, whichever is the greater.'

4. Order of Business

(i) Ordinary Meeting

The order of business at every ordinary meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) The minutes of the last meeting of the COMMUNITY COUNCIL shall be submitted for approval.
- (c) Any other item of business, which the Chairperson has directed, should be considered.

- (d) Any other competent business.
- (e) Questions from the floor.
- (f) Chairperson to declare date of next meeting and close meeting.

(ii) Annual General Meeting

It will not be uncommon that the COMMUNITY COUNCIL has arranged for an ordinary meeting of the COMMUNITY COUNCIL to begin at the close of the annual general meeting to enable any outstanding reporting on business matters to be heard; and for COMMUNITY COUNCIL members and members of the public to have an opportunity to bring matters to the attention of the COMMUNITY COUNCIL, possibly for inclusion on a future agenda.

The order of business at every annual general meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) The minutes of the last annual general meeting of the COMMUNITY COUNCIL shall be submitted for adoption.
- (c) Chairperson's Annual Report (and questions from the floor).
- (d) Secretary's Annual Report (and questions from the floor).
- (e) Treasurer's submission of Balance Sheet and Annual Accounts duly independently examined and certified correct (and questions from the floor).
- (f) Demit of current office bearers/election of office bearers.
- (g) Chairperson to declare date of next annual general meeting and close meeting.

(iii) Extraordinary General Meeting

The order of business at every extraordinary general meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) Business for debate, as described in the calling notice for the special meeting.
- (c) Chairperson to close meeting.

5. Order of Debate

- (a) The Chairperson shall decide all questions of order, relevancy and competency arising at meetings of the COMMUNITY COUNCIL and his/her ruling shall be final and shall not be open to discussion. In particular, the Chairperson shall determine the order, relevancy and competency of all questions from the public in attendance at meetings of the COMMUNITY COUNCIL raised at 4. (e) above. The Chairperson in determining the order, relevance and competency of business and questions shall have particular regard to the relevance of the issue to the community and ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner. The Chairperson shall have the power, in the event of disorder arising at any meeting, to adjourn the COMMUNITY COUNCIL meeting to a time he/she may then or afterwards fix.
- (b) Every motion or amendment shall be moved and seconded.
- (c) After a mover of a motion has been called on by the Chairperson to reply no other members shall speak to the question.
- (d) A motion or amendment once made and seconded shall not be withdrawn without the consent of the mover and seconder thereof.
- (e) A motion or amendment which is contrary to a previous decision of the COMMUNITY COUNCIL shall not be competent within six months of that decision.

6. Voting

- (a) Voting shall be taken by a show of hands of those present and eligible to vote, with the exception that, at an annual general meeting, the election of office bearers may be held by secret ballot.
- (b) The Chairperson of a meeting of the COMMUNITY COUNCIL shall have a casting vote as well as a deliberative vote.

7. Alteration of Standing Orders

A proposal to alter these Standing Orders may be proposed to the local authority to be altered or added to at any time by the COMMUNITY COUNCIL provided that notice of motion to that effect is given at the meeting of the COMMUNITY COUNCIL previous to that at which the motion is discussed. The local authority shall have final discretion on any proposed change.

8. Committees

The COMMUNITY COUNCIL may appoint such committees as it may from time to time decide and shall determine their composition, terms of reference, duration, duties and powers.

9. Suspension of Standing Orders

These Standing Orders shall not be suspended except at a meeting at which three-quarters of the total number of COMMUNITY COUNCIL members are present and then only if the mover states the object of his motion and if two-thirds of the COMMUNITY COUNCIL members present consent to such suspension.

10.00am, Thursday 14 March 2013

Property Conservation Service Re-design – Service Review Update

Item number	8.5
Report number	
Wards	Citywide

Links

Coalition pledges	P40
Council outcomes	CO19
Single Outcome Agreement	SOA4

Mark Turley

Director of Services for Communities

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Executive summary

Property Conservation Service Re-design – Service Review Update

Summary

The Property Conservation Service transferred to Services for Communities (SfC) in March 2011. Following various investigations and associated follow up work, a new 'Shared Repairs Service' will begin on 2 April 2013.

The need to establish a new service to replace Property Conservation has been acknowledged in several previous reports to Committee. A report to the Policy and Strategy Committee on 7 August 2012 included a commitment to end the existing service and launch a replacement by April 2013.

Development of an immediate replacement for the Property Conservation service is well advanced following a public consultation exercise and discussions at the Property Sub-Committee on 12 November 2012 and a further informal meeting with members on 21 December 2012.

The initial service model will focus on the provision of advice and information to homeowners and an Emergency Statutory Notice response/out of hours service, thus retaining the Council's statutory powers.

The public consultation also suggested that demand remains significant for the Council to undertake larger scale projects on behalf of owners. The Council will continue to develop an approach with the aim of supporting projects of this nature. Any such proposals will be based on carrying out essential works only, and will incorporate financial systems and charging arrangements which minimise any risks to the Council. Proposals for additions to the service will be reported to the appropriate committee for approval.

This report provides an update on the service review and preparation towards the launch of the new service on 2 April 2013.

Recommendations

It is recommended that the Council:

1. Notes the establishment of the new service as described in this report.
2. Calls for a progress report after one year of operation of the new service.

Financial impact

The new service costs have been factored into the Council's budget setting process. The administration charge will be reviewed to ensure the service is financially viable. There may be potential to develop new income streams during the first year of operation.

Equalities impact

The service review will see a number of staff in scope of the review displaced following a reduction of posts within the new service. Staff displaced by the review will be managed in line with the Council's Redeployment procedures.

Sustainability impact

There is no adverse environment impact arising from this report.

Consultation and engagement

These proposals reflect feedback from the substantial public consultation exercise held last autumn.

A formal service review was initiated via a meeting with representatives from UNISON and Human Resources on 17 January 2013.

A period of staff consultation on new draft job descriptions was concluded and officially closed by UNISON on 8 February 2013.

The affected staff have been offered training sessions on completing a Profile Application and competency based interview techniques to ensure officers have ability to participate fully in the review process.

Background reading / external references

Property Conservation Service Re-design Consultation Findings – Report to Property Sub Committee 23/11/12.

Property Conservation Service Re-design – Service Review Update

1. Background

- 1.1 The Property Conservation Service transferred to Services for Communities (SfC) in March 2011 in light of significant service and financial concerns. External consultants were employed to investigate a range of matters relating to this service and the wider property function and this was reported back to the Council in March 2012.

In light of the findings of that independent investigation a number of major workstreams were established as summarised below and a Property Sub-Committee (of the Finance and Budget Committee) was established to oversee that work. The main workstreams have been as follows;

- (a) Service Re-design – which is the subject of this report
- (b) Financial – with the aim of identifying the precise nature of the financial concerns identified and putting in place arrangements to resolve them (eg recovery of outstanding monies from owners)
- (c) Complaint Resolution – the Council approved a bespoke 2 stage process for complaints from owners and progress in this area has been considered by the sub Committee. All complaints will have received initial consideration by the end of March and those where the Council considers there may be a case to answer will be the subject of mediation over the summer months.
- (d) Staff Disciplinary – 30 cases have been investigated and only two remain to be heard. The two remaining cases will be heard shortly.
- (e) Contractors – the sub-Committee has considered concerns relating to a number of contractors and taken appropriate action
- (f) Processes – the old service suffered from poor working practises in areas such as procurement, relationships with contractors, communication with owners, customer service, performance management, ICT etc. These need to be resolved as the service moves forward.

2. Main report

Service re-design

- 2.1 In relation to service re-design, a major public consultation took place during autumn 2012 and the sub-Committee has considered how best to respond to those findings. This report proposes the staged introduction of a new service based on the following principles;
- (i) Owners should be encouraged to take responsibility for their property wherever possible
 - (ii) Owners should be supported in the above through the provision of advice and information
 - (iii) Owners should be encouraged to participate in factoring services and the Council will consider ways to improve the options available in terms of such services
 - (iv) The Council should continue to provide a repairs service in response to urgent and emergency problems
 - (v) The Council will eventually move to a broader range of services subject to establishing satisfactory risk management and financial arrangements
 - (vi) The Council will generally only undertake the minimum work essential unless owners specifically request otherwise
- 2.2 Based on the feedback from the consultation the new service will continue to provide a much-valued emergency response service. Since 1 April 2012, some 807 Emergency Statutory Notices were served and work to the value of £400,000 undertaken. It is anticipated that this volume of work will continue into the future.
- 2.3 This emergency response will be available 365 days per year and 24/7. The costs of this work will continue to be recovered from owners and there is a good track record of cost recovery.
- 2.4 In addition to the emergency response service the Council will provide a new advice and information service. This will provide guidance to support owners in taking responsibility for maintaining their property. Signposting will be available on the services provided by property factors, property management agencies and also how to organise shared repairs using the Tenement Management Scheme (TMS). In addition, the signposting service will also include advice on mediation services where neighbours are unable to reach agreement and the options available to homeowners in finding the funds to meet their share of

repair costs. Homeowners will be able to access this information through the Council's website and the future development of a mobile application, their local Neighbourhood Office or library, leaflet material, the Council's Contact Centre or through face to face discussion with officers from the new service and wider SfC services.

- 2.5 The public consultation also suggested that demand remains significant for the Council to undertake larger scale projects (non-emergencies) on behalf of owners. The Council will continue to develop an approach with the aim of supporting projects of this nature. Any such proposals will be based on carrying out essential works only, and will incorporate financial systems and charging arrangements which minimise any risks to the Council. Proposals for additions to the service will be reported to the appropriate committee for approval.

Associated developments

- 2.6 Brand design has commenced on the homeowner advice material with focus group testing on a proposed new service name – 'Shared Repairs Service'.
- 2.7 A formal service review is underway and a period of staff consultation on new job descriptions concluded on 8 February. A new staffing structure will be implemented to support the new service. Recruitment to the new posts is currently underway in accordance with the Council's policies.
- 2.8 A training plan has been developed to prepare staff for the new service. The aim is to embed a customer centred approach to service delivery, supported with strong performance measurement and financial control. Training has also been scoped for wider Council services to ensure that there is a consistent approach towards the provision of this service. This training programme is scheduled to start mid March and continue post the launch of the new service.
- 2.9 The Shared Repairs Service will be located in Chesser House as an interim arrangement pending closure of Chesser House in Summer 2014.
- 2.10 An ICT strategy is in development which will support case management, record retention, performance reporting and mobile working.
- 2.11 Procurement arrangements are in hand to support the new service and these will be refined as the service develops and as the Council's procurement strategy for construction advances.
- 2.12 A communications strategy has been developed to launch the new service and promote continued awareness of the Shared Repairs Service.

3. Recommendations

It is recommended that the Council:

- 3.1 Notes the establishment of the new service as described in this report.
- 3.2 Calls for a progress report after one year of operation of the new service.

Mark Turley

Director of Services for Communities

Links

Coalition pledges	P40 Work with Edinburgh World Heritage Trust and other stakeholders to conserve the city's built heritage
Council outcomes	CO19 Attractive Places and Well Maintained
Single Outcome Agreement	SOA4 Edinburgh's communities are safer and have improved physical and social fabric

10am, Thursday, 14 March 2013

Outcome of the Consultation Process for the Proposal to close Castlebrae Community High School and associated catchment changes affecting Portobello High School and Liberton High School

Item number	8.6
Report number	
Wards	Leith; Leith Walk; Craigentinny/Duddingston; Portobello/Craigmillar; Liberton/Gilmerton; Southside/Newington

Links

Coalition pledges	P03 and P04
Council outcomes	C01 and C02
Single Outcome Agreement	S03

Gillian Tee

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Executive summary

Outcome of the Consultation Process for the Proposal to close Castlebrae Community High School and associated catchment changes affecting Portobello High School and Liberton High School

Summary

The purpose of this report is to advise on the outcome of the statutory consultation exercise undertaken in respect of the proposal to close Castlebrae Community High School with effect from July 2013. The report responds to the main issues raised during the consultation process and provides recommendations on how to proceed.

Pupils in Castlebrae Community High School continue to experience very poor educational outcomes compared with similar schools elsewhere in the city and also nationally.

The school roll has fallen significantly over the last ten years and has been the smallest secondary school roll in the city over this time. The 2012/13 start of session roll was 198 pupils, an occupancy level of 30% and the S1 intake was only 21 pupils. The school roll has subsequently fallen to 165, an occupancy rate of 28%, of which 17 are in S1. The school roll is expected to decline further over the next few years to an expected low of 158 pupils in 2015/16. The position is unsustainable.

There is spare capacity in the other secondary schools in the local area which could accommodate both the existing and future projected school roll from Castlebrae Community High School up to an estimated 2020. The educational outcomes being achieved in these schools are far higher and the majority of pupils already choose to attend other secondary schools in the area; based on the 2012/13 start of session roll data Castlebrae Community High School attracted just 23% of its catchment population.

After taking account of the representations made and listening to the issues raised during the consultation, the following conclusions have been drawn:

- There are very poor educational outcomes for the young people of Castlebrae Community High School as a result of the low roll;
- Better educational outcomes could be achieved at neighbouring schools for these young people;
- Spare capacity exists at neighbouring schools until an estimated 2020, after which the Council is committed to providing a new secondary school for the Craigmillar area with the capital investment programme

for 2017/18 including provision of £0.618m for the early stage design development costs for the new school thus reinforcing the Council's commitment to its delivery based on an assumed opening date of August 2020;

- The community programme can be re-provided in the local Craigmillar area;
- Vocational opportunities for students can be re-provided;
- Although no issues regarding the safety of walking routes from the Castlebrae area to Portobello High School were identified, in light of the issues raised during the consultation support will be provided for free home to school transport;
- A thorough transition programme and additional resources are proposed to allay young people's concerns about transferring to a new school and ensure that this process will be successful (the progress of which will be monitored); and
- It is proposed to reinvest some of the savings back into the Craigmillar area to provide additional support for young people and families.

The Director of Children and Families still considers that the case for closure substantially outweighs the objections made.

Recommendations

Council is recommended to:

- Approve that Castlebrae Community High School should close in July 2013;
- Note the statutory requirement to refer its decision to Scottish Ministers;
- Approve that the Portobello High School catchment area be extended to incorporate the Niddrie Mill, Newcraighall and Castlevie Primary School catchment areas together with the area of land shown in the map in Appendix 1 on page 94 on which there are no dwellings at present and for which there is currently no designated non-denominational secondary school catchment;
- Approve that Liberton High School becomes the sole non-denominational catchment secondary school for the Prestonfield Primary School catchment area;
- Approve that the existing Castlebrae Community High School pupils are offered a place at Portobello High School;
- Approve that, at any point, should there not to be sufficient space at Portobello High School to accommodate S1 pupils in the revised

enlarged catchment area who wish to attend the school then pupils would have priority access to any other non-denominational secondary school in the city. In accordance with the existing placing in schools guidelines this priority would sit above any non-catchment siblings at any of the other schools;

- Approve that free home to school transport would be provided, regardless of distance from their home to the school, to all pupils who were on the Castlebrae Community High School roll at the start of the 2012/13 school year whose denominational catchment school would change to be Portobello High School and who have already chosen, or if a decision is made to close the school choose, to attend Portobello High School. Also further approve that this principle would also apply to any future pupils from the existing Castlebrae catchment area whose denominational catchment school would change to be Portobello High School and who choose to attend Portobello High School in any future year until a new secondary school in Craigmillar has been built;
- Approve that the existing Castlebrae Community High School building be declared surplus from the end of the 2012/13 school session; that the building be demolished as soon as possible and that any disposal proceeds which would arise in the event that the disposal of the site is progressed directly by the Council be ring-fenced towards the cost of delivering a new secondary school in Craigmillar;
- Approve the following costs, the details of which are set out in the report:
 - £551,000 for the demolition of the existing school buildings to be funded through prudential borrowing over five years at an annual cost of £130,000;
 - £77,000 per annum of recurring revenue costs to fully re-provide the community facilities currently delivered in the school;
 - £10,000 of one-off funding for the provision of replacement school uniforms for those children who need them; and
 - £120,000 per annum for reinvestment into the Craigmillar area as set out in Section 2.5 to provide additional support for pupils who would move from Castlebrae Community High School and those in catchment primary schools.
- Note that the use to which any future revenue cost savings of an estimated £1.116m per annum which would arise as a result of the proposed closure would be considered as part of the Council budget setting process in 2014/15;

- Note that the timing for the required delivery of a new secondary school in Craigmillar, currently anticipated to be 2020, and how the new school will be funded shall be kept under review with updates being provided to Council during the annual budget process as part of the update of the Capital Investment Programme; and
- Note that, at a later date, it is the intention that further public consultation takes place to align minor anomalies in primary school catchments relating to land that currently has no non-denominational primary school catchment coverage.

Measures of success

In the event that Council approves the recommendation to close Castlebrae Community High School with effect from July 2013 there are considered to be three key measures of success:

- the transition and integration process for pupils from Castlebrae Community High School to move to their new school being as smooth as possible with disruption for pupils and their families being kept to a minimum;
- the educational outcomes for pupils from Castlebrae Community High School being improved in which regard the tracking of progress of young people who move from Castlebrae Community High School would be a priority together with ensuring that adequate resources are in place to support any young people with additional needs; and
- the re-provision of the existing community and other services and the associated transition process being as smooth as possible with minimum disruption for service users.

Financial impact

The current annual budget for Castlebrae Community High School is £2.297m; in the event that the recommendations within this paper were approved the financial impact would be as follows:

- £804,000 would be transferred to the receiving schools to ensure that the needs of pupils are fully met;
- £77,000 would be invested into fully re-providing the community facilities currently delivered in the school;
- £120,000 would be invested into the Craigmillar area to provide additional support for pupils who move from Castlebrae Community High School and those in catchment primary schools;

- £50,000 would be invested to provide free home to school transport in response to the issues and concerns expressed during the consultation period;
- £130,000 would be incurred (over a period of five years) to fund the cost of demolishing the existing buildings to create a site which will ultimately realise a significant capital receipt to be used as part of the funding for a new secondary school in Craigmillar; and
- £1.116m of revenue costs savings would arise on an ongoing basis, the use of which would be considered as part of the Council budget setting process in 2014/15.

The position for the 2013/14 financial year would show a small revenue cost saving of £12,000. Whilst there would be a part year impact of the items highlighted above, the following additional one-off costs would arise in this year:

- £83,000 of capital investment into fully re-providing the community facilities currently delivered in the school;
- £10,000 for the provision of replacement school uniforms for those children who need them;
- £115,000 for the costs associated with securing the buildings prior to demolition; and
- The recovery of school budget over-spends of £400,000 which have been incurred during recent years in order to provide additional staffing resources to the school.

Equalities impact

The contents and recommendations in this report have a relevance to, and impact on, the three Equality Act 2010 public sector duties to (i) eliminate unlawful discrimination, harassment and victimisation, (ii) advance equality of opportunity and (iii) foster good relations. They also have relevance to, and impact on, a number of areas of human and children's rights, specifically rights to education and learning and rights to participation. As a consequence, equality and rights impact assessment has been embedded through the process to date, and will continue to be a feature of this work going forward. A record of impact assessment is attached at Appendix 7.

Sustainability impact

Until the replacement secondary school in Craigmillar is required and built there would be a reduction in energy consumption within the school estate with less carbon emissions assisting the Council to meet its carbon emission targets.

There is the opportunity to re-use and rationalise furniture, materials and equipment across the rest of the school estate assisting with resource use policies. Using spare capacity at other schools would make more effective use of these buildings.

There is potential for the development of housing on a brownfield site; that of the existing Castlebrae Community High School.

Although it is proposed to provide free home to school transport; this is anticipated to be through bus passes allowing children to use existing bus routes and not the provision of any new dedicated services unless that proved to be necessary. There should, therefore, be limited impact.

Consultation and engagement

The purpose of this report is to advise on the outcome of the statutory consultation process which undertaken between 25 October and 7 December 2012 relating to the proposed closure of Castlebrae Community High School.

The consultation process itself was extensive and involved four public meetings which were held between 13 and 29 November 2012 together with a number of other meetings with local community groups including the Portobello & Craigmillar Neighbourhood Partnership. An extensive consultation exercise was also undertaken with pupils with more than 400 pupils taking part in face to face sessions and almost 1,100 pupils taking part in online surveys.

As is required under the legislation, either the summary or full consultation paper was provided to all relevant parties including the parents at Castlebrae Community High School in addition to the associated High Schools and Primary Schools and the appropriate parent councils. It should be noted that the Council did not simply give notice to affected parties as required by the legislation; it provided each party with a comprehensive summary of the proposal to make information on the proposal more readily accessible. In the consultation paper they were invited to attend one of the four public meetings and/or to submit a formal response to the consultation proposals by post or email.

The full range of formal and informal consultation meetings which were undertaken is as follows:

- 22 October 2012 Books For Babies
- 26 October 2012 Community Programme (CP) Fighting Fit Participants
- 26 October 2012 CP Family Centre Participants
- 29 October 2012 CP Hairdressing Participants
- 30 October 2012 CP ESOL Participants (Intermediate level)
- 31 October 2012 CP Family Centre Participants
- 31 October 2012 CP Morning Cookery Class Participants
- 31 October 2012 CP ESOL Participants (Beginners)

- 31 October 2012 CP Afternoon Cookery Class Participants
- 31 October 2012 CP Fitness Suite Participants/Temporary SSO
- 31 October 2012 Informal discussion with Books for Babies Board
- 1 November 2012 CP Spanish Participants
- 2 November 2012 CP Art Participants
- 2 November 2012 CP Computing Participants
- 2 November 2012 CP Instrument Making Participants
- 2 November 2012 CP Woodwork Participants
- 8 November 2012 Meeting with key Local Activists
- 13 November 2012 Public Consultation Castlebrae Community High School
- 14 November 2012 Public Consultation Portobello High School
- 14 November 2012 CCHS Pupil Consultation
- 15 November 2012 Community Regeneration Meeting
- 15 November 2012 CCHS Pupil Consultation
- 19 November 2012 Portobello High School Pupil Consultation
- 20 November 2012 Community Council Meeting
- 22 November 2012 CCHS Pupil Consultation
- 26 November 2012 CCHS Pupil consultation
- 26 November 2012 Public Consultation Liberton High School
- 28 November 2012 Portobello/Craigmillar Neighbourhood Partnership Meeting
- 28 November 2012 Castleview Primary School Pupil Consultation
- 29 November 2012 Public Consultation Holy Rood RC High School
- 29 November 2012 Prestonfield Primary School Pupil Consultation
- 29 November 2012 Newcraighall Primary School Pupil Consultation
- 29 November 2012 CCHS Pupil Consultation
- 3 December 2012 CP Hairdressing Participants
- 4 December 2012 Holy Rood RC High School Pupil Consultation
- 4 December 2012 Meeting with key Local Activists
- 5 December 2012 Liberton High School Pupil Consultation
- 5 December 2012 CP Cooking Participants
- 5 December 2012 Meeting with CCHS CP Manager/Family Centre participants representative and partner and Parent Council Chair.
- 6 December 2012 CP Spanish Participants
- 7 December 2012 CP Fighting Fit Participants
- 7 December 2012 CP Computer Class Participants
- 7 December 2012 CP Art Participants
- 7 December 2012 CP Instrument Making Participants

- 7 December 2012 CP Woodwork Participants

Background reading / external references

The [report](#) to the Education, Children and Families Committee on 9 October 2012 which sought approval to undertake a statutory consultation on the proposed closure of Castlebrae Community High School. The recommendations in the report were varied through a motion which was approved the details of which can be found in paragraph 6.2 of the [minutes](#) of the meeting.

The full [Consultation Proposal Paper](#) which was produced containing details of the proposals and the associated implications arising together with the Educational Benefits Statement, supporting data, information analysis and other background information.

The reports to Council on [25 October 2012](#) and [22 November 2012](#) relating to the delivery of a new Portobello High School.

The report to the Planning Committee on 6 December 2012 on the [Craigmillar Urban Design Framework Review: Options for public consultation](#) which provided an update on progress made in delivering key elements of the Craigmillar Urban Design Framework and set out options for further consultation with residents of Craigmillar and other interested stakeholders.

The reports to the Finance and Budget Committee on [17 January 2013](#) and to Council on [7 February 2013](#) which included, and approved, provision for the early stage funding for the project to deliver a new secondary school in Craigmillar in the five year Capital Investment Programme.

Outcome of the Consultation Process for the Proposal to close Castlebrae Community High School and associated catchment changes affecting Portobello High School and Liberton High School

1. Background

- 1.1 Pupils in Castlebrae Community High School continue to experience very poor educational outcomes compared with similar schools elsewhere in the city and also nationally.
- 1.2 The school roll has fallen significantly over the last ten years and has had the smallest secondary school roll in the city over this time. The 2012/13 start of session roll taken from the 2012 annual school census was 198 pupils, an occupancy level of 30%, and the S1 intake was only 21 pupils. The school roll has subsequently fallen to 165, an occupancy rate of 28%, of which 17 are in S1. The school roll is expected to decline further over the next few years to an expected low of 158 pupils in 2015/16. The position is unsustainable.
- 1.3 There is spare capacity in the other secondary schools in the local area which could accommodate both the existing and future school roll from Castlebrae Community High School up to an estimated 2020. The educational outcomes being achieved in these schools are far higher and the majority of pupils already choose to attend other secondary schools in the area; based on the 2012/13 start of session roll Castlebrae Community High School attracted just 23% of its catchment population.
- 1.4 The catchment data for 2012/13 is now available based on the start of session roll; at the start of the current school year there were 753 secondary pupils in the Castlebrae catchment area, a more detailed analysis of which is provided in the following table.

Secondary School Attended	Pupils	%
Holy Rood RC	296	39%
Castlebrae	176	23%
Portobello	123	16%
St Thomas of Aquin's RC	52	7%
James Gillespie's	25	3%
Liberton	25	3%
Other	56	9%
Total Catchment Pupils	753	100%

1.5 In light of the above, careful consideration was given to the future of Castlebrae Community High School which established the case for a consultation exercise regarding a proposal to close the school with effect from July 2013.

1.6 The consultation process was undertaken between 25 October and 7 December 2012 based on the following proposals:

- Castlebrae Community High School should close in July 2013;
- The Castlebrae Community High School catchment would be split between Liberton High School and Portobello High School to which the majority of the catchment would be assigned;
- Pupils from the Prestonfield Primary School catchment area would have Liberton High School as their non-denominational catchment secondary school;
- Pupils from the Niddrie Mill, Newcraighall and Castlevue Primary School catchment areas would have Portobello High School as their non-denominational catchment secondary school;
- There are a small number of non-catchment pupils who currently attend CCHS and they would be offered a place at Portobello High School along with their peer group;
- An area in the nearby vicinity which currently has no designated catchment would be assigned to Portobello High School;
- Future pupil placements would be based on these new boundaries;
- Should the intake limit at Portobello High School be exceeded by catchment demand, placing requests from pupils in its revised enlarged catchment area to any other city secondary school would be prioritised;
- Existing denominational catchment boundaries would remain unaffected. The majority of the Prestonfield Primary School catchment area would continue to have St Thomas of Aquin's RC High School as its catchment denominational secondary school with the remaining three primary school areas continuing to have Holy Rood RC High School. Parents would continue to be able to exercise this as a choice for their children; and

- The community facilities currently provided within Castlebrae Community High School would be re-provided to alternative locations in the area.

2. Main report

2.1 Statutory Consultation Exercise

2.1.1 On 9 October 2012 the Education, Children and Families Committee approved that a statutory consultation should be carried out regarding the proposed closure of Castlebrae Community High School. Committee granted this approval based on the proposal detailed in the associated [report](#) to that Committee but subject to the following amendments:

- (i) rather than a *dual-catchment* arrangement being applied for pupils from the Castlevue, Niddrie Mill and Newcraighall Primary School catchment areas together with the area of land shown in Appendices 4 and 5 (of the report) for which there is currently no designated non-denominational secondary school catchment, that Portobello High School be allocated as the sole non-denominational secondary catchment school for these areas; and
- (ii) to further approve that in the event that there should be insufficient capacity within Portobello High School for future S1 intakes, placing requests from pupils from the proposed new Portobello High School catchment area, including pupils from the Castlevue, Niddrie Mill and Newcraighall Primary School catchment areas, would have priority access to any secondary school in the city.

2.1.2 The consultation period ran from 25 October 2012 to 7 December 2012. The rationale for the proposals is set out in the Consultation Summary paper which is included at Appendix 1. The full consultation paper can be accessed [here](#).

2.1.3 Four public meetings were held between 13 and 29 November 2012. At each meeting, which was independently chaired, Council officials answered questions following a short presentation. Records of each meeting are included at Appendix 2. In accordance with the request by Committee, a number of other meetings were held during the consultation period with local community groups including the Portobello & Craigmillar Neighbourhood Partnership.

2.1.4 Representations were also invited by letter and by e-mail. 56 separate responses were received during the consultation period however in some instances this included more than one submission from the same respondent, either an individual or group. Responses were received from 43 different groups, organisations or individuals and most (37) objected to the proposals; only two respondents gave conditional support for the proposals with the remaining four commenting on the proposals rather than offering any specific opinion either way. An analysis of the 43 respondents is provided in the following table which categorises respondents where this has been possible to

do so from their submission; there were some (others) where this was not possible.

Respondent	No
Elected Representatives	1
Parents Forum/ Parent Council	1
Staff Response	3
Organisations	5
Pressure Groups	1
Parents	7
Pupils	2
Community users	10
Other	13
Total	43

- 2.1.5 A summary of all submissions is included in Appendix 3, with copies of the full submissions being available in the Elected Members lounge for reference.
- 2.1.6 An extensive consultation exercise was also undertaken with pupils with more than 400 pupils taking part in face to face sessions and almost 1,100 pupils in online surveys. The aim of the consultation process was to give every pupil currently attending Castlebrae Community High School the opportunity to discuss and express their views, as well as enabling pupils at other affected secondary schools to consider what the potential impacts would be on them and their schools. Pupils in P6 and P7 of the feeder primaries were consulted as appropriate in agreement with the respective Head Teachers. The results of this consultation process are included in Appendix 4.
- 2.1.7 Responses to all of the major issues raised during the consultation process are considered in the 'Key Themes and Issues and Council Responses' section which follows. The Council's response to Education Scotland's report on the educational aspects of the proposals is contained in section 2.3 of this report.

2.2 Key Themes and Issues and Council Responses

- 2.2.1 A number of points were recurrent in the public meetings, the consultation undertaken with pupils and in the responses received during the consultation period. This section draws out the main themes and issues together with the Council's response.

2.2.2 Geography, Demographics and School Roll

Issue Raised	Castlebrae High School has not failed – it is the regeneration of Craigmillar that has failed and the area needs a Community High School more than anywhere else in Edinburgh. Craigmillar has 46% of the population income deprived and is the poorest area in the city and the most vulnerable sector of the community should be supported.
Council Response	<p>The necessity for a new school in Craigmillar has been recognised and the Council accepts it must now assume from PARC financial responsibility for the delivery of a new Community High School in Craigmillar. The capital commitment to delivering the new school in 2020 has already been initiated with the inclusion of early stage funding for design development in the Council Capital Investment Programme. Full details are provided in Section 2.8 of this report.</p> <p>The proposal seeks to support the community of Craigmillar by creating better educational outcomes for its pupils than can be currently achieved.</p>
Issue Raised	Children brought up in poverty are twice as likely to start school with developmental problems as better-off classmates and the children would be better served by a small local school.
Council Response	It is recognised that children who are brought up in poverty are likely to achieve less well than children who are not brought up in poverty. These children need the best quality education and this cannot be provided at Castlebrae Community High School with such a low roll and the consequent difficulty in providing a comprehensive education resulting in poor educational outcomes. Castlebrae Community High School is a small local school but which currently delivers poor educational outcomes.
Issue Raised	Low roll has been caused by decanting families from Greendykes and Niddrie and then demolishing the housing stock. The demolition programme has resulted in a reduction in the number of 10-15 year-olds in the Castlebrae catchment area. Much of the new housing in Craigmillar has been designed for childless families rather than provide family homes.
Council Response	The secondary age population in the Castlebrae High School catchment area has dropped by just 3% in the past 10 years; from 776 pupils in 2002 to 753 pupils in 2012. By comparison, the city-wide drop in the secondary pupil population was 8.5%

	<p>over the same period.</p> <p>The main reason that rolls at Castlebrae High school are low is parental choice. The 1981 Education (Scotland) Act gave parents the statutory right to request places in schools outside their catchment area. In 1980, before the Act was passed, the roll at Castlebrae was 988 pupils. By 1990 the roll had dropped to 313 pupils; a fall of over 68% in ten years. Since 1990 the roll at Castlebrae has remained low and the percentage of catchment pupils choosing to attend Castlebrae Community High School has fallen from 43% in 2002 to just 23% in 2012 (based on the start of session roll).</p>
Issue Raised	Low roll at Castlebrae also dictated by a worn out building and geography and bus timetables that facilitate placements to surrounding school.
Council Response	<p>As has been explained above, the main reason for the low rolls at Castlebrae High School is parental choice. Whilst the condition of Castlebrae High School might have been a contributory factor to the decision made by parents to choose another school it is not considered to be a main determining factor. There are other schools in the city which are in poorer condition but where the roll remains consistently high; an example being Boroughmuir High School.</p> <p>Under the 1980 Education Act the Council has no choice but to grant requests to other schools if there are places available at them. This follows the majority of parents' wishes, with only 23% choosing Castlebrae.</p>
Issue Raised	Craigmillar will not be able to attract families if there is no local high school and the sale of family homes at the planned Persimmons site will be badly affected.
Council Response	An alternative viewpoint might be taken that the change of catchment school to Portobello High School might be a more attractive proposition to those families who might be considering moving into the local area.
Issue Raised	The proposed closure will put social cohesion at risk within the Craigmillar community.
Council Response	Community facilities will be re-provided. Based on the 2012/13 start of session roll, 77% of the school catchment population already attend other schools.
Issue	The travelling community in Craigmillar will become more

Raised	marginalised.
Council Response	The views of Travellers expressed in the consultation did not include explicit concerns about their potential marginalisation should Castlebrae close. Travellers said it would be unlikely that they would access other provision, partly on the basis of the geographic convenience of Castlebrae. It should be noted that Holy Rood RC High School is geographically closer to the site residents. The consultants highlighted that Travellers should be involved in discussions about alternative community provision and this will take place.

2.2.3 School Rolls

Issue Raised	Continual threat of closure by the Council has adversely affected rolls at Castlebrae.
Council Response	The roll at Castlebrae has been declining for many years; a trend which continued up to 2009 up to which point it had been the intention to build a new secondary school in Craigmillar with the intended delivery date having been 2012. As indicated above, the main decline in the roll occurred in the 1980s, following the introduction of parental choice by the Government.
Issue Raised	The Council need to more thoroughly check its roll projections for Portobello, Holy Rood and Castlebrae.
Council Response	The respondent provided no clarification regarding what was perceived to be at fault with the roll projections which were produced and reflected in the Consultation Report therefore it is not really possible to respond to this point. Whilst projections are, by their very nature, estimates which must be based on assumptions these were based on the most accurate information available at the time of production. It should be noted that the declining rolls expected at these schools is in line with the city wide projections for a declining 11-16 year old age group. These city wide projections are produced by a national body.
Issue Raised	The Portobello school population may be growing faster than the average so there may not be available space in later years. What is the fall back position if roll projections are wrong?
Council Response	The analysis which has been carried out indicates that in the years up until to 2020 either all, or the vast majority, of the pupils in the enlarged catchment area forecast to attend Portobello and Castlebrae Community High Schools could be accommodated in Portobello High School. This analysis is based on the expected

	<p>Castlebrae Community High School pupils going to Portobello as their new school and that a similar proportion of catchment pupils will continue to opt to attend their catchment denominational school at Holy Rood. However it is likely that, based on experience of other school closures, some pupils will choose to attend other non-denominational schools. This would reduce the total number of pupils to be accommodated in Portobello High School.</p> <p>We know that the Portobello catchment area is not growing faster than other areas of the city, indeed the majority of its feeder primary schools are experiencing less demand for places than many other areas of the city.</p> <p>Should Castlebrae close, the Children and Families Department would work with the school to accommodate all of the Castlebrae pupils living in the enlarged Portobello High School catchment area who wish to attend the school. However, if in any year there is not enough space in Portobello High School to accommodate all requests from S1 pupils within the revised catchment area, then places at Portobello High School would be allocated in the following order of priority:</p> <ol style="list-style-type: none"> 1. Exceptional cases; then 2. Pupils with siblings in the school; and then 3. Pupils without siblings in the school on the basis of the shortest safest walking distance from home to school. <p>Any remaining S1 pupils who could not be accommodated at Portobello High School would be given priority access to any other non-denominational secondary school in the city.</p>
<p>Issue Raised</p>	<p>What will happen to rolls beyond 2020 if a new Craigmillar High School is not built?</p>
<p>Council Response</p>	<p>We still expect and intend to build a new school in Craigmillar and see it as central to the regeneration of the area. We know the new school will be needed in the future once a significant part of the anticipated new housing is built and when there is no longer enough space in other local high schools to take all the children living in the area. At present we believe there should be enough capacity in neighbouring schools until around 2020 but we will regularly review the position to better understand when work to plan and develop the new school must begin.</p> <p>Until only very recently, sole responsibility for the delivery of a new secondary school in Craigmillar lay with PARC. However,</p>

	<p>the Council recognises that it now must assume financial responsibility for the delivery of a new Community High School in Craigmillar. The capital commitment to delivering the new school in 2020 has already been initiated with the inclusion of early stage funding for design development in the Council Capital Investment Programme.</p>
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2.2.4 New School for Craigmillar

<p>Issue Raised</p>	<p>All the business plans of PARC Craigmillar Ltd have sought provision of a new Community High School.</p> <p>The PARC Board requests that the Council makes a capital commitment to a replacement Community High School to be commenced as soon as finances permit and in line with projected catchment requirement.</p> <p>PARC is no longer able to fully fund a new Community High School and financial responsibility will now have to fall to the Council. In the future PARC will remit surpluses to the Council as a contribution to the cost of a new school.</p> <p>The revised draft master plan still reserves a site for a new school and a commitment to a new school would be a major confidence boost for the area and would support regeneration.</p>
<p>Council Response</p>	<p>The Council recognises that it now must assume financial responsibility for the delivery of a new Community High School in Craigmillar.</p> <p>The capital commitment to delivering the new school in 2020 has already been initiated with the inclusion of early stage funding for design development in the Council Capital Investment Programme. However, considerable additional capital funding still requires to be identified and the surpluses which are expected to be provided by PARC represent a key component of the overall funding package for the new school. Full details are provided in Section 2.8 of this report.</p>
<p>Issue Raised</p>	<p>Go with existing award winning plans for a new school instead of the turmoil that would arise from the transfer of pupils to Portobello pending a new school.</p>
<p>Council Response</p>	<p>The plans for a new school which were produced by PARC in 2008/09 are now out of date. Since the original design for the new school was produced a number of key changes have arisen in the interim period which require a re-design to be undertaken:</p>

	<ul style="list-style-type: none"> • The community library has been delivered elsewhere in the local area; • the space metrics which the Council applies to its new schools have been significantly reduced; and • building regulations have changed. <p>With regard to planning, the previous master-plan for the regeneration of the area showed the school in a town centre location, although planning permission for the original school design was never sought as the project was put on hold due to the economic down-turn.</p> <p>PARC has advised they are currently considering the future direction for the regeneration of the Craigmillar town centre and is reviewing the bids of potential development partners to deliver the new town centre. The intended location for a new school will form an integral part of any proposals and this may be different to that originally proposed. Once a development partner is appointed, a new master plan will be progressed in conjunction with the planned review of the Craigmillar Urban Design Framework.</p>
Issue Raised	A new school will revitalise regeneration of the area.
Council Response	The importance of a new school to the regeneration of the area has been recognised and the Council accepts it must now assume financial responsibility for the delivery of a new Community High School in Craigmillar from PARC. The capital commitment to delivering the new school in 2020 has already been initiated with the inclusion of early stage funding for design development in the Council Capital Investment Programme.
Issue Raised	It will be harder to sustain a case for a new school if pupils at Castlebrae are dispersed at different schools across the city.
Council Response	This is not correct and the case for a new school has already been accepted. With rolls in all secondary schools in the city expected to rise in future years up to 2025 there will be a consequential reduction in the spare capacity available at these other schools to accept any such dispersal in future.
Issue Raised	Can't see how a commitment can be made for a new school as this will be decision for a future administration.
Council	A commitment to the delivery of a new school can be, and already has been, made by the current Council with the inclusion

Response	of funding in the Capital Investment Programme to cover early stage design development work for a new school based on an assumed opening date of August 2020.
Issue Raised	The best alternative would be to build a large new campus in Craigmillar that could accommodate Portobello and Castlebrae pupils.
Council Response	<p>The option of a combined school in Craigmillar or Brunstane was considered recently as one of the potential fall-back options for a new Portobello High School should it not ultimately prove to be possible to progress the preferred option of building the new school on Portobello Park. Both options had a number of advantages including the potential to achieve significant cost savings (relative to other fall-back options) through the economies of scale of building one school rather than two.</p> <p>However, apart from the community issues and poor location of both sites relative to what the extended catchment area would be, the size of the school itself at 2,200 pupils is an issue. Whilst not impossible to create a good large school it is considerably more difficult. Research suggests that the optimal school size is between 600 and 1,600 and that any higher would require school structures which are essentially 'schools within schools'. On balance, the advantages were considered to be outweighed by the disadvantages and this was not an approach which was recommended.</p>
Issue Raised	PARC promised a new high school to house buyers.
Council Response	<p>This is a question which would be for PARC to answer however it very much was the intention of PARC to deliver a new school and it was the unexpected economic downturn which resulted in the achievement of this objective no longer being possible. However, as explained above, the Council has now made a commitment to the delivery of a new school based on an assumed opening date of August 2020 and, in the interim, will make arrangements to ensure that the children within the existing Castlebrae catchment area have access to a school which will provide them with a high quality education.</p>
Issue Raised	Although Castlebrae High School is in a state of disrepair there are problems with the fabric of Portobello so school condition should not be a reason for closure.
Council	The current condition of Castlebrae Community High School is

Response	not a reason for closure having been proposed.
Issue Raised	Castlebrae currently has good sports facilities whereas the facilities at Portobello are inadequate.
Council Response	It is acknowledged the existing Castlebrae Community High School has better external sports facilities <i>on site</i> than Portobello. However, pupils at Portobello have access to excellent external sports facilities at off-site locations which will also apply for those pupils who would transfer from Castlebrae.
Issue Raised	The Council has to publish verifiable criteria which will trigger the decision to start the process of building a new school.
Council Response	A commitment to the delivery of a new school has been made by the Council with the inclusion of funding in the Capital Investment Programme to cover early stage design development work for a new school based on an assumed opening date of August 2020. The trigger point will be defined by the catchment rolls in neighbouring schools compared against their capacity, along with an on-going assessment of the number of pupils coming from the new housing in the Craigmillar area.
Issue Raised	The catchment boundaries should be re-instated when a new Castlebrae High School is built.
Council Response	Should the decision be taken to close the existing Castlebrae Community High School then a statutory consultation process would require to be undertaken in advance of the project to deliver a new secondary school in Craigmillar being initiated. This process would cover the catchment boundaries which would apply to the new school.
Issue Raised	Could Castlebrae be refurbished on a phased approach by moving pupils into one half of the school?
Council Response	Refurbishment of the existing school was never considered as a viable option. The building is in a relatively poor condition and converting it to a school which is fit for purpose as a learning environment in the 21st century would be both costly and would also introduce significant constraints into the design process restricting what could be delivered. In addition, the objective of having a new school at the heart of the regeneration of the town centre would not be achieved by building on the existing site.
Issue Raised	Castlebrae should become a specialist junior college catering for pupils from S3 onwards from across the city.

Council Response	Castlebrae Community High School would require significant financial investment to become a specialist junior college. Our secondary schools across the city are not full and therefore it would not be appropriate to spend money when many schools provide a range of vocational options within their school or within a group of neighbouring secondary schools.
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2.2.5 Pupil and Staffing Considerations (Castlebrae)

Issue Raised	Looming threat of closure has adversely affected morale and confidence and well being of pupils and staff and this will affect the school roll and levels of attainment.
Council Response	The school roll has been low since 2002 when it sat at 387. Over the last 10 years, the roll has gradually declined due to parental placing requests and spaces in other secondary schools. Attainment levels achieved by pupils have been low for a number of years. We are working with the school to support staff to continue to provide education to Castlebrae pupils during this time.
Issue Raised	Pupils have left the school since the proposed closure was announced making it harder for the school to function properly.
Council Response	Scottish legislation makes it possible for parents to request the education of their child at schools other than their catchment school if there are available places. A number of pupils have enrolled in other schools since the proposal to close Castlebrae was announced. The staffing allocation and curriculum offering remains the same as it was in August 2012.
Issue Raised	No guarantee that S3 pupils doing existing vocational courses can have that subject at another school; S2 pupils are unsure of choices that will be available – pupils are currently in limbo.
Council Response	<p>Course choice for Castlebrae pupils at alternative schools can only go ahead if the decision is made to close the school and when parents then choose which school they wish their child to be educated at. Analysis of the vocational curriculum at Castlebrae against the vocational curriculum at Portobello High School shows that we are able to offer similar vocational experiences to those offered at Castlebrae.</p> <p>All of the vocational curriculum is able to be offered within Portobello High School either on site or through College provision. Hairdressing, digital media, hospitality, retail and</p>

	<p>creative industries are able to be delivered within Portobello High School while automotive and construction will be delivered through Edinburgh College. Pupils will be transported to College as is the normal practice for pupils from Portobello High School currently following construction courses and will be accompanied by a member of staff. This approach strengthens the identity of pupils with their new school and demonstrates our commitment to continue the delivery of vocational provision.</p> <p>Delivery of some provision by Edinburgh College is common across all of our schools for pupils in S4-S6. We are working closely with the new Edinburgh College's senior management team to deliver the senior phase of Curriculum for Excellence S4-S6 and in particular to deliver an increase in vocational curriculum provision for all of our S4-S6 learners. This will be focused on auditing the total vocational resources across each of the colleges and all of our secondary schools within three geographical areas across the city. Following this audit, a strategic plan will be developed to ensure that across all of our schools, learners have equity of access to vocational provision.</p>
Issue Raised	If a child goes from a school with 200 pupils to one with 1,305 pupils how can they receive the same individual attention?
Council Response	In all schools, no matter what their size, pupils are known by key staff in the school. Pupil Support staff have a caseload of pupils whom they know very well. There would be additional pupil support staff transferred to the receiving schools to support transition and to provide continuity in support for all young people from Castlebrae including those with additional support needs. All subject teachers have responsibility to ensure that the needs of pupils are met and if pupils require further support, then referrals to Pupil Support ensure that the necessary support is in place and additional resources would be provided as necessary.
Issue Raised	Children need more one to one tuition than the other schools in the city.
Council Response	Pupils with additional learning needs will have the necessary resource allocation and support from staff to ensure they are supported in their learning. Additional support needs resources and staffing will transfer to the receiving schools with the pupils with the agreement of individual staff.
Issue Raised	What would be the re-provision for children with physical disabilities?

Council Response	Any young person with a physical disability would have an additional support plan. It is the responsibility of all schools to ensure that the needs of young people are met including those with a disability. The additional support plan would detail the additional support which the young person would need and any additional resource which is required to ensure they are able to maximise their education.
Issue Raised	Castlebrae is a safe place to learn but pupils transferring from Castlebrae will be outsiders at Portobello.
Council Response	There are well over 100 Castlebrae catchment pupils who currently attend Portobello High School and so it is likely that Castlebrae pupils will already know some of these pupils. Transition arrangements to Portobello and any other school will ensure that relationships with existing pupils are made prior to Castlebrae pupils moving to any new school.
Issue Raised	Greater threat of bullying at Portobello High School.
Council Response	There is no evidence that there is a greater threat of bullying at Portobello. Portobello provides a good standard of education and has a very positive school ethos. Any incident of bullying is treated seriously and transition work will take place to ensure that Castlebrae pupils feel supported.

2.2.6 Achievement and Attainment

Issue Raised	The impact of studying in a school building widely acknowledged to be well beyond its use-by date does not help outcomes.
Council Response	The current school building at Castlebrae is not of a good standard however it does meet minimum requirements with regard to health and safety as do all of our schools.
Issue Raised	Support has fallen in recent years with the closure of Instep in 2009 and the temporary headship at the school has affected leadership and loss of staff has restricted engagement with primary school pupils.
Council Response	Instep provided support for positive destinations for Castlebrae young people and, as this became a national priority expected to be undertaken in all schools by Pupil Support staff, the funding for Instep ended in 2009. Data for positive destinations during the period of Instep does not show a positive trend with the number of young people moving into positive destinations being

	<p>variable on a year to year basis.</p> <p>Significant additional funding has been allocated to Castlebrae Community High School over recent years.</p> <p>The current Head Teacher was appointed permanently in November 2010. There has been no greater loss of teaching staff than at any other school.</p> <p>Engagement with primary pupils within the Cluster is agreed by all Head Teachers within the Cluster who agree a programme of developments and visits. There is no evidence to support that there has been any detrimental impact on engagement with primary pupils.</p>
Issue Raised	The high percentage of pupils with additional support needs is not adequately taken into account when considering levels of attainment.
Council Response	Levels of attainment are compared with schools which serve pupils from a similar background. These are the comparator schools which are the closest to Castlebrae in terms of a range of indicators including socio-economic background and the number of pupils on free school meals.
Issue Raised	A low school roll, small class sizes with lots of teacher time is the best way to tackle educational challenges and ASN pupils.
Council Response	Castlebrae has benefited from smaller class sizes for many years without improvements in attainment. It is the responsibility of the teaching staff, supported by specialist staff, to meet the needs of those young people with additional support needs.
Issue Raised	How will larger classes help improve the education of the children – it is more likely that they will be lost in the system.
Council Response	In all schools, young people are known well by staff and schools have considerable experience of transition. In Portobello they are experienced in preparing for over 200 young people transferring to their school on an annual basis as part of their S1 intake. Transition arrangements include ensuring that all staff know about the learning needs of pupils. Pastoral care is strong in both Portobello and Holy Rood. All pupils benefit from tracking, target-setting and regular meetings with their Pupil Support teacher and therefore no child will be lost in the system.
Issue Raised	How many pupils from Castlebrae will end up being at risk of exclusion, truancy or bullying, especially if 44% of them have

	Additional Support Needs?
Council Response	Pupils who have additional support needs have a range of different needs not necessarily social, emotional and behavioural. Some young people have specific learning difficulties. The young people who have additional support needs will be well supported. Based on the 2012/13 start of session roll, 77% of the school catchment population already attend other schools where the levels of exclusion, truancy and bullying continue to improve. Additional support needs resources and staffing will transfer to the receiving schools with the pupils with the agreement of individual staff.
Issue Raised	For 3 of the past 5 years Castlebrae has outperformed WHEC and Craigroyston in terms of pupils moving into a positive destination.
Council Response	This is correct however Craigroyston is an improving school. The positive destinations figure achieved by Craigroyston in September 2011 was 19.5% greater than that achieved at Castlebrae. The latest position regarding positive destinations for the 2011/12 school leaver cohort has been provided later in this report in section 2.2.12 and does show an improved position at Castlebrae.
Issue Raised	The Council notes “exclusion incidents” at 49% of Castlebrae school roll, compared with an average 6.2% at surrounding schools. How could moving pupils to Portobello where parents have no involvement impact positively on attainment?
Council Response	If the decision is taken to close Castlebrae, the Head Teachers of any receiving school will work hard to engage parents and to form positive relationships with them as partners in their child’s learning.
Issue Raised	The educational attainment of some of the feeder primary schools are below the city average and pupils going to Portobello may find it hard to “catch up”.
Council Response	Portobello High School takes pupils from a number of different primary schools and within these schools there is a range of educational attainment achieved by these pupils. The teaching staff ensure they have a good understanding of where a child’s learning is in order that they can build on this through different teaching approaches. Any young person who requires additional support will receive this.

Issue Raised	Castlebrae is not comparable with other schools in Scotland that retain the primary pupils from their catchment.
Council Response	Edinburgh has the highest number of parental placing requests of any local authority meaning that there are a number of secondary schools who receive pupils from other schools than their catchment schools. Schools are experienced in pastoral and curricular transition arrangements to ensure young people achieve success in whichever school they attend.
Issue Raised	In terms of educational outcomes Castlebrae scores on average 17th out of 21 schools rather than being at the bottom.
Council Response	Data against comparator schools is taken over a 3 year period giving a 3 year average. The data contained in the committee paper of October 2012, did not contain information related to 2012 attainment as the information was not available. Evaluation of performance in S4 measures, including the 2012 cohort data now available, shows how the school has performed over the three year period 2010-2012, with an average of 21st out of 21, performing notably less well than similar schools.
Issue Raised	Pupil tracking shows value added attainment by the end of S4/S5 is considerable.
Council Response	The school would have shared this information with HMIE during their visits to the school however the quality indicator 1.1 Improvements in Performance was evaluated as weak.

2.2.7 Castlebrae – Case for Retention

Issue Raised	Castlebrae High School is at the heart of the community.
Council Response	Community facilities will be re-provided.
Issue Raised	Hard working staff team committed to providing good quality teaching.
Council Response	We recognise the commitment and hard work of staff.
Issue Raised	Personal learning plans for all students to help them reach their potential.

Council Response	Personal learning planning is in place in all schools.
Issue Raised	Excellent pastoral care and support to individual students.
Council Response	We recognise the commitment and dedication of staff in delivering pastoral care and support to individual students. We are confident that a high level of care and support will be provided in other schools.
Issue Raised	Partnership programmes with colleges and universities, including LEAPS and Lothian Step Up.
Council Response	All schools access the LEAPS (Lothian Equal Access Programme) to support pupils into Higher Education. Schools have a range of partnerships to support their students into a positive destination and to enhance the curriculum in S4-S6.
Issue Raised	An excellent extra-curricular programme which includes lunch clubs, after school clubs and school holiday programmes.
Council Response	Similar levels of extra-curricular opportunity exist in all of our schools. Many schools operate school summer school programmes including transition programmes.
Issue Raised	Supporting transition into jobs, college or university.
Council Response	Support into a positive destination is a key priority for all schools. Each school has a range of partners that support this process and all schools track each of their school leavers working closely with Skills Development Scotland and other partners.
Issue Raised	Over 90% positive destinations for pupils this year.
Council Response	A detailed response on the latest position regarding positive destinations for the 2011/12 school leaver cohort has been provided later in this report in section 2.2.12.
Issue Raised	Strong links with the business community and an extensive programme of enterprise activities to help prepare students for work.
Council Response	We recognise that Castlebrae has strong business links and preparation for work activities. Most schools have similar business links and activities targeted to support groups of

	individuals as they prepare to leave school.
Issue Raised	Wide range of vocational training unmatched at surrounding schools.
Council Response	<p>Analysis of the vocational curriculum at Castlebrae compared with that offered at Portobello showed that Portobello currently provides vocational curriculum in all areas with the exception of hairdressing, automotive and construction courses.</p> <p>Hairdressing would be re-provided at Portobello High School and automotive and construction will be delivered through Edinburgh College in line with current practice at Portobello High School for the delivery of some of the vocational curriculum. Pupils will be supported through transport arrangements being provided to College and through the support of a member of staff who will accompany them.</p> <p>We are committed to ensuring that there continues to be provision for vocational courses in Portobello; the way in which this will be achieved is described in a response to an earlier point in section 2.2.5.</p>
Issue Raised	Teachers will have much bigger classes, with more stress, with less pastoral work at replacement school.
Council Response	Teachers have class sizes based on agreed maximum levels. It is usual to have S1 and S2 class sizes of a maximum of 20 for approximately half of the school week. In other non-practical subjects, class sizes are usually set ensuring that there are smaller classes for pupils who have greater learning needs. All schools receive a similar staffing budget and there is no evidence to suggest that there will be less pastoral support at any receiving school. We are committed to ensuring that pastoral support staffing is enhanced to support the transition of Castlebrae pupils to another school.

2.2.8 Impact on Portobello High School

Issue Raised	A decision to increase the Portobello High School roll should not be made until there is a decision on where and when the new Portobello High School will be built.
Council Response	There is no proposal to increase the capacity for either the existing Portobello High School or the intended new building and this will remain at the current level of 1,400. Should Castlebrae close, the roll at Portobello High School is not expected to

	increase beyond the school's capacity.
Issue Raised	A replacement Portobello High School building is uncertain and more than six years late in delivery.
Council Response	The delivery of a new Portobello High School is not more than six years late but has been delayed by several years due to the recent court action. The delivery of a new Portobello High School at the earliest opportunity remains a priority for the Council; updates were provided to Council on 25 October 2012 and 22 November 2012 .
Issue Raised	Site options for rebuild will make it difficult to expand to take in the Castlebrae catchment.
Council Response	There is no intention to increase the capacity for the new Portobello High School which will remain at the current approved level of 1,400. Options to create a joint campus were considered but discounted.
Issue Raised	The temporary change of catchment boundaries should not affect the location of the new Portobello High School.
Council Response	The proposals have had no impact on the location for a new Portobello High School. The preferred location for a new Portobello High School remains Portobello Park. On 22 November 2012 Council approved that a statutory consultation process be undertaken during 2013 regarding two potential fall-back options to identify what the preferred option would be in the event that it ultimately proved not to be possible to build the new school on Portobello Park. The fall-back options were a phased build on the existing school site or a new build on the former Scottish Power site at Baileyfield (should the Council be successful in acquiring this site).
Issue Raised	Portobello High is struggling to function. Most recently the assembly hall suffered storm damage when part of the roof was blown off in September.
Council Response	The necessity for additional investment to be made to the existing Portobello High School to keep it fully operational until a new school is delivered has already been reported to Council on 22 November 2012 together with the additional costs estimated to be required to achieve this. This investment is required regardless of any decision to close Castlebrae Community High School and arrangements are being progressed to prioritise the necessary works.

Issue Raised	More children will be crammed into an old school which is not fit for purpose and which cannot accommodate a large increase in numbers. Portobello is already the largest school in Edinburgh and if it becomes any larger the education of the children will suffer. Merging the school catchment should not occur until there is a new Portobello High School that has sufficient space and facilities.
Council Response	The existing Portobello High School has a capacity for 1,400 pupils and this is not expected to be exceeded with the intake from Castlebrae. Portobello High School has operated in the past with a higher school roll than we are planning. As recently as 2002 the school roll stood at 1,468 and in the early 1980s the roll was as high as 1,800. The new school will also have a capacity of 1,400 pupils, with the same number of timetabled spaces (which determines capacity) as the existing school.
Issue Raised	The lunch area for school dinners is inadequate.
Council Response	The school has previously managed to accommodate a roll in excess of 1,400 pupils. It is anticipated that dining arrangements to cover a roll of up to 1,400 can be reinstated as necessary.
Issue Raised	The change would exceed the capacity of Portobello High School by 2017 to 2018. A new Craigmillar High would have to be initiated now to be delivered by then.
Council Response	<p>The analysis which has been carried out indicates that in the years up until to 2020 either all, or the vast majority, of the pupils in the enlarged catchment area forecast to attend Portobello and Castlebrae Community High Schools could be accommodated in Portobello High School. This analysis is based on all of the expected Castlebrae Community High School pupils going to Portobello as their new school. However it is likely that, based on experience of other school closures, some pupils will choose to attend other schools. This would reduce the total number of pupils to be accommodated in Portobello High School.</p> <p>Should Castlebrae close, Children and Families would work with the school to accommodate all of the Castlebrae pupils living in the enlarged Portobello High School catchment area who wish to attend the school. However, if in any year there is not enough space in Portobello High School to accommodate all requests from S1 pupils within the revised catchment area then places at Portobello High School would be allocated in accordance with</p>

	<p>established prioritisation protocols. Any remaining S1 pupils who could not be accommodated at Portobello High School would be given priority access to any other non-denominational secondary school in the city.</p> <p>A commitment to the delivery of a new school has now been made with the inclusion of funding in the Capital Investment Programme to cover early stage design development work for a new school based on an assumed opening date of August 2020.</p>
Issue Raised	The projections do not take account of the circa 100 pupils that come from other catchments e.g. Leith Academy. Taking account of this the school would be over capacity from 2013 and pupils would have to be turned away.
Council Response	The projections were based on the patterns of placing requests that had previously been experienced in the Portobello area, for example the intake of 210 pupils at Portobello in 2012 comprised just 162 catchment pupils from Portobello; 21 pupils from the Castlebrae catchment area, 14 pupils from the Leith catchment area and 13 pupils from various other catchment areas. It should be noted however that while overall secondary rolls continue to drop across the city, there will be localised variations in the catchment numbers year by year which will affect the number of non-catchment pupils that can be accommodated at a school in any given year. The registrations for 2013 have shown that Portobello has a higher number of catchment pupils for this one year, which will limit the availability of non-catchment places.
Issue Raised	Sufficient resources need to be allocated to Portobello High School to take account the support needs of Castlebrae pupils.
Council Response	Resources for pupils with additional needs are allocated to each school based on need. We will ensure that this is the case for any receiving school if the decision goes ahead and, if so, when parents decide which school they wish their child to attend. Additional support needs resources and staffing will transfer to the receiving schools with the pupils with the agreement of individual staff.
Issue Raised	There is limited space at Portobello to cater for pupils with additional support needs.
Council Response	Additional support for learning is often provided during mainstream classes. Extraction groups, while in place for Literacy development, are not the normal way to deliver support

	for learning. Pupils with social, emotional and behavioural needs will be able to access additional support within the Support Base at Portobello High School.
Issue Raised	Question if vocational training provided at Castlebrae can be run elsewhere as Portobello High School has limited space.
Council Response	It is common for some vocational curricular experiences to be delivered in either a school, College environment, workplace or community facility depending on the activity. Portobello currently delivers a range of vocational curriculum within their current timetable. Most of this provision will be offered within Portobello High School with two courses, automotive and construction, offered within College. Transport will be provided to and from College and a member of staff will accompany pupils involved in these courses. The way in which this will be achieved is described in an earlier response in section 2.2.5.

2.2.9 Impact on Holy Rood High School

Issue Raised	The school draws lots of non-catholic pupils but this has been a considered choice on their part but if Castlebrae closes the school may draw pupils to the detriment of the school and its function as a faith school.
Council Response	Based on the 2012/13 start of session rolls, around 25% of the pupils at Holy Rood are already from the Castlebrae catchment and this pattern is expected to continue in the future. It is expected that those parents who choose Holy Rood do so in the knowledge of what attending a faith school means. Additional information on attending Holy Rood and understanding what it means to be educated within a faith school will be issued to parents to support their decision as to which school they wish their child to attend.
Issue Raised	The needs of existing and future Holy Rood pupils should not be compromised by the proposals.
Council Response	Based on the 2012/13 start of session rolls, around 28% of the pupils at Holy Rood are already from the Castlebrae catchment. Outcomes for learners continue to be very good and Holy Rood provides a very good quality of educational provision. We will work closely with the Head Teacher to ensure that any issues regarding the needs of existing and future Holy Rood pupils are not compromised.
Issue	Resources must be put in place to allow forward planning and to

Raised	support a successful transition.
Council Response	Transition planning will consider both pastoral transition and curricular transition. Forward planning has already started and both pastoral and curricular transition arrangements are being developed however until the decision is made by Council on 14 March 2013 and, if that decision is to for the school to close, until parents then choose which school they wish their child to attend, more detailed planning for individuals cannot commence. Resources will be in place to support a successful transition.
Issue Raised	There will be a need to focus on supporting pupils who have never previously attended a denominational school. Pupils seeking placement at Holy Rood should be made aware of the nature and ethos of the community that they are joining.
Council Response	We will work closely with the Head Teacher so that parents who intend choosing Holy Rood understand what it means to be educated in a denominational school. We will also work with the Head Teacher to ensure that those pupils when they start at Holy Rood continue to be supported in this aspect.
Issue Raised	The temporary fix of transferring the Castlebrae catchment to Portobello will cause more problems than it will solve and it would be more sensible to accelerate provision of a new school for Craigmillar, provide a new school for Portobello and allow Holy Rood to be a true denominational school.
Council Response	The educational rationale and justification for the closure of Castlebrae Community High School remains. Building a new school in Craigmillar at this time would leave the educational issues of a very low roll unresolved and the issue of poor educational outcomes would still remain.
Issue Raised	If too many pupils transfer to Holy Rood it could affect the educational outcomes at the school.
Council Response	Holy Rood has a capacity of 1,200. It is the responsibility of the school to meet the needs of their learners. Holy Rood does this very well and delivers a very good quality of educational experience. Based on the 2012/13 start of session rolls there were 296 pupils from the Castlebrae catchment who already attend Holy Rood with no detrimental impact.

2.2.10 Travel to Schools

Issue Raised	Dedicated travel should be provided otherwise children may arrive late and tired.
Council Response	<p>Council policy is that pupils would be eligible for free home to school transport where they live more than three miles from their catchment secondary school. This policy is consistent with government guidelines which consider that up to three miles is an acceptable walking distance for secondary school pupils. The majority of the housing in the Craigmillar area is located less than two miles from Portobello High School.</p> <p>Further details relating to home to school transport, and the proposals to respond to the concerns expressed on this matter during the consultation, are provided in Section 2.6 of this report.</p>
Issue Raised	What arrangements will be made for people with physical disabilities?
Council Response	Each case would be individually assessed and where considered necessary transport would be made available.
Issue Raised	Portobello High school is two miles and a 30 minute journey away from parts of Craigmillar. How is that “in the immediate vicinity”?
Council Response	With Portobello High School being around a mile and a half from most of the Craigmillar area, it is closer than the eastern part of the existing Portobello catchment which takes in Joppa. The travel distances are well within the three miles limit whereby pupils would become eligible for free home to school transport.
Issue Raised	Children living within the new, enlarged catchment have too far to walk to/from school; the travel time to school will take much longer and pupils will have to walk in the dark.
Council Response	Most of the Craigmillar area lies within a radius of a mile and a half of Portobello High School with a walking distance of under two miles (approximately 30 to 35 minutes). The area with the furthest walking distances (over 2 miles) is from Newcraighall where walking times are estimated to be around 45 minutes, although the walking time from Newcraighall to Castlebrae Community High School is also some 40 minutes. In parts of the catchment such as the Jewel the walking times to Portobello High School will be less than the time taken to reach Castlebrae Community High School. The four walking routes that have

	been assessed to Portobello High School have lighting along their full length.
Issue Raised	The extra walking distance to Portobello will make pupils more vulnerable to bullying.
Council Response	Any incident of bullying is treated seriously and transition work will take place to help ensure that Castlebrae pupils feel supported at their new catchment school.
Issue Raised	The walking routes to Portobello involve long journeys passing through open areas. Are the walking routes to Portobello High School safe?
Council Response	<p>An evaluation has been undertaken of four potential walking routes from Craigmillar/Newcraighall to Portobello High School. These routes cover access from east, central and west Craigmillar and from Newcraighall. It is expected that the majority of pupils would use these routes or some variation.</p> <p>Most of the routes run along the roadside although a few sections are footpath only. All routes have tarmaced surfaces, are lit and have pelican crossings or underpasses at main road crossing points. Taking account of the above, there are deemed to be safer walking routes to Portobello High School from different parts of Craigmillar/Newcraighall.</p>
Issue Raised	Approximately half of the pupils at Castlebrae have particular support needs so asking them to walk long distances will add to difficulties with attendance and performance.
Council Response	We recognise that a number of pupils from Castlebrae have additional support needs and each individual pupil's needs will be considered as part of the transition process.
Issue Raised	Castlebrae has an 81% attendance rate, compared to 89% at surrounding schools. How would the attendance rate for Craigmillar pupils improve if they have an extra two miles to commute?
Council Response	Attendance at school is influenced by a number of factors including enjoying school and having a curriculum which motivates learners. Expectations are that pupils attend school and young people who have any attendance difficulty are supported by Pupil Support staff in the first instance, working closely with parents. Schools also work closely with the Education Welfare Service who support the young person and

	their family to improve attendance.
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2.2.11 Community Uses/Adult Education

Issue Raised	There is no other Community Education School in East Edinburgh.
Council Response	Leith Academy is a Community High School and Portobello High School has a community programme.
Issue Raised	The facilities and classes for adults at Castlebrae cannot be replicated locally and would be a huge loss.
Council Response	The Council has agreed that there will be no loss of the community programme to Craigmillar. Four out of the nine classes on offer have no local residents participating in them and one class has only one local resident attending it. There has been agreement to relocate all of the existing provision into one of the many other local facilities in the Craigmillar area. Some classes where there are no local participants would like to be relocated to a venue in another area.
Issue Raised	Wider aspects of community education seem to be forgotten when quoting statistics on usage.
Council Response	The Community Programme Report incorporated at Appendix 6 clearly reflects the impact that engagement in the adult education programme has had on individuals and groups accessing it. The wider educational and social impacts have been taken into account in the report and the proposed relocation of the programme.
Issue Raised	The Family Centre provides quality childcare and family support and its closure would be a great loss to the community.
Council Response	It has been recognised that the Family Centre provides a very important and highly regarded service in the local area. For this reason, the service will not be closed but relocated.
Issue Raised	The Family Centre provides support five days a week and it enables use to be made of other facilities and classes at Castlebrae.
Council Response	The Family Centre provides drop-in support for parents and carers and crèche provision that supports the following: Adult Programme Classes, English Speakers of Other Languages (ESOL), Spanish, Computing, Fighting Fit and Fitness Suite.

	The preferred option of the users of these services would be the relocation of the whole provision into one venue if possible. This has been reflected in the Community Programme Report in Appendix 6 and the proposed venue to which the centre would be relocated is Castlevue Community Centre.
Issue Raised	It would be detrimental for the facilities for football and rugby training to disappear and with growing financial pressure any assurances on protecting facilities may become eroded.
Council Response	The management of the 3G pitch will transfer to Castlevue Community Centre to manage and any profit made from letting the pitch will be available for reinvestment by them. It is envisaged that the current access to these facilities will be increased under the proposed new management arrangements.
Issue Raised	Castlebrae is the registered office for the Literacy Trust and serves as the literacy hub for the area.
Council Response	The Council is in negotiation with the chairperson of the Literacy Trust which manages the Books for Babies project regarding the provision of new office space which the literacy Trust would be able to use as their new business address.

2.2.12 Financial Considerations

Issue Raised	The Council has left the responsibility for providing the new school with PARC, which has either been a huge mistake or indifference to the needs of Craigmillar.
Council Response	<p>Responsibility for the provision of a new Community High School in Craigmillar did rest with PARC however this has proved not to be possible. This is not as a result of a mistake or indifference to the needs of Craigmillar but as an unavoidable consequence of the economic downturn.</p> <p>The Council recognises that it must now assume financial responsibility for the delivery of a new Community High School in Craigmillar. The capital commitment to delivering the new school in 2020 has already been initiated with the inclusion of early stage funding for design development in the Council Capital Investment Programme. However, considerable additional capital funding still requires to be identified and the surpluses expected to be provided by PARC represent a key component of the overall funding package for the new school.</p>

Issue Raised	The funds raised by the closure of Castlebrae are needed to pay for the costs associated with a new Portobello High School.
Council Response	This is not correct. The original budget for the new Portobello High School was approved by Council in February 2009. After taking into consideration costs incurred to date, what remains within this budget is expected to be sufficient to deliver a new Portobello High School either on the preferred location of Portobello Park or, if that ultimately proves not to be possible, one of the two fall-back options which have been identified.
Issue Raised	The closure of Castlebrae will be used to subsidise unexpected Portobello High School maintenance costs.
Council Response	This is not correct. It is the intention that the additional works identified as being necessary for Portobello High School to continue in operation until a new school is built will be funded from Asset Management Works Budgets which contain no funding relating to Castlebrae Community High School.
Issue Raised	The savings made should be used to address the poor state of maintenance at Portobello High School.
Council Response	The decision has already been taken to undertake the additional works identified as being necessary for Portobello High School to continue in operation until a new school is built and is not dependent on the closure of Castlebrae Community High School or any savings arising from any decision to do so.
Issue Raised	If savings are made from closing Castlebrae then money will be taken out of a deprived area.
Council Response	If the decision is taken to close Castlebrae Community High School then savings would arise. The majority of these savings relate to property and staffing costs and it is unclear why this would constitute money being taken out of a deprived area. However, it is proposed that some of the anticipated savings are reinvested back into the area through initiatives to support transition arrangements and also to support local primary schools. Further details are provided in Section 2.5.
Issue Raised	Cost over-run on building the new Portobello High School could mean sports and community facilities in Craigmillar missing out.
Council Response	There is no cost over-run on building the new Portobello High School. The tender for the project came in under the allocated budget. Accordingly, after taking into consideration the costs

	<p>which have been incurred to date, what remains within the project budget is expected to be sufficient to deliver a new Portobello High School either on the preferred location of Portobello Park or, if that ultimately proves not to be possible, one of the two fall-back options which have been identified.</p>
Issue Raised	<p>Outcomes for young people are stated as being significantly poorer than other schools despite significant resources being allocated to Castlebrae Community High School but the school usually outperforms WHEC and Craigroyston in terms of pupils moving into a positive destination.</p>
Council Response	<p>The positive destination statistics which were published in 2011, showed that WHEC and Craigroyston out-performed Castlebrae.</p> <p>The Scottish Government School Leaver Destinations data relating to school leavers from session 2011/12 was published in January 2013. This shows that Castlebrae made significant improvements in the number of young people moving into a positive destination from 42% in 2010/11 (21 pupils out of 50) to 92.3% in 2011/12 (48 pupils out of 52). The full details for all secondary schools in the city are included in Appendix 8. The comparator figures for Portobello High School are 88% in 2010/11 (221 pupils out of 251) increasing to 90% in 2011/12 (226 pupils out of 251).</p> <p>As a result of the poor performance in Castlebrae's positive destinations for the 2010/11 cohort, the Council worked with the school to secure improvements. This included establishing an Employability Hub and an Activity Agreement Hub within the Craigmillar area, two additional CLD workers being allocated to work within the community and within the school, the city wide Activity Agreement lead officer working closely with partners and the school and the renewed focus on this area by all staff including the Head Teacher and the range of partners involved in supporting positive destinations at Castlebrae.</p> <p>The number of Castlebrae school leavers involved in Activity Agreements, as 'first step' provision supporting them to become ready to move into training, further or higher education or employment, is 19.5% which is significantly higher than for WHEC or Craigroyston where they are 6.7% and 6.3% respectively. Similarly, the number of Castlebrae school leavers involved in training programmes is 19.2% which is, again, higher than for WHEC and Craigroyston where they are 16% and 11.1% respectively.</p>

	This improvement is recognised as significant. The focus now moves on to reducing the number of young people requiring Activity Agreements and increasing the number who are ready to take up an opportunity in training, further or higher education or employment straight from school.
Issue Raised	Children with special needs cost more to educate and Castlebrae has more than average.
Council Response	Young people with additional support needs do cost more to educate however this is taken into account when school staffing formulas are agreed. We will ensure that there continues to be a sufficient allocation of resources to receiving schools to support those young people with additional needs.
Issue Raised	If the school closes, pupils should be given new uniforms.
Council Response	This point is accepted and it is proposed that, should the decision be taken to close Castlebrae Community High School, the parents of any pupils who, as a consequence, require to move to a new school in August 2013 would be reimbursed for the cost of providing the elements of the uniform that need to be changed for their new school. The one-off cost of this has been estimated to be £10,000.
Issue Raised	There is available money to replace Castlebrae High School due to the delay in building in Portobello High School.
Council Response	Although there has been a delay in building the new Portobello High School the project will continue to go ahead and will continue to need its budget. Accordingly there is no money available from this source.
Issue Raised	Insufficient financial information to judge if saving money is a prime motivation.
Council Response	Saving money is not, and never has been, a prime motivation for the proposal to close the school. Whilst financial savings would be generated; the prime motivation remains the very poor educational outcomes which pupils continue to experience as a result of the unsustainably low school roll.

2.2.13 Pupils' Transition Concerns

Issue Raised	Losing touch with school friends and having to make new friends in a new school environment.
Council Response	We recognise that transition can be difficult however we are experienced in transition. Each year around 3,000 young people transfer from primary to secondary schools, not all to their catchment secondary school. The receiving schools will ensure that pupils have friends in classes and will plan activities to help Castlebrae pupils make new friends.
Issue Raised	That their education would be disrupted, including having to catch up with other pupils, not getting the same choice of subjects, their preparation for exams being affected.
Council Response	Careful planning will take place to ensure that there is continuity in learning. Information will be passed on each pupil from the teachers at Castlebrae to the teachers at the receiving schools therefore all teachers will be aware of the learning needs of their pupils. In a larger school, there is considerably more subject choice and we are committed to make sure that the vocational courses being offered at Castlebrae can be offered in other schools. Preparation for exams is very important and we would ensure by considering the needs of each individual pupil what, if any, additional support they might require.
Issue Raised	That they might be bullied, badly treated or branded in a negative way at a new school.
Council Response	We know that pupils will be concerned about how they will get along with their new fellow school pupils. We can assure pupils from Castlebrae that no school tolerates bullying, that any incident of bullying will be treated seriously and that much work will be done prior to August 2013 to ensure that pupils have visited their receiving school a few times, that they have met their fellow pupils and that they have the necessary support to make it a successful transition. Significant numbers of children from the existing catchment area already attend other schools.
Issue Raised	Concerns about losing their own teachers.
Council Response	Some of the teaching staff at Castlebrae will transfer to the receiving schools and therefore there will be some teachers which pupils will continue to know. New teachers will have all of the information about young peoples' learning needs in order to

	support them.
Issue Raised	Pupils at receiving schools were concerned about overcrowding and class sizes rising with a negative impact on learning.
Council Response	No receiving school is expected to take more pupils than it can accommodate. Class sizes won't rise because they are determined by a class size maximum of 20 for practical subjects and 30/33 for non-practical subjects. More pupils will mean more class sets rather than an increase in class sizes.

2.2.14 Changes to Liberton Catchment Area

No comments were made regarding the principle of the change of catchment area for Liberton High School; the change would have no effect on the school as the pupils from Prestonfield Primary School are already considered catchment pupils for Liberton.

Issue Raised	Liberton High School requested that the school would continue to be considered for new investment given the significant amount of funding the building requires for future maintenance.
Council Response	The Council is currently undertaking condition surveys of the entire school estate (other than PPP schools and those for which the replacement is currently underway) to allow an updated position to be evaluated in identifying priorities for investment on the basis of need across the estate. Liberton High School will be actively considered as part of this evaluation.

2.2.15 Process and Procedures

Issue Raised	The summary paper contains many half truths and misleading statistics. Castlebrae usually out performs WHEC and Craigroyston in terms of pupils moving onto positive destinations.
Council Response	The positive destination statistics which were published in 2011 and which, as the most up to date information available at the time, were used for the consultation report showed that WHEC and Craigroyston out-performed Castlebrae.
Issue Raised	The positive aspects of the school and its community wing have been ignored by the Council.
Council	It is recognised that Castlebrae has many positive aspects. We

Response	recognise the committed and hard working teaching staff, the levels of pastoral support and the range of vocational curriculum on offer.
Issue Raised	The consultation process has sought to portray the closure of Castlebrae High School as a foregone conclusion.
Council Response	This is not the case and was never the intention. The final decision of the Council on whether or not to close Castlebrae Community High School will not be taken until 14 March 2013.
Issue Raised	Too much consultation going on in Portobello at the same time.
Council Response	During the vast majority of the consultation period this was the only formal consultation process which was being undertaken in the Portobello area. The consultation process for the proposed Portobello Park Public Bill did not start until 3 December 2012 and ran until 31 January 2013; the period of overlap was only one week.
Issue Raised	Full consultation paper is too long.
Council Response	The full consultation paper extended to 52 pages and is required under the terms of the Schools (Consultation) (Scotland) Act 2010 which sets out some of the content which must be included in it such as the Educational Benefits Statement. For a proposal which is so complex and of such a sensitive nature it is a difficult balance to strike between providing sufficient information to explain the basis for the proposals and not over-complicating the matter. In light of the length of the full proposal paper, a much shorter summary paper was also produced which is included at Appendix 1.
Issue Raised	Equalities assessment undertaken late. An Impact Assessment should have been undertaken prior or in conjunction with the community/stakeholders.
Council Response	The report considered by the Education, Children and Families Committee on 9 October 2012 which sought permission to consult on the potential closure of Castlebrae Community High School made it clear that the closure of the school would impact on a number of areas which come under our equalities and rights impact assessment (ERIA) process. The gathering of information, consultation with the local community and monitoring of outcomes, which are essential parts of the

	<p>assessment process, formed an integral part of the overall consultation process. There was no requirement for the ERIA to be completed and included in the original report to the Education, Children and Families Committee.</p> <p>Preparation for the ERIA commenced on 1 October 2012 with identification of the areas where consultation was required. The groups which it was felt needed to be consulted were agreed over the following weeks and the particular issues needing to be addressed were considered. The assessment of impact on rights and equalities was integrated into the consultation process with staff, pupils and user groups. During the consultation period it was decided to widen the consultation to include other groups where an impact might be felt and an extensive range of consultation meetings was undertaken.</p> <p>The Equalities and Rights Impact Assessment is an on-going process used to inform elected members of the potential impact on rights and equalities of the proposed school closure. The outcome of this work in the form of an Equalities Impact Assessment Report is included at Appendix 7.</p>
Issue Raised	The Parents Forum should have had some involvement in the proposals prior to their publication and thereafter during the consultation.
Council Response	The purpose of the consultation process is to seek the views of those affected by the proposals. It is not the Council's normal practice to consult in advance of the approval to consult being sought with any of the consultees, statutory or otherwise. All parents (and the Chair of the Parent Council) were provided with details of the proposals and had the opportunity to participate in the consultation process through the four public meetings.
Issue Raised	Reservations about involvement of CLD and their neutrality.
Council Response	The Community Learning and Development (CLD) team approached the audit and consultation process relating to the Community Programme and additional provision in an unbiased and neutral way. As this area is within the scope of CLD it was considered both appropriate and necessary for that team to undertake this assessment. Should the decision be taken to close the school, the relocation of the programmes will be carried out in consultation with the tutors, staff and participants to venues which have the capacity to support them. Some of these will be CLD establishments. All Community Centres are

	managed in partnership between CLD and the Management Committee of the Charity that holds the centre lease. The management committees are made up of local people and the charities are registered with OSCR and are voluntary organisations in their own right.
Issue Raised	Involvement of pupils at Castlebrae was handled poorly.
Council Response	A very extensive consultation process was undertaken with pupils the results of which are detailed in Appendix 4. The aim of the consultation was to give every pupil currently attending Castlebrae Community High School the opportunity to discuss and express their views, as well as enabling pupils at other affected secondary schools to consider what the potential impacts would be on them and their schools. Pupils in P6 and 7 of the feeder primaries were also consulted. More than 400 pupils took part in face to face sessions and almost 1,100 pupils took part in the online surveys. The Council believes that the aim of the consultation was achieved.
Issue Raised	Consultation with users of the Family Centre was poorly handled.
Council Response	An audit was undertaken of the Community Programme and additional provision based in, or delivered from, Castlebrae Community High School. This also involved discussion with participants and service users. The details are included in Appendix 6. Following the initial stage of the review, a letter was submitted from Family Centre users raising some points of concern about the consultation process. As a result, the audit team met with the Family Centre users on 5 December 2012 and resolved these issues by re-issuing the questionnaire and providing copies of the original completed questionnaires to the participants. No questionnaires were returned.
Issue Raised	The Gypsy Travellers have not been approached.
Council Response	A meeting was held with representatives of the North Cairntow Gypsy/Traveller Community on 29 November 2012.
Issue Raised	Staff at Castlebrae High School questioned the accuracy/validity of some of the attainment and comparative data.
Council Response	This information is analysed nationally and used by Education Scotland.

2.3 Education Scotland

Legislative Context

- 2.3.1 The Schools (Consultation) (Scotland) Act 2010 requires that the authority refer the proposals to Education Scotland so that they may prepare a report on the educational aspects. In producing their report, which is included in Appendix 5, Education Scotland considered the proposals of the authority as set out in the consultation document and the verbal and written responses received during the consultation period.
- 2.3.2 HM Inspectors state they found that the proposal from The City of Edinburgh Council to close Castlebrae Community High School and transfer young people to Portobello High School sets out some educational benefits to those children and young people currently attending Castlebrae catchment area schools.
- 2.3.3 HM Inspectors state they specifically note that the council has set a challenging timeline to take forward the proposal for the closure, particularly in relation to transitions. They then state that, given the issues raised in their report, the Council now needs to provide further assurances and clarification in relation to these issues in order to be fully confident that the educational benefits outlined in the proposal will be realised. The key issues identified in the Education Scotland report summary relate to the continuity of curricular provision including vocational opportunities; the future planned work at Portobello High School including the move to a new build school; safe routes to schools and transition arrangements.

Response to Education Scotland

- 2.3.4 The Act requires that the Council's consultation report include 'a statement of the authority's response to Education Scotland's report'.
- 2.3.5 Most of the issues raised in the Education Scotland report were also raised by other respondents and the Council responses to these issues is incorporated in Section 2.2 of this report. However, there are several issues identified in the Education Scotland report which were not raised by other means and which require a response together with the key issues in the Education Scotland report summary which, although already covered to varying degrees elsewhere in this report, merit a full response.
- 2.3.6 The various issues, and the Council response to them, are set out below in the order in which they appear in the Education Scotland report with references quoted being to that report. The Council is confident that the issues identified have either already been addressed or that all required arrangements and plans are in place to ensure that any essential actions which are necessary to mitigate these issues will be taken timeously. As a consequence the Council remains confident that the educational benefits identified in the proposal will be fully realised.

2.3.7 Consultation with Primary School Parents

<p>Issue Raised</p>	<p>In paragraph 2.11 HM Inspectors make reference to parents of children attending Castleview Primary School having expressed the view that they had not been consulted fully on the proposal or on which school they would choose to send their child.</p>
<p>Council Response</p>	<p>As is required under the relevant legislation the summary consultation paper was sent to each of the associated High Schools and Primary Schools for distribution to staff and a copy of the summary consultation report was distributed to parents of pupils in these schools by Pupil Post. Each school also received several copies of the full consultation paper to ensure they were readily available for parents if requested (the summary paper highlighted these were available in schools as well as including a link to the report online). It should be noted that the Council did not simply give notice to affected parties as required by the relevant legislation; it provided each party with a comprehensive summary of the proposal to make information on the proposal more readily accessible. In the summary consultation paper parents were invited to attend one of the four public meetings and/or to submit a formal response to the consultation proposals by post or email.</p> <p>The Council has not engaged with parents to determine the school of choice for children in P7 in the affected primary schools as, at this point, this would be entirely inappropriate as no decision has been taken regarding the future of the school and to do so would be seen as being presumptive of an outcome.</p>

2.3.8 Educational benefits for Young People with Additional Needs

<p>Issue Raised</p>	<p>In paragraph 3.4 HM Inspectors express the view that the proposal does not make sufficiently clear the educational benefits in relation to attainment and achievement for those young people with identified additional needs.</p>
<p>Council Response</p>	<p>A detailed analysis has been undertaken for all young people within Castlebrae including those with additional needs. This was carried out by a consultant educational psychologist. The range of additional needs includes those young people with learning, social and emotional and physical needs.</p> <p>The Pastoral Transition Working Group which has been established comprises Pupil Support Depute Head Teachers</p>

from each of the schools (Castlebrae Community High School, Portobello High School and Holy Rood RC High School) together with the Quality Improvement Officer for Pupil Support. This group have considered the range of pastoral transition activities which will take place and also the support required for those young people with additional needs.

Additional Support Needs review meetings are in place in all schools for young people with additional needs and Pupil Support staff from the receiving schools will attend these meetings at Castlebrae Community High School for individual young people. Review meetings focus on progress and future planning. Future planning would include identifying the current level of need of the particular young person and ensuring that this provision and support is in place and that the curriculum is appropriate to meet their needs. Pupil Support staff in both Portobello High School and Holy Rood RC High School would ensure that information is shared with teachers of these pupils to ensure that their learning needs were met within a classroom context.

Where additional support is currently in place through learning assistant hours, these hours would be automatically transferred. Where a level of support is currently being offered at Castlebrae, this level of support would be delivered in either Portobello High School or Holy Rood RC High School and if there are further needs identified through the review meetings described above, additional support would be provided.

Without referencing individuals, the type of support which a young person with additional needs is offered includes: support from a learning assistant in class, extraction for aspects of learning e.g. literacy and numeracy, group work on aspects of personal and social development including behaviour, attendance within a learning base or a behaviour support base for part of their timetable, adjustments to the timetable to suit the needs of the learner and regular review meetings which involve parents and the learner and access to a range of services provided by partner organisations such as NHS, counselling, youth work, etc.

These types of support are in place in all of our schools and young people with additional needs are well supported by key staff who have a specific responsibility in this area. To further support pastoral transition, we propose to transfer Pupil Support staff from Castlebrae Community High School to either Portobello High School or Holy Rood RC High School should the

	<p>staff agree. In addition, we would support both Portobello High School and Holy Rood RC High School with an additional resource of an additional Depute Head Teacher/Pupil Support resource of a day a week from April to June 2013.</p> <p>We are confident that the level of pupil support offered to young people from Castlebrae Community High School will ensure effective pastoral transition and provide, throughout their education in these schools, a level of additional support which meets their needs.</p> <p>Full details of proposed pastoral transition arrangements are contained in Appendix 9.</p>
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2.3.9 Portobello High School Capacity

Issue Raised	<p>In paragraph 3.6 HM Inspectors make reference to the potential for the capacity of Portobello High School to be slightly exceeded for 2013/14 if all Castlebrae pupils were to transfer to Portobello High School. Concerns were also expressed at other points in the Education Scotland Report regarding pressure on the capacity of Portobello High School.</p>
Council Response	<p>The position regarding the projected combined roll at Portobello has changed significantly since the consultation paper was produced. The latest assessment is shown below which is based on the actual school rolls at both Portobello High School and Castlebrae Community High School as at 18 February 2013 to which an adjustment has been made, based on previous experience, for the expected fall off in pupil numbers between S4 to S5 and S5 to S6. This analysis assumes that the full S1 intake limit of Portobello High School of 260 will be utilised as this now appears more likely for August 2013 than the 237 which has been shown as an assumption in the consultation report.</p> <p>The latest projections show a potential combined school roll of 1,417 if the entire projected roll from Castlebrae Community High School sought places at Portobello High School. However, not all pupils from Castlebrae will choose Portobello High School. Even if the capacity was marginally exceeded this is not considered to be an issue and would be entirely manageable. An excess of 17 pupils represents just 1.2% of the capacity of the school and it has previously operated very effectively with a roll which is considerably higher than this.</p>

	S1	S2	S3	S4	S5	S6	Total
Projected Portobello Roll at August 2013		211	231	245	214	141	1,042
Projected Castlebrae Roll at August 2013		17	28	35	29	6	115
Maximum combined S1 intake August 2013	260						260
Projected Combined Roll at August 2013	260	228	259	280	243	147	1,417

2.3.10 Prioritisation Criteria

Issue Raised	<p>In paragraph 3.6 HM Inspectors state that in the meetings with them, parents expressed a lack of understanding and clarity surrounding the prioritisation criteria. They then suggest that in taking this proposal forward, the council may wish to provide further assurance and clarification on this aspect with families and children within the Castlebrae Community High School and Portobello High School catchment areas.</p>
Council Response	<p>Should the decision be taken to close Castlebrae Community High School, the Children and Families Department would work with the school to try to accommodate all of the Castlebrae pupils living in the enlarged Portobello High School catchment area who wish to attend the school. However, if in any year there is not enough space in Portobello High School to accommodate all requests from pupils within the revised catchment area then places at Portobello High School would be allocated in the following order of priority:</p> <ol style="list-style-type: none"> 1 Exceptional cases; then 2 Pupils with siblings in the school; and then 3 Pupils without siblings in the school on the basis of the shortest safest walking distance from home to school. <p>Any remaining pupils who could not be accommodated at Portobello High School would be given priority access to any other non-denominational secondary school in the city.</p> <p>The prioritisation process set out above, and which was included in both the full and summary consultation reports, is consistent with that applied in all areas of the city with the exception of the priority access to other non-denominational secondary school in the city which would be given to any remaining pupils who could not be accommodated at Portobello High School.</p>

2.3.11 Call-in Procedure

<p>Issue Raised</p>	<p>In paragraph 3.8 HM Inspectors state that Scottish Ministers have the right to call-in decisions to close schools. They then state that the current timeline for this proposal is challenging and suggest that the Council will need to give due consideration to the possible impact of this process on the Council's plans and on the young people concerned, were the call-in process to take place.</p>
<p>Council Response</p>	<p>The Council is aware of the right of Scottish Ministers to call-in the proposals the process being detailed in Section 2.10.</p> <p>Should Council take a decision on 14 March 2013 to close Castlebrae Community High School the six week potential call in period would conclude on 25 April 2013. In order to ensure that the transition process was started as soon as possible, letters would be sent to parents following any Council decision on 14 March 2013 to close the school asking them to indicate which school they wish their child to be educated at. The letter would acknowledge that there is still the possibility that the Scottish Government could call-in the decision however in the best interests of young people, we require to have information regarding parental choice of school as soon as possible after the decision is made in order to allow individual transition arrangements to be progressed. We believe that this is enough time, given the small numbers of pupils, for both pastoral and curricular transition to be undertaken effectively, particularly so given the preparatory transition work already well underway.</p> <p>Should Scottish Ministers decide to call in any decision to close Castlebrae Community High School the Council would be unable to proceed until such time as Scottish Ministers issued their decision. No timescale is set out within the Act for a determination by Scottish Ministers if the Council decision is called in which makes it impossible to determine the impact on the process as the length of any delay could not be determined or predicted. In reality, if the decision was made to call-in the proposals it would be highly unlikely that any proposal would be capable of being implemented in July 2013.</p>

2.3.12 Community Programme and Facilities

<p>Issue Raised</p>	<p>In paragraph 3.9 HM Inspectors state that Castlebrae Community High School is currently used for a range of community programmes and facilities. They then suggest that</p>
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	<p>the Council needs to give further consideration and clear reassurance to users as to how it will re-provide the community programme and facilities within the local community. They finally suggest that further consideration needs to be given to the impact of the loss of, for example, the free gym and crèche facilities on children and adults well-being, particularly within an area of significant deprivation. In the report summary at paragraph 4.5 it is then suggested that the Council also needs to continue to engage with the wider community with regard to the re-provision of the community programme and facilities.</p>
Council Response	<p>An extensive audit of community use and other services within the existing Castlebrae Community High School has been undertaken and recommendations made regarding the relocation of these services following consultation with school staff, participants and users. The results are detailed in Appendix 6. The existing service provision and the proposed relocation or alternative provision of these services should the school be closed is summarised in Section 2.4 of this report.</p> <p>Should the decision be made to close Castlebrae Community High School the Council will continue to work with key community organisations in Craigmillar on the relocation and future development of the community programme.</p>

2.3.13 Continuity of Curricular Provision

Issue Raised	<p>In paragraph 4.1 HM Inspectors suggest the proposal may have a detrimental impact on the education of young people if the Council does not address aspects of transition relating to the curriculum, meetings learner's needs and positive destinations. In particular, ensuring young people in S3 receive their entitlement to a broad general education, those in S4/5 who may exit education rather than start a new school, and those with particular additional support needs who currently receive extensive one to one support.</p>
Council Response	<p>Considerable work has been carried out to ensure that there will be effective curricular transition. This includes an analysis of the current provision in Castlebrae Community High School, in Portobello High School as the proposed receiving school and Holy Rood RC High School as the current denominational school for the Castlebrae catchment area.</p> <p>In both Portobello High School and Holy Rood RC High School there is a broader range of provision particularly in S3-S6. An</p>

	<p>audit of vocational provision currently delivered at Castlebrae Community High School has been undertaken and arrangements are in place for similar vocational provision to be made available at Portobello. Most of this provision will be offered within Portobello High School with two courses, automotive and construction, offered within College. Transport will be provided to and from College and a member of staff will accompany pupils involved in these courses.</p> <p>Currently pupils in S1 and S3 at Castlebrae Community High School study German. This is not currently offered at Portobello High School however arrangements have been made to ensure that this will be able to be delivered by existing Modern Languages staff who are qualified to teach German.</p> <p>A range of partners currently work with staff at Castlebrae to enhance aspects of personal and social development. An audit has been carried out and most of this provision is also currently offered at Portobello High School. Where this is not the case, partners have agreed that they would transfer their provision supporting personal and social development to Portobello High School.</p> <p>Full details of curriculum transition and provision are contained in Appendix 9.</p>
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2.3.14 Vocational Provision

Issue Raised	<p>In paragraph 4.1 HM Inspectors suggest the Council needs to set out more clearly how it intends to deliver the vocational opportunities, at the same level of provision currently available to young people at Castlebrae Community High School, within the receiving schools. They advise this includes consultation with the range of partners who currently support such opportunities. They then suggest the Council needs to provide greater clarity about how it intends to minimise or avoid any adverse effects that may arise from this proposal.</p>
Council Response	<p>Analysis of the vocational curriculum at Castlebrae against the vocational curriculum at Portobello High School shows that we are able to offer similar vocational experiences to those offered at Castlebrae.</p> <p>All of the vocational curriculum is able to be offered within Portobello High School either on site or through College provision. Hairdressing, digital media, hospitality, retail and creative industries are able to be delivered within Portobello</p>

	<p>High School while automotive and construction will be delivered through Edinburgh College. Pupils will be transported to College as is the normal practice for pupils from Portobello High School currently following construction courses and will be accompanied by a member of staff. This approach strengthens the identity of pupils with their new school and demonstrates our commitment to continue the delivery of vocational provision.</p> <p>Delivery of some provision by Edinburgh College is common across all of our schools for pupils in S4-S6. We are working closely with the new Edinburgh College's senior management team to deliver the senior phase of Curriculum for Excellence S4-S6 and in particular to deliver an increase in vocational curriculum provision for all of our S4-S6 learners. This will be focused on auditing the total vocational resources across each of the colleges and all of our secondary schools within three geographical areas across the city. Following this audit, a strategic plan will be developed to ensure that across all of our schools, learners have equity of access to vocational provision.</p>
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2.3.15 Portobello High School Building

Issue Raised	<p>In paragraph 4.2 HM Inspectors state the Council acknowledges publicly that Portobello High School requires renovation work to keep it operational and fit for purpose. They then suggest that in taking forward the proposal, the council should seek to assure families of those children and young people currently attending Castlebrae catchment area schools that future planned work at Portobello High School, including the move to a new build school, will not disrupt their children's education.</p>
Council Response	<p>The Council has already acknowledged that works are required to Portobello High School to keep it fully operational until a new school can be built and these works will be progressed regardless of any decision to close Castlebrae Community High School. As is the case for works undertaken to any schools, in determining how and when to undertake such works the emphasis will very much be on minimising any disruption and/or inconvenience to the school and its pupils and teaching staff.</p> <p>Regarding the move to a new build school at a future point; the Council has considerable experience of decanting pupils from one building to another with very little impact on the day to day operations of the school, let alone any disruption the pupil's education.</p>

	<p>The Council has not, at any point, stated that an aspect of the educational benefits for the proposal would be based on a future new school build for Portobello High School. However, rather than being a potential disruption to education, the converse would apply and it would represent a significant benefit. Moving to a brand new, state of the art school which has been designed around the principles of Curriculum for Excellence would undoubtedly be of significant benefit.</p> <p>When a new Portobello High School would be delivered is not yet determined and is dependent on the option which the Council eventually progresses, the preference continuing to be to build on Portobello Park. Of the three options identified, the anticipated timescales for completion are as follows showing the maximum numbers of pupils at Castlebrae who, if they did choose to move to Portobello, would have to move to a new building at the estimated point of completion. The pupil numbers have been adjusted for the anticipated fall-off between S4/S5 and S5/S6. It is important to note that these numbers are based on an assumption that all pupils from Castlebrae will transfer to Portobello High School which we believe will not be the case.</p>
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Site Option	Anticipated Completion Date	August 2013 year stages remaining	Pupils as at August 2013 remaining
Portobello Park	January 2016	S2 to S4	42
Baileyfield	August 2017	S3 and S4	17
Existing Site	August 2019	None	None

2.3.16 Safe Routes to School

Issue Raised	In paragraph 4.3 HM Inspectors suggest that the concerns raised by young people and parents about the travel route to Portobello High School require further consideration. They then suggest the Council now needs to provide young people and their parents with information on how it will ensure young people's safety and that, in doing so, they should consider carrying out a full risk assessment of the walking routes and possible alternatives.
Council Response	In light of the concerns which were expressed during the consultation period, a full assessment has already been undertaken of the potential walking routes between the Castlebrae catchment area and Portobello High School. The details of this assessment and the conclusions reached as a

	<p>result are set out in section 2.6 of this report.</p> <p>Based on the site inspections and evaluation all four routes which were identified are considered to provide safe walking routes to Portobello High School from the Craigmillar and Newcraighall areas.</p> <p>The majority of the housing in the Craigmillar area is located less than two miles from Portobello High School. Whilst this distance is within the qualifying distance of three miles and no safety issues regarding any routes have been identified which would otherwise necessitate the provision of free home to school transport, the circumstances here are unique. This is an area of obvious concern to both parents and their children and was also identified as an issue for consideration from the Equality and Rights Impact Assessment.</p> <p>In recognition of the issues and concerns identified it is proposed that free home to school transport would be provided, regardless of distance from their home to the school, to all pupils who were on the Castlebrae Community High School roll at the start of the 2012/13 school year whose denominational catchment school would change to be Portobello High School and who have already chosen, or if a decision is made to close the school choose, to attend Portobello High School. This principle would also apply to any future pupils from the existing Castlebrae catchment area whose denominational catchment school would change to be Portobello High School and who choose to attend Portobello High School in any future year until a new secondary school in Craigmillar is built.</p>
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2.3.17 Transition Arrangements

Issue Raised	<p>In paragraph 4.4 HM Inspectors suggest the Council now needs to set out sufficiently clearly the arrangements for supporting young people at Castlebrae Community High School to make a positive transition to Portobello High School. They then suggest that the Council needs to ensure that the necessary transitional arrangements are clearly planned and implemented in good time for young people to be well supported in their learning and wellbeing during the time of transition. They further suggest that in taking forward the proposal, the Council needs to ensure that it provides sufficient time for clear communication with parents, staff and young people to alleviate some of their concerns and ensure effective transitions for young people to Portobello High School. They conclude by stating that whatever course of</p>
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	<p>action the Council chooses to take, it needs to continue to consult with parents, staff and children and young people at the schools directly affected by this proposal.</p>
<p>Council Response</p>	<p>The Council very much understands the importance of ensuring that the necessary transitional arrangements are clearly planned and implemented in good time for young people to be well supported in their learning and wellbeing during the time of transition.</p> <p>In the educational benefits section of both our consultation report and in the presentation given at the four public meetings, the Council covered aspects of transition however to go into too much detail before now might have been considered to be insensitive and suggested a presumption regarding a particular outcome.</p> <p>There has already been considerable planning for both pastoral and curriculum transition which is explained in detail in Appendix 9 which also sets out the process and timescales for consultation, communication and engagement with all parties who would be affected by this proposal.</p>

2.4 Community Use

- 2.4.1 Apart from their educational function, schools can provide a focus for the local community and this is a factor when considering proposals for closure. This is particularly relevant for Castlebrae Community High School which is one of eight such community schools within the city for which they receive additional funding to facilitate the provision of community related services.
- 2.4.2 In preparing the original report to the Education, Children and Families Committee seeking approval to consult on closure, officers collated information about the current community programme from the published programme and the school website but did not engage directly with school based staff or participants in the community programme as this was considered inappropriate prior to any decision by Committee to proceed with any consultation.
- 2.4.3 It was concluded, on the basis of an initial analysis, that current activities could be relocated to other facilities in Craigmillar but it was recognised that the information gathered needed to be supplemented by a more detailed analysis of the community activities.
- 2.4.4 Committee was advised that, should the proposal to consult on the closure of the school be approved; this area would be assessed fully in consultation with the appropriate staff and other relevant parties and would also form part of the intended consultation process with the school and local community to determine

what existing services should be re-provided and how that would be best achieved.

2.4.5 An extensive audit of community use and other services within the existing Castlebrae Community High School has now been undertaken and recommendations made regarding the relocation of these services following consultation with school staff, participants and users. The results are detailed in Appendix 6. The existing service provision and the proposed relocation or alternative provision of these services should the school be closed is summarised as follows:

Service	Relocation or Alternative Provision Proposals
Family Centre	Castleview Community Centre
3G Pitch	Castleview Community Centre
Fitness Suite	Membership to Thistle Foundation
ESOL Beginners	Castleview Community Centre
ESOL Intermediate	Castleview Community Centre
Hairdressing Intermediate 2	Portobello High School
Cooking (Morning)	Portobello or Holy Rood RC High School
Cooking (Evening)	Portobello or Holy Rood RC High School
Spanish	Castleview Community Centre
Computing	Castleview Community Centre
Fighting Fit	Early Years Centre/Castleview Community Centre/Whitehouse
Art	Whitehouse/Arts Centre
Instrument Making	Broughton High School
Woodwork	Duncan Place Resource Centre/Portobello or Holy Rood RC High School.
Gym Hall	Only two lets per week in the last term; gym hall available in Castleview Community Centre
Craigmillar Books for Babies	New East Neighbourhood Office or CLD Office Castleview Primary School
Active Schools Co-ordinator	There is no requirement to relocate this programme. All schools have an Active School Coordinator therefore pupils will be able to access a similar extra-curricular and holiday programme in their receiving school.

2.4.6 The additional annual revenue costs associated with delivering the above are estimated to be £77,000 comprising mainly the staffing costs for the Family Centre provision and also tutor costs for the adult classes.

- 2.4.7 The one-off capital costs associated with delivering the above are estimated to be £83,000 comprising mainly the costs of works required to install security fencing around the 3G pitch; undertake internal works to the community centre changing areas, provide a new power supply for the 3G pitch and meet Care Inspectorate Standards.
- 2.4.8 Should the decision be made to close Castlebrae Community High School the Council will continue to work with key community organisations in Craigmillar on the relocation and future development of the community programme, in particular Craigmillar Alliance Trust (CAT) who recently took over the lease of the Whitehouse and have applied for the lease of the old Craigmillar Library. It is hoped this engagement will assist the CAT Trustees in their aspirations for the development of their properties.

2.5 Investment Proposals

- 2.5.1 On 9 October 2012, when approving the proposal to consult on the proposed closure, the Education, Children and Families Committee instructed that consideration be given to using any revenue cost savings that would arise as a result of the proposed closure for investment in Craigmillar and the pupils of Castlebrae Community High School.
- 2.5.2 It is recommended that should the school close, approximately £120,000 of the revenue cost savings should be made available each year for a minimum of three years as an investment in other areas as follows:

Supporting Castlebrae pupils in their transition

- (i) £20,000 should be allocated to provide additional provision for Castlebrae pupils in their new receiving schools before-school, during school breaks and after school time. Sessional staff would use existing school resources such as computer rooms or art studios to put on programmes of activity. They would be line managed by the current Youth Worker in Schools in both Portobello and Holy Rood RC High Schools. These staff would prioritise engagement with former pupils of Castlebrae Community High School in each school campus, addressing emerging needs, providing a supportive adult role and creating provision that facilitates positive change.
- (ii) £40,000 should be allocated to extend the current Castlebrae Youth Work contract to provide continued support to the secondary aged pupils and other young people in the Craigmillar area. The creation of this post would provide a community/school link and home/school partnership. The post would meet with pupils' parents, deliver the senior phase of Curriculum of Excellence, in partnership with other providers, deliver the positive destinations agenda and provide community based support for young people residing in Craigmillar. They would be one of the key link workers to other key staff in the area such as Education Welfare Officers and Social Workers.

Supporting Primary Schools associated with Castlebrae

Primary Schools associated with Castlebrae currently benefit from involvement in a range of programmes to support the emotional development of children and young people.

- All four Castlebrae primary schools have been trained in the 'Growing Confidence' programme.
- All four schools are involved in delivering the 'Growing Confident Kids' programme which is a P1-P7 programme developing emotional literacy.
- Schools within the Castlebrae cluster are also involved in the 'Roots for Empathy' programme which aims to reduce bullying and aggression in children. This is funded and delivered by Action for Children.
- Staff in Castlevue and Newcraighall primary schools are trained in 'Seasons for Growth' which deals with loss, bereavement and family breakdown allowing staff work with groups of young people affected.
- Place2Be is delivered in Niddrie Mill and St Francis. This is a counselling service jointly funded by the school, council and NHS.
- Castlevue is registered with UNICEF to become a Rights Respecting Schools, embedding young peoples' rights within the school ethos and culture.

The following is proposed additional investment to support the Castlebrae cluster primary schools.

- (i) £40,000 should be allocated to appoint a family/community worker to work with the cluster primary schools providing a resource to develop stronger work with parents in supporting their child's learning.
- (ii) £20,000 should be allocated to ensure Place2Be is offered across all of the Castlebrae Cluster primary schools.
- (iii) Within existing resources we expect to see an improved service delivery for vulnerable children through the establishment of a Children Services Management Group. An officer within this group will have a lead responsibility for Getting it Right for Every Child. This individual will establish an effective multi-agency team of practitioners who support children in the school cluster (Team around the Cluster or 'TATC'). This additional support will result in improved collaboration and the ability to respond to both individual need and the needs of groups of children and their families.

2.6 Safe Routes to School

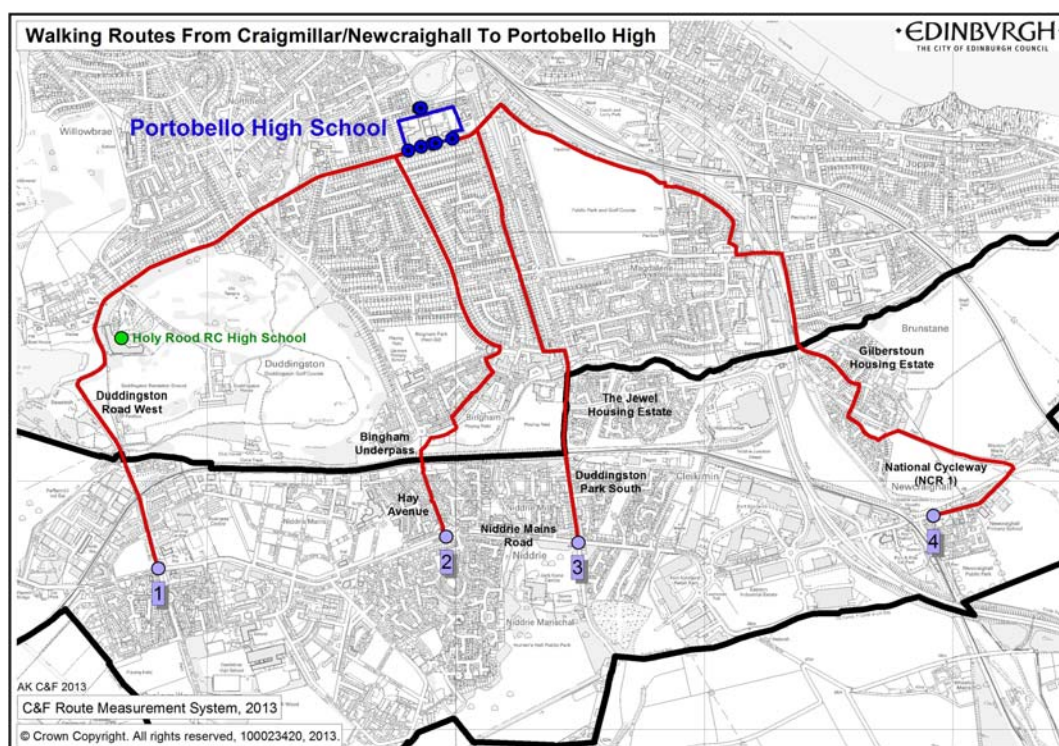
2.6.1 An assessment has been undertaken of the potential walking routes between the Castlebrae catchment area and Portobello High School. Taking account of

the geography and the existing roads and footpaths that serve the area between the Castlebrae catchment area and the Portobello High School catchment area, four main pedestrian routes were identified that it would be expected pupils would use. The four routes are as follows.

Route	Detail
1	From Craigmillar via Duddingston West and Holy Rood RCHS
2	From Craigmillar/Niddrie via Bingham underpass
3	From Niddrie via Duddingston Park South
4	From Newcraighall via National Cycleway (NCR1) and Gilberstoun

2.6.2 It is expected that pupils on the west side of the Castlebrae catchment would use routes 1 and 2; from the centre of the catchment that they would use routes 2 and 3 and from the east side of the catchment that they would use route 4. The following table shows the distance of each route to Portobello High School and the estimated walking time based on average speed of 3 mph. Walking times would be greater for those pupils that live in housing developments south of Niddrie Mains Road.

Route	Distance (metres)	Distance (miles)	Estimated Walking Time
1	2,618m	1.6 miles	33 mins
2	1,970m	1.2 miles	24 mins
3	1,912m	1.2 miles	24 mins
4	3,625m	2.3 miles	45 mins



2.6.3 In evaluating each route the starting point was taken as the crossing of Niddrie Mains Road/Newcraighall Road which is the main road that runs through Craigmillar and then onto Newcraighall. The end point of the route evaluation is

where the footpaths connect with the Portobello High School catchment area and on to the routes that existing catchment pupils will be using when walking to Portobello High School.

- 2.6.4 The routes were assessed through a site visit on 3 January 2013 by three officers from the Council including representatives from the Council Health and Safety Team, Road Safety Team and Children and Families. The evaluation was mainly based on the risk posed by vehicular traffic although where a potential route option crosses an area of derelict land this has been a factor in its exclusion from being recommended as a safer route. Also, for a route to be recommended as being a safer route, the footpath had to be lit and surfaced. As the survey was conducted in daylight, only those lights that were damaged/vandalism could be identified and this appeared to be a greater problem in those areas furthest from residential areas.
- 2.6.5 Within each of the options there were variations that pupils may decide to take. However, for the purposes of route evaluation only a single safer route was identified for each of the options and this is the recommended safer route. For the most part, the safer route is the expected route that pupils would take to reach Portobello High School.
- 2.6.6 In terms of taking short cuts, on route 1 pupils may decide to go through an unlit and unsurfaced path alongside Cavalry Park instead of following the roadside footpath and there is evidence by way of an informal path that pupils are already taking this option to reach Holy Rood RC High School from Craigmillar. On route 4, pupils may decide to take a short cut over the disused railway from Newcraighall village to connect with the National Cycleway path thereby avoiding the walk along Newcraighall Road. Although shorter, the route is only part surfaced and is unlit and is not a recommended route.
- 2.6.7 Based on the site inspections and evaluation, the four routes are considered to provide safe walking routes to Portobello High School from the Craigmillar and Newcraighall areas. It is not proposed that additional works are required to the assessed routes, but the footpath lights will need to be working particularly along the National Cycleway where it passes through an area of countryside. Should the proposal to close the school be approved the necessity to ensure that the lights along the identified routes were operational would be stressed to the relevant departments.
- 2.6.8 The results of the assessment undertaken were shared with Lothian and Borders Police for comment. In response, they advised that they could see no concerns from a Police point of view, other than the obvious additional road safety issues encountered by travelling greater distances and crossing more major arterial routes. The pupils would not be crossing any of the ASB (anti social behaviour) hotspots, street crime is not currently a major issue and there is nothing to suggest that this should concern them. They did advise that, as

with everything, however, they will need to be alive to the possibility of emerging trends.

- 2.6.9 The majority of the housing in the Craigmillar area is located less than two miles from Portobello High School. Whilst this distance is within the qualifying distance of three miles and no safety issues regarding any routes have been identified which would otherwise necessitate the provision of free home to school transport, the circumstances here are unique. This is an area of obvious concern to both parents and their children and was also identified as an issue for consideration from the Equality and Rights Impact Assessment.
- 2.6.10 In recognition of the issues and concerns identified it is proposed that free home to school transport would be provided, regardless of distance from their home to the school, to all pupils who were on the Castlebrae Community High School roll at the start of the 2012/13 school year whose denominational catchment school would change to be Portobello High School and who have already chosen, or if a decision is made to close the school choose, to attend Portobello High School. This principle would also apply to any future pupils from the existing Castlebrae catchment area whose denominational catchment school would change to be Portobello High School and who choose to attend Portobello High School in any future year until a new secondary school in Craigmillar is built.
- 2.6.11 For secondary school pupils in receipt of free home to school transport, this is ordinarily met through the provision of a bus pass allowing pupils to use existing Lothian Bus routes to get to school. The annual cost of a bus pass is currently £237 for a child aged between 5 and 15 and £342 for a child aged 16 or over. Obviously the numbers of pupils involved; their age and the associated costs will be dependent on the number of pupils who choose Portobello High School as their new school. An approximate annual recurring cost of £50,000 has been assumed.

2.7 Existing Castlebrae Community High School Buildings

- 2.7.1 Should the closure of the school proceed, the existing school site would become surplus. Alternative ways have been identified to re-provide the existing community and other services which currently operate from the school and no alternative use for the building has been identified. It is therefore recommended that the building would be demolished as soon as possible following closure allowing current property related costs such as rates to cease and any potential new costs which may be required (were the buildings to remain) such as security to be avoided.
- 2.7.2 Under the existing agreement between the Council and PARC Craigmillar Ltd, if the Council was to declare the land surplus PARC have the option to draw down the land for development. In drawing down the land in this way, responsibility for the existing building and its demolition would also transfer to

PARC. Discussions with PARC have identified that the option to draw down the land would not be exercised at this point which leaves the land in Council ownership. It is, however, acknowledged that the future use of this land and when it should be developed requires to be considered as part of the forthcoming master planning process for the Craigmillar area. The existing site is currently already identified for housing development whenever it became available.

- 2.7.3 Once a conclusion is reached regarding the future use of the existing site the outcome will be taken back to Council for consideration as necessary however, in the interim, it is recommended that the site be declared surplus and that any ultimate disposal proceeds which would arise in the event that the disposal of the site is progressed directly by the Council be ring-fenced towards the cost of delivering a new secondary school in Craigmillar. Responsibility for the costs of demolition which have been estimated by Property Services to be £551,000 will fall to the Council. It is recommended that these are funded through prudential borrowing over a five year period at an estimated annual cost of £130,000.
- 2.7.4 Should the decision be taken to close Castlebrae Community High School, the necessary permissions required to demolish the existing buildings will be progressed to ensure that this can be actioned at the earliest opportunity. Property Services have advised that the lead time between a decision being taken and demolition commencing could be between six and twelve months allowing for the necessary permissions to be secured and a contractor appointed. During this period, there will be the necessity to ensure that appropriate security measures in place, including secure steel shuttering of the building, and this will entail some further property costs continuing. It has been assumed that, should a decision be taken to close the school and that decision could then be enacted in April, the demolition could commence at the start of the 2014/15 financial year. The ongoing security and other costs which would arise in 2013/14 have been estimated to be £115,000.

2.8 A Future New Secondary School in Craigmillar

Background

- 2.8.1 The need for top quality educational and learning opportunities through the delivery of a new high school has, for many years, been seen as being central to the regeneration of the Craigmillar area of the city. Whilst new homes can be built in the area; education and learning has always been seen as the driving force behind creating a sustainable, long-lasting and vibrant local community.
- 2.8.2 A new school was originally intended to form an important part of the redeveloped Craigmillar town centre, and be based at a new site off Niddrie Mains Road. Together with the proposed public library and new sports facilities, it was to be at the very heart of the regeneration of the Craigmillar area, serving a wide range of needs for the entire community. As well as

providing a first class educational facility, the school and library were also seen as being of major benefit for the wider community, providing opportunities for education, recreation and entertainment in the evenings and the weekends.

- 2.8.3 The proposed new facilities would have seen the replacement of the existing Castlebrae Community High School. The delivery of the new school and related facilities was originally identified as one of the community benefits that PARC was to deliver with the investment requirements being fully met by PARC. A detailed design was also completed for the new school.
- 2.8.4 Part of the rationale for providing a new secondary school was the provision of places for pupils generated from the new housing anticipated throughout the Craigmillar area. The timescales for any investment in the school require to be related to the numbers of new houses being developed in the area.
- 2.8.5 At present, the delivery of new housing has slowed but with some signs of resurgence. Longer term, over 2,500 new houses are still proposed for development in the Castlebrae catchment area by PARC and via private housing developer on land at Greendykes. This could, once completed, result in the catchment population increasing from 753 pupils (as at the start of the 2012/13 school year) to over 1,000 pupils. However, given the status of the current housing market it is difficult to determine when these houses will be delivered.
- 2.8.6 Using the latest projections available for housing completions and applying established pupil to house ratios that are applied city-wide and taking account of average pupil generation, it is estimated that the Castlebrae Community High School catchment area secondary pupil population could increase by around 125 pupils by 2020. This depends on the predicted new development taking place and assumes a greater provision of houses rather than flats. If private development is slower then pupil generation is likely to be lower, but if private development takes off then pupil generation would probably be higher.
- 2.8.7 The new Craigmillar Library was incorporated into the new East Neighbourhood Office situated at the heart of the new Craigmillar Town Centre. This will serve the local neighbourhood in purpose-built accommodation replacing a number of old premises that are no longer fit for purpose. As well as bringing staff together from several Council departments and partner agencies, the building provides a new community space, with a large modern library delivering a range of activities for all ages. The new hub supports the ongoing regeneration of Craigmillar and will be a key focal point.
- 2.8.8 With regard to planning, the previous master-plan for the regeneration of the area showed the school in a town centre location, although planning permission for the school design was never sought as the project was put on hold due to the economic down-turn. A statutory consultation exercise under the Education (Scotland) Act 1980 was conducted in 2002 which concluded that a site in the

town centre was the best location. The rationale for the relocation of the school was to give it a more prominent location in Craigmillar to endeavour to make it a more popular choice for its catchment population and for it to be a significant contributor to the town centre.

- 2.8.9 PARC has advised they are currently considering the future direction for the regeneration of the Craigmillar town centre and that a new community high school remains a critical part of their master plan for the Craigmillar town centre. PARC is currently reviewing the bids of potential development partners to deliver the new town centre, and an announcement will be made on the preferred partner in early 2013.
- 2.8.10 The intended location for a new school will form an integral part of any proposals. Once a development partner is appointed, a new master plan will be progressed in conjunction with the planned review of the Craigmillar Urban Design Framework.
- 2.8.11 On 6 December 2012 the Planning Committee considered a report [Craigmillar Urban Design Framework Review: Options for public consultation](#) which provided an update on progress made in delivering key elements of the Craigmillar Urban Design Framework and set out options for further consultation with residents of Craigmillar and other interested stakeholders. The location of a new Community High School was identified as one of several matters requiring consideration.
- 2.8.12 The Planning Committee agreed that the options were to be discussed and refined through discussion with the Craigmillar and Portobello Neighbourhood Partnership and a public consultation strategy agreed, before embarking upon a formal consultation exercise. The programme would allow the results of the consultation exercise to be discussed by the Neighbourhood Partnership at the end of May 2013. A revised Urban Design Framework would then be presented to the Planning Committee at its meeting in August 2013; if circumstances allowed, the timescale could be shortened.
- 2.8.13 In the event that any change is proposed to the previously agreed and approved site for a new school, a new statutory consultation process under the Schools (Consultation) (Scotland) Act 2010 would require to be undertaken.

Timing for a New School

- 2.8.14 In assessing the proposed closure of Castlebrae Community High School, consideration has been given to projected future school rolls in the area and at what point the secondary school capacity which would remain in the area would be insufficient to accommodate demand. This is very complex and is dependent on a number of variables which are, by their nature, inherently difficult to predict with any degree of certainty including the schools to which Castlebrae Community High School pupils would actually transfer, the impact of

declining and then rising secondary rolls and new pupil generation from expected housing developments.

- 2.8.15 There would be a lead time of several years to initiate the project to deliver a new school in advance of when it was actually required. Whilst the necessity to initiate such a project is not expected to arise in the next few years; the projections will be kept under regular review. When it becomes necessary to initiate the project to deliver a new school the appropriate consultation will be undertaken with the community regarding the school capacity, catchment area, scope of services to be provided and transition arrangements.
- 2.8.16 There is currently expected to be sufficient spare capacity within the other secondary schools in the area to accommodate the closure of Castlebrae Community High School until approximately 2020.

Scope for New School and Cost of Delivery

- 2.8.17 The originally proposed new Craigmillar High School (and Community Library) was designed for a core roll of 600 with vocational accommodation for a further 100 learners. The building design had an expansion strategy to accommodate a further 200 if, and when, required to take the capacity to 900.
- 2.8.18 The total Gross Internal Floor Area for the original building was 12,928m² including provision for a community library and shared community facilities. The project was progressed to detailed design stage in November 2008 but planning permission was never sought as the project was put on hold. The cost of the project was previously estimated to be approximately £32m.
- 2.8.19 Since the original design for the new school was undertaken the space metrics which the Council applies to its new schools have been significantly reduced and the construction cost of new buildings has also reduced significantly although building regulations have also changed. Whilst the scope of the project will have to be re-considered nearer the intended start date and has already changed with the subsequent removal of the library; the following key assumptions have been used for the time being in forward planning:
- A capacity of 700 as before;
 - A space allocation of 13m² per pupil (the Scottish Futures Trust space allocation for a school of this capacity of 12m² subject to a slight uplift as considered potentially too low) producing a total learning space of 9,100m²; and
 - The original space allocation, excluding circulation, of 395m² for shared community facilities. The space originally assigned to the proposed library has been removed as that facility has already been built.
- 2.8.20 The total space for the new building would be 9,495m² to which a construction cost of £1,900/m² has been applied (as at Q2 2011) based on the Scottish

Futures Trust cost metric for new schools; this would include provision for delivery of a new sports pitch. An initial high-level assessment of the revised space allocation against anticipated needs has confirmed that, for the anticipated scope of the facility, an area of 9,495m² would be sensible and appropriate.

2.8.21 This produces a project cost before inflation of £18.041m. Based on an assumed required opening date of August 2020; applying construction inflation using the BCIS All-In Tender Price Index between the base date of Q2 2011 and the estimated mid-point of construction this increases the projected cost to £22.39m. The following points should be noted:

- The capacity of the school and what community facilities are located therein will require to be reviewed nearer to the time of the project starting.
- The projected cost is a broad approximation and should be taken as being very much indicative only. No site has, as yet, been identified for the new school and site specific factors and conditions *could* result in a higher cost.

2.8.22 An estimated profile of the total expenditure by financial year has been produced as shown in the table below.

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £'000
Cost	618	2,555	17,745	1,146	326	22,390

The following points should be noted regarding the projection above:

- This assumes the new school opens in August 2020 with the construction completion date assumed as June 2020 to allow a lead time in advance.
- The costs in 2021/22 relate to the construction retention which is assumed to be payable one year from the date of completion.
- The construction period would be an estimated 18 months preceded by a 15 month period for design development, planning and procurement which would mean an effective project start date of September 2017.
- The necessary education statutory consultation and design team procurement would be progressed prior to this date with September 2017 being the date when the design of the new school would start and from when spend would be incurred.

Council commitment to delivering a new school

2.8.23 At its meeting on 13 December 2012 Council approved an amendment which included an agreement that, amongst other things, the Council remains committed to building a new school in Craigmillar as part of the regeneration process and that this project be prioritised in the five year capital plan to be agreed in February 2013 as part of the budget process.

2.8.24 In accordance with the Council Decision, the estimated expenditure in 2017/18 of £618,000 was incorporated in the Council five year Capital Investment Programme to 2017/18 which was approved by Council on 7 February 2013 and represents a tangible commitment to the delivery of the new secondary school in Craigmillar.

2.8.25 There is a requirement to clarify how the remaining funding required to deliver the new school, estimated at £21.772m (based on the scope defined above and assuming no further site specific costs) would be met. The following *potential* sources of funding have been identified:

- Although the period covered by the recently approved Capital Investment Programme does not extend to 2018/19; in the previously agreed Council ten-year capital investment plan a total of £7m was assigned to Wave 3 schools in that year. With the inclusion in the latest capital budget of sufficient funding to deliver the final school in the Wave 3 programme, St Crispin's Special School, that programme is now completed and this funding could, if it remains available and with Council approval, be applied in future towards the new secondary school in Craigmillar.
- The vast majority of the projected expenditure for the new school arises in 2019/20, with further costs arising in the subsequent two years. This would allow provision to be made for this project as a priority in the future Council Capital Funding allocation for these years.
- A Section 75 agreement with Persimmon Homes exists for land at Greendykes which provides for up to £1.07m to be paid in four instalments based on housing completions 'to improve secondary school provision in South East Edinburgh'; this funding would be applied to the new school. By 2020 is expected that up to half of this may be available, with future contributions being applied retrospectively.
- Funding is expected as a contribution towards the new school from PARC which has confirmed that it is hoped that proceeds from the town centre development will contribute to the delivery of the new community high school. The extent of funding, which is expected to be significant, and when it can be provided, should be clarified within the next few months.
- It is proposed that any disposal proceeds which would arise in the event that the disposal of the existing school site is progressed directly by the Council be ring-fenced towards the cost of delivering a new secondary school in Craigmillar.

2.8.26 In planning the new school, consideration will be given to establishing the school as a centre of excellence in science in partnership with the bio-quarter thereby providing additional impetus to the regeneration of the area.

Regeneration of Craigmillar

- 2.8.27 Changed economic conditions have made regeneration across Scotland even more challenging and Craigmillar has not escaped the consequences of these changes. Notwithstanding this challenge the Council remains committed to the successful continued regeneration of Craigmillar. This work will be led by the Convener of the Economy Committee and the Director of Services for Communities has been asked to bring forward a re-energised plan for Craigmillar.
- 2.8.28 It is envisaged that this plan will be designed to deliver positive outcomes in terms of physical regeneration, educational attainment, social care and economic development. It will be developed and taken forward in partnership with all stakeholders, building on the “Total Neighbourhood” pilot which is already underway.
- 2.8.29 One of the key foundations for this plan is the Urban Design Framework which is currently the subject of consultation through the Planning Committee. This Framework aspires to:
- bring prosperity to the area in terms of jobs, security and the creation of a family-friendly environment
 - breathe new life into the community with schools, town centre, and other facilities alongside new housing;
 - keep the best of Craigmillar, making more of its potential in terms of people, and the cultural, historical and natural features; and
 - link Craigmillar into the rest of the city through visual and physical connections.
- 2.8.30 Despite the challenging economic circumstances, Craigmillar has seen progress in certain respects. For example, the new Neighbourhood Centre and Library opened in 2012, new housing has been delivered in areas such as the centre of Craigmillar, Niddrie Mains and Greendykes, and the Niddrie Burn River Restoration Project is nearing completion. But it is recognised that the pace of development needs to increase and this will be the focus of the regeneration plan for Craigmillar.

2.9 Conclusions

- 2.9.1 The Council has identified significant issues regarding educational outcomes for the pupils attending Castlebrae Community High School as a result of the very low roll which currently sits at 165, an occupancy rate of 28%, of which 17 are in S1.
- 2.9.2 Whilst the percentage of young people from the school moving into a positive destination showed a significant improvement increasing from 42% in 2010/11 (21 pupils out of 50) to 92.3% in 2011/12 (48 pupils out of 52); educational

outcomes continue to be poor. Attainment data is best assessed relative to other schools in Scotland which are considered to be similar in nature to Castlebrae Community High School of which there are 20. The full 2012 comparative data for all 21 schools (which is based on pre-appeal results) is only available for eight measures which are shown in the table below which shows the ranking out of the 21 schools of the attainment of S4 pupils at Castlebrae by the end of S4, S5 and S6. Educational outcomes for pupils at Castlebrae are, and have been consistently, significantly poorer than those for all, or the majority of, the 20 other schools.

Stage	Awards	2009	2010	2011	2012 (pre-appeal)
By end of S4	5+ @ level 3+	14th	17th	20th	21st
By end of S4	5+ @ level 4+	17th	20th	21st	21st
By end of S4	5+ @ level 5+	18th	20th	21st	21st
By end of S5	1+ @ level 6+	20th	20th	20th	21st
By end of S5	3+ @ level 6+	11th	13th	20th	20th
By end of S5	5+ @ level 6+	4th	5th	13th	19th
By end of S6	3+ @ level 6+	17th	17th	18th	21st
By end of S6	5+ @ level 6+	12th	17th	16th	21st

- 2.9.3 It is considered that the needs of young people in the Castlebrae catchment area can better be met at neighbouring schools and there is capacity at these schools to do so. This capacity is expected to be available until 2020; thereafter a new school will be required to serve the Craigmillar area and the Council has committed to this new school, proposing to incorporate the first required tranche of funding in the five year capital investment programme.
- 2.9.4 The Council has identified ways in which the community programme currently offered within the high school building can continue to be offered in the local Craigmillar area in other establishments. It has also identified ways in which to continue to provide the school's highly valued vocational programme currently offered to pupils by making provision in neighbouring schools or through Edinburgh College.
- 2.9.5 Pupils' understandable concerns about transferring to other schools will be addressed through a thorough transition programme. In addition, it is proposed to raise the ratio of pastoral care in Portobello High School to address this concern. There is a great deal of valuable information young people gave to the Council on their thoughts on this proposal to incorporate and respond to in the transition programme.
- 2.9.6 While there will be financial savings as a result of this proposal, it is proposed to reinvest some of these back into the Craigmillar community, in particular to

provide additional support for those children who would transfer to new schools and for young people in their earlier years as detailed in section 2.5.

2.9.7 After taking account of the representations made and the issues arising, the Director of Children and Families still considers that the case for closure substantially outweighs the objections made. However, the following recommendations have been made to vary the proposals in order to respond to issues which were identified during the consultation process as being of particular concern:

- 1 The parents of any pupils who, as a consequence, require to move to a new school in August 2013 would be reimbursed for the cost of providing the elements of the uniform that need to be changed for their new school.
- 2 Although there are considered to be no issues regarding the safety of the walking routes from the Castlebrae area to Portobello High School; it is accepted that the circumstances are unique and support will be provided for free home to school transport.

2.10 Next Steps

Scottish Ministers Call-In Powers

- 2.10.1 Should the Council approve the recommendation to close Castlebrae Community High School, the Council is required to refer the decision to Scottish Ministers to allow them the opportunity to call in the proposals if they so wish.
- 2.10.2 The Council must notify the Scottish Ministers of a closure decision within six working days (starting on and including the day on which the decision was made) and supply the Scottish Ministers with a copy of the proposal paper and of the consultation report.
- 2.10.3 Scottish Ministers have six weeks from the date of the closure decision being made by the Council in which to decide whether to issue a call-in notice to the authority. A call-in notice means that Scottish Ministers may either refuse to consent to the closure proposal or grant their consent for the implementation of the proposal unconditionally or subject to certain conditions.
- 2.10.4 A proposal will be called in by Scottish Ministers if they determine that the Council has either failed significantly to comply with the requirements of the Schools (Consultation) (Scotland) Act 2010 or has failed to “take proper account of a material consideration relevant to its decision to implement the proposal”.
- 2.10.5 In considering whether to call in the proposal, Scottish Ministers are to take account of representations made to them within the first three weeks of the six week call-in period. Any persons wishing to make representations to the Scottish Ministers that the decision should, or should not, be called in have

three weeks from the date of the Authority's decision to convey their representations to the Scottish Ministers.

- 2.10.6 The Council cannot proceed further with implementing the closure decision wholly or partly before the six week period has expired, unless the Scottish Ministers have given notice before the end of the period that they will not call the decision in.

Timescales

- 2.10.7 Should Council take a decision on 14 March 2013 to close Castlebrae Community High School the six week potential call-in period would conclude on 25 April 2013.
- 2.10.8 If Scottish Ministers did not call in the closure decision then the Council could then enact it. Castlebrae Community High School would cease to operate from the end of the 2012/13 session (July 2013). On return from the summer holidays pupils would attend their nominated catchment schools; or an alternative choice if a placing request has been accepted.
- 2.10.9 If the school was closed there would be ongoing liaison with staff, parents and pupils. The Children and Families Department would work very closely with the management teams and staff within Castlebrae Community High School and the receiving schools to ensure that the transition and integration process was as effective as possible and that any disruption to the pupils and families affected by the changes is minimised.
- 2.10.10 Should Scottish Ministers decide to call in any decision to close Castlebrae Community High School the Council would be unable to proceed until such time as Scottish Ministers issued their decision. No timescale is set out within the Act for a determination by Scottish Ministers if the Council decision is called in.

2.11 Financial Implications

Gross Revenue Cost Savings

- 2.11.1 Gross annual recurring revenue cost savings of an estimated £1.493m have been identified as arising as a result of the closure of Castlebrae Community High School the details of which are shown in the following table.

Gross Annual Revenue Savings	2012/13 Budget (£'000)	Recurring Savings (£'000)	Budget Transferred (£'000)
Teaching Staff	1,361	725	636
Non-Teaching Staff	348	203	145
Premises	121	121	-
Other Costs	48	25	23
Total Devolved School Budget	1,878	1,074	804
Rates	105	105	-
Cleaning	115	115	-
Grounds Maintenance	15	15	-
Total excluding community funding	2,113	1,309	804
Additional Community High School Funding	184	184	-
Overall Total	2,297	1,493	804

Notes:

1. The 2012/13 budget above is slightly higher than that included in the original Committee report and the consultation paper. School budgets are re-based after the first school term to incorporate a number of adjustments required.
2. The recurring savings shown above are lower than reflected in the original Committee report and the consultation paper; with the budget transferred being correspondingly higher.

2.11.2 In arriving at this position the following key assumptions have been made:

- No potential alternative use for the existing school buildings exists and they would be demolished as soon as possible following closure (estimated to start in April 2014) allowing current property related costs such as rates to cease and any potential new costs which may be required (were the buildings to remain) such as security to be avoided;
- It is conceivable that efficiencies could be achievable in the overall level of non-promoted teachers required if small numbers of pupils could be accommodated within existing class groups at other schools. Parents would have the opportunity to exercise their parental choice rights to choose a different school to that identified for their child subject to sufficient space being available at the intended school.
- It will be very important to ensure that the needs of pupils are fully met therefore it is assumed that the full budget for non-promoted teaching staff would transfer to the receiving schools. Once the distribution of pupils to schools is known with certainty the required level of additional teaching resource to fully meet their needs could, and would, be assessed.
- Any necessary budgets would transfer to the receiving secondary schools. In addition to the above noted provision for teaching costs; other related

costs such as consumables, provision for curricular travel, examination fees, etc. would also move. Existing positive action funding and specific resources allocated for learning support within the existing Castlebrae Community High School budget would be transferred.

- It is assumed that all staff affected by the proposals are re-deployed to either one of the receiving schools or elsewhere within the school estate.

Overall Revenue Cost Savings Position

2.11.3 There are, however, a number of ongoing costs which would require to be incurred as a result of the closure of the school which would reduce the level of recurring savings which would arise. There are also one-off costs which would be incurred during the first year of transition to new schools including the re-provision of community facilities and investment proposals which have been covered earlier in this report.

2.11.4 The net recurring full year savings would not be realised until 2014/15 from when they are estimated to be £1.116m with only part-year savings of £12,000 arising in the 2013/14 financial year as shown in the following table:

	Ref	2013/14 £'000	2014/15 £'000
Gross savings	2.11.1	801	1,493
Providing replacement school uniforms	2.2.12	(10)	-
Re-providing community facilities - revenue	2.4.6	(51)	(77)
Re-providing community facilities - capital	2.4.7	(83)	-
Investment proposals - revenue	2.5	(80)	(120)
Providing home to school transport	2.6.11	(50)	(50)
Demolition of existing school buildings	2.7.3	-	(130)
Security and other costs pending demolition	2.7.4	(115)	-
Legacy over-spends in school budgets (Note 1)	2.10.4	(400)	-
Net savings		12	1,116

Note 1

In 2011/12, with the approval of the Head of Service the school's staffing budget was overspent. In normal circumstances such overspends are managed down over a period agreed with the Head Teacher however it was not considered appropriate to reduce staffing levels while the school's future was under consideration. The position will therefore continue with the overspend estimated to be £400,000 by August 2013. Should the school be closed, this amount will have to be recovered from the savings associated with the closure.

Repairs and Maintenance Costs

- 2.11.5 It is estimated that a repairs and maintenance pressure of approximately £3.5m over the next five years would be avoided if the existing school buildings were not retained. This is not identified as a direct financial saving as no provision for such maintenance works is included in any existing Council capital investment programme budget.
- 2.11.6 The necessity for additional investment to be made to the existing Portobello High School to keep it fully operational until a new school is delivered has already been [reported](#) to Council on 22 November 2012 together with the additional costs estimated to be required to achieve this. These costs are required regardless of any decision to close Castlebrae Community High School and arrangements are being progressed to prioritise the works from future Asset Management Works budgets.

3. Recommendations

3.1 Council is recommended to:

- Approve that Castlebrae Community High School should close in July 2013;
- Note the statutory requirement to refer its decision to Scottish Ministers;
- Approve that the Portobello High School catchment area be extended to incorporate the Niddrie Mill, Newcraighall and Castlevie Primary School catchment areas together with the area of land shown in the map in Appendix 1 on page 94 on which there are no dwellings at present and for which there is currently no designated non-denominational secondary school catchment;
- Approve that Liberton High School becomes the sole non-denominational catchment secondary school for the Prestonfield Primary School catchment area;
- Approve that the existing Castlebrae Community High School pupils are offered a place at Portobello High School;
- Approve that, at any point, should there not to be sufficient space at Portobello High School to accommodate S1 pupils in the revised enlarged catchment area who wish to attend the school then pupils would have priority access to any other non-denominational secondary school in the city. In accordance with the existing placing in schools guidelines this priority would sit above any non-catchment siblings at any of the other schools;
- Approve that free home to school transport would be provided, regardless of distance from their home to the school, to all pupils who

were on the Castlebrae Community High School roll at the start of the 2012/13 school year whose denominational catchment school would change to be Portobello High School and who have already chosen, or if a decision is made to close the school choose, to attend Portobello High School. Also further approve that this principle would also apply to any future pupils from the existing Castlebrae catchment area whose denominational catchment school would change to be Portobello High School and who choose to attend Portobello High School in any future year until a new secondary school in Craigmillar has been built;

- Approve that the existing Castlebrae Community High School building be declared surplus from the end of the 2012/13 school session; that the building be demolished as soon as possible and that any disposal proceeds which would arise in the event that the disposal of the site is progressed directly by the Council be ring-fenced towards the cost of delivering a new secondary school in Craigmillar;
- Approve the following costs, the details of which are set out in the report:
 - £551,000 for the demolition of the existing school buildings to be funded through prudential borrowing over five years at an annual cost of £130,000;
 - £10,000 of one-off funding for the provision of replacement school uniforms for those children who need them; and
 - £77,000 per annum of recurring revenue costs to fully re-provide the community facilities currently delivered in the school;
 - £120,000 per annum for reinvestment into the Craigmillar area as set out in Section 2.5 to provide additional support for pupils who would move from Castlebrae Community High School and those in catchment primary schools.
- Note that the use to which any future revenue cost savings of an estimated £1.116m per annum which would arise as a result of the proposed closure would be considered as part of the Council budget setting process in 2014/15;
- Note that the timing for the required delivery of a new secondary school in Craigmillar, currently anticipated to be 2020, and how the new school will be funded shall be kept under review with updates being provided to Council during the annual budget process as part of the update of the Capital Investment Programme; and
- Note that, at a later date, it is the intention that further public consultation takes place to align minor anomalies in primary school

catchments relating to land that currently has no non-denominational primary school catchment coverage.

Gillian Tee

Director of Children and Families

Links

Coalition pledges	<p>P03 - Rebuild Portobello High School and continue progress on all other planned school developments, while providing adequate investment in the fabric of all schools</p> <p>P04 - Draw up a long-term strategic plan to tackle both over-crowding and under use in schools</p>
Council outcomes	<p>C01 - Our children have the best start in life, are able to make and sustain relationships and are ready to succeed.</p> <p>C02 - Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities.</p>
Single Outcome Agreement	<p>S03 - Edinburgh's children and young people enjoy their childhood and fulfil their potential</p>
Appendices	<ol style="list-style-type: none">1 Consultation Summary Paper2 Records of the four Public Meetings3 Summary of Consultation Submissions4 Consultation with Pupils5 Report by Education Scotland6 Community Programme and Other Services7 Record of Equality and Rights Impact Assessment8 Positive Destinations 2011/129 Arrangements for Effective Transition

Proposals for the closure of Castlebrae Community High School and associated catchment changes affecting Portobello High School and Liberton High School

Consultation Summary Paper

Introduction

The City of Edinburgh Council is consulting, under the terms of the Schools (Consultation) (Scotland) Act 2010, on a proposal to close Castlebrae Community High School from the end of the 2012/13 school year and make changes to the local non-denominational secondary school catchment areas.

The consultation process will run between 25 October 2012 and 7 December 2012 by when any comments on the proposals have to be submitted.

This paper is a **summary** of the full Consultation Proposal Paper and in general terms it outlines:

- The consultation process
- The proposals
- The reasons for the proposals
- Proposed changes to secondary catchment areas
- Implications for receiving schools
- Educational considerations
- Other considerations
- How to make your views known

If you would like to look at the proposals in more detail please refer to the full Consultation Proposal Paper which contains more data and further information. It also includes the Educational Benefits Statement and other relevant background information relating to the proposals.

Pupils in Castlebrae Community High School (CCHS) continue to experience very poor educational outcomes and, with the smallest secondary roll in the city of 196 pupils (an occupancy level of 33%) which is expected to fall as low as 158 in 2015, the position is not sustainable.

It is estimated that the other secondary schools in the local area could accommodate both the existing and future school roll from the CCHS catchment area up to around 2020 and the majority of pupils living in this area already choose to attend other local schools.

In light of this, we have carefully considered the school's future and have established a case to consult on its closure in July 2013. While the proposals offer pupils places at particular schools, parents will continue to be able to apply, in the first instance, for an alternative school if places are available.

Maintaining the status quo, and keeping Castlebrae Community High School open, is not specifically given as an option but the City of Edinburgh Council could ultimately decide on this course of action if it wishes.

The full Consultation Proposal Paper is available electronically and in paper format. It can be downloaded from the Council website at www.edinburgh.gov.uk/castlebraehighconsultation

Reference copies are available in Craigmillar Library (currently in the East Neighbourhood Office on Hays Drive), Portobello Library and Southside Library. A copy is also available during office hours at the reception of the City of Edinburgh Council Headquarters, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG.

If you would like to pick up a paper copy of the Consultation Proposal Paper locally you will be able to collect one from Castlebrae Community High School, Portobello High School, Liberton High School, Holy Rood High School or any of their associated primary schools.

Alternatively, please call 0131 469 3161 if you would like a copy of the Consultation Proposal Paper to be posted to you.

The Consultation Process

The statutory consultees for the proposals include:

1. The Parent Council of any affected school;
2. The parents of the pupils at the affected school;
3. The parents of any children expected to attend the affected school;
4. The affected students (depending on age and stage);
5. The staff at the affected school and trade union representatives;
6. The Roman Catholic Church;
7. Any other users at the affected school the Council considers relevant;
8. Affected Community Councils and Neighbourhood Partnerships; and
9. Education Scotland.

Four public meetings have been arranged as detailed below to allow you to express your views. Staff from the Council will be present to outline the proposals and take questions and discuss details.

Venue	Date	Time
Castlebrae Community High School 2A Greendykes Road, EH16 4DP	Tuesday, 13 November 2012	7pm

Portobello Town Hall (<i>NB: not High School</i>) Portobello High Street, EH15 1AF	Wednesday, 14 November 2012	7pm
Liberton High School 328 Gilmerton Road, EH17 7PT	Monday, 26 November 2012	7pm
Holy Rood RC High School 55 Duddingston Road West, EH15 3ST	Thursday, 29 November 2012	7pm

Please call (0131) 469 3161 by no later than **noon, on Tuesday, 6 November 2012** if you would like to request free childcare or translation services to be provided at a public meeting.

Please send any written comments on the proposals to Gillian Tee, the Director of Children and Families. They may be sent either by e-mail to cf.propertyreview@edinburgh.gov.uk or by post to:

The Director of Children and Families
City of Edinburgh Council
Waverley Court
Level 1:2 (Castlebrae Consultation)
4 East Market Street
Edinburgh EH8 8BG

Written comments must be with us by close of business on **Friday, 7 December 2012**.

All comments received will be recorded and represented in the final consultation report, along with our response to those comments. Detailed individual responses to submissions during the consultation will not be provided.

If common themes emerge from submissions received we will prepare a Frequently Asked Questions paper and publish it on the website during the consultation process.

Education Scotland Report

At the end of the consultation period Education Scotland will prepare a report on the educational aspects of the proposals. In order that this can be done the Council must send them a copy of the proposal paper; copies of written comments received during the consultation period (or, if agreed, a summary of them); a record of the public meetings and any other relevant information. The Education Scotland Report will then be submitted to the Council and it must be taken into account in considering the outcome of the consultation.

The Consultation Report

Following the consultation process, the Council will prepare a Consultation Report. It will include a summary of all the written comments received and issues raised at the

public meetings along with our response to them and will make recommendations on how to proceed.

The Consultation Report will be published at least three weeks before Councillors meet to discuss our recommendations and agree an outcome. When it is published we will notify everyone who made a representation during the consultation period and let them know where they can get a copy of it.

When is a decision expected?

We expect to take the Consultation Report to the Council meeting on 14 March 2013 which means that the report will be published by 21 February 2013. If the Councillors at that meeting decide to close Castlebrae Community High School then Scottish Ministers would have six weeks to decide whether to “call in” the proposals for their review.

Any person wishing to make a representation to the Scottish Ministers that the decision should, or should not, be called in will have three weeks from the date of the Council’s decision to make their representations to the Scottish Ministers. If the Council takes a decision on 14 March 2013 the six week period would end on 26 April 2013.

The Proposals

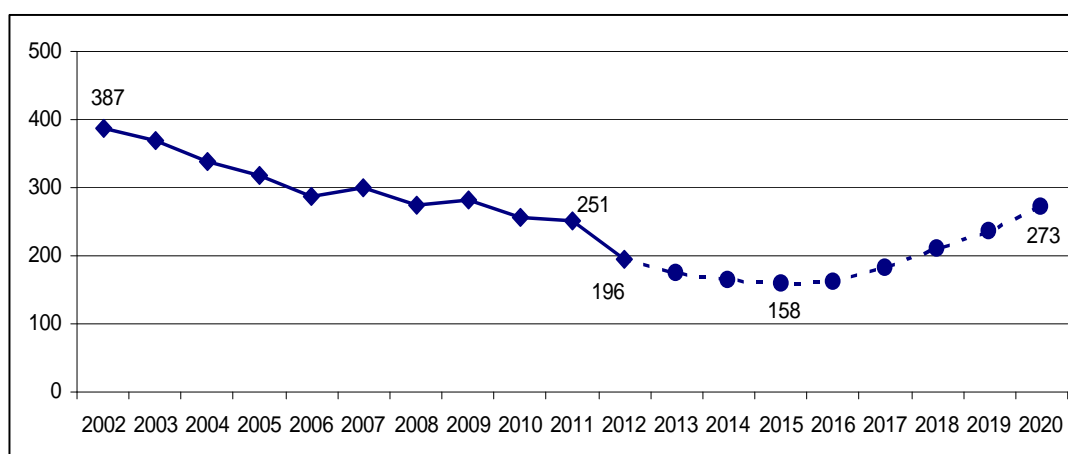
In summary, it is proposed that:

- Castlebrae Community High School should close in July 2013.
- Pupils from the Prestonfield Primary School catchment area will have Liberton High School as their non-denominational catchment secondary.
- Pupils from Niddrie Mill, Newcraighall and Castlevie Primary School catchment areas will have Portobello High School as their non-denominational catchment secondary.
- The small number of non-catchment pupils who currently attend CCHS will be offered a place at Portobello High School along with their peer group.
- An area in the nearby vicinity which currently has no designated catchment will be assigned to Portobello High School as shown on page 15 [*in this report included on page 96*].
- Future pupil placements will be based on the new catchment boundaries as shown on pages 15 and 16 [*in this report included on pages 94 and 95*].
- Existing denominational (Roman Catholic) catchment arrangements in the area are not being changed and parents will continue to be able to exercise this as a choice for their children.
- Should the intake limit at Portobello be exceeded by catchment demand, placing requests from pupils in its new catchment area to any other city secondary will be prioritised.
- The community facilities currently provided within Castlebrae Community High School will be re-provided at alternative locations in the area.

The Reasons for the Proposals

The main reasons for the proposals to close Castlebrae Community High School are:

- Educational outcomes for pupils at the school are very poor when compared with similar schools elsewhere in the city and nationally.
- The 2012/13 start of session roll of 196 pupils was the lowest secondary school roll in the city with only 19 pupils starting in S1.
- The school has a capacity of 600 places however with only 196 pupils attending the occupancy rate is the lowest in the city at only 33% there being 404 spare places.
- There are schools in the immediate vicinity with spare capacity and where the educational outcomes being achieved are higher.
- The school roll has fallen significantly over the last ten years and is expected to drop further to a low of 158 in 2015/16. The graph below shows how the school roll has fallen since 2002 and also our projections for the school roll up until 2020.



- In 2011, only 226 pupils in the Castlebrae catchment area attended their local school - a retention rate of 31%. The table below shows which schools pupils living in the Castlebrae catchment area chose to attend in the 2011/12 school year.

Secondary School Attended	Pupils	%
Holy Rood RC	251	34%
Castlebrae	226	31%
Portobello	111	15%
St Thomas of Aquin's RC	43	6%
James Gillespie's	28	4%
Liberton	28	4%
Other	42	6%

- The cost per pupil is 123% above the city average and 42% above the secondary school with the next lowest roll.

Proposed Changes to Secondary Catchment Areas

If CCHS closed the existing non-denominational secondary catchment areas would have to change. There is significant surplus capacity in both Portobello High School and Liberton High School at the moment and this is expected to be the position up to around 2020. Our proposals for the new secondary catchment arrangements are set out below.

Liberton High School - please see the map on page 16 [*in this report on page 95*]

The Liberton High School catchment area would remain the same but the status of the Prestonfield Primary School area would change from dual feeder to sole feeder.

It is proposed that the current Prestonfield Primary School catchment be changed to have Liberton High School as its sole non-denominational catchment secondary school. As this area already has dual-feeder status with both Liberton High School and CCHS and the number of pupils from this area currently going to CCHS is very low (less than 5) the impact of this change on Liberton High School is expected to be insignificant. There are no safe routes to schools issues at present or expected in the future.

Portobello High School - Please see the map on page 15 [*in this report on page 94*]

The Portobello High School catchment area would be enlarged to include the Niddrie Mill, Newcraighall and Castlevie Primary School catchment areas.

We propose to make Portobello High School the sole non-denominational catchment secondary school for all other areas of the CCHS catchment – the Niddrie Mill, Newcraighall and Castlevie Primary School catchment areas.

There are a number of pupils from the Niddrie Mill, Newcraighall and Castlevie Primary School catchment areas who already attend Portobello High School. No safe routes to schools issues are anticipated were CCHS to close and Portobello High School to become the non-denominational catchment secondary school for these areas.

There is also an area of land to the south of the Castlevie Primary School catchment (see map on page 15 [*in this report on page 94*]) where there are no houses at the moment. This area does not have a designated non-denominational secondary school catchment and we propose that Portobello High School becomes the sole non-denominational catchment secondary school for that area too.

Implications for Receiving Schools

Impact of proposed changes for Portobello High School

For the proposed changes to work we need to be sure that Portobello High School can accommodate all of the pupils that we could expect to attend it from the enlarged catchment area in future years. An analysis has been carried out that indicates that in the years up until to 2020 either all, or the vast majority, of the pupils in the enlarged

catchment area could be accommodated in Portobello High School. More information about the analysis can be found in Appendix 6 of the Consultation Proposal Paper.

This analysis is based on all of the expected CCHS catchment pupils, based on existing patterns of pupil choice, going to Portobello as their new school. However it is likely that, based on experience of other school closures, some pupils will choose to attend other schools. This would then reduce the total number of pupils to be accommodated in Portobello High School.

Under these proposals, should CCHS close, Children and Families would work with the school to try to accommodate all of the CCHS pupils living in the enlarged Portobello High School catchment area who wish to attend the school. However, if in any year there is not enough space in Portobello High School to accommodate all requests from pupils within the revised catchment area then places at Portobello High School would be allocated in the following order of priority:

- 4 Exceptional cases; then
- 5 Pupils with siblings in the school; and then
- 6 Pupils without siblings in the school on the basis of the shortest safest walking distance from home to school.

Any remaining pupils who could not be accommodated at Portobello High School would be given priority access to any other non-denominational secondary school in the city.

The Portobello High School Building

It has been the intention to build the new Portobello High School on part of Portobello Park however this was the subject of an ongoing legal challenge which culminated in a judgment which concluded that the Council did not have the power to do this. There is no doubt that a new Portobello High School needs to be built as soon as possible but there will now be a further delay in this being delivered.

A report is being taken to the meeting of the Council on Thursday, 25 October which will consider two key questions; what legal options are available to build the new school on part of Portobello Park and what alternative site options are available in the event that this does not, ultimately, prove to be possible.

There has been considerable investment in the school building over the last few years for essential repairs and maintenance works however the position is being reviewed again to identify any further works which may be necessary now to cover the further delay to a new school being built.

If any urgent repairs or maintenance works need to be undertaken at Portobello High School this will be reported back to Elected Members in due course. It is, however, important to note that the works at the school would be required irrespective of any proposal to close CCHS.

Non-catchment children attending CCHS

The small number of non-catchment pupils who currently attend CCHS would be offered a place at Portobello High School along with their peer group.

Options to attend other schools

The existing denominational catchment arrangements (for Roman Catholic schools) will not change and pupils could opt to attend their designated denominational catchment school which, for the majority of the CCHS area, is Holy Rood RC High School. Parents also have the right to exercise parental choice and can apply for places in any other secondary school. Any requests made in this way would follow the normal procedures. Should the intake limit at Portobello be exceeded by catchment demand in any year, placing requests from pupils in its enlarged catchment to any other secondary school in the city would be prioritised.

Educational Considerations

In considering this proposal we are clear that the outcomes for young people in CCHS are currently significantly poorer than those from similar backgrounds in other schools, both in Edinburgh and across Scotland.

Attainment data is best assessed relative to other schools in Scotland which are considered to be similar in nature to CCHS. Including CCHS there are 21 comparator schools which are determined nationally by the Scottish Government; the other 20 schools are mainly from the Glasgow area but also include Craigmyle and WHEC in Edinburgh.

The following table shows the ranking out of the 21 schools of the attainment of S4 pupils at CCHS by the end of S4, S5 and S6. The data is shown for the three year period to 2011; 2012 comparative data is not yet available.

Stage	Awards	2009	2010	2011	3 Year Average
By end of S4	5+ @ level 3+	14th	17th	20th	18th
By end of S4	5+ @ level 4+	17th	20th	21st	21st
By end of S4	5+ @ level 5+	18th	20th	21st	21st
By end of S5	5+ @ level 3+	13th	14th	18th	15th
By end of S5	5+ @ level 4+	20th	16th	20th	19th
By end of S5	5+ @ level 5+	19th	20th	21st	20th
By end of S5	1+ @ level 6+	20th	20th	20th	20th
By end of S5	3+ @ level 6+	11th	13th	20th	17th
By end of S5	5+ @ level 6+	4th	5th	13th	8th
By end of S6	5+ @ level 3+	3rd	12th	14th	11th
By end of S6	5+ @ level 4+	20th	19th	17th	20th
By end of S6	5+ @ level 5+	15th	18th	21st	18th
By end of S6	1+ @ level 6+	16th	19th	21st	20th
By end of S6	3+ @ level 6+	17th	17th	18th	18th
By end of S6	5+ @ level 6+	12th	17th	16th	15th

In respect of National Qualifications, attainment is expressed in terms of the Scottish Credit and Qualifications Framework (SCQF) as follows:

Level 3: Access 3; Standard Grade at 5-6 (Foundation)
Level 4: Intermediate 1 at A-C; Standard Grade at 3-4 (General)
Level 5: Intermediate 2 at A-C; Standard Grade at 1-2 (Credit)
Level 6: Higher at A-C

With such low pupil numbers, it is increasingly challenging for CCHS staff to provide an appropriate curriculum at all stages. For example, while the current S1 roll of 19 will be able to have an appropriate curriculum this year there will be no opportunity to set classes by ability. It is also difficult to deliver the principles of Curriculum for Excellence where young people have choice in their learning and access to a broad range of curriculum experiences.

The receiving schools have the ability to deliver a broad curriculum at all stages and offer a broad range of subject choice and electives. This can increase motivation by focusing on the interests of individual pupils. Larger comprehensive schools offer more opportunities for positive role modelling and taking part in a broader range of experiences. This can encourage ambition and help to develop self-confidence and other personal skills. The range of extra-curricular activities is wider in neighbouring schools than in CCHS. Again, this is due to the size of CCHS and the number of staff in the school rather than any lack of commitment of staff. Pupils would therefore have a greater range of opportunities to develop skills in a wider variety of contexts. All schools have a wide range of activities aimed at developing a range of skills as part of their timetabled curriculum.

Young people moving into positive destinations (employment, training or education) is analysed each year and the figures are published by the Scottish Government. The table below shows the percentage of young people from local schools who moved into a positive destination between 2006/07 and 2010/11.

School	2006/07	2007/08	2008/09	2009/10	2010/11
CCHS	78.9%	58.8%	67.9%	69.0%	42.0%
Portobello	84.1%	84.8%	88.4%	89.1%	88.0%
Holy Rood	76.9%	74.9%	78.9%	78.6%	82.5%
Liberton	74.5%	74.7%	72.1%	76.0%	81.0%

In Portobello, Holy Rood and Liberton positive destinations have improved. In CCHS the percentage of young people moving into a positive destination has decreased significantly. The most recent data from 2010/11 saw less than half of the school leaver cohort move into a positive destination.

CCHS currently offers a range of vocational curriculum including hairdressing, automotive and construction. The school has achieved good outcomes for young people following vocational courses and has developed the skills of staff in these areas. All the equipment associated with hairdressing and automotive repairs will be able to be transferred to a receiving school to allow for continuation of courses. In addition, we would seek opportunities to share the resources and expertise of staff across the city.

The schools to which pupils would transfer demonstrate higher outcomes and in the short term there is a lot of potential to impact positively on attainment. For example they would:

- have a broader range of subject choice and elective courses;
- benefit by being in larger year groups;
- be grouped in ways that are more appropriate to individual needs;
- enjoy a greater range of opportunities to develop skills in a wide variety of contexts; and
- be able to access a broader range of extra-curricular activities.

In session 2011/12, 15% of CCHS catchment pupils were educated at Portobello High School and 34% educated at Holy Rood High School. Attainment results for these pupils are higher than those attending CCHS. Comparison of both schools' results overall show no negative impact on the quality of educational outcomes across the schools and we conclude that there will be no negative impact of the remaining CCHS pupils transferring to either Portobello or Holy Rood or on the schools as a whole.

This section has summarised the key findings of our wider analysis of educational outcomes. The Consultation Proposal Paper, including the full Educational Benefits Statement (EBS), demonstrates the likely effects of the proposal. Areas considered under the EBS are improvements in performance, learners' experiences, meeting learners' needs, curriculum, ethos and wider achievement opportunities as well as transition in terms of:

- our assessments of the effect of the proposal on a range of school users;
- the potential impact on other users of the school's facilities; and
- the likely effects of the proposal on pupils in other schools in the Council area.

The problems associated with CCHS have existed for some time and it is worth noting that members of staff at the school have made significant efforts over the years to improve the situation. Outcomes for young people in all indicators are significantly poorer than those from similar backgrounds in other schools despite significant resources being allocated to CCHS over a period of time.

You can find details about support programmes such as 20:20 Initiative, Instep and other support for school improvement in the Consultation Proposal Paper.

Pupils with Particular Support Needs

There are a number of pupils in CCHS with particular support needs which fall into three main categories: EAL (English as an additional language); ASN (additional support needs), and LAAC (looked after and accommodated children).

All receiving schools provide a range of additional programmes to support those young people with additional needs. All schools have levels of Pupil Support staffing to be able to deliver effective pastoral support and to know all pupils individually.

Additional support, and funding where appropriate, is made available to provide the support required for these pupils and would continue to be the case. The support requirements for individual young people with additional needs will be reviewed before the closure of the school. This would inform an individual support plan for them which would be delivered in their new school. Pupils' progress would be monitored on a regular basis and further support would be provided, if required.

Other Considerations

Community Considerations

Apart from their educational function, schools can provide a focus for the local community and this is a factor when considering any closure proposal. This is particularly relevant for Castlebrae Community High School which is one of eight 'community schools' in the city.

This status means that the school receives additional funding toward the provision of community related services. CCHS currently receives a further budget of £0.188m for costs associated with its community related services on top of its main budget of £2.084m.

Community activities currently in the published programme include:

- Woodwork (one class)
- Instrument making (one class)
- Spanish (one class)
- Cookery (two classes)
- Hairdressing (one class)
- Fighting Fit (one class)
- Art (one class)
- English as a second or other language (provided by Stevenson College to meet local demand)
- Fitness suite available evenings and daytime

All of these classes are supported by a free childcare service in the Family Centre and there is a successful Books for Babies service operating from the former janitor's house in the school grounds.

There are two grass pitches at the school which are free to use but are not in very good condition. There is also a 3G pitch, which does not belong to the school and is run by a local community group who manage the facility and set charges.

Unless a potential alternative use is identified for the existing school buildings, it is proposed that they are demolished once the school is closed. This would bring potential issues in how the 3G pitch, and the grass pitches if they are well used and should be kept, were managed and what access to changing facilities was available. A potential solution could involve the use of the facilities at the adjacent Castlevue

Community Centre which may require some limited capital works to upgrade existing facilities.

It has been concluded on the basis of an initial analysis that current activities could be relocated to other facilities in Craigmillar but the information gathered now needs to be supplemented by more detailed analysis of the community activities and this is now underway, in conjunction with the Head Teacher and the school's Community Programme Manager. This process will include consultation with current participants.

Staffing considerations

It is Council policy to seek suitable alternative employment for those staff that will be affected by the proposals. It has been assumed that all staff affected by the proposal would be re-deployed elsewhere within the school estate. Our intention is that the transfer of staff would be managed in accordance with agreed protocols.

Staff would benefit from being part of a larger professional community in terms of professional development, having increased opportunities for leadership and to develop experience in delivering a range of courses across the range of qualifications up to and including Advanced Higher.

CCHS has achieved good outcomes for young people following vocational courses and has developed the skills of staff in these areas. CCHS staff would also bring their experience of both managing learning and meeting the needs of a wide range of learners together with their experience of delivering specific vocational curriculum. We would seek to maximise this expertise by sharing this practice both within receiving schools and across the city through the delivery of the Senior Phase of Curriculum for Excellence.

Financial Considerations

Please refer to full Consultation Proposal Paper for more detail and assumptions.

The school budget for 2012/13 is £2.084 million. Based on a roll at September 2012 of 196 the cost per pupil is £10,613 and this compares to an average for other secondary schools in the city of £4,757. The school with the next lowest roll is WHEC for which the cost per pupil is £7,503 based on a roll of 301.

We estimate that an £1.352 million of revenue cost savings could be made annually if CCHS closed. This figure takes into account the need to transfer certain budgets such as all non-promoted teaching staff, positive action funding and those relating to pupils with special needs, to receiving schools.

A survey to assess the condition of the building fabric and services in the existing CCHS buildings was carried out in July 2012. Significant repairs, maintenance and renewal costs have been estimated at £8.7million over the next 30 years of which £3.5 million would be required over the next five years. These costs would be avoided if the school closed and the building is demolished.

The extent of capital expenditure that might be necessary to support the proposal needs to be clarified. We will look at this in detail and report back to Council at the end of the consultation and propose sources of funding them. Areas to clarify include:

- any expenditure necessary to re-provide existing extra curricular activities;
- demolition costs for the existing buildings; and
- any investment required for further repairs, maintenance or replacement works thought to be necessary at Portobello High School.

What happens next if the decision is to close?

Any decision to close the school could not be implemented until Scottish Ministers decide whether, or not, to call in any such decision made by the Council. However, if a decision is made to close the school by Council on 14 March 2013 and it is not called in by 26 April 2013 we could very quickly begin working with students and their families to allocate places in other schools and offer any support needed.

We would work with staff, parents and pupils at CCHS and the receiving schools to ensure that the transition and integration process is as smooth as possible and that disruption for pupils and families is kept to a minimum.

Various activities would be run to help prepare pupils for their move to a new school. These could include school visits in class groups, parent meetings, tours of the school, and meetings with the Pupil Support teachers who would be the first point of contact for both the pupil and their parents. Youth workers and the key support staff that the young people in CCHS know well could be involved in this work to help young people build friendships and be confident as they move into their new school.

It is also important that there is effective transition planning to ensure that the curriculum is appropriate for the young person and that all members of staff have knowledge of their learning needs and progress.

In the longer term - a new school in the Craigmillar area

Top quality educational and learning opportunities are the driving force behind creating a sustainable, long-lasting and vibrant local community. It is essential that young people have the opportunity to achieve the best outcomes possible.

We still expect and intend to build a new school for Craigmillar and see it as central to the regeneration of the area. We know that the new school will be needed in the future once a significant part of the anticipated new housing is built and when there is no longer enough space in other local high schools to take all the children living in the area. There should be enough capacity in neighbouring schools until around 2020 but we will regularly review the position to better understand when work to plan and develop the new school must begin.

In looking to the new school it is essential that we aim to create a rich learning environment for pupils to provide excellent educational outcomes. Opportunities may

exist to develop a city-wide resource within the new school, perhaps as a centre of excellence in an area such as science, which may benefit other regeneration activity planned in the area. The scope of the new school and associated community facilities will be carefully considered at the appropriate time when the local community will be consulted. Another statutory consultation process would be carried out under the Schools (Consultation) (Scotland) Act 2010 if any change is proposed to the previously agreed and approved site for a new school.

How to Make Your Views Known

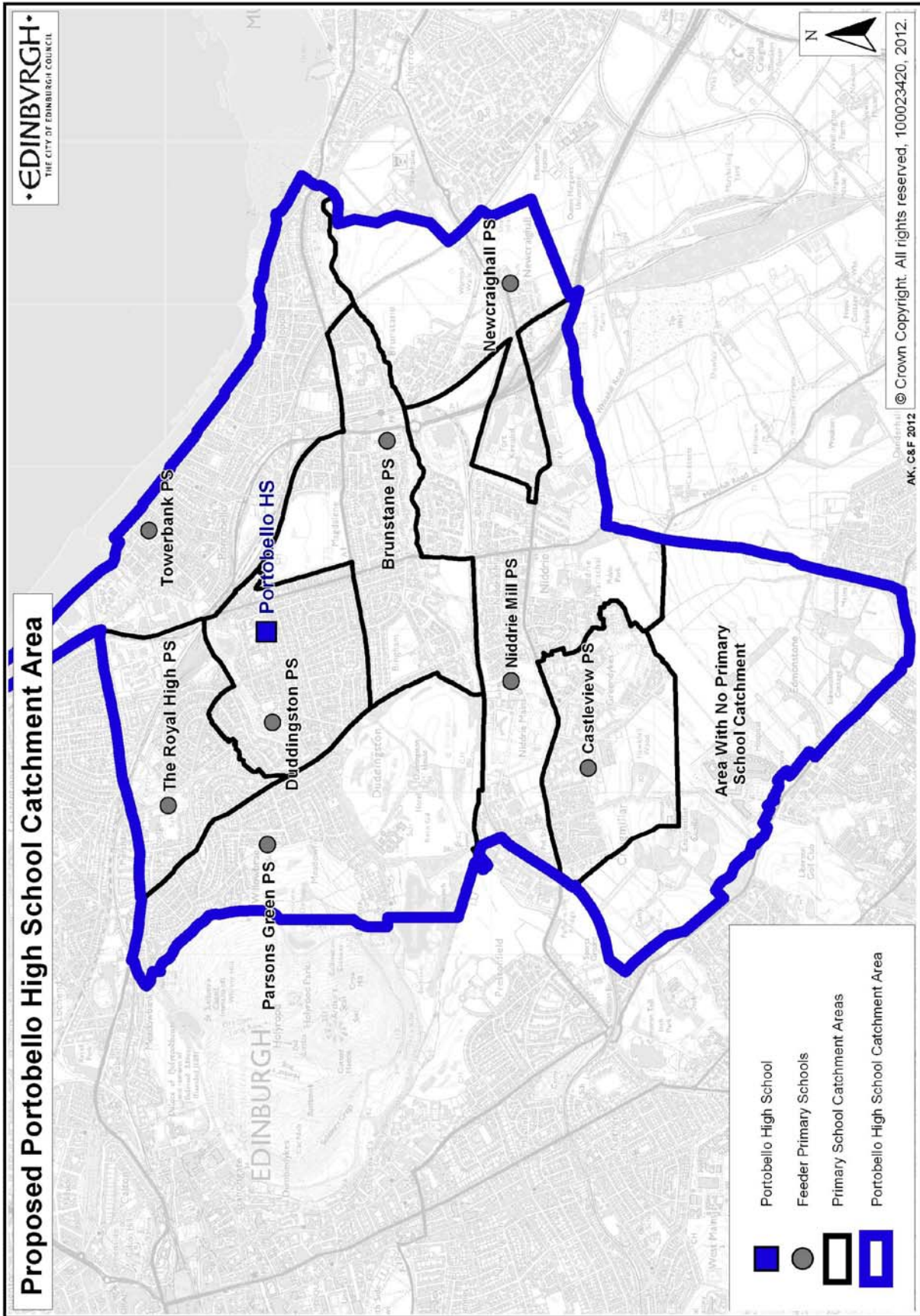
You can view the full Consultation Proposal Paper at www.edinburgh.gov.uk/castlebraehighconsultation

Please send any written comments on the proposals to Gillian Tee, the Director of Children and Families. They may be sent either by e-mail to cf.propertyreview@edinburgh.gov.uk or by post to:

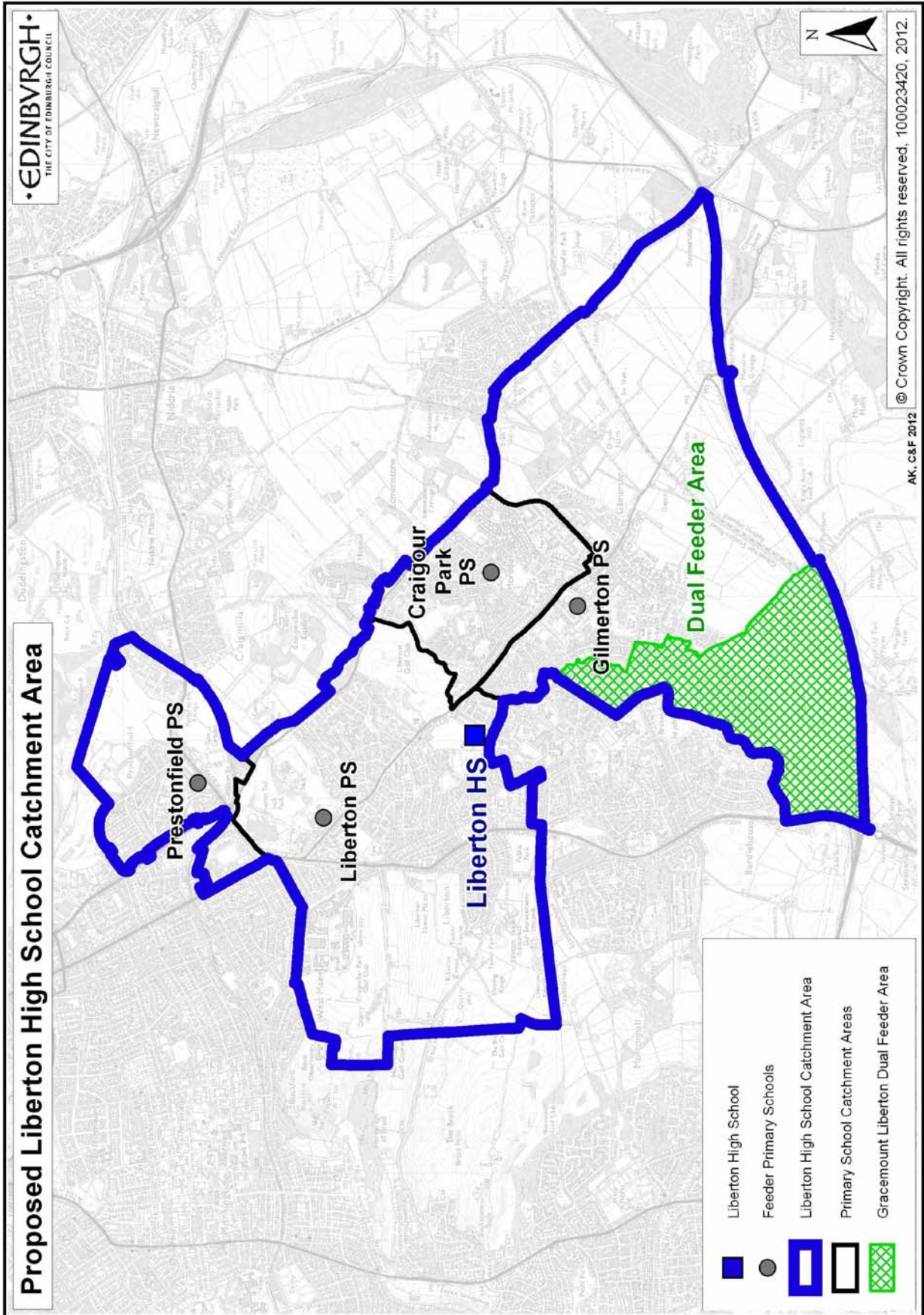
The Director of Children and Families
City of Edinburgh Council
Waverley Court
Level 1:2 (Castlebrae Consultation)
4 East Market Street
Edinburgh EH8 8BG

The Consultation Period closes at the end of the business day on 7 December 2012 and any comments must be submitted before then.

PROPOSED REVISED PORTOBELLO HIGH SCHOOL CATCHMENT AREA



PROPOSED REVISED LIBERTON HIGH SCHOOL CATCHMENT AREA



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Record of Meeting

Castlebrae Community High School - Consultation on Option for Closure and Associated Catchment Changes for Portobello and Liberton High Schools

The meeting was held on 13 November 2012 in Castlebrae Community High School

Present: There were approximately 100 members of the public.

In Attendance: Tom Wood (Independent Chair), Councillor Paul Godzik (Convener, Education, Children and Families Committee), Councillor David Key (Vice-Convener, Education, Children and Families Committee), Gillian Tee (Director of Children and Families), Mike Rosendale (Head of Schools), Lindsay Glasgow (Asset Planning Manager) and Karen Prophet (Senior Education Manager).

Introduction

Tom Wood explained that he had been invited by the Council as an independent person to Chair this consultation meeting. The meeting was the first of four meetings being arranged as part of the consultation process on a proposal to close Castlebrae Community High School. Officers from the Children and Families Department would be asked to give a presentation explaining the proposals in more detail and then to answer any questions. Tom Wood also advised the meeting that the Schools (Consultation) (Scotland) Act 2010 required the Council to consult Education Scotland on the proposals and that a representative was also present at this meeting.

Convener's Statement

Councillor Godzik, Convener of the Education, Children and Families Committee stated that he recognises that the proposal to close Castlebrae is not an easy one. However, a decision needs to be made about the future of Castlebrae taking into account all aspects of the school. The proposal for closure is the Council officials' recommendation and the final decision will be taken by Elected Members at the full Council meeting on 14 March 2013. The consultation report to be considered at that meeting will include a summary of all written comments received and issues raised and responded to at the public meetings and will be considered along with a report from Education Scotland.

Presentation

Karen Prophet (Senior Education Manager, Children and Families) explained the background to the proposals.

Context

The 2012/13 start of session roll at Castlebrae of 196 pupils was the lowest secondary school roll in the City with only 19 pupils starting in S1. As of today's date, the current school roll in Castlebrae is 184 pupils, 17 of which are in S1. The school roll has fallen significantly over the last 10 years and is expected to drop further to a low of 158 in 2015/16. The school has a capacity of 600 places but with only 184 attending the occupancy rate is the lowest in the City at only 31%. Cost per pupil per head of population in Castlebrae is £10,500, more than double the city average of £4,500. As a result of falling school rolls across the City, spare capacity has opened up at Portobello and Holy Rood High Schools. Between these schools there is sufficient capacity to accommodate the current roll of Castlebrae for a number of years. There is very little new housing being built in the area as a result of the economic downturn which means limited opportunity in the medium term for an increase in the number of people and families living in Craigmillar.

Educational Benefits

Attainment levels at Castlebrae have been measured against and compared with secondary schools with similar economic profiles mainly from the Glasgow area but also including Wester Hailes Education Centre and Craigroyston. Educational outcomes are, and have been, consistently significantly poorer than those of the majority of the comparator schools. The schools to which pupils would transfer demonstrate higher outcomes and offer a broader range of subject choice, elective courses and extra-curricular courses. In Castlebrae, the percentage of young people moving into a positive destination has decreased significantly. However, the school does offer a range of vocational courses including hairdressing, automotive and construction and has achieved good outcomes for young people. There is a commitment to ensure continuity of vocational provision.

Arrangements for transition will ensure that all young people's needs are considered on an individual basis. Resources attached to young people with additional needs will be transferred to receiving schools. Pastoral transition will include school visits prior to August 2013. Other transition activities include work with peers, mentoring and a summer transition programme.

Community Programme Proposals

Castlebrae currently receives additional funding to help with its community programme. It is proposed to maintain the current level of community provision and to relocate all adult/English as a second or other language classes where applicable taking into account user needs and crèche requirements. The 3G pitch will continue to be a community asset and current holiday activities will continue to be provided locally. The

Family Centre service will be moved to other local provisions. The Council will continue to honour their “in kind” commitment to Craigmillar Books for Babies.

New School for Craigmillar

The Council is committed to delivering a new school for Craigmillar and see it as central to the regeneration of the area. The best estimate is that a new school will be required in 2020 once a significant part of the anticipated new housing is built and when there is no longer enough space in other local high schools to take all the young people living in the area.

Consultation Programme

The consultation programme will run up to 7 December 2012 after which the Council will seek Education Scotland’s views on the proposal. All comments which have been received and the points raised at the meeting tonight will be considered and responded to in a report that will go to the full Council. The report will be published on 21 February 2013 and considered at the full Council meeting on 14 March 2013.

Questions and Answers

Tom Wood invited the audience to ask questions of any representatives of the Council or to articulate any concerns they might have about any aspect of the proposal.

The questions and answers were taken in groups of three and, in summary, were as follows:

Group (1)

Question 1 – What provision will be made for transporting pupils from the Craigmillar area to their new schools?

Question 2 – What are the protocols and guidelines for the consultation process?

Question 3 – There are excellent vocational courses offered at Castlebrae. Why do the Council not build a new school in Craigmillar now as the community has been waiting much longer for such a facility than people in the Portobello area?

Answers (1) to (3) (Children and Families)

Children and Families have identified addresses of all pupils who would transfer to Portobello High and the majority are located within 1 mile of the school. Council policy is that free transport is only provided for pupils who are required to make journeys over 3 miles and this is applied across the City. A further audit will be carried out of safer routes to school as part of the consultation process.

There is a statutory legal process the Council has to follow under the terms of the Schools (Consultation) (Scotland) Act 2010. The consultation will run between 25

October 2012 and 7 December 2012. Information and full details of the consultation process is available on the Council's website.

Provision of the vocational curriculum is acknowledged as being excellent and it is proposed that the resources and expertise provided at Castlebrae will continue to make a valuable contribution to the area. The total educational experience for young people has to be addressed however and it is felt overall that a fuller educational experience could be provided at other schools. The main issue is that there are not enough pupils enrolled at the school to make it viable and it is really difficult to offer a rich wide curriculum in these circumstances.

Group (2)

Question 4 – You say the majority of pupils are living within a 1 mile radius from Portobello High School but have you looked at each individual's address to confirm this?

Comment from Member of the Public – The comparison figures with other schools always look bad because the reason no-one wants their children to come to Castlebrae is that the Council is always talking about closing it down.

Question 5 – There are many positive stories about achievements of pupils who have attended Castlebrae. Why do the Council not stop pupils going to other schools outwith the Castlebrae catchment area?

Comment from Member of the Public – My house is 2.1 miles from Portobello High and it is going to be hard for my child walking this distance to school in bad weather on a cold day.

Question 6 – What about children with physical disabilities who are unable to use public transport or have difficulties doing so? What arrangements will be made for them as most families will not be able to afford taxis?

Answers (4) to (6) (Children and Families)

Local authorities are governed by Scottish Government guidance on provision of free transport to school. Full details of the transport implications will be included in the final report to Council next March. However, the majority of addresses fall around 1 mile of Portobello High School. Children and Families can offer assistance in some circumstances to pupils with physical disabilities but each case would be looked at individually and on its own merits.

The Council cannot stop parents electing to send their children to schools outwith their own catchment area. If there are places available in schools, and parents make a placing request, the Council are obliged to grant the request.

Group (3)

Question 7 – It is the Council’s fault there is a low intake at Castlebrae. The land is there to build a new school so why don’t the Council get on with building it now?

Question 8 – The people of Craigmillar have been promised a new school for years now as part of the overall development of the area. Why did the Council not have a “Plan B” if the development failed and why can they not get on with laying the foundations of a new school now in readiness for building in 2020 as stated in the presentation?

Question 9 – There are a high number of children in Castlebrae with additional support for learning needs. Will they find a new school as welcoming as Castlebrae? Who will pay for assessments to be undertaken? What guarantees can be made to ensure children are successful in their final exam years? A number of years ago positive destination results were good at Castlebrae but the Council has continued to run down the school and the parents are being blamed for not sending their children to Castlebrae. What are the reasons for this and has anything been done to find out? In a report to the Council in 2002, the community were promised a new school. How much money is in the budget for building a new school?

Answers (7) to (9) (Children and Families and Councillor Godzik)

It is proposed to build a new school in 2020 once a significant part of the anticipated new housing is built. The projected rising school rolls support the view that a new school will be needed. However, the population in the area is not high enough at the moment to justify this. The Council is committed to building a new school in the Craigmillar area and will make sure at the appropriate time that funding is in place. The Council is working with the Scottish Government and PARC on this issue. At present, PARC are not in a position to deliver the previously planned levels of new housing due to current economic circumstances.

In 2002 HMIE reported problems with levels of educational attainment and standards at Castlebrae. The 20:20 project allocated significant additional resources amounting to £0.5m over 3 years to Castlebrae for provision of a broader range of curriculum experiences. Children and Families are delighted to hear about successes at Castlebrae and are continuing to work with the Head Teacher and the school to help young people succeed and improve outcomes.

Additional support and funding where appropriate will continue to be provided for pupils who require this. An individual and comprehensive review of support requirements for those young people with additional needs will be undertaken prior to the closure of the school and this will inform an individual support plan which will be delivered in the receiving school.

Group (4)

Question 10 – What is the reason for there being only 184 pupils at Castlebrae? Could the solution not be to refurbish the existing school maybe by decanting pupils into one half while the other half was being upgraded and vice versa?

Question 11 – In the last HMIE inspection report teaching levels were graded “satisfactory” not “good” or above. Children and Families failed to address this and look to improve the situation. The Council decision to knock down Niddrie Mill had an immediate impact on Castlebrae school roll which contributed to demoralising staff. Why are people taking their children elsewhere?

Question 12 – People have concerns about their children travelling and walking to the new schools. Are there safe walking routes? Is there planning permission for new housing development in the area?

Answers (10) to (12) (Children and Families)

As previously stated £500,000 additional resources were allocated to Castlebrae to provide extra support. Normal funding levels per pupil across the City are £4,500 per head of population whereas at Castlebrae this is £10,500.

Again, the Council cannot prevent parents requesting places at other schools outwith the catchment area and, coupled with falling school rolls generally across the City, this will inevitably have an impact on numbers of pupils attending Castlebrae.

There will be an audit of safer walking routes to receiving schools if Castlebrae closes.

Group (5)

Question 13 – The problems at Castlebrae include the Council withdrawing teachers and not replacing them which means there is less choice of subjects for pupils. How much will it cost to keep Castlebrae open until 2020 and how much to build a new school?

Question 14 – PARC has failed with its promises for regenerating the Craigmillar area and providing a new school. Why have the catchment areas for nursery schools been changed?

Comment by Member of the Public – My two sons attended Castlebrae and have gone on to be successful in their lives. All the teachers went out of their way to help them while they were at school.

Question 15 – Why has the Equalities and Environment sections of the report to Education, Children and Families Committee on 9 October been removed from the version on the website? Portobello High is not fit for purpose at the moment for the pupils in attendance there. If the proposal to change the catchment area goes ahead, 8 primary schools will then feed in to Portobello and the building will not be able to cope with this.

Answers (13) to (15) (Children and Families and Councillor Godzik)

It is important to highlight the worldwide recession as a contributory factor to the slowing down of the economy generally and development opportunities. The Council is responsible for providing sufficient schools for all its pupils. From information in the

projected school rolls the Council has estimated that a new school will be required for the Craigmillar area in 2020.

The proposed closure of Castlebrae is not for financial reasons. With the current school roll, and in particular with only 17 pupils in S1, the school does not offer a viable educational experience for young people and there are real difficulties in offering a wide choice of curriculum.

Irrespective of what happens at Castlebrae, Portobello needs money spent on it to bring it up to a reasonable standard for the 1400 pupils enrolled there. The original report to the Education, Children and Families Committee did recommend Portobello and Liberton High Schools as receiving schools. However, the Council agreed that the better option for this catchment area was Portobello. Prestonfield Primary was now proposed as the sole feeder/catchment school for Liberton and because of statutory requirements this needed to be consulted on.

There are no catchment areas for nursery schools. Catchments are only in place for primary and secondary schools.

Group (6)

Comment from Member of the Public – The consultation on the proposed closure sounds like a *fait accompli* that the school will close. No alternative solutions have been offered by Children and Families this evening. Children and Families should go away from this meeting and consider all the questions raised in the context of trying to keep the school open.

Question 16 – Are there any plans for the land Castlebrae is currently occupying?

Comment from Member of the Public – There has not been one positive comment said by Children and Families at this meeting about Castlebrae school.

Comments and Questions by Councillor Mike Bridgman - There are many positives to be found in Castlebrae Community High School and in the Craigmillar area generally. Council officers are in possession of statistical information on population levels and school rolls across the City. When the decline in the school roll at Castlebrae first became apparent, what action did officers take to address this issue?

In addition, why was the proper report not put in front of Councillors at the Education, Children and Families Committee to allow them to make an informed decision? Information in the report was retrospective in terms of the community learning and development provision.

Comment from Member of the Public – Children and Families have demonstrated a particularly patronising attitude towards those present at the meeting tonight.

Question 17 - The Head Teacher at Castlebrae is willing to fight for the school to remain open and not for closure. How do the Council know they need a new school in 2020?

Comments and Questions by Councillor David Walker – The partnership between the Council, PARC and EDI to develop new housing in Craigmillar has not been wholly successful. There was never going to be enough money to build a new community high school. The Council are trying to save money by closing Castlebrae, relocating the Head Teacher to Council Headquarters and using the money to refurbish Portobello. The Council has allowed Castlebrae to deteriorate. The anger in the community is understandable. What is being done to address the difficulties around the proposal to close the school?

Question 18 – Why do the Council not work with local primary schools and encourage parents to send their children to Castlebrae? How will adult education provision be relocated?

Answers (16) to (18) (Children and Families and Councillor Paul Godzik)

Councillor Godzik recognised local members' commitment to both Castlebrae School and the wider Craigmillar area. He commented that the vocational education programmes offered at the school were extremely positive and noted that pupils from other schools came to Castlebrae to participate in these programmes. A decision needs to be made about the future of Castlebrae taking into account all aspects of the school. It is the responsibility of the Council to ensure that each child in Edinburgh is offered a meaningful and rich learning experience.

Gillian Tee recognised that there had been positive outcomes for individual young people from Castlebrae.

Children and Families confirmed that Council officers are committed to maintaining the provision of community and adult education in the area. If Castlebrae closes, it will be necessary to look at other Centres to continue to provide these services.

As stated in the report to the Education, Children and Families Committee on 9 October 2012, an initial analysis has been undertaken of the use of Castlebrae for the community and adult education programmes, how and where they would be provided were the school to close. In the event of the school closing, a further detailed assessment of the community and adult education programmes will be undertaken.

At present, there is no planning permission for development of the land currently occupied by Castlebrae High. This will need to be looked at as part of the proposals for a new school.

Group (7)

Comment by Member of the Public – The Council are ripping the heart out of the Craigmillar community by proposing to close Castlebrae and discriminating against young people.

Comment by Member of the Public – The Head Teacher at Castlebrae needs to be more proactive and engage more with the pupils.

Comment by Member of the Public – The Council have taken £600,000 out of Instep. Another Community High School has been successful when they had similar projected downturns in the school roll to Craigmillar so why not Castlebrae?

Answers to Comments (Children and Families)

Significant support, financial and otherwise, had been allocated to Castlebrae to provide as wide a choice of curriculum, learning and teaching for young people. The value of the vocational curriculum has already been acknowledged and staff have shown great commitment towards improving lives of young people. As a comparison, Wester Hailes Education Centre has 28% of pupils with additional support needs whereas the figure is 48% at Castlebrae. It is difficult to improve the educational experience of young people when the school roll is projected to fall to 158 in a few years.

Closing Statement by Councillor Godzik

Councillor Godzik thanked everyone for attending the meeting and for the wide ranging questions and comments. There are a further three public consultation meetings to be held and a summary of all points raised will be included in the final report to Council on 14 March 2013.

Tom Wood thanked everyone for attending and for their contributions.

Record of Meeting

Castlebrae Community High School - Consultation on Option for Closure and Associated Catchment Changes for Portobello and Liberton High Schools

The meeting was held on 14 November 2012 in Portobello High School

Present: There were approximately 40 members of the public.

In Attendance: Tom Wood (Independent Chair), Councillor Andrew Burns (Leader, City of Edinburgh Council - substituting for Councillor Godzik), Councillor Sandy Howat, Gillian Tee (Director of Children and Families), Mike Rosendale (Head of Schools), Lindsay Glasgow (Asset Planning Manager) and Karen Prophet (Senior Education Manager).

Introduction

Tom Wood introduced the proceedings, indicating that this was second of four meetings to discuss the proposed closure of Castlebrae High School. He described his role as an independent chair. The Full Council would make a decision on the proposed closure 14 March 2013. He then described the procedure of the meeting. Councillor Burns would make an opening statement and there would be a short presentation by Karen Prophet, followed by questions from members of the public and answers from the panel. Tom Wood advised that a representative from Education Scotland was present as the Schools Consultation (Scotland) Act required the Council to consult Education Scotland on the proposals.

Convener's Statement

Councillor Burns thanked Tom Wood for the introduction and for members of the public for coming to the meeting. He explained that he was substituting for Councillor Godzik, who had sent his apologies. He indicated that the Elected Members would consider the comments of the members of the public. The decision would be taken by the Full Council on 14 March 2013 and the members would take account of the minutes from all four meetings and all the comments from members of the public. He was a firm believer in comprehensive education and school children attending their local catchment school, where they should get an all-round education.

The Local Authority had decided to build a new school in part of Portobello Park six years ago. However, this was the subject of an ongoing legal challenge which had culminated in a judgement that concluded that the Council did not have the power to do this. The Council was moving forward and was considering options such as building the new school in the Park, the purchase of Baileyfield, or re-building on the present site. The new High School at Portobello would be built, but in the meantime the present structure would be brought up to the required standard.

Presentation

Karen Prophet (Senior Education Manager, Children and Families) explained the background to the proposals.

Context

The 2012/13 start of session roll at Castlebrae of 196 pupils was the lowest secondary school roll in the City with only 19 pupils starting in S1. As of today's date, the current school roll in Castlebrae is 184 pupils, 17 of which are in S1. The school roll has fallen significantly over the last 10 years and is expected to drop further to a low of 158 in 2015/16. The school has a capacity of 600 places but with only 184 attending the occupancy rate is the lowest in the City at only 31%. Cost per pupil per head of population in Castlebrae is £10,500, more than double the city average of £4,500. As a result of falling school rolls across the City, spare capacity has opened up at Portobello and Holy Rood High Schools. Between these schools there is sufficient capacity to accommodate the current roll of Castlebrae for a number of years. There is very little new housing being built in the area as a result of the economic downturn which means limited opportunity in the medium term for the number of people and families living in Craigmillar to increase.

Educational Benefits

Attainment levels at Castlebrae have been measured against and compared with secondary schools with similar economic profiles mainly from the Glasgow area but also including Wester Hailes Education Centre and Craigroyston. Educational outcomes are, and have been, consistently significantly poorer than those of the majority of the comparator schools. The schools to which pupils would transfer demonstrate higher outcomes and offer a broader range of subject choice, elective courses and extra-curricular courses. In Castlebrae, the percentage of young people moving into a positive destination has decreased significantly. However, the school does offer a range of vocational courses including hairdressing, automotive and construction and has achieved good outcomes for young people. There is a commitment to ensure continuity of vocational provision.) Also add

Arrangements for transition will ensure that all young people's needs are considered on an individual basis. Resources attached to young people with additional needs will be transferred to receiving schools. Pastoral transition will include school visits prior to August 2013. Other transition activities include work with peers, mentoring and a summer transition programme.

Community Programme Proposals

Castlebrae currently receives additional funding associated with its community programme. It is proposed to maintain the current level of community provision and to relocate all adult/English as a second or other language classes where applicable taking into account user needs and crèche requirements. The 3G pitch will continue to be a community asset and current holiday activities will continue to be provided locally. The Family Centre service will be moved to other local provisions. The Council will continue to honour their “in kind” commitment to Craigmillar Books for Babies.

New School for Craigmillar

The Council is committed to delivering a new school for Craigmillar and see it as central to the regeneration of the area. The best estimate is that a new school will be required in 2020 once a significant part of the anticipated new housing is built and when there is no longer enough space in other local high schools to take all the young people living in the area.

The consultation programme will run up to 7 December 2012 after which the Council will seek Education Scotland’s views on the proposal. All comments which have been received and the points raised at the meeting tonight will be considered and responded to in a report that will go to the full Council. The report will be published on 21 February 2013 and considered at the full Council meeting on 14 March 2013.

Questions and Answers

Tom Wood invited the audience to ask questions of any representatives of the Council or to raise any concerns they might have about any aspect of the proposal. It seemed that the presentation on the proposed closure appeared to be overly negative. However, many positive outcomes had come out of Castlebrae and the proposed closure was not in any way a bad reflection on the pupils or the staff at the school.

The questions and answers, in summary, were as follows:

Question 1 – There was only two hours for questions, however, the meeting had now lasted 45 minutes, why then were questions were only being allowed at this stage?

Answer to Question 1 (Tom Wood)

There had been a presentation, which had taken up some of the time. If there were any questions to be asked after the two hours, these could be raised at the subsequent meetings. This was not a device to prevent people from making their views known.

Question 2 - Portobello High School was supposed to be the preferred school to receive the pupils from Castlebrae High School and the three primary schools. However, Portobello had been described as “not fit for purpose”, how then could it accommodate the children from these four schools?

Answers to Question 2 (Children and Families)

Portobello had a capacity for 1400 pupils and this is not expected to be exceeded with the intake from Castlebrae. Portobello could accommodate the combined roll of Portobello and Castlebrae, up to 2019 when the situation would have to be re-visited. Probably, not all children from Castlebrae would go to Portobello as parents might choose other schools. This process was already taking place at Castlebrae.

Regarding the condition of the building, the authority was disappointed with the non-delivery of the new school, however, the authority would make the required investment in the existing school to ensure that it was fit for purpose.

There would be an expected fall in the school rolls until 2015 and many of the schools in the City already had spare capacity. In 2013, it is expected that there would be 1251 pupils at Portobello, which meant that there would be plenty of spare capacity to accommodate the pupils from Castlebrae.

Question 3 – One member of the public stated that they seemed to be reading a different report from the panel. The intake for Portobello was over 200 pupils and there would also be three additional primary schools sending their children to that school. If Castlebrae was to shut, then 800 extra children would be going to Portobello.

Answer to Question 3 (Children and Families)

The forecast roll in the full consultation paper at Appendix 6 outlined the projected roll at Portobello of 1251 pupils, with an S1 intake of 210. The S1 intake at Castlebrae was projected to be 27.

Question 4 – The Authority was going to spend money on Portobello. However, what would happen when it was demolished? Would it not be possible to keep Castlebrae open and move the pupils there?

Question 5 – A member of the public stated that they were a parent of a child at Portobello. They had checked the consultation papers and could not get the figures to add up. As there would be 1300 pupils at Portobello and 200 from Castlebrae going to Portobello, how then did 1300 plus 200 equal 1400? Additionally, 100 pupils came to Portobello from Leith Academy catchment area. When had capacities for the schools been set?

Answers to Questions 4 and 5 (Children and Families)

Castlebrae had a capacity of 600 pupils. Although the school was only one third full, it would not be possible to accommodate the pupils from Portobello. Referring to the consultation paper, Lindsay Glasgow explained that the 2012 rolls were around 1300 and 200 for Portobello and Castlebrae, respectively. But it was expected that there would be lower intakes in future, with a net loss of pupils. It is expected there would be 1250 at Portobello and 174 at Castlebrae. The forecasts were based on taking account

of current patterns of pupil movement, including pupils from the Leith catchment going to Portobello.

With regards to the capacity of high schools in general terms, this had been set mainly in 1980's and 1990's. Portobello had taken more than 1450 as recently as 2002, however, in the past it had accommodated 2000 pupils. The set capacities reflected more recent educational environments and the school would not be expected to accommodate 2000 pupils again.

Question 6 – A pupil stated that larger classes were not good for pupils, therefore why should the school be closed because the classes were too small. The pupil liked their present school and did not want to go to a new school.

Question 7– Was not the falling school rolls the fault of the authority for moving residents out of the area? Additionally, did the threat of closure not cause parents to send their children elsewhere?

Answers to Questions 6 and 7 (Children and Families)

It was understood that going to a larger school could be a daunting prospect for a child, however, pupils did receive a good education at Portobello. Additionally, 70% of pupils from Craigmillar were currently attending other schools and were enjoying the experience.

The adult and child population of Craigmillar had fallen dramatically. However, there was a growing roll in the primary schools and the Council was confident that there would be the need for a new high school built in Craigmillar in 2020, when the population had increased.

Question 8 – A pupil thought that teachers could spend time with pupils in Castlebrae at present, but in Portobello, the teachers would not have the same amount of time.

Question 9 – A member of the public indicated that the children were attending Castlebrae, which was a community school. She referred to the report on the continuing provision of community activities and she indicated that only been allowed to see the report the day before the meeting. Additionally, she thought that the report gave false information.

Answers to Questions 8 and 9 (Children and Families)

Concerns about a larger school were understood. However, there were year groups and houses and the houses were like small families, who would work with young people. There would be pupil support teachers, guidance teachers and subject teachers. All schools had the same core staff ratio to pupils. The authority wanted to ensure that the transition to Portobello was handled properly. Some of the staff from Castlebrae would go to Portobello to ensure a smooth transition and it should be emphasised that Portobello was a very caring school.

With regard to the report on the community use of the school, the detailed report on the relocation of community services was not yet complete it was uncertain what version of the report the member of the public had received. Members of the public could certainly view the report, but it was not yet complete.

Question 10 – A member of the public agreed that Castlebrae could not carry on in its present state, but thought that alternative options should be considered. Would it not be possible to “mothball” the school or invest in it?

Question 11 – The Parent Council chair of Portobello stated that this school would welcome children from other areas. This process added to the richness of the school and the proportion of positive destinations for pupils were amongst the best in the city. From personal experience, he had great praise for the staff at Portobello. The parent council at Portobello had voted to support the preferred option to build a new school at Portobello Park. He described the park location, which had the advantage of being closer to the Craigmillar community than the current location. He was sure that while the existing Portobello building remained standing, it would receive the appropriate level of funding.

Answers to Questions 10 and 11(Children and Families and Councillor Burns)

At present, 70% of the parents in the Castlebrae catchment area sent their children to other schools. It would not be possible for the authority to provide the educational environment that the children needed at Castlebrae. For example, the S1 roll comprised of only 17 pupils, therefore it was not possible to deliver a rich curriculum and an option for all subjects. The authority was determined that the transition worked well. They would provide all the necessary resources and would carry out an assessment of the children’s needs.

With regard to the resource transfer of staff, this would be outlined in the report. The needs of the children would be assessed and there would be discussion with the new school to ensure a good transition. There were well-established practices on transition. All receiving schools would have a key role in ensuring that the needs of all pupils were considered, especially in respect of support for learning.

In respect of capital expenditure, as a result of the delay in constructing the new Portobello school, the further investment required to keep the school running has been identified.

Councillor Burns indicated that there would be report for the Full Council on the proposed closure, which would be published on 21 February 2013 and he wanted to reassure members of the public that alternative options were being considered. He asked for suggestions and indicated that a response would be given to these in the outcome report.

Question 12 –There was a consultation on the closure of Castlebrae, but there would not be a consultation on the alternative options. It seemed therefore that the authority had already made a decision.

Answer to Question 12 (Councillor Burns)

There would be no decision made on the proposed closure until the Full Council meeting of 14 March 2013.

Question 13 – How many full-time guidance teachers were there at Portobello compared with Castlebrae?

Question 14 – A member of the public stated that they had two sons attending Trinity High School. Did the Council have a template that was used every few years to close school in working class areas, when it was short of money? At Bonnington Primary School, the parents were given information about a proposed closure in small doses. This concerned the parents who then sent their children to other schools. The “Save the Brae” campaign had been taking place which indicated that the proposed closure of Castlebrae was a great concern for parents.

Answers to Questions 13 and 14 (Children and Families)

Portobello had five guidance teachers or pupil support teachers and Castlebrae had three. These teachers had a caseload of 200/250 pupils, however, in some schools in deprived areas the authority sometimes increased the number of guidance teachers. In Castlebrae, the proportion was one teacher to sixty pupils and some of these staff would be moved to Portobello.

Details were provided on local authority policy in relation to school closures. There was a right of parental choice and in this situation most of the parents had chosen not to send their children to their catchment school. There was a cycle whereby the school roll fell, then there was a fall in attainment. The decision to close schools was not about financial considerations. In Castlebrae, there was a school roll of 17 pupils in S1 and with these numbers, the school could not deliver a rich curriculum.

Question 15 – Would the additional support places continue with the new arrangements?

Question 16 – Would the learning assistants' hours still be the same and how could Portobello provide the same level of support.

Answers to Questions 15 and 16 (Children and Families)

It was explained that in respect of additional support needs and resources, the authority would ensure that resources would move with the children from Castlebrae.

Regarding the new school in Craigmillar, it was evident that the increasing number of primary children would grow up to secondary school age and would need a new school in 2020.

With regard to learning assistant hours, an evaluation would take place, and then the authority would appoint learning assistants accordingly. The support requirements for the individual young people would be reviewed before the closure of the school.

Question 17 – A member of the public stated that they did not have a problem with Portobello, but they were concerned about the prospect of their children not being permitted to go to Castlebrae, which removed their parental choice. Although the “potential” closure of Castlebrae was referred to, all the official comments were of a negative nature. If Portobello was not fit for purpose, would it not be possible to make Castlebrae an “annex” for first and second years and then move these pupils to Portobello?

Additionally, they were not convinced about the new school in Craigmillar being built in 2020. There might be another administration in that year, with different elected members, but with the same council officials.

Answers to Question 17 (Councillor Burns)

The authority was aware of the positive aspects of the school, for example, the pupils at this school could speak for themselves. However, when all the different factors were combined, the situation was not as good. The number of children was so low, that the authority could not deliver a rich curriculum.

Comments and Questions by Councillor Mike Bridgeman – It was the role of council officials to micro-manage, not the elected members. During the last administration, there were proposals to close Castlebrae and Wester Hailes Education College. After some deliberation the members decided against closure. The authority was wrong to close these schools then and it was equally wrong to close Castlebrae now.

Response by Children and Families

Reference was made to the comparison of Castlebrae with Wester Hailes Education College (WHEC) and the question which asked if WHEC could be turned round, then why not Castlebrae. There were essential differences. Including Castlebrae, there were 21 comparator schools which were determined nationally by the Scottish Government. In the comparator, WHEC was in the same group as Castlebrae, but it was not the closest comparator school. It was the 10th closest school. Improving schools was a complex process based on a range of factors, and it was not simple to replicate school improvement.

Additional Comment from Councillor Bridgeman

Councillor Bridgeman asked that if the schools being compared were not alike, how then could they be compared? Additionally, the situation at Castlebrae had been known to the authority in 2002 and there had been sufficient time to turn the school around.

Response by Children and Families, Councillor Burns and Councillor Howat

Reference was made to Castlebrae and WHEC and it was explained that the comparator came from Education Scotland, not the authority. When the reference was made that WHEC was in the family and were 10th, they were different in some respects. There was a difference in the school size, the stay on rate and improvements. Support

offered to Castlebrae included resources and practical support. At Castlebrae, it cost £10,500 to educate a pupil, there had been three deputies appointed when the staffing profile for deputies was two, additional support, in Pupil Support staffing gave a staff ratio of 1:60 as opposed to 1: 250, which was a generous level of staffing. The school had also benefited from additional resources over a number of years including InStep and 20:20 which had given Castlebrae an additional budget of £0.5m over 3 years. Significant resources had been allocated to the school, but there had been no improvement in outcomes.

From 2002, Her Majesty's Inspectorate of Education (HMIE) had engaged with Castlebrae to improve outcomes. Karen Prophet explained that she had met with the Head Teacher and there had been additional support in various subjects including Maths and Literacy. This support had come from local authority staff, staff in other schools, HMIE and the national positive behaviour team. Castlebrae was not a viable school, despite the big commitment by the authority to improve it.

Councillor Burns indicated that he understood the point made by Councillor Bridgeman that members would reach a decision based on the advice given by officers. At this stage, the officers had only made a recommendation to close Castlebrae and the members would consider this in March 2013.

Councillor Howat agreed that the elected members would be responsible for the decision. He would consider the recommendations in the report, but would make his own decision, taking into consideration the comments from the public. The welfare of the children was a big concern and it was essential that the schools had a positive atmosphere.

Comment Member of the Public – If the Council was to re-build the housing that had been demolished, then it would be possible to get the residents and pupils back into the area.

Question 18 – A member of the public stated that she was aware of a pupil from Castlebrae, who attended Portobello and who was subjected to name-calling and bullying. As a result, the child then returned to Castlebrae. This individual indicated that they did not want their sons bullied at Portobello, one of whom was small for his age. Moreover, at Portobello, the teachers would not have enough time for children.

Question 19 – A member of the public stated that they were in receipt of tax credits. If Castlebrae were to close, they would lose money on uniforms. How then would they pay for new uniforms and lunches?

Answers to Questions 18 and 19 (Children and Families)

The authority took bullying very seriously and there were anti-bullying strategies in place. It was necessary to define bullying and part of the strategy was to give pupils the skills to deal with it.

Regarding the issue of uniforms, this would be considered on the basis of individual need. The pupils would receive allowances for uniforms and meals, if they were entitled to them.

In respect of the question of school uniforms, there was no official policy to provide financial support to parents, but if the parents were affected by the school closure then the authority would take a sympathetic view.

Supplementary Question – A member of the public asked the officer from Children and Families why they had said “closure” in respect of Castlebrae.

The officer indicated that he had meant “proposed closure”.

Question 20 – A member of the public stated that they had been advised to apply for a place for their child at Fettes or Trinity, but not at Castlebrae.

Answer to Question 20 (Children and Families)

With regard to the placing advice from the school that the parent should apply for Fettes or Trinity but not for Castlebrae, this advice was incorrect. The parent could of course apply to Castlebrae if that was the school of their choice.

Question 21 – A member of the public indicated that they had a child at Castlebrae who had been bullied, was frightened to walk home and was usually unhappy when they came home. It was twice the journey from Portobello, therefore, would twice the bullying not take place?

Question 22 – Additionally, what was the point of having catchment areas if parents were not required to send their children to the local catchment school? Would it not be the case that if all the pupils in the catchment area went to Castlebrae then the school would be full?

Answers to Questions 21 and 22 (Children and Families)

In respect of safe routes to schools, the authority was concerned about transport and was looking at safe routes to school. It should be remembered that other pupils were already travelling to school from the Castlebrae area. The authority had to balance the various factors when arriving at a decision on closure. Transport issues could be discussed after the meeting.

The purpose of the catchment boundaries was to manage school roll places. This came into effect when the schools were oversubscribed and in this situation, pupils from catchment areas were given priority. However, in the event of falling school rolls, there were extra spaces available and the authority was required to grant placing requests.

Comments and Questions by Councillor Child - The proposed new school would be built at Craigmillar, indicating that the parents in the area were committed to the new school. It was widely felt that if Castlebrae was to close, then part of the community would be gone, however, more housing would increase the population in the area. The

new school would be at the heart of Castlebrae, therefore when would it be possible to plan for the new school? There was a commitment to the new school as part of the re-generation of Craigmillar.

Response by Children and Families

With respect to planning for the proposed new school at Craigmillar, it was necessary firstly to reserve a site for the school in the Urban Design Framework, which was currently being reviewed. It took four years to design and build a school, therefore the design would probably start in 2016. This process could not start too early, as building regulations constantly changed and the timing had to be correct.

Question 23 – What was the commitment by the authority for support teachers? There were three of these for 180 pupils at Castlebrae, but only five for Portobello, which had far more pupils. Would the authority make the commitment that the support teachers from Castlebrae would stay on at Portobello?

Question 24 – A new school was designed for Castlebrae at a cost of £1m. It should be possible to use the Annex at Castlebrae in the meantime. It was feasible for pupils to travel one mile to Portobello, they could therefore travel one mile to Castlebrae instead from Portobello. Also would the proposed new school be of the same standard as the one originally planned?

Answers to Questions 23 and 24 (Children and Families)

It was explained that the authority was committed to continuing support for support teachers, if they moved to Portobello and they would remain as long as they were required.

With regard to the proposed new school, the building regulations had changed since the original design and it was necessary to ensure that the new design complied with existing regulations. The original design of the school had been “state of the art” and Lindsay Glasgow expected that the new design would be of the same standard.

Question 25 The travelling community in Castlebrae tended to stay in the area.

It was difficult to keep the children of these communities in school, however, the parents were happy for them to go to Castlebrae, but it was unlikely that they would allow the children to go to Portobello. Would the authority confirm that it was committed to schooling children of the travelling community?

Question 26 A pupil from Castlebrae indicated that they were the youngest of the 17 pupils in the first year. However, they felt that it was easier to learn in smaller classes, but would feel intimidated at Portobello.

Answers to Questions 25 and 26 (Children and Families)

In respect of the concerns about the travelling community and their children continuing to attend school, it was explained that an equality assessment was taking place and consideration would be given to this community.

With regard to concerns about larger classes, it was agreed that this was a valid point and would be one of the issues to consider when ensuring a smooth transition. However, in Castlebrae, two classes had been closed, therefore, the current class at Castlebrae would be the same size as the new class at Portobello.

Closing Statement by Gillian Tee

Gillian Tee explained that there was a need to ensure that there were good transition arrangements if the proposal for the closure of Castlebrae went ahead. The officers and elected members had tried to explain the process. No decision had been made yet, the consultation report would be published in February 2013, which would include the comments from the consultation meetings. This was a public consultation and the Council would listen to the feedback from the members of the public.

Tom Wood thanked everyone for their contributions and brought the meeting to a close.

Record of Meeting

Castlebrae Community High School - Consultation on Option for Closure and Associated Catchment Changes for Portobello and Liberton High Schools

The meeting was held on 26 November 2012 in Liberton High School, Edinburgh

Present: Councillors Norma Austin Hart and Gavin Corbett (members of the Education, Children and Families Committee), Councillor David Walker (Councillor for Portobello/Craigmillar ward), and three members of the public were present.

In Attendance: Tom Wood (Independent Chair), Councillor Paul Godzik (Convener, Education, Children and Families Committee), Gillian Tee (Director of Children and Families), Mike Rosendale (Head of Schools), Lindsay Glasgow (Asset Planning Manager), Karen Prophet (Senior Education Manager), Stephen Kelly (Head Teacher, Liberton High School) and Phil Denning (Observer, Education Scotland).

Introduction

Tom Wood explained that he had been invited by the Council as an independent person to Chair this consultation meeting. The meeting was the first of four meetings being arranged as part of the consultation process on a proposal to close Castlebrae Community High School. Officers from the Children and Families Department would be asked to give a presentation explaining the proposals in more detail and then to answer any questions. Tom Wood also advised the meeting that the Schools (Consultation) (Scotland) Act 2010 required the Council to consult Education Scotland on the proposals and that a representative was also present at this meeting.

Convener's Statement

Councillor Godzik, Convener of the Education, Children and Families Committee stated that he recognised that the proposal to close Castlebrae was not an easy one. However, a decision needed to be made about the future of Castlebrae taking into account all aspects of the school. The proposal for closure was the Council officials' recommendation and the final decision would be taken by Elected Members at the full Council meeting on 14 March 2013. The consultation report to be considered at that meeting would include a summary of all written comments received and issues raised

and responded to at the public meetings, and would be considered along with a report from Education Scotland.

Presentation

Karen Prophet (Senior Education Manager, Children and Families) explained the background to the proposals.

Context

The 2012/13 start of session roll at Castlebrae of 196 pupils was the lowest secondary school roll in the City with only 19 pupils starting in S1. As of today's date, the current school roll in Castlebrae was 184 pupils, 17 of which were in S1. The school roll had fallen significantly over the last 10 years and was expected to drop further to a low of 158 in 2015/16. The school had a capacity of 600 places but with only 184 attending, the occupancy rate was the lowest in the City at only 31%. Cost per pupil per head of population in Castlebrae was £10,500, more than double the city average of £4,500. As a result of falling school rolls across the City, spare capacity had opened up at Portobello and Holy Rood High Schools. Between these schools there was sufficient capacity to accommodate the current roll of Castlebrae for a number of years. There was very little new housing being built in the area as a result of the economic downturn which meant limited opportunity in the medium term for an increase in the number of people and families living in Craigmillar.

Educational Benefits

Attainment levels at Castlebrae had been measured against and compared with secondary schools with similar economic profiles mainly from the Glasgow area but also including Wester Hailes Education Centre and Craigmoynton. Educational outcomes were, and had been, consistently significantly poorer than those of the majority of the comparator schools. The schools to which pupils would transfer demonstrated higher outcomes and offered a broader range of subject choice, elective courses and extra-curricular courses. In Castlebrae, the percentage of young people moving into a positive destination had decreased significantly. However, the school did offer a range of vocational courses including hairdressing, automotive and construction and had achieved good outcomes for young people. There was a commitment to ensure continuity of vocational provision.

Arrangements for transition would ensure that all young people's needs were considered on an individual basis. Resources attached to young people with additional needs would be transferred to receiving schools. Pastoral transition would include school visits prior to August 2013. Other transition activities included work with peers, mentoring and a summer transition programme.

Community Programme Proposals

Castlebrae currently received additional funding to help with its community programme. It was proposed to maintain the current level of community provision and to relocate all

adult/English as a second or other language class where applicable taking into account user needs and crèche requirements.

The 3G pitch would continue to be a community asset and current holiday activities would continue to be provided locally. The Family Centre service would be moved to other local provisions. The Council would continue to honour their “in kind” commitment to Craigmillar Books for Babies.

New School for Craigmillar

The Council was committed to delivering a new school for Craigmillar and saw it as central to the regeneration of the area. The best estimate was that a new school would be required in 2020 once a significant part of anticipated new housing was built and when there was no longer enough space in other local high schools to take all the young people living in the area.

Consultation Programme

The consultation programme would run up to 7 December 2012 after which the Council would seek Education Scotland’s views on the proposal. All comments which had been received and the points raised at the meeting tonight would be considered and responded to in a report that would go to the full Council. The report would be published on 21 February 2013 and considered at the full Council meeting on 14 March 2013.

Questions/Points of Clarification

Tom Wood invited the audience to ask questions of any representatives of the Council or to articulate any concerns they might have about any aspect of the proposal.

Questions and points raised were in summary, as follows:

Question/Point 1 (Parent)

In respect of costs estimated for repair, maintenance and replacement works at Liberton High School, a commitment was sought that this funding would now not disappear or be diverted?

Answer 1 (Children and Families)

Estate wide surveys were being undertaken to give the Council a priority list for future investment in schools, both to ensure schools were fit for purpose as well as being able to accommodate young people.

Question/Point 2 (Parent)

Approximately half of pupils at Castlebrae High School had additional support needs (ASN). What was being done to ensure continuation of support for ASN?

Answer 2 (Children and Families)

Currently 48% of youngsters needed additional support. The Department had met with the Depute Head Teacher of Portobello High School to discuss this issue and were confident that support needs would be met and the transition managed. It was noted that some staff from Castlebrae would transfer with the young people from Castlebrae. There would be ongoing transition processes for different year groups. Discussions had also been held with some of the children/young people at Castlebrae on the transition.

Question/Point 3 (Parent)

Clarification was sought on the future of community facilities currently provided at Castlebrae High School premises.

Answer 3 (Councillor Godzik)

Councillor Godzik advised that elected members would need to be confident when making a decision that existing community facilities would be provided elsewhere.

(Children and Families) Confirmed there was no proposal to reduce any community facilities.

Question/Point 4 (Parent)

Looking at the projections for school rolls, were there any plans for a new High School in the Craigmillar area and any budget in place for this?

Answer 4 (Children and Families)

The current timescale for the design and construction of a new High School was about four years so currently it would be aimed to start the new High School project in 2016.

(Councillor Godzik) Advised that PARC were committed to funding for part of the school.

Question/Point 5 (Parent)

Clarification was sought on the current position of the site of the new Portobello High School.

Answer 5 (Councillor Godzik)

Councillor Godzik confirmed that commitment for the redevelopment of Portobello High School remained a priority.

(Children and Families) Advised that the current capacity for pupils at Portobello High School was 1400. Any delay in the redevelopment for Portobello would not affect the accommodation of young people from Castlebrae.

Question/Point 6 (Councillor Corbett)

Clarification was sought on evaluation/tracking of transition support.

Answer 6 (Children and Families)

Children and Families confirmed and outlined the measures in place to do this including measures for tracking of improved outcomes in receiving schools, and feedback from pupils and parents.

Question/Point 7 (Councillor Corbett)

Clarification was sought on whether any net savings from the proposals would be passed on to receiving school(s).

Answer 7 (Councillor Godzik)

Councillor Godzik confirmed that a commitment had already been made that some savings would be passed on to receiving schools.

(Children and Families) Outlined the additional support and benefits which would be available to young people (as detailed in the consultation document).

Question/Point 8 (Councillor Walker)

Some parents had expressed their dissatisfaction with consultation prior to the closure consultation report. Consultation had been carried out on a one-to-one basis with some individuals but had not been recorded. It was felt that the closure report had not accurately reflected conversations between the Department and some individuals which had already taken place.

Answer 8 (Children and Families)

This related to a report being developed on the community facilities. A letter had just been received by the Department on this matter. The Department would seek to find out the details for discussion and pick up on the points raised. It was the Department's intention to speak to as many people as possible.

Question/Point 9 (Councillor Walker)

In terms of the cost quoted of around £10k per child at Castlebrae High School, could evidence be provided to back up this figure including an accurate breakdown?

Answer 9 (Children and Families)

The cost per child at Castlebrae High School took into account data published by Scottish Government on pupil costs. This information was in the public domain.

(Councillor Godzik) Suggested that spending of £10k per pupil at Castlebrae High School would be acceptable if there were comparable outcomes with other schools, however currently, there were not.

Question/Point 10 (Councillor Walker)

Clarification was sought on the projects associated with the 20:20 initiative.

Answer 10 (Children and Families)

The projects that 20:20 resources from the Hunter Foundation had been allocated to were outlined.

Question/Point 11 (Councillor Walker)

There seemed to be no sense or logic behind the decision to withdraw Instep money from Castlebrae High School and no reasonable explanation why the funding had been withdrawn.

Answer 11 (Children and Families)

Instep Project money was managed by the Head Teacher at Castlebrae High School. The money was used to improve positive destinations. Outcomes and data would have been looked at resulting in the view that the amount/cost didn't justify the spending at the time the project was closed. An outline was provided of the activities continued by staff following the withdrawal of Instep (as detailed in a report to the Education, Children and Families Committee in 2010).

(Councillor Godzik) Noted that the decision on Instep funding had been made by the previous administration in 2009.

Question/Point 12 (Councillor Walker)

In summary, Councillor Walker confirmed his request as follows:

1. Evidence to back up the decision taken at the time to withdraw Instep funding from Castlebrae High School and information on the use of Hunter Foundation money.
2. A breakdown of the cost per child at Castlebrae High School.

Question/Point 13 (Councillor Austin Hart)

Councillor Austin Hart supported Councillor Walker's request for further information (as detailed above in Point 12).

Question/Point 14 (Councillor Walker)

Is spending on the new design for Castlebrae High School premature in view of there being no planning permission or confirmed money in the budget?

Answer 14 (Children and Families)

Children and Families outlined the commitment to the design of the new school. In light of the economic situation new housing had not been delivered as expected. Changes would require to be incorporated into any new design including new building regulations. The space metrics which the Council applied to its new schools had changed and the construction costs of new buildings had also changed. The scope of the project required to be reconsidered and had already changed with the new local library being situated in the new neighbourhood office.

Closing Statement by Councillor Godzik

Councillor Godzik thanked everyone for attending the meeting and for the wide ranging questions and comments. There was one further public consultation meeting to be held and a summary of all points raised would be included in the final report to Council on 14 March 2013.

Tom Wood thanked everyone for attending and for their contributions. The meeting closed at 8.08pm.

Record of Meeting

Castlebrae Community High School - Consultation on Option for Closure and Associated Catchment Changes for Portobello and Liberton High Schools

The meeting was held on 29 November 2012 in Holy Rood RC High School, Edinburgh

Present: There were approximately 25 members of the public.

In Attendance: Tom Wood (Independent Chair), Councillor David Key (Vice-Convenor, Education, Children and Families Committee), Gillian Tee (Director of Children and Families), Mike Rosendale (Head of Schools & Community Services), Billy MacIntyre (Head of Resources) and Karen Prophet (Senior Education Manager).

Introduction

Tom Wood introduced the proceedings, indicating that this was the last of four public meetings to discuss the proposed closure of Castlebrae High School. He described his role as an independent chair and confirmed that the decision on the proposed closure would be made at a meeting of the full Council on 14 March 2013.

He introduced Councillor David Key, Vice-Convenor of the Education, Children and Families Committee, who welcomed everyone to the meeting and gave an undertaking that any questions would be answered

Tom Wood then described the procedure for the meeting. There would be a short presentation by Karen Prophet, followed by questions from the floor and answers from the panel. Tom Wood advised that a representative from Education Scotland was present as the Schools Consultation (Scotland) Act required the Council to consult Education Scotland on the proposals.

He added that the proposal for closure was not an issue to be taken lightly and the final decision would be made only by elected members of the Council.

Presentation

Karen Prophet (Senior Education Manager, Children and Families) explained the background to the proposals.

Context

The 2012/13 start of session roll at Castlebrae of 196 pupils was the lowest secondary school roll in the City with only 19 pupils starting in S1. As of today's date, the current school roll in Castlebrae is 184 pupils, 17 of which are in S1. The school roll has fallen significantly over the last 10 years and is expected to drop further to a low of 158 in 2015/16. The school has a capacity of 600 places but with only 184 attending the occupancy rate is the lowest in the City at only 31%. Cost per pupil in Castlebrae is £10,500, more than double the city average of £4,500. As a result of falling school rolls across the City, spare capacity has opened up at Portobello and Holy Rood High Schools. Between these schools there is sufficient capacity to accommodate the current roll of Castlebrae for a number of years. There is very little new housing being built in the area as a result of the economic downturn which means limited opportunity in the medium term for the number of people and families living in Craigmillar to increase.

Educational Benefits

Attainment levels at Castlebrae have been measured against and compared with secondary schools with similar economic profiles mainly from the Glasgow area but also including Wester Hailes Education Centre and Craigroyston. Educational outcomes are, and have been, consistently significantly poorer than those of the majority of the comparator schools. The schools to which pupils would transfer demonstrate higher outcomes and offer a broader range of subject choice, elective courses and extra-curricular courses. In Castlebrae, the percentage of young people moving into a positive destination has decreased significantly. However, the school does offer a range of vocational courses including hairdressing, automotive and construction and has achieved good outcomes for young people. There is a commitment to ensure continuity of vocational provision.

Arrangements for transition will ensure that the needs of all young people are considered on an individual basis. Resources attached to young people with additional needs will be transferred to receiving schools. Pastoral transition will include school visits prior to August 2013. Other transition activities include work with peers, mentoring and a summer transition programme.

Community Programme Proposals

Castlebrae currently receives additional funding associated with its community programme. It is proposed to maintain the current level of community provision and to relocate all adult/English as a second language or other language classes where applicable taking into account user needs and crèche requirements. The 3G pitch will continue to be a community asset and current holiday activities will continue to be provided locally. The Family Centre service will be moved to other local provisions. The Council will continue to honour their "in kind" commitment to Craigmillar Books for Babies.

New School for Craigmillar

The Council is committed to delivering a new school for Craigmillar and see it as central to the regeneration of the area. The best estimate is that a new school will be required in 2020 once a significant part of the anticipated new housing is built and when there is no longer enough space in other local high schools to take all the young people living in the area.

The consultation programme will run up to 7 December 2012 after which the Council will seek Education Scotland's views on the proposals. All comments which have been received and the points raised at the meeting tonight will be considered and responded to in a report that will go to the full Council. The report will be published on 21 February 2013 and considered at the full Council meeting on 14 March 2013.

Questions and Answers

Tom Wood invited the audience to ask questions of any representatives of the Council or to raise any concerns they might have about any aspect of the proposal.

The questions and answers, in summary, were as follows:

Question 1 (Pupil)

Are you considering the impact of the closure of Castlebrae on local businesses, particularly Greggs and the chip shop, where some pupils buy their lunch? Also, pupils will have to be more dependent on their parents if the school closes because they would not be able to walk to a different school as easily.

I also want to say that the pupils have raised a lot of money in the past for charity, including HIV Aids and Jeans for Genes.

Answer to Question 1 (Billy MacIntyre/Karen Prophet)

As an authority, it would be our preference for pupils to eat a healthy nutritionally balanced meal and we would encourage the use of the schools meals system to do this. This is a question that is also raised often when new schools are planned and our main aim is for pupils to eat a proper meal in school.

The work that the students at Castlebrae do to raise money for charity is recognised and appreciated.

Question 2 (Parent) – 26% of the school roll in Govan High School and nearly half the school roll at Castlebrae (46%) have special needs for learning – surely the cost of educating those pupils at another school will be the same?

Answers to Question 2 (Karen Prophet)

The details of comparator schools are provided by the Scottish Government – I was unaware of the statistics you quoted in relation to Govan High School but I don't

disagree that it is 26%. I can confirm that the city average cost per pupil is £4,500 and the per pupil cost for Castlebrae is £10,500. This figure includes the additional allocation of resources to support young people with additional needs. We will continue to ensure that the needs of these young people are met whichever school they attend.

Comment by Billy MacIntyre

The cost per pupil at Wester Hailes Education Centre where 112 students have particular support needs is £7,503, in comparison to the figure for Castlebrae of £10,631 where 114 students have particular support needs.

Question 3 (Parent)

What gives you the right to tell me what my child can eat – he eats at Greggs because the school dinners are crap and he eats Greggs' tuna salad because he likes it. I pay for them, not you.

Answer to Questions 3 (Billy MacIntyre)

Apologies if I offended you. It is of course your choice; I was simply highlighting the fact that it is Council policy to encourage all school pupils in the city to take a school meal.

Question 4 (Parent)

This is for Karen Prophet – you say that Castlebrae will be demolished and a new school will be built in 2020. What about our toddlers who are at 3 nurseries in the area that are all at capacity now, where will they go? Why not keep Castlebrae open until the new school is ready?

Answer to Question 4 (Karen Prophet and Billy MacIntyre)

2020 is when we think that the capacity of the secondary schools which would remain in the local area would be insufficient to cater for the number of children ready to go to High School. The process for building a new school has to start up to four years before it is actually opened to allow time for the school to be designed and built.

Question 5 (Parent)

It was said 10 years ago that there would be a new school as part of the regeneration programme and I've been decanted to other accommodation for 10 years – why is this?

Answer to Question 5 (Gillian Tee)

The economic recession meant that the housing and the new school we thought PARC would provide did not happen as planned. As a result of this, there were not enough children for a viable school in Craigmillar. It is currently anticipated that a new school will be required in 2020 however this will be reviewed every year. The decision to start the build will be made 3 or 4 years before the school has to open.

Question 6 (Councillor Mike Bridgman)

The Neighbourhood Partnership, at the meeting last night, heard that the budget to run the school is £2.1m – the report to Council stated that a saving of £1.352m is achievable if the decision is made to close Castlebrae. A £1.4m staffing budget is also mentioned. There's a growing concern that you're saying it's not about money but it is. Surely there would be no saving in terms of staffing as those employed at Castlebrae would move to other schools?

Also, the number of employees in the Children and Families Department is 8,000, but of those less than half of that number are teaching staff.

The school is the heartbeat of the community and matters more than statistics.

Answer to Question 6 (Billy MacIntyre)

The savings mentioned include the cost of maintenance of the school, as well as staffing savings. Whilst all staff would transfer to other schools, and that has been assumed in the cost and savings information included in the consultation paper, only teaching staff would not represent a saving. Other staff associated with running a separate school would represent a cost saving in overall terms and would transfer to fill a vacancy in another school in the city. The budgets which it has been assumed will not be saved and would be transferred to other schools also include costs for exams, stationery, etc.

Question 7 (Parent)

What about special needs?

Answer to Question 7 (Billy MacIntyre)

No savings have been assumed relating to the costs of supporting children with additional support needs as that funding would transfer to the relevant receiving school.

Comment (Councillor Mike Bridgman)

So we'll be paying for other schools, then.

Question 8 (Pupil)

This question is for Karen Prophet – are you saying we're dumb and misbehaving when you say attainment at Castlebrae is lower?

Answer to Question 8 (Karen Prophet)

This is a very emotive subject and definitely not what we mean. Many students achieve very well but we have to look at the overall performance of the school. It's acknowledged that there are committed staff, students and parents.

Comment (Parent)

The kids feel demoralised – sometimes by staff. I've spoken to the Head Teacher about it.

Response (Karen Prophet)

There is a question of judgement and balance when getting into dialogue but this is always difficult and tricky to manage.

Question 9 (Member of the Public)

This is a question for all members of the panel and I'd like a "Yes" or "No" answer – would you send your child to a school that has been threatened with closure for 10 years?

Comment (Parent)

I think you want to close Castlebrae to pay for Portobello. Otherwise, why would there be detail of Portobello's maintenance costs in the same report as Castlebrae?

Answer to Question 9 (Gillian Tee)

I would be worried if I knew there were 17 students in S1.

Comment (Parent)

Answer the question!

Gillian Tee

My answer is no.

Comment (Parent)

You're making decisions about our kids with no knowledge of the School.

Answer to Question 9 (Karen Prophet)

In the context of Castlebrae, I would say no. When I worked in Peebles, there was a smaller primary school serving a local community and therefore I may have fought against the closure of the local primary school however the outcomes at Castlebrae are poor and there are many schools of choice in the city.

Question 10 (Councillor Mike Bridgman)

I've sat through these consultation meetings, where you have continually said the schools' roll was too low to provide a workable curriculum, but now you're talking about positive destinations.

Answer to Question 10 (Karen Prophet)

It's difficult with a low school roll to provide breadth and choice for 17 pupils in S1. There are aspects of the curriculum delivered in the school, such as English and Maths, where the outcomes are poor. The quantitative and qualitative outcomes must be assessed.

In November, there may have been a significant increase in positive destinations but it's a fact that last year there was a low number.

Comment (Parent)

We were told there would be improved outcomes if the kids went to bigger schools, but now we're being told different.

Question 11 (Parent)

Why is Portobello mentioned in the report on the proposed closure of Castlebrae? The savings wouldn't be any more.

Answer to Question 11 (Billy MacIntyre)

We have a responsibility to highlight the financial implications in all such reports. Portobello is mentioned in the report as it is the proposed replacement non-denominational school if Castlebrae was to close and the implications for that school also have to be considered.

Question 12 (Parent)

Safer Routes to School (SRTS) - there's concern at the need to cross major roads to Portobello at a time when they'll be busiest. How will SRTS assessments be done – will they be carried out at peak times?

Nursery places – the nurseries in the area are all full and a lot of children in the area don't go, so how are the numbers calculated?

Positive destinations – there is 92-93%.

S2 choices – a lot of pupils want to take vocational skills.

Savings – £3m to get Portobello up to standard whether or not Castlebrae were to close. How do you justify this?

What's the safer of the 2 schools?

Answer to Question 12 (Mike Rosendale/Billy MacIntyre/Karen Prophet)

SRTS – there will be a team of officials who will carry out assessments soon, to provide information for the report. These will be done at peak times.

If the routes are deemed to be unsafe, home to school transport will be provided.

Positive destinations – the comparators used for 2011 - Craigoyston (42%), Drummond (61.5%) and Wester Hailes Education Centre (WHEC) (78.3%) are schools similar to Castlebrae. The detail for Castlebrae in respect of 2012 has not yet been released by the Scottish Government.

We'd expect to see an increase in positive destinations because of the activity agreements.

S2 choices – there are 26 S2 students at Castlebrae and discussions have been held with the S2 Head. WHEC offers a hairdressing course. I have met Portobello's curricular support staff – the only concerns regarding vocational studies are in relation to hairdressing and automotive classes, all other vocational studies would transfer. It can't, however, be guaranteed that all of the other High Schools in the city would be able to provide the breadth of vocational studies offered by Portobello. All schools have to meet the needs of the learners.

Savings – the £3m budget is money we did not want to spend but plans to build on Portobello Park have delayed the project so this has become a factor. The expenditure is necessary to keep the existing school operational until a new school is built and would be incurred regardless of any decision to close Castlebrae Community High School.

Safety – the answer to this lies with the Head Teachers.

Comment (Parent)

The end of the consultation period is 7 December – the assessment should have been done by now.

Pupils using transport could make them a target for bullies.

I'm talking about vocational studies – where will they go for these if Castlebrae closes? WHEC students come to Castlebrae for hairdressing!

Comment (Councillor Maureen Child)

I am one of 4 local elected members and one of the 58 elected members who will make the decision about the future of Castlebrae. There has been a lack of trust in transparency over a number of years, but the least we can promise is an accurate minute that expresses the views of all those who comment. I need to see an accurate record of each consultation meeting as do all those who have spoken at the meetings.

The current catchment for Castlebrae is 700, not all of whom attend the school. It would be unsettling for everyone to wait until other schools were too full before deciding to build.

Response to Comment (Billy MacIntyre)

The draft minutes for all the consultation meetings will be agreed by Tom Wood following which the finalised minutes will be published.

In relation to the decision to build a new school, we currently estimate that the project would be required to be completed by 2020, but would be subject to regular review on an annual basis.

Question 13 (Parent)

Why will you be agreeing the minutes and why have we not seen the minutes of previous meetings?

Answer to Question 13 (Tom Wood)

I'll see the minutes as an impartial participant and chair of the consultation meetings – I haven't seen any of them yet but expect to see them soon.

Comments (Pupils)

I'm in S3 and want to finish my studies at Castlebrae. The smaller classes are better, with more one-to-one time with the teachers.

You've said if we have to move, we'll have better learning. I'm in a class of 17 and if I had to be in a bigger class, it would be even more hellish than it is just now.

Question 14 (Parent)

I understand the law requires the City of Edinburgh Council to publish the equalities impact assessment – can you provide any further information on the proposed closure of Castlebrae since the letter issued by the Director?

Answers to Comments and Question 14 (Gillian Tee)

Comments

We are keen for you to sit your exams. I've spoken to the Chair of Portobello Parent Council and the Head Teacher, who both encourage Castlebrae students to visit the School – they want to provide all the support you need if Castlebrae is to close.

Question 14

The Equalities Impact Assessment will be included in the report to Council next year, together with the feedback from the consultation process and issues raised at these meetings.

Question 15 (Parent)

When did you start the Equalities Impact Assessment – were there forms to fill in? Why haven't we seen it? I received an e-mail from Ron Waddell about the assessment, but only 2 days ago. Is it done during the consultation period?

Answer to Question 15 (GillianTee/Mike Rosendale/Billy MacIntyre)

At the start of the consultation process, following approval of the report to consult, on 9 October. There was a question on the inclusion of travelling people and it was confirmed they would be included.

Question from Chair

Will it include the issues raised here and at the other consultation meetings?

Answer (Mike Rosendale)

If they are relevant to the Equalities Impact Assessment, yes

Question 16 (Parent)

What's the projected Castlebrae school roll in 2020 and how is it intended to mitigate against falling rolls in the future?

Can you confirm that there is a commitment not to sell the site?

Portobello site – the catchment has been changed over the past few years – it's not a viable argument to change the catchment to ensure a particular school location.

Answer to Question 16 (Gillian Tee/Billy MacIntyre)

It's anticipated that by 2020 there will be an increase in the rolls in local secondary schools and that these schools will be full.

In relation to the commitment to the land – PARC intended to acquire the land and deliver a housing development, with a new school in the town centre. Circumstances changed and as a result, PARC will not deliver the full cost of a new school, therefore the cost will now have to be shared between PARC and the City of Edinburgh Council. Clarification has still to be sought on the status of the current site – it's expected that it will be combined with regeneration proposals. The timescale of 2020 will be kept under review.

The City of Edinburgh Council, at its meeting on 22 November, agreed that there will be a consultation on the fall-back site options for Portobello High School should the preferred option of building on Portobello Park not prove to be possible, but this will not be undertaken until after Council had taken the decision regarding the future of Castlebrae in relation to Castlebrae Community High School. If the decision is taken to close Castlebrae, the expanded catchment will include Castlebrae and those affected

would be included in the consultation process regarding the preferred fall-back site for the new Portobello High School, at Baileyfield or the current site.

Comment (Parent)

There's been consultation before on the use of Castlebrae as an annexe school. You're lying, I don't trust you, why have Castlebrae without renovating Portobello. Why renovate Portobello just to demolish it – it's stupid.

You said before that health and safety issues are for the Head Teachers to decide – you're their bosses, shouldn't it be you who decides?

Who's consulting the young people and when will it end?

Response to Comment (Gillian Tee/Mike Rosendale)

Firstly, it's not right for Portobello pupils to come to Castlebrae as there are too many of them.

Consultation with young people will be carried out by Rab Byfield and his team, based as Castlebrae and Portobello and will be concluded by the end of the consultation period. The feeder primary schools will also be included in the process.

Comment (Parent)

Not if it's an annexe school. I'll have to walk my child to school and 2 others to different schools. I've already seen kids pushing others off the pavement onto the road and don't want that to happen to my child.

Response to Comment (Gillian Tee)

We will look at your concerns and the transport issues.

Question 17 (Parent)

If my son has to go to Portobello in 2013, will it be safe? Why not use Castlebrae as an annexe? If you take the "axe" away, people will want to send their children there.

Answer to Question 17 (Gillian Tee/Billy MacIntyre)

Absolutely, there are already 1300 pupils there.

In order to keep Portobello open in the meantime, there is a need to repair the fabric of the building to keep it operational.

Castlebrae is too small, as mentioned before.

It's not about money, it's about the fact that there are only 17 students in S1.

Question 18 (Parent)

Has any funding been allocated in future budgets to Castlebrae?

Answer to Question 18 (Children and Families)

No, as there is currently consultation on proposed closure.

Comments (Parents)

It's already been decided it's closing, it's as plain as the nose on your face – the kitchen staff have now gone.

The upcoming S1 and S2 could be moved from Portobello to Castlebrae, which would lessen pressure on both schools.

Years ago, pupils moved from St Thomas's to the former James Clark School and the Depute Head teacher was based at the annexe so it can work.

You are favouring Portobello, changing catchments when you could use Castlebrae as an annexe. We are providing solutions but are being ignored.

Why is Portobello getting funding when we aren't – is Craigmillar not good enough?

We have waited for 10 years and no-one is listening to us.

Response to Comments (Gillian Tee)

This would only work if the schools were near each other so that staff could move easily between schools.

There are fewer annexes in the city schools as a result of feedback from teaching staff. It is our intention to listen to the issues raised and respond to them in the report that will be submitted to the full Council meeting.

There are 1,300 young people at Portobello and 184 at Castlebrae

I understand your concerns.

Comment (Parent)

No you don't. My son refuses to go to another school.

Conclusion of Meeting

Tom Wood thanked everyone for their contribution and assured those present that their concerns would be recorded and published in due course.

Appendix 3

Summary of Consultation Responses

See out below is a summary of all representations received regarding the proposal to close Castlebrae Community High School. The responses are ordered by the identifying reference (ID) which largely relates to when the submission was made. In some cases further additional submissions were made by groups or individuals and they are shown together. The category of respondent is shown in the second column; nine groupings have been identified as set out below.

1. Elected Representatives
2. Parents Forum/Parent Council
3. Staff Response
4. Organisations
5. Pressure Groups
6. Parents
7. Pupils
8. Community users
9. Other

Where the response is identified as being from the parent of a pupil at a local secondary school the school is identified. Where the response is from a user of the community facilities at the school this is also shown where this can be determined. The third column provides a summary of the representation. A list of abbreviations that have been used is set out below.

ASN	Additional Support Needs
C & F	Children & Families Department
CCHS	Castlebrae Community High School
CLT	Craigmillar Literacy Trust
EAL	English as an Additional Language
ERI	Edinburgh Royal Infirmary
ERIA	Equality Rights Impact Assessment
GIRFEC	Getting it Right for Every Child
HMIE	Her Majesty's Inspectorate of Education (now Education Scotland)
HRRCHS	Holy Rood RC High School
LAC	Looked After Children
LHS	Liberton High School
PHS	Portobello High School
SLT	Senior Leadership Team (at Holy Rood RC High School)
WHEC	Wester Hailes Education Centre
UDF	Urban Design Framework

ID	Respondent	Representation
1	Other Individual - 25 October 2012	<ul style="list-style-type: none"> • Opposes proposal • CCHS is at the heart of the community
1a	Other Individual further submission - 7 December 2012	<ul style="list-style-type: none"> • Travel to school time is one of the main reasons CCHS struggles to interest many families in its catchment • As Holy Rood RC High School is a new build and CCHS is a decrepit 60s building it is no surprise that pupils prefer the new school • The low school roll at CCHS has been dictated by geography, bus timetables and a worn-out building – not by quality of education • Falling roll at CCHS is due to refocusing and demolitions in Niddrie & Greendykes over past 5 years • The stalled regeneration programme is also a significant contributor to this issue and recent planning decisions not to build family homes have affected school numbers • The Governments SNS website shows the number of 10-15 year olds in Craigmillar has fallen • The falling roll has very little to do with school's education itself, which is really rather good • For 3 out of last 5 years CCHS had outperformed WHEC in terms of positive destinations • The geography affecting the accessibility of schools is more of a factor in school rolls than league tables • The Craigmillar families who go to the school value Castlebrae • If the Council built a new Craigmillar school (as promised in 2000) to match that of Holy Rood the school roll would recover • I think the real reason for the proposal is to save money – not educational reasons • It was foolish to progress plans to develop on Common Good Land at Portobello Park • The quotes supplied to the press about “educational outcomes” did not reflect 44% ASN pupils at CCHS • Re-picking subjects between 3rd and 4th year will have detrimental impact on children's education • The quality of vocational education, which the Craigmillar cohort rely will not be replicated at any of the receiving schools • There has been a failure to provide an adequate Education Rights Impact Assessment • The consultation paper showed a flagrant disregard for

		<p>children's rights in that it caused great fear and unhappiness amongst school children – culminating in a level of apathy that undermines morale and educational functioning</p> <ul style="list-style-type: none"> • The Council makes clear that for moral reasons groups most vulnerable to poverty should be supported • Craigmillar has 46% of the population income-deprived and is the poorest area in the city • As the deputations to the committees on 9th and 25th October were refused the councillors were basing their decisions on the flawed information in the report – and with no idea of the true equalities and rights impact • The school roll is sustainable if small class sizes, (to assist ASN children are encouraged • There is £41 million sitting on council account due to delay in PHS project which could be used to deliver a new Craigmillar High School • I'd like to conclude by establishing what I see as an affront to democracy – the Education Department has acted to without reference to the city's leaders and Officers acted without authority on Castlebrae • It appears that stories have been “fed” to the media to engender a sense of impending closure to support the Council's position on the school • Has Council Communications Team been involved? • Consultation process has been hatchet job on school • The consultation summary paper is quite different from the full paper in that it is biased towards the negative aspects of the school • Over the 5 years to 2012 CCHS has done consistently better than Craigroyston • Why does the Education Dept want to close CCHS – to help meet unexpected running costs for PHS
2	Other Individual - 26 October 2012	<ul style="list-style-type: none"> • Conditional support for proposal to close CCHS • The school roll has fallen to such a level that it is not economical to run • Think the roll should be better divided split as PHS is taking most of the pupils, whereas Liberton is only taking pupils from Prestonfield • The current Portobello HS catchment cannot cope with numbers at present • More of catchment area should come under Liberton
3	Community User Adult Education - 26 October 2012	<ul style="list-style-type: none"> • Worked for almost 20 years as an adult education tutor using CCHS as my base • Attend Art class each week and they are excellent and

		<p>well attended with a first class tutor</p> <ul style="list-style-type: none"> • The classes for adults cannot be replicated locally and would be a huge loss • Children are better served by a small local school rather than a large secondary such as PHS • The community will be much poorer without its secondary school and an attempt should be undertaken to increase pupil numbers
4	Other Individual - 29 October 2012	<ul style="list-style-type: none"> • Opposes proposal • CCHS should remain open until a new high school for Craigmillar is built • The catchment of PHS should not be extended until the issue of the school has been resolved • Existing PHS is unsuitable for the current pupils and there is no clarity where a new school will be built or what its capacity would be • Reasonable to maintain the current boundaries for the denominational schools • Reasonable to relocate community facilities to other local venues if local residents can access facilities
5	Other Individual - 1 November 2012	<ul style="list-style-type: none"> • Opposes proposal • The current PHS building is failing and the replacement is uncertain and more than 6 years late in delivery • Putting additional pressure on this situation is insane • The proposed changes would exceed the capacity of the PHS by 2017 or 2018 • A new CCHS would have to be initiated now to be delivered by then • The projections do not take account of the circa 100 non-catchment pupils attending PHS • Taking account of this Portobello HS would be over capacity from 2013 onwards • It is too big a catchment and with a school that is not fit for purpose until some indeterminate time in the future • The travel distances involved are prohibitive and connecting public transport is poor
5a	Other Individual further submission - 4 December 2012	<ul style="list-style-type: none"> • PHS does not have a school building that is fit for CCHS children • The future of a replacement PHS is so uncertain that should not be considered as receiving school • Unacceptable to add pressure to already difficult situation • The capacity of PHS would be exceeded in 2013 (proposed year of transfer)

		<ul style="list-style-type: none"> • Unacceptable that the proposals are based on building assessments conducted in the late 80s and early 90s • There are significant safety and pupil circulation concerns that pupils routinely refer to as “stair crush” • The potential walking routes to PHS are through open-spaces with no over-looking houses • Around half of the CCHS children have additional support needs. Expecting them to walk long distances to school will add to their existing difficulties • The travelling community in Craigmillar will be more marginalised • Urge that CCHS remains open until a replacement school in Craigmillar developed
6	Parent PHS - 1 November 2012	<ul style="list-style-type: none"> • Opposes proposal • Been fighting for years for a new PHS and son and daughter are unlikely to see a new school • PHS is struggling to function and the school should not have to accommodate additional pupils at this time • Recently the assembly hall suffered storm damage when part of the roof was blown off • There is no lighting in the assembly hall • The proposed enlarged catchment would be too large and if becomes larger education of children will suffer • Pupils will have too far to walk in enlarged catchment • PHS needs to be replaced as soon as possible and it cannot accommodate a large increase in numbers • CCHS should remain open until the new PHS is built
7	Other Individual - 5 November 2012	<ul style="list-style-type: none"> • Express disagreement with proposal • Craigmillar deserves its own school and merging of catchment into PHS would make too big and unwieldy • Portobello already has a very large roll and the site options for rebuild make it difficult to expand
8	Other Individual - 5 November 2012	<ul style="list-style-type: none"> • There is no decision where the new PHS will be built • Do not know where the new school will be built or when the school will be finished • Disagree with larger catchment until bigger school built • Foresee even more pupils being crammed into school not fit for purpose • Merging of catchments and closure should not take place until there is a new PHS that has sufficient space and facilities
9	Community User Adult Education - 6 November 2012	<ul style="list-style-type: none"> • Attend Adult Education Art Classes • Superb class with plenty space, light and materials and first class guidance

		<ul style="list-style-type: none"> • This is the only class that I enjoyed and learnt so much • Dismayed by proposal to close CCHS • Pupils will lose their security and sense of belonging if the school closes
10	Community User Family Centre - 7 November 2012	<ul style="list-style-type: none"> • Family Centre user • Please don't close the Family Centre
11	Community User Adult Education - 5 November 2012	<ul style="list-style-type: none"> • Have been attending Adult education Classes for a number of years and it is the best class I have been to • It would be a great loss to the community if the school were to close • There is a class for making musical instruments – the only such class in Edinburgh • There is need for a school like Castlebrae for children who need more one to than other schools
12	Pressure Group SavetheBrae - 7 November 2012	<ul style="list-style-type: none"> • The Consultation Proposal Paper contains factual inaccuracies, sweeping generalisations and assumptions. SavetheBrae has disseminated the consultation paper and debunks these untruths: • Fiction: "Castlebrae had failed" Fact: Craigmillar regeneration has failed – and it needs a Community High School. Research by Save the Children Scotland shows that children brought up in poverty will not perform as well • Fiction: "Educational outcomes for pupils at the school are very poor when compared with similar schools elsewhere in the city and nationally" Fact: Educational outcomes are not the only way to judge a school. Castlebrae has outperformed WHEC and Craigmillar regarding positive destinations. • Fiction: "Castlebrae's drop in numbers in recent years is principally due to increasing numbers of parents opting to send their children to other secondary schools in the area." Fact: The Council has supported parents in sending their children to Portobello or Holy Rood and changing demographics means there is spare capacity at these schools. The Craigmillar demolition programme has reduced numbers of 10-15 year olds in the CCHS catchment and much of the new housing is designed for childless households. • Fiction: "There are schools in the immediate vicinity where the educational outcomes being achieved are higher" Fact: Portobello is not in the 'immediate vicinity' it is 2 miles and a 30 minute walk away from CCHS. If these schools had a fraction of the ASN

		<p>pupils as CCHS their educational outcomes would be reduced proportionately.</p> <ul style="list-style-type: none"> • Fiction: “The school roll has fallen significantly over the last ten years and is expected to drop further to a low of 158 in 2015/16” Fact: The completion of the Niddrie Burn restoration project and the public transport link will stimulate housing development. • Fiction: “There is significant surplus capacity in both Portobello High School and Liberton High School at the moment and this is expected to be the position up to around 2020” Fact: The Consultation Paper shows that PHS only has 50 spare S1 places and HRCHS has 34. These schools as well as Liberton and Gracemount are over 2.8 miles away and often require 2 buses to access from CCHS catchment • Fiction: “The outcomes for young people in CCHS are currently significantly poorer than those from similar backgrounds in other schools, both in Edinburgh and across Scotland” Fact: There aren’t any other areas that compare adequately. Major land clearance without replacement homes has not been replicated on this scale elsewhere in the city. CCHS building is widely acknowledged to be beyond its ‘sell-by’ date. • Fiction: “With such low pupil numbers, it is increasingly challenging for CCHS staff to provide an appropriate curriculum at all stages” Fact: A low school roll means small class sizes and more contact time. It’s the best way to tackle educational challenge and ASN pupils. • Fiction: “The receiving schools have the ability to deliver a broad curriculum and offer a broad range of subject choice. This can increase motivation by focusing on the interests of individual pupils.” Fact: The CCHS pupils will end up at the bottom of their new school’s exam results, especially if 44% of them have ASN. They will be at risk of exclusion, truancy and bullying. • Fiction: “All the equipment associated with hairdressing and automotive repairs will be able to be transferred to a receiving school to allow for continuation of courses.” Fact: There’s no space at Portobello High. The full extent of the vocational courses and facilities offered by CCHS cannot be replicated at the receiving schools. • Fiction: “The schools to which pupils would transfer
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		<p>demonstrate higher outcomes and in the short term there is a lot of potential to impact positively on attainment” Fact: Some pupils will have a 2 mile commute, twice a day. It is not a realistic proposition that this will have a positive effect on pupil attainment. The parents of pupils’ will not have any involvement in the receiving schools.</p> <ul style="list-style-type: none"> • Fiction: “In session 2011/12, 15% of CCHS catchment pupils were educated at Portobello High School and 34% educated at Holy Rood High School. Attainment results for these pupils are higher than those attending CCHS.” Fact: Parents who let their child attend PHS or HRCHS are putting pressure on their child to study. It is not realistic that increasing commuting times will have a positive effect on pupil attainment. • Fiction: “Outcomes for young people in all indicators are significantly poorer than those from similar backgrounds in other schools despite significant resources being allocated to CCHS over a period of time” Fact: For 3 of the past 5 years Castlebrae has outperformed WHEC and Craigmoynton in terms of pupils moving into a positive destination. • Fiction: “All receiving schools provide a range of additional programmes to support those young people with additional needs.” Fact: If a child goes from a school of 200 pupils at CCHS to Portobello High with 1305 pupils they will not receive the same kind of individual attention. • Fiction: “Staff would benefit from being part of a larger professional community in terms of professional development, having increased opportunities for leadership and to develop experience in delivering a range of courses across the range of qualifications up to and including Advanced Higher” Fact: Teachers will have much bigger classes, with more stress, more admin, more box-ticking and more cramming. They enjoy Castlebrae because they are committed to the pastoral aspect of their work. • Fiction: “Significant repairs, maintenance and renewal costs have been estimated at £8.7million over the next 30 years of which £3.5 million would be required over the next five years.” Fact: Lots more could have been saved if the new Craigmillar school had been completed by PARC in 2011. Why has the Council invested £24 million in new public buildings in
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		Craigmillar rather than a new High School? The Council has left the responsibility for providing the new school with PARC.
12a	Pressure Group SavetheBrae further submission - 20 November 2012	<ul style="list-style-type: none"> • Fiction: The main reason for closure is a retention rate of only 31% in the CCHS catchment area. Fact: the real reason is to save money. Closure of CCHS is a Council priority so they can subsidise unexpected PHS maintenance costs. • CCHS has a weird catchment area The feeder primaries and neighbourhoods are dispersed widely and the school is relatively inaccessible by bus • Fiction: Significant repairs and maintenance costs are estimated at £8.7 million over the next 30 years of which £3.5 million would be required over the next 5 years. Fact: The sooner a new school for Craigmillar is built the quicker these maintenance costs would be avoided. In any case the Council gave the impression that the reason for closure was about what is best for the pupil's education. • Fiction: Educational outcomes for pupils at the school are very poor when compared with similar schools elsewhere in the city and nationally. Fact: CCHS has 44% ASN pupils which is several times higher than any other school • There is money around to replace CCHS now. If the Council can't get a decision on Portobello High School until February 2014, then £41 million is sitting unused • An affront to democracy: The Education Department have acted without reference to the city's' leaders and officers have acted without authority on CCHS • (see also Ref 1a which covers similar points)
13	Pressure Group SavetheBrae further submission - 14 November 2012	<ul style="list-style-type: none"> • Concerned over teacher telling class last year to leave CCHS – why did she say this? • Council should supply new uniforms for pupils if they are forced to move school • Concerned about the future of the Family Centre and their re-provision – would the gym be with the crèche • Concerned about head teacher not expelling pupils for long enough and not dealing with the problem • What provision would be made for children with physical disabilities? • Would like above matters dealt with individually
13a	Pressure Group SavetheBrae further submission	<ul style="list-style-type: none"> • An ERIA should not be undertaken as retrospective exercise yet seems to be what the Council is doing • The Consultation Paper has spread fear and

	- 28 November 2012	<p>unhappiness amongst the children and is undermining teaching and morale in the school</p> <ul style="list-style-type: none"> • At least 16 pupils have departed CCHS since the proposed closure was announced • Council guidance makes clear that for moral reasons groups most vulnerable to poverty should be supported • Craigmillar has 46% of the population income-deprived and is the poorest area in the city • There is no mention of the words “poverty” or “children” in the equalities impact assessment. • As the deputations to the committees on 9th and 25th October were refused the councillors were basing their decisions on the flawed information in the report
13b	Pressure Group SavetheBrae further submission - 7 December 2012	<ul style="list-style-type: none"> • (see Ref 1a and Ref 43 which covers similar points)
13c	Pressure Group SavetheBrae further submission - 5 December 2012	<p>Text script of a musical/play submitted on DVD by Save the Brae. Its main points are summarised as follows:</p> <ul style="list-style-type: none"> • Consultation Report is inaccurate and misleading • The stalled regeneration, decanting people, demolitions of social housing and planning decisions contrary to recommendations of Craigmillar Urban Design Framework have adversely impacted on the school roll • Closure of INSTEP has had a negative effect on the local community • There is a need for the Council to financially commit to a new Craigmillar High School • Transferring children to the receiving schools will negatively impact on their education • Adult learning is successful as is the vocational aspect to the work carried out by CCHS • It is a Community high school and has to remain local • Remove the threat of closure and the school will thrive
14	Pupil at CCHS - 16 November 2012	<ul style="list-style-type: none"> • I think your proposal to close my school is taking the easy way out • You should be helping to save my school you should come into my school and see just how hard we work • You told us last night every child has the right to the best education possible - what about my rights? • I feel safe at CCHS • I feel that I will be an outsider at a new school • I have the right to say which school I wish to attend and that school is CCHS

15	Community User Adult Education - 16 November 2012	<ul style="list-style-type: none"> • I attend the Community Education Art Class at CCHS • Very concerned to hear of possible closure of CCHS • There are no other community education facilities in the east area so this would be great loss for community • The level of tuition is excellent and there is a crèche which allows young mother and fathers to attend • There seems to be no mention in the Consultation Papers about the students who attend the adult classes and the wider aspect of education for the whole community seems to have been forgotten
16	Pupil at PHS - 13 November 2012	<ul style="list-style-type: none"> • I am 13 years old and a former CCHS pupil • Some time ago I was advised that CCHS was at risk of closure so I moved to Portobello where I could pick the subjects of my choice • Why were teachers telling us to go to new schools? • If CCHS was saved I would like to move back to the school
17	Other Individual - 15 November 2012	<ul style="list-style-type: none"> • Attended meeting at Portobello Town Hall • The drop in school rolls appear to coincide with the demolition of the housing stock and the decant from Greendykes and Niddrie • It was stated that an Annexe at CCHS was not feasible to take Portobello pupils but it appeared to be acceptable for CCHS to travel to PHS – why? • Officer at public meeting talked of “closure” and not “proposed closure” in response to question • Of the opinion that keeping CCHS open would compromise the rebuilding of PHS as funds raised by closure are needed to pay for planning and legal fees
17a	Other Individual further submission - 30 November 2012	<ul style="list-style-type: none"> • What procedures were carried out prior to informing parents by letter on 12 October 2012 of the proposed closure of CCHS? • Particularly interested in the EIRA and when it was carried out. My understanding is that an Impact Assessment is carried out prior to or in conjunction with the investigation to assess the impact on the community/stakeholders
17b	Other Individual further submission - 30 November 2012	<ul style="list-style-type: none"> • As per response in Ref No 1A
18	Parent CCHS - 14 November 2012	<ul style="list-style-type: none"> • My son is bullied at school • I have security in that the school is close to home • Closing CCHS would mean my son making a longer journey to the new school

		<ul style="list-style-type: none"> • The bullying will just continue at the new school • Speaking out on behalf of the parents and children who do not have the confidence to do so • Closing the school will not help
18a	Parent CCHS further submission - 25 October 2012	<ul style="list-style-type: none"> • Member of save the brae campaign and ex-pupil at CCHS • My 2 year old has grown so much in confidence from being able to attend the Family Centre 5 days a week • The staff at the Family Centre make you feel wanted, they give advice and feedback • My daughter was given support for her dyslexia at CCHS and has turned out a confident person • Poor pass levels are partly due to low numbers • Children need to be provided with the education that they require at CCHS • Lots of pupils past and present at CCHS have done well for themselves • CCHS is a vital part of the community and provides opportunities for local people to participate in lifelong learning
19	Pressure Group SavetheBrae further submission - 6 November 2012	<ul style="list-style-type: none"> • How will public meetings be impartial and who will chair? • How will these meetings be recorded and what format will the consultation take? • Will the Department's own staff facilitate the meetings and how will you ensure there is no conflict of interest? • As this is a Community School how do you intend to reach the wider community who use the school facilities? • How will you consult the children? • How will you report back on the consultation and in what timescale? • Save the Brae would like access to the records of meetings as soon as possible after each meeting and where possible to access the raw data • Concerned that consultation is being jeopardised by some Council staff acting as if a decision to close the school has already been made
20	Community User Adult Education - 20 November 2012	<ul style="list-style-type: none"> • Response on behalf of 10 adult art class members (8 were interviewed) to the consultation of users undertaken as part of the consultation process • Feel that comments in draft report of users do not reflect what was said and did not present the outcome of the meeting in a positive way

		<ul style="list-style-type: none"> • Also question the relevance and significance of parts of the draft report • We commented on the excellence of the tutor, the welcome of the Community staff and benefits of sharing the art accommodation with school students • Positive and inspirational effect of seeing superb work by the school pupils which could not be reciprocated at the alternative venues that have been suggested • A secondary school is part of any community and Craigmillar no different from any part of Edinburgh
21	Community User - 21 November 2012	<ul style="list-style-type: none"> • Can see that savings can be made from splitting Castlebrae • It would be detrimental to the local area if football and rugby facilities disappeared • Do not think PHS is fit for an increased capacity • From recent experience the lunch area for school dinners is inadequate • At PHS there is inadequate space in classrooms and the school; increasing the school population at the moment seems illogical • During my time extra accommodation was provided due to inadequate space in classrooms • It would be foolish to accommodate extra pupils in a building that is not fit for purpose • Do trust the Council to provide equal or greater facilities to those already in the Castlebrae area • It would be better to wait until a new PHS is built • I do not have faith in the Council to organise a large scale build of a new school and keep their promises
22	Parent PHS - 21 November 2012	<ul style="list-style-type: none"> • Parent with two children at PHS • Proposal will not pose any problems for PHS if sufficient resources are provided • There should be an increase of resources more than proportionate to number of transferred pupils to support maintenance of facilities at PHS and to cater for Additional Support Needs (ASN) • Council should provide dedicated transport from Craigmillar/Niddrie to receiving schools otherwise pupils could arrive late for lessons or suffer tiredness which will have a negative impact on school community • The Council has made the commitment to a new CCHS when the roll rises and this should be maintained • There may be a temptation to accept the new situation as the status quo and not proceed with the new school

		due to pressure on public funds
23	Community User Family Centre - 21 November 2012	<ul style="list-style-type: none"> • Family Centre Users involved in consultation process • Response signed by 12 Family Centre Users • Concerned that the draft report of consultation with users is inaccurate and misleading • We feel that the questions and answers should have been given in writing rather than verbally • Feel that the report is not a true reflection of the views of the centre users • We believe the integrity of the final draft is questionable and it does not truly represent the users views on the proposed closure of the Family Centre and School
24	Organisation Craigmillar Literacy Trust (CLT) - 2 December 2012	<ul style="list-style-type: none"> • CLT has very close relationship with CCHS and school provides a major literacy hub for the neighbourhood • CCHS is the registered office for CLT and provides essential office space for our activities and this would need to be considered as part of the re-provision of community facilities at CCHS • Now working closely with Council on options for the re-location of the Craigmillar Books for Babies and suggest that discussions also take place with those involved on the relocation of the registered office • The Board, members, friends and supporters of CLT greatly value the work and commitment of staff at CCHS in removing barriers to literacy and developing young people's creativity • Praise the strong community focus which is a central part of the school's ethos • During 2012 we have worked closely with CCHS to deliver the annual Craigmillar Book Festival • These and many other partnerships activities contribute significantly to a vibrant community life in Craigmillar • CCHS has been a valuable partner regarding local literacy initiatives • Closure of CCHS would remove a major community asset and facilities and activities would need to be re-provided • The Library and Resource Centre at CCHS is widely acknowledged as a centre of excellence and fosters a love of literature • Welcome the Council commitment to build a new secondary school for Craigmillar development of a new

		<p>High School in the Craigmillar/Niddrie area</p> <ul style="list-style-type: none"> • The Council should make the commitment concrete as soon as possible and minimise uncertainty for local families • The confidence from having a plan for CCHS will encourage existing families with young children to stay and attract potential future families
25	Other Resident in Craigmillar area - 4 December 2012	<ul style="list-style-type: none"> • Home owner in a PARC development with young child • Dismayed at the proposal for CCHS and PHS and believe that the Council is spending thousands on alternative plans for Portobello and closing Castlebrae • The best alternative is to build a large new campus in Craigmillar, and accommodate PHS catchment there • The main reasons for this are as follows: <ul style="list-style-type: none"> ○ Plenty available brownfield sites ○ No objections to such a use ○ Parc promised a new high school ○ It is close to the Bio-quarter/ERI/New Sick Kids Hospital ○ It will revitalise Craigmillar ○ It will save the tax payer thousands from the ongoing situation at PHS
26	Parent HRRCHS - 4 December 2012	<ul style="list-style-type: none"> • Serious concerns about the impact on the Craigmillar community and the education of children at several of the local schools • Low catchment numbers and worrying statistics on performance suggests something needs to be done, but closure of CCHS and its replacement being kicked into the long grass is totally inappropriate response • Concerned about the impact on Holy Rood and how the whole denominational aspect is going to work • There are lots of non-catholic children at Holy Rood, but that has been a positive choice on their part • If PHS is full, will parents be forced to send their children to Holy Rood • Holy Rood is a catholic school and it is worrying that you are ignoring the faith factor when Holy Rood is incorporated in the mop up plans • Instability could be caused by Holy Rood roll inflating and then deflating when new school is built • Think it all a bit mad - there are 700 pupils in Craigmillar and 1,100 in Portobello but the Council is determined to build a school for 1,400 pupils • PHS will not cope with the increased demand once CCHS closes

		<ul style="list-style-type: none"> • The temporary fix that is proposed will cause more problems than it will solve • Would be more sensible to accelerate provision of new school for Craigmillar and address reasons for failings, provide new school at Portobello for 1,200 pupils and allow Holy Rood to be true denominational school
27	Other - 7 December 2012	<ul style="list-style-type: none"> • Not happy with school closure in general but can see a case for the proposal on the understanding that a new school will be built and subject to the following strings: <ul style="list-style-type: none"> ○ Land should be safeguarded for a new Craigmillar High School ○ No legal pitfalls with use of land ○ Sufficient council funds to build the school ○ Project programming and verifiable trigger points to ensure that new school is completed timeously ○ Ensure that any temporary catchment changes associated with the closure of CCHS does not affect the new PHS ○ Return the catchment areas to their current shape on completion of the new PHS and CCHS
28	Organisation PARC Craigmillar Ltd - 5 December 2012	<ul style="list-style-type: none"> • All the business plans of PARC have made a feature out of provision of a new Community High School • The flatter economy of 2012 means that PARC is no longer able to fully fund the construction of a new high school for Craigmillar • The financial responsibility for a new school will now have to fall to the Council • In the future PARC will still generate substantial surpluses and will remit to Council as a contribution • The revised masterplans and business plans reserve a site for new high school • A commitment to a new school would be a major confidence boost to potential retail and residential investors in Craigmillar and it would be important not to lose development momentum • The PARC board requests the Council makes a capital commitment to a replacement Community High School to be commenced as soon as finances permit and in line with the projected catchment requirement for 2020
29	Other Chaplain of CCHS - 7 December 2012	<ul style="list-style-type: none"> • Chaplain at CCHS for 15 months and have invested considerable effort supporting school over last 4 years • Strongly oppose closure of CCHS • Can see the effects that the threat of closure has had on the morale of pupils and staff • The Council has failed to offer assurances about the

		<p>school staying open so parents will think twice before sending their children to CCHS</p> <ul style="list-style-type: none"> • Never going to sell houses or attract families to the area without a local high school • The consultation summary paper contained many half truths/misleading statistics while underplaying the positive impact the school has on the community • CCHS usually outperforms WHEC and Craigmoynton in terms of pupils moving to positive destinations
30	Other - 7 December 2012	<ul style="list-style-type: none"> • Travel to school time is one of the main reasons CCHS struggles to retain many of the families in its catchment • As Holy Rood RC High School is a new build and CCHS is a decrepit 60s building it is no surprise that kids prefer the new school • The low school roll at CCHS has been dictated by geography, bus timetables and a worn-out building – not by quality of education • The falling roll at CCHS is due to re-housing and demolitions over the past 5 years • The stalled regeneration programme is also a significant contributor • Recent decisions not to build family homes have also impacted on school numbers • So it's because of the Council that CCHS roll is failing – between 2005 and 2010 the Council demolished 675 homes in Craigmillar • The falling roll has little to do with school's education, which is really rather good • For 3 out of the last 5 years CCHS had outperformed WHEC in terms of pupils moving into a positive destination • The geography affecting the accessibility of schools is more of a factor in school rolls than league tables • The Craigmillar families who <u>can</u> get to the school value Castlebrae • If the Council built a new Craigmillar school to match that of Holy Rood school roll would recover instantly • Think the real reason for the proposal is to save money rather than the low catchment retention • Consultation Report says £1.35 million could be saved annually if CCHS closed and that money could be used for necessary maintenance works to PHS • In comparing CCHS with 20 other schools it was stated that educational outcomes at CCHS for pupils are poorer than all or the majority of schools but taking a 3

		<p>year average the school ranks 17 out of 21</p> <ul style="list-style-type: none"> • Do the comparator schools have 44% pupils with ASN – probably not • Academic qualifications mean little if you can't get a job and none of the neighbouring schools offers the range of vocational training at CCHS • There has been a failure to provide an adequate Education Impact Assessment in report to Committee on 9 October recommending closure • Consultation paper showed a disregard for children's rights in that it caused great fear and unhappiness amongst pupils at CCHS – culminating in apathy • Craigmillar has 46% of the population income-deprived and is the poorest area in the city but there is no mention of "poverty" or "children" in the Equalities Impact assessment • As far as we can tell elected representatives were basing their decisions on flawed information in report • The school roll is sustainable if small class size are encouraged for pupils with ASN • There is £41 million sitting on council account due to delay in PHS project. This could be used to deliver new Craigmillar High School at lower prices than in 2020 • The consultation process has been a hatchet job on the school and the consultation summary paper only picks out the bad bits • The message to parents was to get your children out of CCHS while there are still places at nearby schools • CCHS has the highest free meal registration in the city at 54% which is used to measure deprivation- Craigmillar is 41% and WHEC is 40% • CCHS consistently outperforms Craigmillar on the seven target indicators • Costs per pupil at CCHS are higher but are higher building maintenance costs and more ASN pupils
31	Sheila Gilmore MP (Edinburgh East) - December 2012	<ul style="list-style-type: none"> • CCHS sits at the heart of the regeneration area and there has been so much invested in Craigmillar that it would be foolish to put this investment at risk • The commitment to a new High School is vital but in the interim, the retention of a high school is important for the regeneration process • Is an identified site for new school and it would detract from the plans by not starting to build a new school • With land and design in place obtaining planning

		<p>permission would be straightforward and speedy</p> <ul style="list-style-type: none"> • The Chancellor of the Exchequer in his Autumn Statement made new capital investment available for 'shovel ready' projects • The new high school could be a centre of excellence developing specialisms • It will be harder to sustain the case for a new school if existing pupils are dispersed and existing strengths in vocational skills are lost • Roll at CCHS has fallen due to fall in rolls across the city and delays in renewing demolished housing stock • Repeated threats of closure have been unsettling for parents but the situation could be turned around with a commitment to keep the school open until a replacement is ready • Without seeing demographic projections for Portobello area it is hard to know if there will be sufficient space for additional pupils in forthcoming years • The closure of Instep had a detrimental impact on positive destinations in 2010/11 so too much should not be read from a single year - a new project has since been set up by the Councils Community Learning Department • High level of ASN pupils should be taken into account when considering academic attainment • CCHS is in reasonable condition whereas there are problems with the fabric of PHS and there is uncertainty over plans for a new school • The Council need to interrogate more thoroughly its roll projection data for Portobello, Holy Rood and Castlebrae • Information regarding the success of additional investment in recent years requires clarification • Sports facilities at CCHS substantially better than PHS • Vocational training facilities at CCHS are not fully appreciated • The family centre and gym at CCHS means that facilities are provided all in the one place • The Council should not pre-empt decisions on closure in the budget of February 2013 • Any savings, if proposals are accepted, should be re-invested in the young people and across the wider community of the catchment area of CCHS • There are a number of ways in which savings can be used:
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		<ul style="list-style-type: none"> ○ Extra support for ASN pupils and to help pupils reach positive destinations ○ Increase in Education Welfare Officers to stop an increase in non-attendance ○ Increased early intervention at primary school level to help educational attainment ○ Re-location/re-provision of the vocational educational facilities ○ Reinvest savings at Castleview Community Centre ○ Commitment to match the existing Family Centre provision locally ○ The 3G pitches must be linked to Castleview Community Centre ○ Maximise opportunities to expand education for all age groups in the area
32	Community User Family Centre and Adult Education - 7 December 2012	<ul style="list-style-type: none"> ● Working mum with daughter that use the Family Centre ● User of the family/community facilities at CCHS ● It is a fantastic facility; particularly the outdoor play areas as many users live in flats ● Closing facility would be a great loss to the community ● Facility also assists people with career advice ● Have also attended Adult Education Classes over last 3 years and used the gym ● Appalled a negatively of panel at public meeting to discuss closure proposals ● The consultation meeting should have more time for questions and answers and less on the presentation ● CCHS pupils will be treated as outsiders should they move schools. It is naïve to think they could have a smooth integration to other schools
33	Parent Portobello High School - 7 December 2012	<ul style="list-style-type: none"> ● Do not agree with closure of CCHS and am unhappy with the process and content of the consultation paper <p><i>Concerns about process</i></p> <ul style="list-style-type: none"> ● Only just 6 week consultation period ● Summary consultation sent home in school bags – unreliable form of delivery ● Full Consultation Paper was 52 pages long – complex and inaccessible ● Additional support needs of parents and carers to help understand the proposals ● Non-involvement of Community Groups to assist process ● Over consultation - the Castlebrae process is running

		<p>concurrently with other consultations relating to PHS</p> <p><i>Concerns about the Consultation Paper:</i></p> <ul style="list-style-type: none"> • There is no evidence that closing the school will improve outcomes for the children involved • No comparison of alternative options about turning the school around versus closure • No analysis of whether the current PHS school buildings can still cope with its previous maximum of 1,400 - they have been deemed poor in an independent report • No analysis beyond 2020 - what are the risks if the new Craigmillar High School is not completed before 2020? • Inadequate analysis of the impact of significant additional pupils at PHS with ASN • No consideration of impacts on the regeneration of Craigmillar of having no high school • No fallback position if projected school roll numbers are wrong • Data is not transparent and how figures for the school roll are calculated is opaque • No clarity about the relocation of the hairdressing and motor vehicle equipment • It does not make sense to relocate CCHS pupils to PHS for 5 years then to transfer them back to the new Craigmillar High School • No information about finances in the consultation to judge if saving money is a prime motivation
34	<p>Staff Response Member of CCHS Teaching Staff - 7 December 2012</p>	<ul style="list-style-type: none"> • Fully support the joint response that has been submitted by the staff of the school • I wish to propose an alternative plan to closure: <ul style="list-style-type: none"> ○ Consultation Paper largely ignores the vocational education but this is what sets the school apart from other schools in Edinburgh and Scotland ○ Many pupils that attend CCHS struggle with traditional academic qualifications and benefit from the vocational qualifications offered at CCHS ○ In every secondary school there are likely to be a few pupils whose needs are also not met by academic qualifications ○ I propose that CCHS becomes a specialist junior college catering for pupils from S3 onwards from all over the city ○ Pupils would be taught key academic subjects

		<p>such as English, Maths and vocational subjects</p> <ul style="list-style-type: none"> ○ Leavers would be much better prepared for workforce training or to go further education ○ The college would be affiliated to the wider Edinburgh College <ul style="list-style-type: none"> ● Pupil placements: <ul style="list-style-type: none"> ○ Secondary and special schools would be able to refer pupils onto the junior college ○ Placements would be decided through a multi-agency assessment ○ Parents and young people would be invited to contribute their own views ○ These reports would then be sent to a Professional Assessment Group (PAG) - this is a process that runs very successfully for other specialist provision in the city
35	<p>Organisation Community Regeneration Forum - 7 December 2012</p>	<ul style="list-style-type: none"> ● We are umbrella organisation for 11 registered tenant and resident organisations in the Craigmillar area ● We are a recognised consultative body for Craigmillar ● We feel that some, if not all of, the problems are of the Council's making and all the responsibility for the school's failing lies with the Children & Families Department ● The demolition of 2 neighbourhoods has been detrimental to the school roll ● The proposed closure of CCHS has been on a "hit list" since 2002 ● The successful INSTEP project was removed and funding for the Community Programme was cut ● Key staff at CCHS have been lost and it took too long to appoint a permanent Head Teacher ● There are issues around the consultation process and the involvement of users of the community facilities ● The Equalities Impact Assessment appears to be late and appears to have omitted some groups ● The above have contributed to demoralising the staff, resulting in a loss of confidence in the future of the school as a whole
36	<p>Parent Forum Castlebrae Community High School Parents Forum - 7 December 2012</p>	<ul style="list-style-type: none"> ● As Chair of the Parent Forum at CCHS I feel that I have to comment ● Feels that some kind of notification to the Parents Forum beforehand would have been a courtesy ● Have been waiting for the Children & Families Department to contact Parent Council as a consultee but can say with confidence this will not happen

		<ul style="list-style-type: none"> • Think that the Parents Forum should have been involved in the consultation and consultation meetings • Reservations about CLD undertaking consultation and an independent body would have been preferable • The pupil contact sessions were unstructured and were not objective • A CLD official swore in front of school pupils with regard to their Survey Monkey response • Do want to complain in my capacity as chair about the way the consultation gathering process has been handled with the children at CCHS • There are flaws in the way CLD handled the consultation with the Family Centre users • The statements made by the Council about the school are grossly unfair and this year we will have over 90% positive destinations • We blame the Children & Families Department for the falling school roll due to the constant threat of closure • The Digital Media and Automotive course are very effective and attract pupils from other schools • We are a Community High School and you would rip the heart out of the community if CCHS were to close • Should CCHS close, we have grave fears for the safety of our children not only from the journey to and from school but from the potential threat of getting bullied • You propose to change catchments for 7 years then change them back and go through another consultation • You admit that a new school will be needed by 2020 so why not go with award winning plans that already exist for a new school • How can officers make a commitment to a new Craigmillar High School - they cannot predict what a new administration might do • How would you populate a new school if pupils that should be attending are already in schools around the city • There is no guarantee that current classes and vocational subjects at CCHS will be adequately replicated at receiving schools • Our children are in a state of limbo over this and council officers have done nothing to help • Please lift the threat of closure and help our community stay together
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36a	Parent CCHS - 7 December 2012	<ul style="list-style-type: none"> • I am the parent of two children that attend CCHS • CCHS is the heart of our community and its closure would be a huge loss • My daughter has graduated from University from a school you call failing • My daughters in S2 and S3 are petrified at the prospect of closure. One is doing vocational subjects and there is no guarantee these subjects can be provided at any other school • My other daughters may have to re-pick subjects at their new school • This is not 'getting it right for every child' (GIRFEC) • The Portobello High School building is not fit for purpose and needs £3 million spent on it if legal arguments are not resolved • The community facilities offered at CCHS need to remain local • The loss of 20,000 residents through regeneration had been the cause of low rolls • The threat of closure for the last 10 years is another reason for low rolls • The Council identified a need for a new High School before 2020 - why not just leave CCHS till then, and take the threat of closure away and there would be a huge intake
37	Staff Response CCHS - 7 December 2012	<ul style="list-style-type: none"> • Group response from the teaching staff at CCHS and is endorsed by the support and admin staff • Staff informed of proposal only after the news had been given to the press • Shocked by news article which describing the school as failing and a boil to be lanced • This language has enraged parents and dismayed the community and staff at CCHS • Challenge the statement that pupils have "very poor educational outcomes" • The school should not be closed until a planned replacement is being built • If the school closes it will end community education provision in the Craigmillar area <p><i>School Capacity and Roll</i></p> <ul style="list-style-type: none"> • Secondary school rolls are falling across the city • The ongoing threat of closure and the deteriorating fabric of the building discourage parents from choosing CCHS

- The new-build Holy Rood RC High School also is affecting the choice of parents
- Having a temporary Head Teacher for 3 years has impacted on leadership
- The decanting of the population and the stalled regeneration has affected the school roll

Educational Outcomes

- CCHS is not like other comparator schools in Scotland in that most receive the majority of pupils that live in their catchment areas
- There is considerable value added attainment for pupils by the end of S4/5
- It is our understanding that such tracking is not undertaken in the other two high schools in the Council area
- Table 5 of the Consultation Report uses only one “comparator” (S4 NQ graded courses) which does not take into account the large proportion of CCHS pupils who successfully undertake SCQF Levels 4 & 5 Skills for Work and NQGA courses
- The data is selective in that there is only an average for the comparator schools
- Long term illness was a contributor to poorer than usual positive destination outcomes in 2010/11 and this was exacerbated by the closure of INSTEP
- When CLD support was put in place, the figures improved from 42% to over 90%
- The data is skewed towards a negative appraisal
- There is no mention of progress or attainment which led to the sign-off with HMIE in 2006

Other Matters

- The 20-20 initiative was and continues to be very successful in providing opportunities and positive destinations for pupils
- There is a failure to acknowledge the extent to which staff in CCHS has consistently engaged in every aspect of school improvement
- Since the appointment of the school based CLD worker in May 2012 the positive destinations have significantly improved
- Maths, Modern Languages and English classes are set by ability to better meet the needs of all learners
- Question the recommendation to adopt joint

		<p>timetabling across S1-S3 to deliver a broad general education</p> <ul style="list-style-type: none"> • There is currently no joint timetabling across the S4-S6 year stages (as mentioned in the report) • Believe that provision data should stand beside schools of a similar size • In terms of timetabling and teacher provision, the implementation of Curriculum for Excellence would allow more students to opt for SCQF courses at Levels 5 and 6 • Have data to disprove the statement that “Outcomes for young people in all indicators are significantly poorer than those from similar backgrounds” • Figure of 44% for ASN pupils in CCHS, although much higher than other schools, has not been used with more insight and objectivity when comparing attainment and attendance data • There is no evidence that pupils selecting to go to another school are starting at a similar baseline attainment level as those who attend CCHS • We question the ability of the Council to transfer the on-site vocational curriculum to receiving schools • The ‘Red Bistro’ in unique and no other school in the city provides such a facility • On-site family centre allows early education and childcare students to put their new skills into a real situation • CCHS is the only school in the area that offers Retail at Intermediate 2 level • CCHS is the only school in Scotland to offer NC in Computer Games Development and is the only school in Edinburgh (and one of only 8 nationally) to offer NC in Digital Media Computing • The exclusion percentages in Table 1.8 do not reflect the reality of the exclusion rate at CCHS - incidents of exclusion tend to be repeat incidents involving the same pupil • CCHS has been appraised by HMIE as being sector-leading in Art and CDT and yet the evaluation in the Consultation Report has been stated only to be weak • All of the strategies used by the other schools mentioned are embedded practice at CCHS and PHS and HRRCHS have been provided with self and peer assessment booklets by our Maths Department • There is no evidence to support the claim that there will
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		<p>be greater educational benefits for the CCHS pupils at the receiving schools</p> <ul style="list-style-type: none"> • The positive aspects highlighted in other schools are equally applicable to CCHS: • Feel the selective nature of the data presents CCHS in a prejudicial and negative light • Paragraphs 5.20 and 5.21 are inaccurate in terms of curriculum provision • CCHS does not combine S5/6 with S4 when timetabling • No evidence to support the assumption that larger classes provide an improved learning experience – it has been the Scottish Government’s aim to reduce the class sizes • For pupils and staff there are advantage and disadvantages working in a smaller school • The educational benefits for CCHS pupils attending the receiving schools are not clear so this can only be considered an assumption • The primary reason for the proposal is one of economics, the Council has focused on the school roll and attainment to justify closure but there is little recognition of what is done well at CCHS • The inconsistent use of statistics is both misleading and selective • There is no data included on vocational qualifications and the worst aspects of the school have been highlighted • Although the fabric of CCHS is in a state of disrepair, PHS is in a worse state of repair • Over the last 5 years staff have felt that it was the Council intention to close the school • Has had an on-going effect on morale and ultimately has led to higher than average absence rates • A substantial number of the local community consider the school to be the heart of their community
38	<p>Organisation Neighbourhood Alliance - 7 December 2012</p>	<ul style="list-style-type: none"> • Neighbourhood Alliance is based in Craigmillar and works with Community Groups including registered tenants organisations, the Craigmillar Community Council and the Community Regeneration Forum • I would like to respond as Project Manager of Neighbourhood Alliance based on working in the area for 23 years • CCHS has been a cornerstone of the community for many years and it is a sad state of affairs that it is

		<p>under threat when so much has been lost to the community</p> <ul style="list-style-type: none"> • The Craigmillar regeneration programme has devastated the fabric of the area with a lot of derelict land • The community make uses of CCHS day in day out and is one of the few opportunities where they can improve their lives • Children attending different schools will have a detrimental impact on long term social cohesion • CCHS has a high truancy level and almost 50% of the school roll have ASN and sending theses children to schools further away will have no benefit • Difficult to understand how larger classes at receiving schools will benefit pupils from CCHS • Assured that proposed closure is not about financial savings but everything we have heard from officers is negative and an information sharing exercise on how bad things are at CCHS • Closure would be a disastrous option for Craigmillar and instead the Council should address the weaknesses in the Children & Families Department
38a	<p>Organisation Neighbourhood Alliance (further response) - 3 December 2012</p>	<ul style="list-style-type: none"> • Concerns about taking forward the subject of the multicultural group in any meaningful way • Craigmillar children are being denied the right to be educated in their local area • Apparently it is acceptable that Castlebrae pupils should travel to PHS but not the other way • Majority of parents can ill afford bus fares to PHS and there are no plans to financially assist with travel • Craigmillar children will be unable to go home for lunch which could result in further hardship for families • A pupil with ASN is likely to be 'lost' in their receiving school – effectively this child will not achieve and have difficulty finding employment and become benefit-dependent as a result
39	<p>Staff Response HRRCHS Senior Leadership Team (SLT) - 7 December 2012</p>	<ul style="list-style-type: none"> • The response from Holy Rood RC High School Leadership Team (SLT) focuses on the impact closure would have on Holy Rood • The submission should be seen in the context of Holy Rood as a Catholic school which prides itself on being inclusive and respecting the dignity and belief of every individual • With the large number of non-catchment pupils the school currently attracts, it is reasonable to assume

		<p>that parents are making a considered choice in sending their children to our school</p> <ul style="list-style-type: none"> • The closure proposals do not directly impact on Holy Rood but it is recognised that a significant number of Castlebrae parents may decide that Holy Rood, with its denominational status, is an appropriate school for their children • The denominational schools have a distinct ethos which can ease the transition process • It is important to ensure there is no negative impact on the current Holy Rood pupil and staff population • To assist transition planning and delivery it is important those adequate resources (including funding) are put in place timeously to allow forward planning • It is anticipated that Holy Rood will receive additional resources to cater for the extra number and needs of pupils • There will be a need to support pupils who have never previously attended a denominational school • Part of the transition process will involve a familiarisation with denominational practices and what to expect in terms of the faith dimension at Holy Rood • Additional resources would be required to maintain standards should there be a marked increase in the number of pupils with significant additional needs • Holy Rood is a truly inclusive Catholic comprehensive school that succeeds in meeting the needs of all its pupils • An inspection by the HMIE in May 2011 highlighted several strengths of the school and there is evidence to suggest that the current position is even stronger • Success is based on the quality of teachers, the partnership of our parents, the strength of leadership and balancing resources • The needs of CCHS pupils can be met but in such a way that the needs of Holy Rood pupils (present and future) are not compromised
40	<p>Organisation Brid O'Brien Director of Religious Education Archdiocese of St Andrews & Edinburgh - 7 December 2012</p>	<ul style="list-style-type: none"> • The Roman Catholic Church regrets the proposal to close CCHS • Craigmillar would lose a valuable focus for education and community activity • This submission expresses the views of the Roman Catholic Church where it feels it has a locus in terms of the proposals and this is mainly on the impact the proposed closure would have on Holy Rood RC High

		<p>School</p> <ul style="list-style-type: none"> • Since the closure of CCHS was rumoured, Holy Rood, as the nearest high school has received pupils through parental request, whose catchment area school is Castlebrae • We would like to assume that is the distinctive nature and ethos of the Roman Catholic schools which have attracted so many placing requests but the reasons are more complex and provide distinct challenges for the school • Holy Rood is a school with a distinctive ethos and traditions and we would expect that this be made explicit to those making placing requests so they are fully aware of the school community they are joining • It is hoped that the Council understands the concerns of the Catholic Church about how much extra pressure is placed upon the Holy Rood community when pupils have no background in its traditions and values • Pupil support staff will need considerable practical support in the lead up and beyond if closure is approved • Extra pupil funding will be required not just for one session but for subsequent sessions until there is a new Craigmillar High School and it is expected that there will be more specific details and discussion on how funding will be allocated • Extra resources should be made available to cater for any increase in the level of ASN, EAL and LAC needs in keeping with the inclusive nature of RC schools and their focus on social justice • There will need to be special transition arrangements made for those who will choose Holy Rood as their child's 'receiving school' • This support will need to be resourced to assist Pupil Support Staff • There is concern that Quality Improvement Officers may have difficulty providing the necessary practical support unless special arrangements are put in place • The Consultation Paper makes it clear that Holy Rood is extremely successful in achieving the best educational outcomes for its pupils • The opinion formed in the Consultation Paper that "it is therefore reasonable to conclude that there would be no negative impact of the remaining CCHS catchment pupils transferring to Portobello or Holy Rood" is open
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		to challenge – it is reasonable to conclude that there is probably an optimum point at which excellent results can be maintained
41	Community User Adult Learning - Woodwork Class - 7 December 2012	<ul style="list-style-type: none"> • Concerned about the potential loss of really well-equipped wood and metal working equipment from the local community • Think that there is a large unmet need for re-skilling in practical basic skills • The facilities at CCHS are not provided elsewhere • The Council should be encouraging these facilities with the social, health and economic benefits they provide
41a	Community User Adult Learning - Woodwork Class (further response) - 7 December 2012	<ul style="list-style-type: none"> • To maximise community benefits it's important that a number and variety of activities are able to take place at a community hub – so people are able to mix and learn from other areas and activities • The idea that a crèche facility is not needed for woodwork classes will limit future participation
42	Community User - 7 December 2012	<ul style="list-style-type: none"> • The school is near and easy to access • We can drop children at school and then attend classes in the community wing • The gym is a big advantage for the community • The community will be deprived of a major facility if the community school closes
43	Other - 7 December 2012	<ul style="list-style-type: none"> • I am an ex pupil who greatly values the education received at CCHS and concerned at proposed closure • Travel to school time is one of main reasons CCHS struggles to interest many of families in its catchment • As Holy Rood RC High School is a new build and CCHS is a decrepit 60's building it is no surprise that pupils prefer the new school • The low school roll at CCHS has been dictated by geography, bus timetables and a worn-out building – not by quality of education • Falling roll at CCHS is due to refocusing and demolitions in Niddrie and Greendykes over past 5 years • The stalled regeneration programme is also significant contributor to this issue and recent planning decisions not to build family homes affected school numbers • The Governments SNS website shows the number of 10-15 year olds in Craigmillar has fallen • The falling roll has very little to do with school's education itself, which is really rather good • For 3 out of the last 5 years CCHS had outperformed

		<p>WHEC in terms of positive destinations</p> <ul style="list-style-type: none"> • The geography affecting the accessibility of schools is more of a factor in school rolls than league tables • The Craigmillar families who go to the school value Castlebrae • If the Council built a new Craigmillar school (as promised in 2000) to match that of Holy Rood the school roll would recover • I think the real reason for the proposal is to save money – not educational reasons • It was foolish to progress plans to develop on Common Good Land at Portobello Park • The quotes supplied to the press about “educational outcomes” did not reflect 44% ASN pupils at CCHS • Re-picking subjects between 3rd and 4th year will have detrimental impact on children’s education • The quality of vocational education, which the Craigmillar cohort rely will not be replicated at any of the receiving schools • There has been a failure to provide an adequate Education Rights Impact Assessment • The consultation paper showed a flagrant disregard for children’s rights in that it caused great fear and unhappiness amongst school children – culminating in a level of apathy that undermines morale and educational functioning • The Council makes clear that for moral reasons groups most vulnerable to poverty should be supported • Craigmillar has 46% of the population income-deprived and is the poorest area in the city • As the deputations to the committees on 9th and 25th October were refused the councillors were basing their decisions on the flawed information in the report – and with no idea of the true equalities and rights impact • The school roll is sustainable if small class sizes to assist ASN children are encouraged • There is £41 million sitting on council account due to delay in PHS project which could be used to deliver a new Craigmillar High School • I’d like to conclude by establishing what I see as an affront to democracy – the Education Department has acted without reference to the city’s leaders and Officers acted without authority on Castlebrae • It appears that stories have been “fed” to the media to engender a sense of impending closure to support the
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		<p>Council's position on the school</p> <ul style="list-style-type: none"> • Has the Council Communications Team been involved in providing the media with stories? • The 'consultation process' has been a hatchet job on the school. The consultation summary paper is quite different from the full paper in that it is biased towards the negative aspects of the school • Over the 5 years to 2012 CCHS has done consistently better than Craigroyston • Why does the Education Dept want to close CCHS – to help meet unexpected running costs for PHS?
44	Other North Cairntow Gypsy/Traveller Community - 29 November 2012	<ul style="list-style-type: none"> • Summary findings of consultation with North Cairntow Gypsy/Traveller Community held on 29 November 2012 • Each member of the community expressed concern that CCHS is proposed for closure • Late primary age to late teen and young people on site make use of the school for its sports facilities and gym • Children and young people said it was unlikely that they would access other provision in Craigmillar • Some parents are concerned about vocational provision being stopped and wanted to know if this would transfer to a new school • Parents who had previously attended CCHS spoke highly of the schools 1:1 literacy and numeracy support

APPENDIX 4

CONSULTATION WITH PUPILS

1 Introduction

- 1.1 Pupils were consulted as part of the overall consultation on the proposals to close Castlebrae Community High School. The consultation started on 22 October 2012 and concluded on 7 December 2012.
- 1.2 In preparation for the consultation with pupils, key questions on the principles underpinning the consultation from 'Participants, not pawns' (the guidance from Scotland's Commissioner for Children and Young People on consulting children and young people on proposed school closures) were used to help develop and shape the approach taken.
- 1.3 The aim of the consultation was to give every pupil currently attending Castlebrae Community High School (CCHS) the opportunity to discuss and express their views, as well as enabling pupils at other affected secondary schools to consider what the potential impacts would be on them and their schools. Pupils in P6 and 7 of the feeder primaries were to be consulted as appropriate in agreement with the respective Head Teachers'.
- 1.4 Children and young people who took part were informed that their views would be an important part of the consultation and, while there could be no guarantee that any collective view would prevail in terms of the eventual decision, they were provided with an assurance their views would be reported on, heard and responded to by those making the decision.

2 Methodology

- 2.1 A range of methods was used to gather and explore pupils' views:

Focus groups

- 2.2 Each year group in CCHS was consulted in focus groups on key questions covering what pupils think of the school, their worries and hopes for the future if the school closes or stays open and the preparations other schools might make if CCHS did close.
- 2.3 Focus group discussions were held with pupil council members at both Portobello High School and Holy Rood High School on key questions relating to how welcoming their respective schools are, on whether they thought that if CCHS closed it would have an impact on their school, and on what their school could do to prepare for the arrival of new pupils. An additional focus group of S6 pupils was also held at Portobello High School. A further focus group was held with pupil council members at Liberton High School where pupils were again

asked about any potential impacts on their school as well as an additional question about proposed catchment changes.

- 2.4 P6 and 7 pupils at the four feeder primary schools – Castleview, Niddrie Mill, Newcraighall and Prestonfield – were consulted in interactive focus groups which were held at each school. The primary school focus groups were on which secondary schools pupils thought they would be most likely to go to, whether pupils had heard of the proposal to close CCHS and what difference they thought it might make if it does close. The focus group for Prestonfield Primary School was slightly altered to include a question on proposed catchment changes.
- 2.5 A focus group was also held with pupils who currently attend Portobello High School but who live in the CCHS catchment area. The questions focussed on pupils' experience of Portobello High School, the welcome they received when they first started, how pupils travel to the school and whether they had experienced issues as a result of being from the CCHS catchment area but attending Portobello High School.
- 2.6 Focus groups were run on an interactive and informal basis. Every effort was made to handle the consultation sensitively and local Community Learning and Development staff, many of whom already had a trusted relationship with pupils, took part in the groups, as did teachers where appropriate e.g. in the primary school sessions.
- 2.7 A 'You said, we heard' approach was taken in that young people's views were recorded, summarised, re-presented and checked out for accuracy with focus groups.

Online surveys

- 2.8 In addition to the focus groups, pupils were given the opportunity to participate in online surveys using Survey Monkey. Separate surveys were created for:
- CCHS pupils
 - Portobello and Holy Rood pupils
 - Primary school pupils
- 2.9 The surveys consisted of similar questions to the focus groups as set out above.

3 Response

- 3.1 More than 400 pupils took part in face to face sessions and almost 1,100 pupils took part in the online surveys. The table below shows the numbers of pupils participating in focus groups and the numbers completing online surveys:

School	Focus Groups	Online surveys
Castlebrae Community High School	160	119
Portobello High School	25	507
Portobello High School pupils from Castlebrae catchment area	13	-
Holy Rood High School	12	221
School not identified	-	76
Liberton High School	17	-
Castleview Primary School	46	27
Niddrie Mill Primary School	57	58
Newcraighall Primary School	46	31
Prestonfield Primary School	26	45
Total	402	1,084

4 Views of Castlebrae Community High School Pupils - Online Survey

4.1 119 pupils completed the survey. Pupils were very positive about their experiences at the school. Pupils were asked if they agreed or disagreed with a number of statements, many of which are based on Education Scotland pre-inspection questionnaires. Their views are set out in the table below:

Statement	Agree	Disagree	Don't know
Castlebrae helps me to become more confident	87%*	5%	8%
I enjoy learning at Castlebrae	88%	5%	7%
I am getting along well with my school work	91%	8%	2%
Castlebrae currently provides a good range of subjects	92%	7%	2%
Castlebrae currently provides a good range of work-related subjects such as hairdressing, automotive skills and cake-decorating	97%	2%	1%
Castlebrae currently provides a good range of out of class activities and school clubs	84%	8%	8%

* all percentages are rounded into whole numbers – as a result totals may not add up to 100

4.2 Pupils were then asked about the closure proposals. Their answers are set out below:

Statement	Agree	Disagree	Don't know
I feel I have enough information on the proposals to close Castlebrae to say what I think	56%	32%	13%
I agree with the proposal to close Castlebrae in 2013	5%	88%	7%
I will have a better choice of subjects in a school with more pupils	13%	72%	16%
I think I will do better in a school with more pupils	13%	74%	13%

4.3 Pupils were asked what their worries or concerns would be if the school does close. The most frequently expressed concerns were:

- Losing touch with school friends and having to make new friends in a new school environment.
- Having to travel to a new school, including the cost of travel and having to get up earlier.
- That their education would be disrupted, including having to catch up with other pupils, not getting the same choice of subjects, their preparation for exams being affected.
- That they might be bullied, badly treated or branded in a negative way at a new school.
- Concerns about losing their own teachers - and the support they provide - and about how teachers in other schools will treat them.
- That their new schools will be overcrowded with very big classes.
- That they will no longer be able to take vocational subjects like hairdressing and retail.

4.4 Pupils were asked if they could think of any positive opportunities or benefits which closing Castlebrae might provide. Very few suggested any and about 70 pupils said 'none', 'no' or 'nothing'. Some recorded their anger at the closure proposal and blamed the Council for the situation. Of those who did suggest potential benefits, the most frequently expressed were:

- Opportunity to make new friends/meet new people.
- Possibility of more subjects or a better education.

4.5 Pupils were asked what their hopes would be if the school stays open. The most frequently expressed hopes were:

- That the existing school is re-furbished and re-decorated.
- That pupils are able to stay on at Castlebrae, continue with their chosen subjects and pass exams.
- That new pupils are attracted to the school.
- That a completely new school is built.
- That the recurring threat of closure is removed.

4.6 Finally pupils were asked what preparations they would expect other schools to make for their arrival if Castlebrae does close. The most frequently expressed ideas were:

- Organise tours of the school, induction visits (including suggestions of 3 day visits), get a chance to get to know the school and meet teachers and pupils before they move.

- Continuing access to the same range of choices, especially the vocational choices as at Castlebrae (including childcare, hospitality, hairdressing, creative industries).
- Transport provided or help with travel costs.
- That their current teachers are able to go to the new schools with them.

4.7 A number of pupils said throughout the survey that they had no intention of moving to a new school – they would either try to get a place at college to continue their learning or leave school altogether.

5 Castlebrae Community High School Focus Groups – Key themes

5.1 One or two of the focus groups were asked some of the questions with slightly different wordings. This was in response to the particular group's needs, dynamics and understanding. Generally this hasn't appeared to make a difference to the responses but it has been noted below where it is felt it may have made a difference.

5.2 Question 1. What are the good things about Castlebrae?

- The teachers
- The smaller classes
- More attention, more 1-2-1
- Construction, Auto-motive, Hairdressing,
- Good vocational courses and training
- External Support Agencies e.g. family centre, Health Opportunities Team, CAPRO
- Location – near home
- After School Clubs
- Astro Turf
- Reward system/Merit points
- CDT Department
- Sports & Physical Activities

5.3 Question 2. What are the not so good things about Castlebrae?

- The building – lack of repairs run down/falling apart
- The threat of closure for so many years
- Reputation and people pre-judging
- Not very good resources and equipment
- Toilets

5.4 Question 3. What would you be worried about if Castlebrae closed?

- Travelling further
- Getting bullied at new school
- Impact on exams

- Not fitting/settling into new school
- Not having the same relationships with teachers
- Splitting up classes/friends
- Might not be same subject choices on offer
- Not having as much support in bigger classes

5.5 Question 4. If Castlebrae did close, what would your hopes be, what would you expect to happen or like?

- Most pupils said if Castlebrae closed they would like a new school built.
- Nothing positive about it closing – we will lose family/community history.
- When 12 3rd years were asked this question slightly differently – Is there anything positive if Castlebrae closes? They responded with you could get a fresh start, better education and meet new people.

5.6 Question 5. What would your hopes be if Castlebrae stayed open, what would you expect/like to happen to the school?

- A new school being built
- More people to attend
- The ones that have moved to come back
- More subjects
- More teachers
- Upgrade of building, furnishings and equipments
- Better reputation – improved behaviour and attendance

5.7 Question 6. If Castlebrae closes, what would you expect other schools to do for you, what preparations should they make for you?

- The new uniform should be paid for
- Travel should be organised and paid for
- Take some of our teachers with us
- Be able to do same subjects,
- Be able to continue with vocational subjects in particular
- Some pupils felt pupils at new school might judge them
- One or two pupils said they wouldn't attend a new school
- Have people from Castlebrae in our class
- Make us welcome and don't pick on us

A group of 6 S3s were asked two additional questions

5.8 Question 7. One main issue from the discussion?

- Travel time
- Getting bullied – new school
- Choice of subjects

- Meeting new people

5.9 Question 8. What we feel.

- Ragin' about school closing
- Annoyed
- Angry
- Makes a difference what years you're in – sitting exams, etc.

6 Views of Primary School Pupils – Online Survey

6.1 164 P6 and P7 pupils completed the survey with the number of respondents at each school shown below:

Primary School	Number of pupils responding* (with percentage in brackets**)
Castleview	27 (17%)
Newcraighall	31 (19%)
Niddrie Mill	58 (36%)
Prestonfield	45 (28%)

* 3 pupils did not indicate a school

** all percentages are rounded into whole numbers – as a result totals may not add up to 100

6.2 Pupils at Castleview and Niddrie Mill were more likely to agree that if Castlebrae Community High School closed it would make a difference to them, whilst those at Newcraighall and Prestonfield were more likely to disagree. In answering the question 'I think if Castlebrae closes it will make a difference to me'; the response across all the primaries and by each primary is shown below:

Primary School	Agree	Disagree	Don't know
All	33%	48%	19%
Castleview	35%	19%	46%
Newcraighall	13%	77%	10%
Niddrie Mill	54%	38%	9%
Prestonfield	18%	59%	23%

6.3 For those who thought that it would make a difference, the most common issues cited were:

- travel, including travel costs, having to go further to school and having to get up earlier and go to school in the dark
- the impact on families and the wider community of losing its community high school

6.4 For those who thought it wouldn't make a difference, the most commonly cited reason was that they hadn't planned or expected to go to Castlebrae anyway.

- 6.5 48% of pupils felt they knew enough about the issue to express a view on it, with 29% disagreeing and 22% don't know.
- 6.6 Pupils were asked which school they expected to go to when they leave primary. The response is shown below:

Secondary school	Number of pupils expecting to go (with percentage in brackets)
Castlebrae	15 (9%)
Portobello	24 (15%)
Liberton	8 (5%)
Holy Rood	60 (38%)
Other high school	26 (16%)
Don't know	27 (17%)

- 6.7 Other schools that pupils mentioned included St. Thomas of Aquin's (9 pupils), James Gillespie's (6) and Broughton (3).
- 6.8 Pupils were asked if they had anything else they would like to say about the proposal to close Castlebrae Community High School and how it might affect them. In addition to the comments above, some pupils:
- expressed concern for pupils (including relatives) and staff at Castlebrae
 - said that they would have to go to different schools if Castlebrae closes
 - said that the school should stay open
 - said that the school should close.

7 Primary School Focus Groups

- 7.1 Meetings were held with 175 P6 & P7 pupils from the affected primary schools. The same approach/method was used for three of the primary schools and an additional question was added for Prestonfield Primary School which was specific to the issue of change of catchment from Liberton and Castlebrae to just Liberton.
- 7.2 Question 1. When I leave primary school I will be going to?
- Castlebrae - 7 pupils
 - Holyrood - 72 pupils
 - Portobello - 28 pupils
 - Not Sure - 27 pupils
 - Other 41 pupils (George Watson, Edinburgh Academy, St Thomas of Aquin, Broughton, Boroughmuir, James Gillespies, Ross High School in Tranent, Preston Lodge, etc.)
- 7.3 Question 2. I've heard about the proposal to close Castlebrae (before today)

- 159 pupils had heard about the proposal. The majority stated that they had received a letter from school, teachers had told them, family members or friends and a few were aware of the television and newspaper coverage received by 'Save the brae'.
- 5 pupils had not heard of the proposal and 11 were not sure.

7.4 Question 3. I think if Castlebrae closes it will make a difference to me?

- 48 pupils thought that if Castlebrae closed it would make a difference to them. 42 of the pupils were from Castlevie/Niddriemill Primary Schools.
- The reasons stated were increase in travelling time, less choice of schools, won't have a local school, some felt they might not get a place in the school of their choice if Castlebrae closed and the pupils went to other schools.
- 112 pupils felt if the school closed it would make no difference to them. The primary reasons given was that they were not going there, going to another high school or not in the catchment area.
- 15 pupils were not sure/didn't know what difference it would make. The key reason was that it was hard to know how something might affect you if it hadn't happened yet.

7.5 Question 4. I think if Castlebrae closes it will make a difference to this area (Craigmillar)

- 90 pupils felt that if Castlebrae closed it would make a difference to the area, of these 71 were from Castlevie/Niddrie Mill Primary Schools.
- Travelling further was the key difference given however other concerns were raised i.e. people will lose their jobs, it will affect the community's history, pupils would lose the cooking classes they go to, the football pitches will be shut and there will be less choice of schools for people.
- 26 pupils felt it would make no difference. The key reasons were that they didn't live in the area, not many people went to the school and it wasn't in their community.
- 59 didn't know what difference it would make. Reasons given were that they couldn't know what the effect might be because it hadn't happened, some pupils mentioned that different areas were closer to different schools and that apart from losing a choice they weren't sure about any other effect.

7.6 Additional Question for Prestonfield Primary School only. If the catchment high school was changed from Castlebrae and Liberton to just Liberton it will make a difference to me?

- All the pupils answered no to this question. The 26 pupils felt changing the choice from Castlebrae and Liberton to just Liberton would make no difference to them.
- The reasons given were that none were going to Castlebrae, some were worried that they might have to go to Castlebrae and wanted it to close, there

were lots of choices of schools already and some didn't live in the catchment area.

7.7 It should be noted that the majority of the pupils from Newcraighall and Prestonfield Primary Schools, although not affected by the proposals, said they were sad for the pupils at Castlebrae High School because they might lose their school.

8 Views of Portobello and Holy Rood Pupils – Online Survey

8.1 804 pupils completed the survey; 507 from Portobello High School and 221 from Holy Rood High School. 76 pupils completed the survey but did not indicate which school they were from.

8.2 Pupils were asked about the welcome new pupils would receive if they joined the school and whether or not they would be happy if new pupils joined the school if Castlebrae closed. Their views are set out for all pupils and then for Portobello and Holy Rood pupils respectively in the table below:

Statement – all respondents	Agree	Disagree	Don't know
Castlebrae pupils would get a warm welcome from staff and pupils if they joined our school	52%*	30%	18%
If Castlebrae closed, I would be happy about more pupils coming here	34%	45%	22%
Portobello pupils			
Castlebrae pupils would get a warm welcome from staff and pupils if they joined our school	48%	30%	22%
If Castlebrae closed, I would be happy about more pupils coming here	35%	43%	23%
Holy Rood pupils			
Castlebrae pupils would get a warm welcome from staff and pupils if they joined our school	60%	30%	10%
If Castlebrae closed, I would be happy about more pupils coming here	30%	50%	20%

* all percentages are rounded into whole numbers – as a result totals may not add up to 100

8.3 Pupils were asked what effect they thought it might have on them and their school if Castlebrae closed. Pupils at both schools expressed many similar views, with recurring concerns around:

- Overcrowding – pupils at both schools commented repeatedly on how overcrowded they perceive their schools to be at present and on how taking in new pupils would make this worse. Pupils at both schools had concerns about class sizes having to rise with a negative impact on learning. Pupils also expressed concerns about overcrowding in communal areas, especially in terms of 'stair crushes' at Portobello and queues at lunch and break times at Holy Rood. Many pupils believed that these issues would be exacerbated

by the arrival of new pupils, that this would have negative impact and possibly lead to conflict.

- Potential divisions and rivalries between current pupils and ex-Castlebrae pupils. Some pupils fear an increase in bullying – either of or by former Castlebrae pupils – and in fighting, although some thought this would quickly settle down.
- Worries that new pupils might need additional support, for example if they were joining in the middle of a school year, and that with no new resources this might have a detrimental effect on existing pupils' learning.
- The behaviour of Castlebrae pupils and how this might disrupt classes or have an effect on the school's reputation. Some pupils expressed negative views of Castlebrae pupils' attitudes and behaviour.
- Alternatively, some pupils were positive about the possibilities of meeting new people and making new friends.
- Several pupils did not think that there would be much of an impact at all.

8.4 Pupils were asked what their school should do to prepare for the arrival of new pupils if Castlebrae does close. The most common themes were:

- The need to deal with space issues, particularly at Portobello. Pupils said there would need to be more classes or bigger classes and that access to communal/social areas might have to be changed.
- At both schools pupils had a range of suggestions for welcoming new pupils, from inviting new pupils to visit before they start, providing tours of the school and information such as maps and posters to holding welcoming assemblies, team-building days and involving pupils in showing new pupils around and as buddies. Many pupils commented on the need to treat new pupils with respect, to be nice and to be friendly.
- Some pupils thought there might be a need for more teachers and for more resources and equipment.

8.5 Pupils were asked how they or other pupils could be involved in helping to prepare for the arrival of new people. Although many pupils said that they didn't know, a number of suggestions were made (many of which were similar to those above):

- Pupils made a number of practical suggestions like involving senior pupils/prefects in showing new pupils around the school, participating in activity and team-building days, and in inductions and assemblies.
- In addition to the specific suggestions above, many pupils commented on the need to be friendly and welcoming, to speak to new pupils, show them around and generally make an effort to get to know them.

8.6 Finally pupils were asked if they had anything else they would like to say about the possible closure of Castlebrae and the effects it might have. Concerns around overcrowding and a possible increase in fighting and bullying were

reiterated, as were some negative attitudes towards Castlebrae pupils. Some pupils also expressed views on:

- The possibility of their own learning being disrupted.
- A potential increase in traffic in and around the schools.
- Their wish for Castlebrae to stay open.

9 Portobello High School Focus Groups

9.1 Question 1. How welcoming is your school to new pupils?

- The Base can be a place to go for support and this is offered to all new pupils.
- Friendly pupils/staff.
- The building can be intimidating big and black - would be better done up.

9.2 Question 2. If Castlebrae does close, what effects do you think it might have on you or your school?

- Younger pupils had more concerns than senior pupils in relation to space and classrooms that are already overcrowded and the pressure this might put on a building already run down and the use of the stairs.
- Pupils' common positive comments about the effects included
 - It could be a good chance/opportunity for Castlebrae pupils; they might be more motivated to attend and achieve coming to Portobello.
 - They thought more pupils might mean more curricular activities.
 - They might get more subject choices e.g. psychology.
 - It could be good for pupils' relations and be good to get to know new people.
 - It might educate us on different ways of doing things.
- Pupils' common negative comments about the effects included:
 - Concerns for Castlebrae pupils making the transition, e.g. it might hinder their education and/or affect their exam results as they may have difficulty adapting to the new routine and way of doing things. This may result in some pupils not completing their education.
 - Some social/conflict concerns around potential divides between the two groups both psychologically and actual.

9.3 Question 3. What could you do to prepare for the arrival of the new pupils?

- Two day visit or longer as currently happens for Primary 7 pupils.
- Buddy System.
- There were a wide range of suggestion for activities that created opportunities for supporting and integrating with new pupils.

10 Holy Rood High School Focus Group

10.1 Holyrood pupils scored an 8.5 out of 10 average score for 'How welcoming is your school to new pupils'?

- Pupils had a range of responses from some finding it a bit scary starting in S1 and feeling it could be more welcoming in the morning through to some saying it was easy to get used to and make new friends.
- Pupils felt that most teachers and pupils were welcoming and that the induction days and support from older pupils were helpful. Some said teachers could be more helpful in corridors.
- They had some ideas about what could help new pupils, for example the pupil council meeting new pupils, year group meetings and showing the same year groups around and preparing the new pupils in terms of uniform.

10.2 Pupils were asked if Castlebrae did close, what effects did they think it might have on them or their school?

- There were a few comments about space and resources being pressured by more numbers.
- There were quite a few concerns about behaviour from the pupils coming from CCHS but also two or three more positive comments about hidden potential and not pre-judging people.
- Several people felt that Castlebrae closing wouldn't have much effect on them or the school.

10.3 The pupils had a range of ideas when asked 'If Castlebrae does close, what should your school do to prepare for the arrival of new pupils?' These included visits and tours, lots of opportunities for Holy Rood pupils to talk to and spend time with the new pupils to prepare them. Pupils also suggested some activity sessions to get to know them, for example, sports and team events.

11 Liberton High School Focus Group

11.1 Question 1. 'If the catchment high schools are changed from Liberton and Castlebrae to just Liberton it would have made a difference to me':

- Several pupils said, 'they were always coming to Liberton so it would have made no difference'.
- No difference, friends were coming here (Liberton).
- No one in my P7 class went to Castlebrae (this was a common theme across the years).
- If it changes from two choices to one will parents send their kids to Gracemount instead of Liberton?
- People weren't going to Castlebrae anyway because of the reputation of the school and the area.

11.2 Question 2. If Castlebrae does close, what effects do you think it might have on you or your school?

- No real effect – possibly a few more pupils.
- If pupils come here after a while they'll just blend in.
- It'll have more effect on Castlebrae pupils – it's a bit unfair that they will lose their school.
- None – they could do the JET programme if they came.
- We don't have all the vocational classes here so it might be good if they came here.
- They'll make new friends.

11.3 Pupil Questions/statements

- If they had got a new school earlier it would have been better for them.
- Council has known about this for a while and haven't done anything so the Council has let them down.
- Can you not just send the S4-S6 at Castlebrae to college if the school shuts?
- If they decide to shut Castlebrae would it not be better to move them to their new schools the last 2 weeks in June when everyone moves into their next year?
- Would the stigma of the old Castlebrae not just pass on to a new school in that area?
- Moving from a high school to a high school is hard.
- Is Castlebrae a LEAP school?
- Will Castlebrae pupils bring down other schools' attainment?
- 'Save the brae' - should they not want what's best for their kids?

12 Focus group with Portobello pupils who live in the Castlebrae catchment area

12.1 Pupils reported lots of positives about Portobello High School when asked what's good about the school. They felt that due to the size there was a good mix of people, extra-curricular activities and good subject choice. In particular there were a lot of positive comments about the Learning Support and services pupils receive in Portobello. They also said the school was good at dealing with bullying. The negative comments were about the building being too old, too tall, the canteen, equipment and the worry about stair crushes.

12.2 Pupils were asked, 'How welcome did you feel when you first came here?'

Pupils responded that they were nervous at first and worried about stair crushes. They said they didn't feel nervous for long because of the support they got from teachers, the Base, S6 pupils (including the visits to the Primary Schools) and the two day visits and sports day. The availability of guidance staff and the guidance interviews were mentioned as being helpful as well.

- 12.3 Pupils were asked if there were any issues with travel. Most of the pupils walked to school with one or two travelling by car or bus. Generally there weren't too many issues with travelling but due to road works at Duddingston Crossroads and the unreliability of the number 42 bus travelling from West Craigmillar was more problematic than East.
- 12.4 Pupils were asked what it was that made them go to Portobello in the first place. Some said that where they were in the catchment area, Portobello was actually nearer. Some pupils felt there would be more opportunities and chances to achieve and/or they had friends and siblings already going to Portobello. Again the Learning Support Services were given as a reason to go to Portobello.
- 12.5 Pupils were asked 'You live in the Castlebrae catchment area but go to Portobello – are there ever any issues with this for you in the school?' Pupils didn't identify any issues with this but talked about their own personal circumstances about coming, for example, having to appeal to get into Portobello High.

13 Equalities Analysis

- 13.1 Where possible, survey responses have been analysed by gender, ethnicity and disability to see if there were any significant differences in the responses of different groups.

Castlebrae pupil survey

- 13.2 Of the 119 responses, 8 pupils said they had a disability and 7 identified themselves as in a bme group. These responses are too small a sample to draw any reliable conclusions from.
- 13.3 There were 51 male and 66 female respondents (2 skipped this question).
- 13.4 Most responses were similar between male and female pupils (within 5% of each other) however two did have different responses:
- Males were more likely (96%) to agree with the statement, 'I am getting along well with my school work' than females (88%).
 - Males were more likely (18%) to agree with the statement, 'I will have a better choice of subjects in a school with more pupils' than females (9%).

Primary school pupil survey

- 13.5 Of the 164 responses, 10 pupils said they had a disability and 14 identified themselves as in a bme group. Again, these responses are too small to draw any reliable conclusions from.
- 13.6 There were 79 male respondents and 74 females (the others didn't say).

- 13.7 Females were more likely (56%) to agree with the statement, 'I know enough about the suggestion to close Castlebrae to say what I think about it' than males (43%)

Other schools survey

- 13.8 Of the 804 responses, 28 pupils said they had a disability. This is a very small sample to draw any conclusions from. Responses therefore need to be interpreted with caution as they may be unreliable. The answers to the statement 'If Castlebrae closed, I would be happy about more pupils coming here' show a marked difference in the responses of disabled pupils (with 18% agreeing and 52% disagreeing) and all pupils (with 34% agreeing and 45% disagreeing).
- 13.9 80 pupils identified themselves as in a bme group. These pupils were less likely (43%) to agree with the statement 'Castlebrae pupils would get a warm welcome from staff and pupils if they joined our school' than all respondents (52%). They were also less likely (30%) to agree with the statement 'If Castlebrae closed, I would be happy about more pupils coming here' than all respondents (34%).
- 13.10 There were 352 male respondents and 390 females (the others didn't say). Females were more likely (59%) to agree with the statement 'Castlebrae pupils would get a warm welcome from staff and pupils if they joined our school' than males (46%). Females were more likely (35%) to agree with the statement 'If Castlebrae closed, I would be happy about more pupils coming here' than males (32%).

REPORT BY EDUCATION SCOTLAND**Consultation proposal by The City of Edinburgh Council**

Report by Education Scotland, addressing educational aspects of the proposal by The City of Edinburgh Council to close Castlebrae Community High School in July 2013 and split the catchment area between Liberton High School and Portobello High School to which the majority of the catchment will be assigned. The council also proposes that the current Prestonfield Primary School catchment be changed from dual-feeder status with Liberton High School and Castlebrae Community High School to having Liberton High School as its sole non-denominational catchment secondary school. The community facilities currently provided within Castlebrae Community High School will be relocated to alternative locations in the area.

1. Introduction

1.1 The City of Edinburgh Council proposes to close Castlebrae Community High School at the end of session 2012/13 and offer young people places at Portobello High School as their new non-denominational catchment secondary school. The community facilities currently provided within Castlebrae Community High School will be relocated in the area.

1.2 The City of Edinburgh Council also proposes to split the Castlebrae Community High School catchment area between Liberton High School and Portobello High School. The majority of the catchment will be assigned to Portobello High School as the non-denominational catchment secondary school. It is proposed that the current Prestonfield Primary School catchment be changed to have Liberton High School as its sole non-denominational catchment secondary school. Existing denominational catchment arrangements will remain unaffected.

1.3 The report from Education Scotland is required under the terms of the *Schools (Consultation) (Scotland) Act 2010*. It has been prepared by HM Inspectors in accordance with the terms of the Act.

1.4 HM Inspectors undertook the following activities in considering the educational aspects of the proposal:

- attendance at all of the public meetings held in November 2012 in connection with the council's proposals;
- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others;

- consideration of further representations made directly to Education Scotland on relevant educational aspects of the proposal;
- consideration of further information on all schools affected;
- visits to the site of Castlebrae Community High School, Holy Rood RC High School, Portobello High School, Liberton High School, Castleview Primary School, Prestonfield Primary School, Niddrie Mill Primary School, and Newcraighall Primary School including discussion with relevant consultees. In visiting the sites of Castlebrae Community High School and Portobello High School, HM inspectors considered the travel routes for young people.
- visits to a range of community facilities, providers and groups within the Castlebrae Community High School catchment area, including discussions with relevant consultees from the 'Save the Brae' community group, Castlebrae CHS Community Education staff, Craigmillar Community Council and the Family Centre based within Castlebrae Community High School.

1.5 HM Inspectors considered:

- the likely effects of the proposal for children and young people of the schools affected ; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area;
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- benefits which the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

2. Consultation process

2.1 The City of Edinburgh Council undertook the consultation on its proposals in accordance with to the *Schools (Consultation) (Scotland) Act 2010*. The consultation included an invitation for written submissions and public meetings held at Castlebrae Community High School, Portobello High School, Liberton High School, and Holy Rood RC High School on the 13, 14, 26 and 29 November 2012 respectively.

2.2 Statutory consultees for the proposals include the parent council of any affected school, the parents of the pupils at the affected school and of any children expected to attend the affected school. The Chair of the Castlebrae Community High School Parent Forum had attended meetings with the council and community groups. Headteachers within a number of the affected schools had briefed their Parent Councils on the proposal.

2.3 The council sought the views of children and young people affected by the proposal at each of the affected schools. A range of methods was used to gather and explore their views including focus group meetings and an online survey.

2.4 The council conducted an audit of the community programme and additional provision based in or delivered from Castlebrae Community High School. This audit included consultation with the Headteacher of Castlebrae Community High School, the Community Programme Manager, discussions with community programme staff and users and parents/carers within the Family Centre.

2.5 At the public meetings and in the significant number of responses received by the council as part of the consultation process, there was opposition to, and concerns rose about the proposal. Parents and staff at Castlebrae Community High School identified perceived inaccuracies in the information contained within the consultation documentation. Other concerns related to the manner in which the consultation process was conducted. Further concerns related to the timescale for the proposal, transition issues particularly for children and young people with identified additional needs, the uncertainty pertaining to the future site of Portobello High School's new building, the safety of young people walking to Portobello High School, and the educational benefits set out by the council. In addition, concerns were expressed about the impact of closing Castlebrae Community High School on the local community and users of the community facilities.

2.6 Parents of young people currently attending Castlebrae Community High School had significant concerns about the proposal. They expressed concerns about the short timescale for implementing the proposal and the possible impact this would have on their children's education. Parents were very concerned about the lack of time for their children and staff to prepare to work together, particularly in relation to the level of transition activity required to support those with additional learning needs. In their opinion, those in S4 and S5 would not move to another school and would exit education before achieving their potential. In meetings with Education Scotland staff, parents were unclear about the educational benefits of the proposal for their children, including curriculum provision at Portobello High School. They had significant concerns about continuity in learning in relation to current subject choice and qualifications. Parents also expressed concern about the availability and delivery of vocational courses at Portobello High School. They highlighted this aspect of the curriculum as a particular strength within Castlebrae Community High School in that it was delivered on site by staff who knew their children well. They were concerned that vocational courses in other schools may involve travel to college which may not be appropriate given the range of needs of young people currently within the school. Parents were also concerned about the route young people would have to take when walking to Portobello High School. In their view, this route was unsafe for young people as it involved busy main roads and poorly lit pathways. They perceived the planned renovation of Portobello High School and uncertainty over the site of the new build as factors which could impact negatively on their children's education at some point in the future.

2.7 Young people who currently attend Castlebrae Community High School were not in favour of the proposal. They were particularly worried about the disruption to their education, including having to catch up with other pupils, not receiving the same choice of subjects and the current impact on their preparation for national examinations and qualifications. Those in S4, who are too young to leave school at the end of the

2012/13 session, expressed no desire to attend a new school for a period of five months and were concerned about their future. Young people currently in S4 and S5 stated that they had no intention of moving to a new school, a view expressed by a number of young people within the online survey responses. Young people at S1 to S3 expressed their concern about having to re-select subjects if current choices were not available or classes full in Portobello High School. They cited German as an example of a subject currently studied which is not available at Portobello High School. Young people were also worried about the difference in the size of classes within Portobello High School and the likelihood that this would mean less one-to-one support than they currently receive from their teachers. Further concerns related to bullying, losing friends, others poor perception of young people from the Castlebrae Community High School area and losing their community identity. Young people also expressed significant concerns about the lack of a safe route to Portobello High School and the impact of travel costs on their participation in out-of-class learning activities.

2.8 Staff from Castlebrae Community High School were not in favour of the proposal. In their view, the consultation meetings with the council were inadequate and the change in council personnel attending each meeting resulted in a lack of continuity in addressing their concerns. At a personal level, they felt that the content of the proposal had seriously damaged their own professional standing and reputation within the education community. They expressed significant concerns about the tone, content, and accuracy of the council's proposal documentation and comments reported within the local media. Staff felt that this had also had a significant impact on young people's motivation and self-esteem. They expressed particular concern for those in S4 to S6 whom they perceived would exit the education system without achieving their full potential. Staff were extremely concerned at the timescales involved and how they could ensure the effective transition for all young people whilst maintaining young people's focus on their learning, particularly for those studying for examinations and qualifications. In their view, the educational benefits for young people were unclear as they felt that not all of the statements contained within the proposal were accurate.

2.9 Users of the community facilities within Castlebrae Community High School were opposed to the proposal. They were concerned that the relocation of provision such as the Family Centre would lead to a reduction in, and accessibility to, the same level of service. They felt that their views had been misrepresented within the audit of community provision collated by the council. The Community Programme Manager and users of the community facilities were concerned about perceived inaccuracies within the council's Audit of the Community Programme and Additional Provision. Parents were worried about the loss of crèche facilities which enabled them to access learning opportunities or fitness activities within the school. Community users expressed concern about the loss of the free gym facilities and the impact this would have on their health and wellbeing. Adult learners were concerned that the level of provision provided within Castlebrae Community High School could not be replicated elsewhere, particularly the art classes where the integration of adults and pupils builds a positive community ethos. Community programme staff were worried about their future and did not feel that they had been consulted about the implications of the proposal. Activities

such as gymnastics and dance had enabled children to audition successfully for the Dance Academy at Broughton High School. Staff expressed concern about the future provision of activities such as these and the loss of opportunity for children if the school was to close.

2.10 Parents of children attending Niddrie Mill Primary School expressed significant concerns about the proposal. They recognised that Castlebrae Community High School in its current form is neither structurally nor financially viable. They were concerned about the lack of consultation regarding where they would choose to send their child and information about the receiving schools. Parents were worried about the tight timescales for transition given the range of needs of the children within the area. They were also worried about the longer distance and safety of the route their children would travel to Portobello High School. Parents indicated that their child may not access out-of-class learning activities as a result. Children expressed concern over their safety with regard to the route to school and making friends within a larger establishment. They felt that they would get a better education in another secondary school and that it was likely that they would choose another school closer to home even if Castlebrae Community High School did not close. Children were concerned about the impact on families and the local community. Staff expressed significant concerns about the proposal. They felt that the council had not supported the community in its efforts to maintain a viable secondary school and that the threat of closure over the past few years had led to parents choosing alternative provision. Staff were concerned about the timescales in terms of transition activities, particularly for those children with additional learning needs. There was recognition that educational outcomes have not been high enough and potential benefits to P7 children include the comprehensive and inclusive context of Portobello High School. Staff expressed the view that it is likely that parents will continue to opt to send their child to Holy Rood RC High School due to the close proximity to their homes.

2.11 In the meeting with Education Scotland, parents of children attending Castlevue Primary School expressed the view that they had not been consulted fully on the proposal or on which school they would choose to send their child. They were unclear about the educational benefits of the proposal, particularly in relation to the curriculum. They felt that Portobello High School was not a viable option based on the condition of the school building and the longer distance and safety of the route their children would have to travel to school. Parents also expressed concern about the cost of travel to Portobello High School. They were worried about the safety of their children in terms of bringing together different community groups. Parents expressed the view that they would not be sending their children to Portobello High School but to another city school. A few parents raised the issue of community provision such as children's dance, gym facilities and the Family Centre. Children's responses were mixed in terms of the impact the proposal would have on them at an individual level and on which school they would attend if the school was to close. They cited the condition of the Castlebrae Community High School as an issue but had enjoyed attending transition activities and working with secondary specialist staff at the school. Children were worried that out-of-class activities such as dance would not be offered close to home if the school was to

close. A few P7 children had auditioned for the Dance Academy at Broughton High School as a result of their participation and were worried this opportunity would not be available to others. Staff were concerned about the lack of time to ensure effective and meaningful transition. They were unclear about the level of resource which would be made available to support transition. Staff expressed the view that children would benefit from higher academic standards at the receiving schools although they were concerned about the impact on attendance at school given Portobello High School is outwith the community.

2.12 In the meeting with Education Scotland, parents of children at Newcraighall Primary School were not concerned about the proposal. They felt that children and young people would benefit from higher academic standards at Holy Rood RC High School and Portobello High School. They perceived the educational benefits to be savings for the council and better outcomes for young people provided the existing resources were transferred and at the same level. Children at P7 expressed the view that they would either attend Holy Rood RC High School or Portobello High School. Staff did not express any significant concerns about the proposal. Given the trend in parental choice the school no longer had meaningful transitions with Castlebrae Community High School. Staff were concerned about the capacity at Portobello High School.

2.13 In the meeting with Education Scotland staff, parents of children attending Holy Rood RC High School expressed the view that they were not particularly well informed about the proposal. They were not clear about the educational gain for the pupils currently at Holy Rood RC High School or the steps the council planned to take to minimise any adverse affects arising from the closure. Young people were concerned about overcrowding in corridors, classes and recreational areas. Staff were confident that Castlebrae Community High School pupils would be integrated well into their school and would do well as a result. They were worried about the pressure on the school roll at particular stages within the school. Staff were concerned about the level of resources available to them in order to ensure effective transitions and continuing support for those young people who require it. The Roman Catholic Church and the school would want to be reassured that prospective parents, children and young people, as part of the transition process, are made aware of the Catholic ethos and values which underpin the life and work of the school.

2.14 Parents, staff and pupils at Liberton High School and Prestonfield Primary School were not opposed to the proposal. In the meeting with Education Scotland, parents of children attending Prestonfield Primary School were not clear about the educational benefits of the proposed new catchment arrangements but were well informed about the proposal by the Headteacher. Staff and parents at Prestonfield Primary School were of the view that children would not attend the secondary non-denominational catchment school. Parents expressed concern about the current attainment profile at Liberton High School. They indicated that they would wish to continue to exercise their rights under the placing request legislation to select a secondary school of their choice from within the city. Children across the stages at Prestonfield primary did not feel that the proposed changes to the catchment area, or

the school closure would impact on their education. Young people at Liberton High School held a similar view.

2.15 Parents, staff and young people at Portobello High School were not opposed to the proposal. Parents expressed concerns about the overall condition of the secondary school estate in the east of the city. They had concerns about the pressure on the capacity of the school and the inability to deliver the range of vocational courses currently available to Castlebrae Community High School pupils. Staff are concerned about the pressures on capacity and the tight timescales for transition, particularly for those young people with additional support needs. They expressed the desire to ensure all young people received a welcoming and effective transition in to the school. Staff are also concerned about the ability to accommodate subject choices and levels of those transferring from Castlebrae Community High School.

3. Educational aspects of the proposal

3.1 Castlebrae Community High School is operating at 33% occupancy and is therefore underutilised. Increasing number of parents opt to send their children to other secondary schools in the area. As a result, the majority of young people from within the Castlebrae Community High School catchment area do not attend their non-denominational secondary catchment school. The council sets out in its proposal current and expected costs associated with the school and that closure would achieve savings in some areas.

3.2 The council proposes a range of educational benefits relating to the quality of learning and teaching and the curriculum. The council sets out in its proposal that Portobello High School, Liberton High School and Holy Rood RC High School provide learning experiences which are of a consistently high standard and include opportunities for young people to be actively involved in their learning. In the inspection report published in March 2011, HM Inspectors evaluated learners' experiences and the curriculum as satisfactory. HM Inspectors evaluated improvements in performance, meeting learners' needs and self-evaluation all as weak. In the follow up report published on 24 April 2012, HM Inspectors found that the school continued to perform less well than schools which serve young people with similar needs and backgrounds. HM Inspectors found that in almost all measures, young people's attainment was weaker in 2011 than in previous years. HM Inspectors concluded that the school had taken some promising steps to improve the quality of its work. The school had correctly focused on improving young people's learning, achievement and attainment. HM Inspectors noted that it was too soon to evaluate the impact of its work in these key areas. HM Inspectors will make a further visit to the school to assess progress in 2013.

3.3 Castlebrae Community High School serves a small pupil population in an area of significant disadvantage. Young people would benefit from being part of a larger more comprehensive learning community. The proposal states that the small number of young people currently attending Castlebrae Community High School inhibits opportunities to set classes by ability and joint timetabling of the S4 to S6 stages remains a challenge in terms of providing a senior phase as outlined in Curriculum for

Excellence. Currently, the school does set classes by ability in English, mathematics and modern languages and it is only S5 and S6, not S4 to S6, who are jointly timetabled. A number of small schools in Scotland offer a curriculum which meets young people's entitlements in line with Curriculum for Excellence. The council's proposal states that the size of the receiving schools will provide young people with a greater range of subject choices, including academic options across a wider range of qualification levels. Young people would benefit from an increase in available subject choices, particularly at the senior stages. Currently, young people at Castlebrae Community High School study German within the broad general education. None of the receiving schools presently offer German as a modern language within their curriculum provision. At present, young people benefit from a wide range of vocational and work related courses delivered by staff and partners to meet their varying needs. The council's proposal indicates that aspects of this provision will be transferred to receiving schools. The proposal does not take account of the contribution of the range of partners and specialist staff who currently enhance the delivery of the curriculum. Overall, the council's proposal is not sufficiently clear about how the curriculum in the receiving schools will directly benefit those learners currently attending Castlebrae Community High School. This includes young people from the travelling community.

3.4 The council's proposal sets out the particular benefits for young people in relation to educational attainment and achievement. In both attendance and exclusions, Castlebrae Community High School performs notably less well than its comparator schools. Attainment across all key performance measures in Portobello High School, Holy Rood RC High School, Liberton High School and comparator schools is higher than in Castlebrae Community High School. The range of extra-curricular activities is wider in each of the receiving schools. Young people currently attending Portobello High School and Holy Rood RC High School from the Castlebrae catchment area are attaining well. Young people would benefit from improved academic and achievement outcomes. The proposal states that academic outcomes for young people who attend Portobello High School and Holy Rood RC High School from the Castlebrae Community High School catchment area are in line with the overall performance of the school. The proposal also states that there would be no negative impact of the remaining Castlebrae Community High School pupils transferring to Portobello High School and Holy Rood RC High School. Given that just under half of the young people at Castlebrae Community High School have additional support needs the council now needs to consider how best to address this. The proposal does not make sufficiently clear the educational benefits, in relation to attainment and achievement, for those young people with identified additional needs.

3.5 The timescale outlined in the council's proposal raises a number of important issues that require further consideration. In particular, young people, parents, and staff will have a short period of time to prepare for the closure of Castlebrae Community High School and the transfer of young people and staff to the receiving schools. Whilst the council's proposal sets out current transition practices it is not sufficiently clear about the arrangements and plans to ensure effective transition for all children and young people affected by the proposal. In particular, effective transition planning to ensure

that the curriculum is appropriate, meets the needs of current learners and that young people's entitlement to a broad general education at S1 to S3 is met. Given that young people in S2 at Portobello High School will be making curricular choices in February 2013 careful consideration will require to be given to how this will impact on those transferring from Castlebrae Community High School. Young people with identified additional support needs require careful planning which takes account of advice from partner agencies to prepare them for changes to their educational environment. Given the time remaining, staff and parents are anxious that they do not have sufficient time or the resources to prepare young people for this change. Staff are also concerned that they do not have sufficient time or the resources to prepare the children moving from primary to S1 within the revised catchment area. The council needs to address these concerns and ensure the proposal does not have a detrimental impact on these children and young people.

3.6 The council's proposal involves the Portobello High School catchment being extended to include pupils from the Niddrie Mill, Newcraighall and Castlevew Primary School catchment areas. The projected capacity of Portobello High School set out in the proposal is based on the projected position which would arise were all of the projected roll from Castlebrae Community High School to seek places at Portobello High School and existing trends of parental placement requests in the area to continue. Projected combined rolls for 2013/14 indicate that Portobello High School might slightly exceed its 1400 capacity if all Castlebrae pupils were to transfer to Portobello High School. The council sets out in its proposal the prioritisation process which would be followed to allocate places at Portobello High School. It is recognised that the prioritisation process will only be required if Portobello High School exceeds its capacity. However, in the meetings with HM Inspectors, parents expressed a lack of understanding and clarity surrounding the prioritisation criteria. In taking this proposal forward, the council may wish to provide further assurance and clarification on this aspect with families and children within the Castlebrae Community High School and Portobello High School catchment areas. In addition, they also need to take account of the possible effects on Holy Rood RC High School, particularly given the number of children and young people who have indicated that this would become their school of choice.

3.7 Young people who would attend Portobello High School from the Castlebrae Community High School catchment area will have a distance of around two miles to travel to school. There are a number of routes available which involve busy main roads and other short-cuts through poorly lit areas with an underpass. The council makes brief mention of safer routes to school within the proposal. It will need to consider carefully young people's safety when travelling to and from school and provide greater assurances to parents and young people about how it will ensure young people's safety. Given that one of the educational benefits proposed is the increase in the range of extra curricular activities available at the receiving schools it will be important that young people's access is not restricted by the lack of a safe route home.

3.8 Scottish Ministers have the right to call-in decisions to close schools. The current timeline for this proposal is challenging and the council will need to give due

consideration to the possible impact of this process on the council's plans and on the young people concerned, were the call-in process to take place. In taking forward the proposal, the council needs to ensure that it provides sufficient time for effective communication with parents, staff and children to alleviate some of their concerns and ensure effective transitions for young people who currently attend Castlebrae Community High School.

3.9 Castlebrae Community High School is currently used for a range of community programmes and facilities. The council needs to give further consideration and clear reassurance to users as to how it will re-provide the community programme and facilities within the local community. Further consideration needs to be given to the impact of the loss of, for example, the free gym and crèche facilities on children and adults well-being, particularly within an area of significant deprivation.

4. Summary

4.1 HM Inspectors found that the proposal from The City of Edinburgh Council to close Castlebrae Community High School and transfer young people to Portobello High School sets out some educational benefits to those children and young people currently attending Castlebrae catchment area schools. These benefits relate mainly to the potential provision of a broader range of subjects for young people and improved attainment and achievement outcomes. However, the proposal may have a detrimental impact on the education of young people if the council does not address aspects of transition relating to the curriculum, meetings learners' needs and positive destinations. In particular, ensuring young people in S3 receive their entitlement to a broad general education, those in S4/5 who may exit education rather than start a new school, and those with particular additional support needs who currently receive extensive one to one support. The council needs to set out more clearly how it intends to deliver the vocational opportunities, at the same level of provision currently available to young people at Castlebrae Community High School, within the receiving schools. This includes consultation with the range of partners who currently support such opportunities. The council needs to provide greater clarity about how it intends to minimise or avoid any adverse effects that may arise from this proposal.

4.2 The council acknowledges publicly that Portobello High School requires renovation work to keep it operational and fit for purpose. In taking forward the proposal, the council should seek to assure families of those children and young people currently attending Castlebrae catchment area schools that future planned work at Portobello High School, including the move to a new build school, will not disrupt their children's education.

4.3 The proposal is opposed by a significant number of stakeholders including children and young people, parents, staff and the local community. The concerns raised by young people and parents about the travel routes to Portobello High School require further consideration. The council now needs to provide young people and their parents with information on how it will ensure young people's safety. In doing so, they

should consider carrying out a full risk assessment of the walking routes and possible alternatives.

4.4 The council now needs to set out sufficiently clearly the arrangements for supporting young people at Castlebrae Community High School to make a positive transition to Portobello High School. Given the overall opposition to the proposal by those most directly affected by it, the council needs to ensure that the necessary transitional arrangements are clearly planned and implemented in good time for young people to be well supported in their learning and wellbeing during the time of transition. In taking forward the proposal, the council needs to ensure that it provides sufficient time for clear communication with parents, staff and young people to alleviate some of their concerns and ensure effective transitions for young people to Portobello High School. Whatever course of action the council chooses to take, it needs to continue to consult with parents, staff and children and young people at the schools directly affected by this proposal. The council also needs to continue to engage with the wider community with regard to the re-provision of the community programme and facilities.

4.5 HM Inspectors found that the proposal from the City of Edinburgh Council to close Castlebrae Community High School and transfer young people to Portobello High School sets out some educational benefits to those children and young people currently attending the Castlebrae catchment area schools. HM Inspectors specifically note that the council has set a challenging timeline to take forward the proposal for the closure, particularly in relation to transitions. Given the issues raised in this report, the council now needs to provide further assurances and clarification in relation to these issues in order to be fully confident that the educational benefits outlined in the proposal will be realised.

**HM Inspectors
Education Scotland
February 2013**

COMMUNITY PROGRAMME AND OTHER SERVICES**Audit of Community Programme and Additional Provision Based in or Delivered from Castlebrae Community High School (CCHS)****1 Introduction**

- 1.1 The audit of the community programme was carried out from 23 October to 5 November 2012 with a revisit between 3 and 7 December 2012. This included:
- Meeting with Head Teacher;
 - Meeting and discussions with Community Programme Manager;
 - Reviewing all statistical data and programme information supplied;
 - Visit to all classes and discussion with participants;
 - Meeting and discussions with other community programme staff (Family Centre staff, Active Schools Coordinator, Temp Service Support Officer and class tutors); and
 - Visits to the Family Centre and discussion with parents/carers.
- 1.2 Pro forma documents were used to gather relevant information and the thoughts/views of participants. Participants interviewed had their comments recorded on the pro forma, answers were fed back to confirm accuracy and they were asked if they wished to make further comment. On one occasion the class tutor completed this process for the audit team.
- 1.3 The audit was carried out during Eid and this had an impact on the use of the fitness suite by BME (Black and Minority Ethnic) adults.
- 1.4 Of the 143 Adults enrolled for this term 73 were consulted. Few of the participants interviewed access any other provision locally. They attend the class they like at CCHS then leave. Some access other adult classes and courses citywide.
- 1.5 The majority of adults attending the classes do so because of the tutors and the friendly welcome they get from Community Programme staff. Some participants registered for the classes based on existing participants recommendations. They enjoy the atmosphere, learning and the social element that all classes have. This is demonstrated by the length of time that most have been attending the classes.
- 1.6 All participants interviewed would move to another venue providing it was the same tutor, the venue was fit for purpose, there was free car parking, their journey time was not dramatically increased, the new venue was on a major bus route and their class mates came.

- 1.7 For some participants a venue local to Castlebrae CHS or in Craigmillar is not a requirement.
- 1.8 Some classes have no local residents enrolled on them (Instrument Making, Cooking and Woodwork). The art class has one local resident enrolled.
- 1.9 The Community Programme budget is £188,000. Since 2010/11 the community programme budget has been reduced by 1 FTE post and approx £39,000 from the Community Operations budget.

2 Community Programme

2.1 The CCHS community programme provides the following:

- Adult Classes (9 classes + open access to Fitness Suite).
- English Speakers of Other Languages (ESOL) - (7 classes, 3 beginners + 4 intermediate (mixed ability)).
- Family Centre.
- 3G Pitch Hire (Monday –Thursday evenings).
- Gym Hall (2 lets/week).
- Free access to School's Fitness Suite (Mon-Fri day time, Mon-Thurs 6pm-8pm, a register is kept in the community office reception). It is difficult to ascertain the level of use of this facility in the evening as there is inconsistent use of the register provided by the Community Programme Staff.
- Holiday provision including family trips and activities run by Family Centre Staff.

Adult Classes

- 2.2 From September 2011 to October 2012, 651 Adults enrolled on the community programme (Adult Classes, ESOL, Fitness suite and Family Centre). Table 1 at paragraph 3.2 illustrates the number for each term and provision as well as the number of participants that are 'local' (352). The percentage of local participants has gradually reduced from 56% in September 2011 to 50% in October 2012. There are 9 Adult classes each term and unsupervised access to the Fitness Suite.
- 2.3 Attendance at the Community Programme could not be confirmed for terms prior to the current term; course registers are not kept from one academic year to the next. The majority of participants sign up for the same class each term time.

English Speakers of Other Languages (ESOL)

- 2.4 The ESOL provision is delivered by Stevenson College and hosted in the school. The Community Programme Manager supports the ESOL programme by providing access to the Family Centre for children of participants, free room space and access to other resources. The ESOL students progress from

beginners to intermediate. The participants attend 3 to 4 classes each week dependant on learning level (3 classes for beginners, 4 classes for intermediate).

Family Centre

- 2.5 The Family Centre can accommodate approximately 11 adults and 11 children at any one time, this number will vary depending on ages, etc. of children.
- 2.6 The Family Centre staff work within the National Care Standards and refer to National Guidance and Frameworks such as the Pre-birth-Three, Early Years Framework and the National Parenting Strategy. The practitioners support children's learning through play activities and activities around health and well being. Partnerships with parents and carers are formed, positive behaviour is promoted and secure attachments are encouraged.
- 2.7 The Family Centre provides crèche support to some aspects of the Community Programme; however a large part of the Family Centre's role is to offer family support to families through informal drop-in sessions. The Family Centre is staffed by a full time Senior Early Years Officer, a part time Early Years Practitioner and a part time crèche worker.
- 2.8 The Family Centre is currently used by local families, day and respite carers and adults accessing the Adult Education programme from across the city. The Centre receives referrals from local organisations such as the Child and Family Centres and Health Visitors. It also supports the school curriculum by providing pupil/student placement opportunities for pupils at Castlebrae CHS, other schools in Edinburgh and Jewel & Esk College.
- 2.9 A consultation was undertaken with Family Centre users, the results of which are included in Annex 1.

3G Pitch

- 2.10 The 3G Pitch is well used there being in excess of 450 users per year and brings in an average income of £11,000 annually. The aspiration of the Community Programme Manager would be to increase the access to the pitch; however current janitorial arrangements are a barrier to this.

Gym Hall

- 2.11 The introduction of the 3G pitch has impacted on the use of the gym hall. There are only two lets each week this term.

Fitness Suite

- 2.12 This is a non supervised provision. Participants must attend an induction session and complete a medical form prior to use. Access times vary and the school has priority. It is difficult to ascertain the level of use of this facility in the evening as

there is inconsistent use of the register provided by the Community Programme Staff.

3 Community Use Information

3.1 To assist in understanding the community use of the school the relevant information has been collated in table form.

3.2 Table 1 - Enrolled/Local Participants 2011/2012

Term	Provision	Enrolled	Local Participants
Sept/Dec 2011	Adult Classes	89 (includes 23 Fitness Suite users)	45
	ESOL	37	23
	Family Centre	42	27
	Total	168	95 (56%)
Jan/March 2012	Adult Classes	91 (includes 26 Fitness Suite users)	48
	ESOL	39	19
	Family Centre	42	28
	Total	172	95 (55%)
April/June 2012	Adult Classes	85 (includes 18 Fitness Suite users)	40
	ESOL	34	16
	Family Centre	49	35
	Total	168	91 (54%)
Sept/Dec 2012	Adult Classes	96 (includes 16 Fitness Suite users)	51
	ESOL	23	7
	Family Centre	24	13
	Total	143	71 (50%)

Note: Local participants are defined as those residing in CCHS catchment and Portobello/Craigmillar Neighbourhood Partnership area. Statistical information provided by Community Programme Manager.

3.3 Table 2 - Holiday Provision Family Centre

Holiday Period	Service delivered	No. of children attending	No. of parent/carers attending
October 2011	No provision offered	-	-
December 2011	Centre closed	-	-

February 2012	No provision offered	-	-
Easter 2012	Family trips and activities in the centre	12	6-12 Adults
Summer 2012 (Provision offered for three weeks only).	Family trips and activities within the centre.	20	12
October 2012	No provision offered	-	-

3.4 Table 3 - Equalities Information

Term	Provision	Enrolled	BME	Additional Support
Sept/Dec 2011	Adult Classes	89 (includes 23 Fitness Suite users)	20	
	ESOL	37	37	
	Family Centre	42	33	
	Total	168	90	11
Jan/March 2012	Adult Classes	91 (includes 26 Fitness Suite users)	14	
	ESOL	39	39	
	Family Centre	42	32	
	Total	172	85	12
April/June 2012	Adult Classes	85 (includes 18 Fitness Suite users)	12	
	ESOL	34	34	
	Family Centre	49	33	
	Total	168	79	12
Sept/Dec 2012	Adult Classes	96 (includes 16 Fitness Suite users)	30	
	ESOL	23	23	
	Family Centre	24	10	
	Total	143	63	12

BME use of the community programme has gradually decreased each term from 54% in Sept/Dec 2011 to 44% in Sept/Dec 2012. The numbers of individual participants with additional support needs has remained constant. Statistical information provided by Community Programme Manager.

3.5 Table 4 - Activities Offered this term

Description	Day/Time	Crèche	No. of Enrolments
ESOL Beginners	Mon/Tues/Weds 9.30-11.30am	Yes	9
ESOL Intermediate	Mon/Tues/Weds/Thurs 12.30-2.30pm	Yes	13
Hairdressing Int 2	Monday 12.30-2.30pm	No (none of the current participants use crèche)	7
Cooking	Wednesday 10-12noon	No	8
Cooking	Wednesday 4-6pm	No	7
Spanish	Thursday 9.30-11.30am	Yes	7
Computing	Friday 9.30-11.30am	Yes	3
Fighting Fit	Friday 10-11am	Yes	18
Art	Friday 9-12noon	No	12 (Register confirms 11 attendees)
Instrument Making	Friday 12-3pm	No	14 (Register confirms 13 attendees)
Woodwork	Friday 12.30-2.30pm	No	6 (Register confirms 3 attendees)
Family Centre	Mon-Fri 9.15-11.30 Mon-Thurs 12.15-2.30pm	Provide crèche	30 Adults 37 children
3G Pitch	Mon-Thurs 6-9.45pm	No	450+
Fitness Suite	Mon 12.15-2.55pm and 6-8pm Tues 10.20-3.40pm and 6-8pm Weds 9.30-3.40pm and 6-8pm Thurs 8.30-1.15pm, 2.05-3.40pm and 6-8pm Friday 8.30-10.35am and 12.15-2pm Times vary each term.	Crèche available 9.30-11.30am and 12.30-2.30pm Mon-Thurs and 9.30-11.30am Fri.	16 registered this term. Fitness suite used on individual, non supervised basis.

4 Additional Provision Based in or Delivered From CCHS

Craigmillar Books for Babies

- 4.1 Craigmillar Books for Babies project is based within the school campus. The project is not managed by the School or Community Programme Manager.

Active School Coordinator

- 4.2 This initiative is part of a city wide programme. All primary and secondary schools have an Active Schools Coordinator. In Castlebrae Community High School the day to day management of the Active School Coordinator is carried out by the Community Programme Manager. The community programme contributes circa 80% of the Active School Coordinator salary costs.

4.3 The Active School Coordinator delivers an extra-curricular sports programme during term times and six weeks of holiday provision throughout the year. They also support the Community Programme by delivering Fighting Fit class and induction sessions for new fitness suite users.

5 Recommendations Castlebrae Community Programme and Other Services

5.1 The audit team revisited the Community Programme users between 3 and 7 December 2012 to discuss the draft Community Programme Report. The recommendations made regarding re-provision in the draft report were consulted on and changed to reflect the most up to date views of the participants.

5.2 The majority of adults attending the classes do so because of the tutors and the friendly welcome they get from Community Programme staff. Some participants registered for the classes based on the recommendations of existing participants. They enjoy the atmosphere, learning and the social element that all classes have. This is demonstrated by the length of time that most have been attending the classes.

5.3 All participants interviewed would move to another venue providing it was the same tutor, the venue was fit for purpose, there was free car parking, their journey time was not dramatically increased, the new venue was on a major bus route and their class mates came.

5.4 If the decision was taken to close CCHS the subsequent recommendations regarding re-provision of existing facilities and services are based on some or all of the factors listed below:

- Tutor/Participant Views (Consultation Report)
- Accessibility
- Crèche Support Requirement
- Geographical Location (Tutor/Participant Led)
- Fit for Purpose
- Programme development opportunity for local organisations
- Current Local Provision
- Tutors provided the same service e.g. buy the ingredients for the cooking class (participants reimburse tutor at class) or provide the wood for the Woodwork class.
- Where ever possible current participants will receive a similar service/class
- Negotiations with potential local hosts, participants, tutors commence April – July 2013.

5.5 It would be the intention to relocate several classes into each venue to provide an atmosphere of 'learning' and to try and emulate 'community' for participants.

Family Centre

- 5.6 The preferred option of users of the Family Centre would be the relocation of the complete service provided and the adult classes supported by this service. This would include drop-in and crèche support to ESOL, Spanish, Computing, Fighting Fit and the Fitness Suite.
- 5.7 To assist with the transition to a new location the staff currently employed should in the first instance move with the participants to provide as much continuity as possible.
- 5.8 The Family Centre provides a service for children 0-3 only. It operates for 39 weeks during term times and an additional 4 weeks during holiday periods. The holiday provision is delivered by the Senior Early Years Officer and the programme includes drop-in and activities for children/parents as well as some trips.
- 5.9 Drop-in (as an open facility for five days a week) is not offered in any of the other centres in Craigmillar or across the city. This service supports a number of families, including some who have health issues. The parents reported that they find staff to be consistent figures in providing support, information, advice, and guidance. Some of the families attend other universal services within the geographical area, however none of the parent/carers consulted use the more targeted services available. Parent and carers report positive outcomes for the children but there is no further evidence of impact as needs are not assessed at the point of entry.
- 5.10 In the Craigmillar area there are two Child and Family Centres, an Early Years Campus and a Nursery School with a Family Centre attached. These services offer universal and targeted support to families and, through discussion, could offer additional support to the families currently using the CCHS Family Centre.
- 5.11 It is recommended to relocate the Family Centre and supported classes into one local venue.
- 5.12 The venue best suited to hosting the Family Centre and supported classes is Castlevue Community Centre and the Management Committee has agreed in principle to accommodate the provision. The Family Centre would become part of the wider Early Years establishment which will provide clear progression routes into existing early year's provision and line management for the staff.

Adult Classes

- 5.13 Hairdressing Intermediate Level 2
- That this class be accommodated in any plans for relocation of vocational provision at CCHS.

- The current participants will have finished the course by June 2013. Should the decision be taken to close there would be no impact on current participants.
- Access for adults to this course should continue to be available.
- Any income generated from the activity through fees is reinvested in the host organisation.
- One participant is local.

5.14 Cooking Classes

- That Cooking Classes are relocated to Holy Rood or Portobello High Schools. This may result in the morning class having to change its time of operation.
- That the current income generated from the activity through fees is reinvested in the host organisation.
- That the current arrangements regarding ingredients continue.
- There are no local participants in the morning or afternoon class.

5.15 Spanish

- That this class and crèche provision is relocated to Castlevue Community Centre.
- That the current fee structure remains.
- One participant is local.

5.16 Computing

- That the computing class and crèche is relocated to Castlevue Community Centre.
- That the current income generated from the activity through fees is reinvested in the host organisation.
- This class has three participants; all local, one uses a motorised wheelchair and one uses the crèche.

5.17 Fighting Fit

- That both the class and crèche are relocated in one of the following venues; Early Years Centre/Castlevue Community Centre/Whitehouse.
- That the class remains free to participants.
- 18 participants are registered for this class. A core group of approximately nine local parents regularly attend Fighting Fit which is currently delivered in the gym hall on a Friday morning. Instruction is provided by the Active Schools Co-ordinator at Castlebrae.
- Locally fitness classes are provided by Jack Kane Leisure Centre, Thistle Foundation and Greengables Nursery. Greengables Nursery offer fitness classes with a crèche facility twice weekly. No crèche is currently offered at the other venues.
- Castlevue Community Centre has a boxing fitness studio, gym hall and a room which would be suitable for offering childcare.

- Thistle Foundation has informed us they would put on a crèche if the cost could be met externally.

5.18 Fitness Suite Open Sessions

- All fitness suite sessions are free.
- It is recommended that the current regular users of the Fitness Suite receive 1yrs free membership of the Thistle Foundation (£25/yr membership) to a maximum of 30 participants. This would cost £750.
- Consideration should be given to promoting the use of the Thistle Foundation and establishing a crèche for 2 sessions per week throughout the school term time.
- The Thistle Foundation has informed us they would put on a crèche if the cost could be met externally.

5.19 Instrument Making

- This class is unique. It is the only Lutheran Community (makers of stringed instruments) in Edinburgh. They make bass/acoustic/electric guitars, cellos, violas, violins, lever harps, mandolins and mandolas. The instruments are made to a high standard and are used by musicians throughout Edinburgh. The participants have held exhibitions of their work within the local community. One member of this community made their first instrument when they were 65 years old, it was a violin and they then went on to learn how to play it – they play several stringed instruments now.
- Participants share their knowledge with each other and the tutor is extremely skilled in this field of expertise.
- Requirement for access to specialist equipment would make this difficult to relocate in a local venue.
- That specialist equipment required for the class is relocated to agreed venue.
- That the venue of choice has permanent storage space for the class instrument moulds and musical instruments.
- That the current income generated from the activity through fees is reinvested in the host organisation.
- No crèche required.
- There are no local adults taking part in the class. The participants see themselves as a Lutheran Community based in CCHS. The Community would move to a venue out with the current geographical area.
- It is recommended that the class be relocated to Broughton High School.

5.20 ESOL

- This provision is provided by Stevenson College and is space intensive. It has 7 sessions each week.
- Has crèche support for every session.

- It is recommended that this provision is relocated to Castleview Community Centre.

5.21 Woodwork

- That we explore options regarding relocating to Portobello or Holy Rood RC High schools or Duncan Place Resource Centre.
- That specialist equipment required for the class is relocated to agreed venue.
- That the current income generated from the activity through fees is reinvested in the host organisation.
- That the current arrangement re supply of wood for the class continue.
- No crèche is required.
- There are no local participants in this class.

5.22 Art

- This class is unique in that it supports all the individual participants to improve and become more skilled in whatever art medium they use. Participants have attended other art classes and feel that this class is the only one that supports their individual learning needs in this way. The Art class participants would prefer that the school didn't close and their class remained as is.
- This class should be relocated to a local venue that has rooms with non carpeted floors.
- The following venues may be suitable other High School, Castleview Community Centre, Whitehouse, Thistle Foundation or Craigmillar Art Centre. If possible the participants would like to keep the atmosphere created within the current location; surrounded by pupils art work and pupils.
- That the current income generated from the activity through fees is reinvested in the host organisation.
- No crèche is required.
- One participant is local and one has a motorised wheelchair.

5.23 3G Pitch

- That this provision remains open and available within the community.
- That the current power supply is relocated to Castleview Community Centre and that the Centre is asked to manage the use of the 3G Pitch.
- Castleview Community Centre already manages a grass pitch, has home and away dressing rooms and showers. The changing facilities and showers may require some minor upgrading.
- That costs associated with the new proposed management of the 3G Pitch are met centrally (relocation of power supply, fencing and minor works to shower facilities).
- That the current income generated from the activity through fees is reinvested in the host organisation.

5.24 Craigmillar Books for Babies

- That the Councils commitment to 'in kind' contribution continues.
- That the project is relocated in either New East Neighbourhood Office or CLD Office in Castleview Primary School.

5.25 Active School Coordinator Programmes

- There is no requirement to relocate this programme; all schools have an Active School Coordinator.
- The pupils will be able to access a similar extra-curricular and holiday programme in their receiving school should CCHS close.

Annex 1

Castlebrae Community High School Consultation with Family Centre and Family Centre Users

Consultations were carried out with parent/carers using the Family Centre on an individual and group basis in an adjoining room to the Family Centre. The audit team revisited the Community Programme users between 3 and 7 December 2012 to discuss the draft Community Programme Report.

From statistics provided by the Senior Early Years Officer, 30 parent/carers (37 children) have enrolled or re-enrolled at the Family Centre since August 2012. For the purposes of the consultation eleven families were available for discussion. According to trends the staff would expect this figure to increase as the year progresses. This increase is supported by statistics supplied from previous years. Extrapolating from the figures provided, we would expect figures of families attending to increase by approximately 50%.

The staff work within the National Care Standards, refer to National Guidance and Frameworks such as the Pre-birth - Three, Early Years Framework and the National Parenting Strategy. The Practitioners support children's learning through play activities and activities around health and well being. Partnerships with parents and carers are formed, positive behaviour is promoted and secure attachments are encouraged.

Access to the Family Centre is currently distributed over nine sessions throughout the week Monday to Friday, during term time and certain days during the Easter and Summer holiday period.

Table 1 - Term time availability of Family Centre

Family Centre access to drop in and Crèche	Morning Session	Afternoon session
Mon - Thursday	9.15 – 11.30 am	12.15 – 2. 30pm
Friday	9.15 – 11.30am	-

Table 2 - Holiday Provision

Holiday Period	Service delivered	No. of children attending	No. of parent/carers attending
October 2011	No provision offered	-	-
December 2011	Centre closed	-	-
February 2012	No provision offered	-	-
Easter 2012	Family trips and activities in the centre	12	6-12
Summer 2012	Provision offered for three weeks only.	20	12
October 2012	No provision offered	-	-

*Holiday Provision is staffed by the Senior Early Years Officer only. The Early Years Practitioner and crèche worker are not employed during the Holiday period.

Senior Early Years Officer: 'Some of the holiday periods are used for development time or annual leave'. The Family Centre offers a service to parent/carers of children 0-3 years of age. They offer:

- Crèche provision to adult learners accessing the adult education programme in the school and adults attending the gym. Although crèche places are available to support all classes on the programme, they are used mainly by adults attending ESOL (BME), Fighting Fit and the gym facility.
- A large part of the Family Centre's role is to offer family support to families through informal Drop-in sessions. The Family Centre is staffed by a full time Senior Early Years Officer, part time Early Years Practitioner and a part time crèche worker.

The Centre is currently used by local families, Day and Respite Carers and adult learners accessing the Adult Education programme from across the city.

All parents/carers spoke very positively of their and their child's experience of the Family Centre and of the consistent support, advice and encouragement provided by the staff. The Family Centre receives referrals from local organisations such as the Child and Family Centres and Health Visitors. The Family Centre also supports the school curriculum by providing pupil/student placement opportunities for pupils at CCHS, other schools in Edinburgh and Jewel & Esk Valley College.

When asked the question 'What are the benefits for you and your family in attending the Family Centre'?

Parents said:

- 'To help my child's development, it's built up their confidence, learned how to play, share, co-operate with other children',
- 'Helped develop their speech'
- 'Varied play activities'

- ‘Helped establish routines that will help him settle when he moves on to nursery’,
- ‘The children can play safely and I can keep my eye on them while I chat to other parents’,
- ‘My child’s hyperactive, she burns off energy here’.
- ‘The children have freedom in here’.
- ‘My child used to be really shy, she’s an only child it’s brought her on and she’s learned a lot . . . like sharing’.
- ‘It’s friendly and local, if you’re at a loose end you can drop in without having to attend a class’,
- ‘I get good advice on addressing behaviour issues – I was struggling with this’,
- ‘I can meet other parents, coming here helps me de-stress. I was quite isolated but I’ve met other parents now’.
- ‘It gets me out the house to meet others’.
- ‘I can use the gym with child care free – I have a mortgage and other expenses so couldn’t afford to pay to attend a gym, my English and my child’s English has improved’.
- ‘People are friendly’,
- ‘It’s important for me that the service is free’.

Carers – (Foster care, day care, child minder) said:

- ‘Staff are great, activities are well planned, we get play ideas that we can use at home’,
- ‘The children have the opportunity to play, make new friends learn to share, go on trips over the holiday periods’.
- ‘The staff are hands on, they’ve helped support me on personal issues too like bereavement/separation, this is the best provision I attend’.
- ‘I meet other adults and for the wee ones it’s like a mini nursery, gets them into a routine’
- ‘I come here as a carer, I’ve learned stuff from the parents too, we have conversations around drug issues – I’ve learned a lot.’

When asked the question ‘if Castlebrae was subject to closure would you continue to attend if the provision was delivered in another local venue’

Seven of the participants said yes; one said no and the remaining three were undecided.

Some participants interviewed would only move to another venue providing it was the same staff, the venue was fit for purpose and the same group of parents attended.

Revisit Community Programme users 3 - 7 December 2012

The recommendations in a draft report were consulted on and changed to reflect the most up to date views of the participants.

A letter was received from Family Centre participants who had been consulted between 23 October and 5 November questioning the audit process in particular the following statement on page 1 of an early draft of the report circulated without prior agreement 'Pro forma were used to gather relevant information and the thoughts/views of participants. Participants interviewed had their comments recorded on the pro forma, answers were fed back to confirm accuracy and they were asked if they wished to make further comment.'

At the time of the initial audit those members of the Family Centre consulted were happy with the process.

The audit team attended a meeting with CCHS Head Teacher and Community Programme Manager on 3 December 2012 to seek agreement to make the draft report available to Community Programme users. This was agreed. It was also agreed that the audit team would meet with Family Centre users on 5 December 2012 to discuss their concerns about the audit process.

The meeting was attended by the Audit Team, Community Programme Manager at the request of Family Centre users, Chairperson of CCHS Parent Council and a Family Centre user and their partner. The Family Centre user informed those present that they were representing all Family Centre users. At the meeting 30 questionnaires were made available for all Family Centre users to be completed by the consultation closing date of 7 December, it was requested that the audit team, if possible would provide copies of the original completed questionnaires to those consulted. Copies of the original questionnaires were made available on 11 December 2012.

No Family Centre participants completed and returned any of the questionnaires made available at the meeting on 5 December 2012.

At the meeting held on the 5 December 2012 to discuss the audit process the view was expressed by the Family Centre representative that participants felt that if the Family Centre Provision was dispersed across the community this would have a negative impact on the use of this community facility and social cohesion.



City of Edinburgh Council

Record of Equality and Rights Impact Assessment

Part 1: Background and Information

(a) **Background Details** - Please list ERIA background details:

ERIA Title and Summary Description	Consultation on Options for Closure of Castlebrae High School		
Service Area	Division	Head of Service	Service Area Reference No.
Children and Families	Schools and Community Services	Mike Rosendale	CF7

(b) **What is being impact assessed?** Describe the different policies or services (i.e. decisions, projects, programmes, policies, services, reviews, plans, functions or practices that relate to the Corporate ERIA Title):

Policies and Services	Date ERIA commenced
1. The consultation on the options for closure of Castlebrae High School	1 October 2012

(c) **ERIA Team** - Please list all ERIA Team Members:

Name	Organisation/Service Area
1. Ron Waddell	CEC: CF: DSM and schools support officer
2. Diana Dodd	CEC: CF: Principal Officer Equalities
3. Sharon Muir	CEC: Quality Improvement Officer

Part 2: Evidence and Impact Assessment

(a) **Evidence Base** – Please record the evidence used to support the ERIA. Any identified evidence gaps can be recorded at section 3(a). Please allocate an abbreviation for each piece of evidence.

Evidence

1. Local and projected school rolls by gender, ethnicity and additional support needs.
2. Attainment data at Castlebrae and comparator schools
3. Attendance rates at Castlebrae and Portobello
4. Assessments of safest routes to schools in area
5. Breakdown of denominational school by faith (i.e. 42% RC: 32% none: 16% other Christian: 8% other, 2% not known or not disclosed)
6. Consultation reports (pupils, adult community users, Gypsy Travellers, Neighbourhood Alliance)
7. Responses to request for comments via Edinburgh and Lothians Regional Equality Council
8. Profile of community programme users and classes at Castlebrae
9. City-wide analysis of BME pupils' experiences of school

(b) Rights Impact Assessment – Summary - Please describe all the identified enhancements and infringements of rights against the following ten areas of rights. Please also consider issues of poverty and health inequality within each area of rights:

Life	Health	Physical Security	Legal Security	Education and Learning	Standard of Living	Productive and Valued Activities	Individual, Family and Social Life	Identity, Expression and Respect	Participation, Influence and Voice
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Please indicate alongside each identified enhancement or infringement the relevant policy or service (see Section 1 b) and relevant evidence (see Section 2 a).

<p>Summary of Enhancements of Rights</p> <p>In relation to education and productive and valued activities, there is an enhanced right to a wider range of opportunities and outcomes at Portobello and Holy Rood RC High schools.</p> <p>In relation to the right to life, road safety considerations have influenced the proposals.</p> <p>In relation to education and learning, improved attendance and reduced exclusions is anticipated for pupils in the more comprehensive learning environment of Portobello and Holy Rood RC High schools.</p> <p>In relation to participation, influence and voice, the consultation process was extensive including four public meetings and 41 additional meetings. All Castlebrae pupils were consulted about the proposals as well as all Portobello pupils who live in Craigmillar. In addition, focus groups of young people were held at Holy Rood High and Liberton High. Adults who use the schools' facilities were also consulted (these include a women's group, elderly, parents of under 5s, BME groups including Gypsy Travellers and people with a disability). A questionnaire was sent to a large number of organisations by the Edinburgh and Lothians Regional Equality Council.</p> <p>Each of the issues raised through the consultation process will be responded to in the</p>

Council report.

In relation to standard of living, parents expressed concern about the cost of transport and school uniforms if children moved to a new school.

In relation to the right to life, issues were expressed regarding the safety of walking routes to Portobello High School.

Summary of Infringement of Rights

This is not an infringement of human rights but the closure proposal reduces the choices available to parents and carers. It is felt that the benefits to young people will mitigate against this impact.

(c) Equality Impact Assessment – Summary - Please consider all the protected characteristics when answering questions 1, 2 and 3 below. Please also consider the issues of poverty and health inequality within each protected characteristic:

Age	Disability	Gender Identity	Marriage/Civil partnership	Pregnancy/ Maternity	Race	Religion/Belief	Sex	Sexual Orientation
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1. Please describe all the positive and negative impacts on the duty to eliminate unlawful discrimination, harassment or victimisation. Please indicate alongside each identified impact the relevant policy or service (see Section 1 b) and relevant evidence (see Section 2 a).

Positive Impacts

Due regard has been given throughout the consultation to ensure that there is no unlawful discrimination, harassment or victimisation.

Negative Impacts

Pupils at Castlebrae and receiving schools have been surveyed regarding their views on the proposed closure.

Pupils at Castlebrae expressed concern that they might be bullied.

44% of children currently at Castlebrae have additional support needs and care will need to be taken to ensure that the move to a new school does not have a negative impact on these children.

See recommendations for mitigating action.

2. Please describe all the positive and negative impacts on the duty to advance equality of opportunity (i.e. by removing or minimising disadvantage, meeting the needs of particular groups that are different from the needs of others and encouraging participation in public life)? Please indicate alongside each identified impact the relevant policy or service (see Section 1 b) and relevant evidence (see Section 2 a).

Positive Impacts

There are very poor educational outcomes at Castlebrae and better educational outcomes could be achieved at neighbouring schools.

The voices of stakeholders in different equalities groups have been heard and recommendations made to address concerns. See also Summary of Enhancement of Rights set out above as well as well as recommendations 1, 2 and 4.

Negative Impacts

There could be a negative impact on the poorest families as a result of the increased costs, including bus fares.

Gypsy Travellers in the Duddingston area felt that there would be negative impacts on children, young people and adults who use the community programme at Castlebrae.

There could be a negative impact for other BME adults who attend ESOL and other community programme classes.

Mothers, fathers and children who use the Family Centre may be negatively affected by a closure.

These negative impacts could largely be mitigated by the re-provision of the community facilities to alternative locations in the area (see the Audit of Community Programme and Additional Provision Based in or Delivered from Castlebrae Community High School).

There is public concern that pupils with additional support needs might experience less support should Castlebrae close. This will be addressed through individual needs assessments for every child to ensure that the provision of additional support is maintained.

3. Please describe all the positive and negative impacts on the duty to foster good relations (i.e. by tackling prejudice and promoting understanding)? Please indicate alongside each identified impact the relevant policy or service (see Section 1 b) and relevant evidence (see Section 2 a).

Positive Impacts

The consultation activities will foster good relations by preparing to explore and challenge any discriminatory or stereotypical views that arise during the process.

There were some challenges made in respect of this ERIA process, including a Freedom of Information request. These received prompt and full responses which may have helped to publicly clarify the ERIA process.

There is a commitment to consideration of enhanced provision in primary schools and in voluntary sector youth work provision, should the decision be taken to close Castlebrae.

Negative Impacts

One consultee commented that there is a risk to social cohesion in Craigmillar by splitting schools. This would be mitigated by enhanced provision at primary schools, re-provision of community facilities and voluntary sector youth work.

Staff at Holy Rood were concerned that the ethos of the school might be adversely affected if parents chose to send their children without being fully aware of the denominational nature of the school. Information will be given to parents who intend choosing Holy Rood to help them understand what it means to be educated in a denominational school. We will also work with the Head Teacher to ensure that those pupils when they start at Holy Rood continue to be supported in this aspect.

Part 3. Evidence Gaps, Recommendations, Justifications and Sign Off

(i) Evidence Gaps - Please list all relevant evidence gaps and action to address identified gaps.

Evidence Gaps	Action to address gaps
None	

(ii) Recommendations - Please record SMART recommendations to (i) eliminate unlawful practice or infringements of absolute rights, (ii) justify identified infringements of rights or (iii) mitigate identified negative equality impacts.

Recommendation	Responsibility of (name required)	Timescale
1. The consultation responses to be taken fully into account, including the equalities analysis. This includes creating an equally accessible community programme, mostly in the Craigmillar area.	Head of Schools and Community Services	By January 2013
2. If a decision is taken to close Castlebrae, additional support needs will be fully assessed and met, in particular for those most affected by change, e.g. a child on the autistic spectrum.	Head of Support to Children and Young People and Head of Schools and Community Services	When needed
3. If a decision is taken to close Castlebrae make arrangements for the smooth and effective transition of all pupils, including preparation to ensure that Castlebrae pupils and made welcome and that all necessary	Head of Schools and Community Services	Prior to any closure

resources are in place for pupils with additional support needs.		
4. Consideration be given to paying bus fares, uniforms and other associated costs of all existing Castlebrae pupils who transfer if Castlebrae closes.	Head of Resources and Head of Schools and Community Services	When needed

(iii) Sign Off - I, the undersigned, am content that: (i) the ERIA record represents a thorough and proportionate ERIA analysis based on a sound evidence base, (ii) the ERIA analysis gives no indication of unlawful practice or violation of absolute rights, (iii) the ERIA recommendations are proportionate and will be delivered, (iv) the results of the ERIA process have informed officer or member decision making, (v) that the record of ERIA has been published on the Council's website / intranet or (vi) that the ERIA record has been reviewed and re-published.

Date	Sign Off (print name and position)	Reason for Sign Off (please indicate which reason/s from list (i) to (vi) above)
	Mike Rosendale; Head of Schools and Community Services	(i) – (iv)

POSITIVE DESTINATIONS 2011/12

Skills Development Scotland (SDS) supplies information about the destinations of school leavers from publicly funded Secondary Schools and other schools, at an individual level, to the Scottish Government's Education Analytical Services Division. The return is based on a follow up of young people who left school between 1 August 2011 and 31 July 2012. The exercise was undertaken during September/October 2012 and produced a snapshot of destinations as at Monday, 15 October 2012.

This data has undergone a matching process between SDS and the Scottish Government to reach agreement about the leavers who are within the scope of the Scottish Government's Initial School Leaver Destination Return. Only leavers from publicly funded mainstream secondary schools are included in the SLDR, therefore, leavers from specialist provision are not within the scope of the tables below.

This year the Scottish Government will not be publishing the results of the initial return until June 2013 therefore SDS agreed to share the results with local authorities prior to this publication.

City of Edinburgh Council SLDR 2011/12 (Initial Destination Percentages)

School	Total Leavers	Higher Education	Further Education	Training	Employ't	Voluntary Work	Activity Agree'ts	Unemployed Seeking	Unemployed Not Seeking	Not Known	% Pos	% Other
Balerno Community High School	125	52.0%	24.8%	0.8%	11.2%	2.4%	0.0%	7.2%	1.6%	0.0%	91.2%	8.8%
Boroughmuir High School	188	68.6%	16.0%	3.2%	9.0%	0.0%	0.0%	3.2%	0.0%	0.0%	96.8%	3.2%
Broughton High School	181	35.9%	35.9%	1.7%	12.7%	2.8%	0.0%	10.5%	0.6%	0.0%	89.0%	11.0%
Castlebrae Community High School	52	1.9%	26.9%	19.2%	21.2%	3.8%	19.2%	5.8%	1.9%	0.0%	92.3%	7.7%
Craigmount High School	221	44.8%	20.8%	3.6%	17.6%	0.5%	0.5%	10.4%	1.8%	0.0%	87.8%	12.2%
Craigroyston Community High School	63	3.2%	33.3%	11.1%	12.7%	3.2%	6.3%	27.0%	1.6%	1.6%	69.8%	30.2%
Currie Community High School	139	54.0%	20.9%	2.2%	14.4%	1.4%	0.0%	5.8%	1.4%	0.0%	92.8%	7.2%
Drummond Community High School	77	23.4%	35.1%	9.1%	14.3%	0.0%	0.0%	15.6%	2.6%	0.0%	81.8%	18.2%
Firrhill High School	176	54.0%	13.6%	3.4%	19.3%	0.6%	0.6%	7.4%	1.1%	0.0%	91.5%	8.5%
Forrester High School	107	17.8%	35.5%	1.9%	16.8%	0.0%	1.9%	26.2%	0.0%	0.0%	73.8%	26.2%
Gracemount High School	103	30.1%	22.3%	6.8%	15.5%	1.0%	3.9%	18.4%	0.0%	1.9%	79.6%	20.4%
Holy Rood RC High School	151	37.7%	21.2%	2.6%	21.2%	1.3%	0.7%	13.2%	2.0%	0.0%	84.8%	15.2%
James Gillespie's High School	196	49.5%	18.9%	2.0%	14.8%	1.0%	0.5%	12.8%	0.5%	0.0%	86.7%	13.3%
Leith Academy	161	30.4%	33.5%	4.3%	21.1%	0.0%	0.0%	9.3%	1.2%	0.0%	89.4%	10.6%
Liberton High School	110	16.4%	30.9%	4.5%	25.5%	0.9%	4.5%	13.6%	3.6%	0.0%	82.7%	17.3%
Portobello High School	251	36.7%	21.1%	6.4%	22.3%	2.4%	1.2%	9.2%	0.8%	0.0%	90.0%	10.0%
Queensferry Community High School	138	47.1%	24.6%	1.4%	19.6%	2.2%	0.0%	5.1%	0.0%	0.0%	94.9%	5.1%
St Augustine's High School	130	33.8%	33.1%	1.5%	13.8%	0.0%	1.5%	12.3%	2.3%	1.5%	83.8%	16.2%
St Thomas Of Aquin's High School	121	51.2%	23.1%	3.3%	15.7%	1.7%	0.8%	3.3%	0.8%	0.0%	95.9%	4.1%
The Royal High School	202	50.0%	23.3%	2.5%	17.3%	1.5%	0.0%	4.0%	1.0%	0.5%	94.6%	5.4%
Trinity Academy	159	37.1%	20.8%	5.7%	24.5%	1.9%	0.0%	8.2%	1.9%	0.0%	89.9%	10.1%
Tynecastle High School	114	16.7%	31.6%	7.0%	26.3%	0.0%	3.5%	14.9%	0.0%	0.0%	85.1%	14.9%
Wester Hailes Education Centre	75	5.3%	29.3%	16.0%	18.7%	0.0%	6.7%	18.7%	5.3%	0.0%	76.0%	24.0%
City of Edinburgh Council	3,240	39.1%	24.7%	4.3%	17.7%	1.2%	1.4%	10.3%	1.2%	0.2%	88.3%	11.7%

City of Edinburgh Council SLDR 2011/12 (Initial Destination Figures)

School	Total Leavers	Higher Education	Further Education	Training	Employ't	Voluntary Work	Activity Agree'ts	Unemployed Seeking	Unemployed Not Seeking	Not Known	Positive	Other
Balerno Community High School	125	65	31	1	14	3		9	2		114	11
Boroughmuir High School	188	129	30	6	17			6			182	6
Broughton High School	181	65	65	3	23	5		19	1		161	20
Castlebrae Community High School	52	1	14	10	11	2	10	3	1		48	4
Craigmount High School	221	99	46	8	39	1	1	23	4		194	27
Craigroyston Community High School	63	2	21	7	8	2	4	17	1	1	44	19
Currie Community High School	139	75	29	3	20	2		8	2		129	10
Drummond Community High School	77	18	27	7	11			12	2		63	14
Firrhill High School	176	95	24	6	34	1	1	13	2		161	15
Forrester High School	107	19	38	2	18		2	28			79	28
Gracemount High School	103	31	23	7	16	1	4	19		2	82	21
Holy Rood RC High School	151	57	32	4	32	2	1	20	3		128	23
James Gillespie's High School	196	97	37	4	29	2	1	25	1		170	26
Leith Academy	161	49	54	7	34			15	2		144	17
Liberton High School	110	18	34	5	28	1	5	15	4		91	19
Portobello High School	251	92	53	16	56	6	3	23	2		226	25
Queensferry Community High School	138	65	34	2	27	3		7			131	7
St Augustine's High School	130	44	43	2	18		2	16	3	2	109	21
St Thomas Of Aquin's High School	121	62	28	4	19	2	1	4	1		116	5
The Royal High School	202	101	47	5	35	3		8	2	1	191	11
Trinity Academy	159	59	33	9	39	3		13	3		143	16
Tynecastle High School	114	19	36	8	30		4	17			97	17
Wester Hailes Education Centre	75	4	22	12	14		5	14	4		57	18
City of Edinburgh Council	3,240	1,266	801	138	572	39	44	334	40	6	2,860	380

ARRANGEMENTS FOR EFFECTIVE TRANSITION

1 Context

- 1.1 This paper describes the arrangements for the effective transition of pupils from Castlebrae Community High School to Portobello High School and Holy Rood RC High School. It should be noted that Portobello High School is the proposed receiving school while Holy Rood RC High School is the current denominational school.
- 1.2 While pastoral and curricular transition arrangements have been considered for both Portobello High School and Holy Rood RC High School, the re-provisioning of the vocational curriculum would be provided at Portobello High School.
- 1.3 This paper has been fully discussed and agreed with the Head Teachers from Castlebrae Community High School, Portobello High School and Holy Rood RC High School.

2 Planning for Effective Transition

- 2.1 Planning for effective transition involves senior leadership from each of the three schools; Castlebrae Community High School, Portobello High School and Holy Rood RC High School together with officers from the Children & Families department.

Head Teacher Planning Group

Head Teachers from each of the three schools together with Karen Prophet, Senior Education Manger (Quality & Curriculum)

Pastoral Transition Planning Group

Depute Head Teachers of Pupil Support from each of the three schools together with Maria Lloyd, Quality Improvement Officer Pupil Support.

Curricular Transition Planning Group

Depute Head Teachers of Curriculum from each of the three schools together with Sharon Muir, Quality Improvement Officer.

- 2.2 Transition planning is in two phases; December 2012 – March 2013 and April 2013 – June 2013 recognising that it is not possible to proceed with individual transition planning until any decision to close the school has been made by Council on 14 March 2013 and until parents decide the school in which they wish their child to be educated.

- The first phase December 2012 – March 2013, focuses on **strategic** issues regarding curricular provision, pupil support provision and planning of activities for transition involving all young people.
- The second phase April 2013 – June 2013, focuses on **individual** transition planning with regard to effective pastoral transition and ensuring effective curriculum planning including individual coursing S3-S6.

3 Strategic Transition Planning

3.1 Head Teacher Transition Group December 2012 – March 2013

- Ensure effective arrangements are in place for pastoral and curricular transition in terms of activities and curriculum options
- Agree engagement with parents
- Agree timescales for transition activities and move date
- Agree any additional resources required to support effective transition.

3.2 Head Teacher Transition Group April 2013 – June 2013

- Liaise with Pupil Support Depute Head Teacher in each school to ensure individual pastoral transition activities are effective including attendance of key staff at Young Person's Planning Meeting for those young people with additional needs.
- Plan for class organisations
- Ensure the agreed transition activities planned are effectively implemented
- Liaise with the Curriculum Depute Head Teacher in each school to ensure effective curricular transition including for those young people continuing study towards qualifications.
- Provide opportunities for parents to visit the school and to meet with key staff.

4 Pastoral Transition Planning

4.1 Pastoral transition sub-group- December 2012 - March 2013.

- Planning of potential transition activities including visits to schools, involvement of parents, activities involving Castlebrae young people in receiving schools, summer transition programme for vulnerable youngsters who may find transition difficult
- Identification of the range of additional needs by year group.
- Analysis of current additional support arrangements for Castlebrae pupils (i.e. additional to audit hours) to ensure that this support would be able to be continued at either Portobello or Holy Rood.

- Planning for pupil to start the new timetable in June

4.2 Pastoral Transition sub-group April 2013 – June 2013

- Following decisions from parents with regard to which school their child would be educated in, ensure that there is effective analysis of need for **each** child, ensuring close liaison between Pupil Support staff in Castlebrae and receiving schools. This should include:
 - Academic profile of the pupils
 - Identification of any additional support for learning needs
 - Identification of any social, emotional and behavioural needs
 - Identification of young people who are involved with partner agencies e.g. Health, Social Work.
 - Sharing of pupils' plans for those young people with additional needs
 - Profiling of pupils detailing any additional support needs and literacy and numeracy progress shared with receiving staff
 - Identification of friendship groups
 - Careful placing into classes based on creating mixed ability classes for the purposes of registration, social education and core curriculum of Physical Education and Religious and Moral Education
 - Decisions about any setting arrangements by ability groups within specific subject areas.
- Ensure that the allocation of learning assistant hours follows young people
- Ensure that for young people with additional needs, Young Person's Planning Meeting involve staff from the receiving school and that paperwork outlines how the young person would be supported in the receiving school.
- Ensure the effective implementation of planned transition activities for all young people.

5 Curriculum Transition Planning

5.1 Curriculum transition sub-group December 2012 - March 2013

- Analysis of the curriculum experience by year group and identification of the similarities and differences including any potential issues which require to be resolved at HT/Local authority level.
- Consideration specifically of the current S3 cohort – looking in detail at their likely course choices and how this can be provided for in any receiving school
- Discussion on vocational curriculum offer at Castlebrae and how this can be effectively delivered at Portobello.

- Location of the Hairdressing salon, automotive and construction

5.2 Curriculum Transition sub-group April 2013 – June 2013

- Following decisions from parents with regard to which school their child would be educated in, ensure that there is effective analysis of curriculum by cohort in S1 and S2 (current P7 and S1) and for **each young person S3-S6** (current S2-5), ensuring close liaison between curriculum staff in Castlebrae and receiving schools. This should include:
 - Evidence of progress through evaluations against Curriculum for Excellence levels, (S1-S3), use of the P7 and S3 Profiles, Standardised Assessments in Literacy and Numeracy (S1 and S2), SQA qualifications (S4-S6).
 - Ensuring Learner Pathway Reviews for S2, S4 and S5 pupils
 - Specific course choices which current S3 pupils are following and proposed course choices for current S4 and S5 ensuring progression.
 - Decisions about any setting by ability within specific subject areas.
 - The range of additional personal and social development courses currently timetabled and accessed by targeted groups of young people and the continuation of this support should it be required.
 - Consideration of the needs of specific S4 and S5 pupils who may not wish to attend a new school.

6 Pastoral Transition Activities

6.1 The following pastoral transition activities have been agreed:

- When parental choice of school is established, Pupil Support staff from Portobello High School and Holy Rood RC High School would visit Castlebrae, together with pupils from their schools, to undertake normal transition school visits. These visits would provide pupils who have chosen either Portobello or Holyrood to hear more about their new school from staff and pupils.
- Opportunities for parents and young people to visit Portobello High School and Holy Rood RC High School would take place between 25 March and 8 April 2013. Head Teachers and pupil support staff would be available to meet with parents and young people, there would an opportunity to have a tour of the school and there would be opportunities for parents to ask questions and to discuss any concerns. Specific dates would be communicated to parents in the letter sent week beginning 18 March 2013.
- During May 2013, Castlebrae pupils would visit their new school. Arrangements would be in place for transition activities to focus on getting to

know young people in the receiving schools. A whole day transition visit has been agreed in each school for pupils from P7-S4.

- Castlebrae young people would be allocated a buddy/friend.
- The timescale for a move to a new school would be change of timetable which is week beginning 10 June 2013 for both Portobello and Holy Rood.
- Summer school activities are planned aimed at targeted young people. These are planned for a three day programme in week five of the summer period for two specific groups of vulnerable pupils – P7/S1 and S2-S4 and would be located in and around both Portobello High School and Holy Rood RC High School. These programmes would be delivered by Community Learning and Development staff, staff from Arts and Learning and Sports and Outdoor Unit.
- Pupil Support staff from receiving schools would meet with Pupil Support staff at Castlebrae with regard to all young people with additional needs, attending review meetings as appropriate. It is hoped to have Pupil Support staff continuity through transfer of these staff to either Portobello High School or Holy Rood RC High School.

7 Curriculum Transition

7.1 Work completed:

- Analysis of current curriculum provision in each school S1 – S6
- Agreement on delivery of German at Portobello for those S1 and S3 Castlebrae pupils who currently study German
- Analysis of current S3/S4 and S5/S6 vocational provision by numbers and detailing provision provided at Portobello and/or College
- Analysis of range of partner delivered provision supporting personal and social development and ensuring continuation of these inputs.
- Agreement with timetablers regarding coursing arrangements for new pupils
- Agreement that for S4 and S5 pupils who do not wish to attend a new school, individual meetings for each young person would take place to secure an appropriate positive destination/package of learning. This would involve Pupil Support staff, Activity agreement staff and Community Learning and Development staff.

Vocational Curriculum

7.2 Castlebrae Vocational Provision S3/S4

The following table shows the current provision at Castlebrae by course, detailing numbers, and with an indication of whether this can be offered at Portobello or college and any additional comments.

	S3 (no.)	S4 (no.)	Portobello	College	Comments
Computer Games Design	15	-	Yes		
Digital Media	5	13	Yes		
Creative Industries	7	8	Yes		
Hairdressing	14	9	Yes		
Retail	14	8	Yes		
Construction	8	16	No	Yes	Agreed with College Principal – Portobello pupils currently study construction at College
Automotive	7	17	No	Yes	Agreed with College Principal
Childcare	16	7	Yes		
Hospitality	15	8	Yes		

7.3 Castlebrae Vocational Provision S5/6

The following table shows both S5 **and** S6. S6 would be leaving and there are currently 15 S5 pupils at Castlebrae who would have considerable course choice at both Portobello and Holy Rood

	S5/S6 (no.)	Portobello	College	Comments
Creative Cakes	10	Yes	Yes	
Woodworking	1	Yes	Yes	
Hospitality	12	Yes	Yes	
Computer Games Design	4	Yes	Yes	
Digital Media	8	Yes	Yes	

8 Partner inputs

- 8.1 In line with all schools, the learning experience is enhanced through delivery by partner organisations which provide specific opportunities to enhance learning, provide personal development and develop employability skills.

8.2 At Castlebrae, in line with other schools, a range of business partners support the school through links with the curriculum but there is no direct delivery of the curriculum by business partners. Community Connections support placements in retail at Fort Kinnaird for young people following courses in retail and this support is also currently offered to Portobello who similarly have young people following a course in retail. This support would continue to be offered at Portobello.

8.3 At Castlebrae, there are a range of inputs by partner organisations to support targeted groups of young people in areas of personal and social development and to develop employability skills. There has been a full audit carried out of the range of support currently in place at Castlebrae and almost all of these activities are currently in place and able to be accessed by pupils at Portobello and Holy Rood. If they are not currently in place in either Portobello or Holy Rood, then this provision would be transferred to these schools. These include:

- **JET** programme - this programme seeks to develop employability skills. **All** schools are offered 20 places for S4 and S5 pupils.
- **Skillforce** – a number of schools offer this input from the Armed Services including Portobello and Holy Rood.
- **RUTS** – this personal and social development course is offered in a number of schools including Portobello and Holy Rood.

8.4 The following inputs are delivered by Voluntary Sector organisations and this provision would be re-provided following pupils.

- **Street League** – a fitness programme run by the Scottish Football Association and this currently takes place in a number of schools.
- **Dancebase** – a fitness programme focusing on physical and mental health, developing confidence and self-esteem. Holy Rood pupils currently access Dance at Liberton.
- **Volunteer Centre Accelerate** – this programme is in its infancy within Castlebrae and focuses on volunteering building citizenship skills and personal development. A range of volunteering opportunities is offered to pupils at both Portobello and Holy Rood.
- **Action for Children/Inspiring Scotland Community Challenge** – a six week full-time placement for Christmas leavers. Offers a construction based community challenge. Funded at Castlebrae by Children & Families and able to be re-provisioned at Portobello and Holy Rood.
- **CAPRO** – outdoor education. This delivers Duke of Edinburgh and Youth Achievement award and opportunities for further accreditation in aspects of outdoor learning e.g. John Muir Award. Portobello and Holy Rood both currently offer Duke of Edinburgh Award and Holy Rood offer the Junior Award Duke of Edinburgh (JASS) for S1/S2 pupils and are able to access the support offered by CAPRO.

8.5 Portobello and Holy Rood also offer additional opportunities for pupils such as Career Academies, Aspire, PX2 training delivered by Community Learning and Development, Cyrenians project and Rathbone. All schools access a range of additional services including:

- Community Campus Policeman/woman
- HOTS (Hospital and Outreach Teaching Service) – for those young people who are unable to attend school for medical reasons or because they are excluded.
- EAL (English as an Additional Language)
- CAMHS (Community and Adult Mental Health Services)
- Fairbridge
- ENABLE

9 Communication and engagement with parents

9.1 Planned communications with parents and opportunities for further engagement are detailed below.

Week beginning 18 March 2013	Should the decision be taken by Council on 14 March 2013 to close Castlebrae in July 2013, letters would be sent to parents in the week beginning 18 March 2013 prior to the Easter break. The potential Scottish Government call-in period would be acknowledged.
March/April 2013	Head Teachers of Portobello and Holy Rood would offer parents and Castlebrae pupils the opportunity to visit their schools and to meet with key staff, supporting an informed decision on which school they wish their child to attend. Dates of these opportunities, which would take place between 25 March and 8 April 2013, would be communicated to parents within the letter regarding choice of school.
12 April 2013	Responses from parents received with regard to choice of school.
April/May 2013	Pupil Support staff from Portobello and Holy Rood would visit Castlebrae at the same time and would meet with pupils regarding transition arrangements for their new school. Young people from both Portobello and Holy Rood would be involved in these visits in line with normal primary-secondary transition practice. This would be communicated to parents within the

	letter regarding choice of school.
April/May 2013	Communication with parents from their new school to confirm Learner Reviews for S2-S3, S4-S5 and S5-S6 related to curriculum choices.
May 2013	Castlebrae pupils S1-S4 and P7 pupils would visit their new school and take part in a whole day transition programme. This would be communicated directly to parents when choice of school is known.
10 June 2013	Pupils transfer to their new school for start of new timetable. The change of timetable date and therefore the transfer to a new school date would be communicated to parents both within the initial letter in late March and also in a communication from the new school with further details in late May/June.
June 2013	Summer School Transition activity – a communication would be sent to parents of those identified young people who would benefit from additional support in transition offered through the summer school transition programme.

The City of Edinburgh Council

10am, Thursday, 14 March 2013

Portobello Park Private Bill

Item number	8.7
Report number	
Wards	14; 17

Links

Coalition pledges	P03
Council outcomes	C01 and C02
Single Outcome Agreement	S03

Gillian Tee

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Executive summary

Portobello Park Private Bill

Summary

At its meeting of 22 November 2012 Council noted the intention to introduce a Private Bill to the Scottish Parliament to seek to address the legal impediment which is currently preventing the new Portobello High School being built on Portobello Park and approved the commencement of the necessary consultation and all other necessary actions in connection with the same.

At its meeting of 25 October 2012 Council approved that, if the project to build a new Portobello High School on Portobello Park was ultimately to proceed, the remainder of the existing combined Portobello High School and St John's RC Primary School site (after making provision for increasing the site allocated for St John's RC Primary School from 0.67 hectares to 1.3 hectares) would be converted to open space. Council was advised that the consultation exercise would also seek views from the community regarding the most appropriate use of this new open space.

The purpose of this report is to advise the outcome of the consultation process undertaken and to seek approval for the proposed next steps; an update is also provided regarding the bid for the former Scottish Power site at Baileyfield as a fall-back site option.

Recommendations

It is recommended that Council:

- notes the contents of this report;
- formally resolves to promote legislation by way of a Private Bill to reclassify Portobello Park as alienable common good land for the purposes of Part VI of the Local Government (Scotland) Act 1973, but only insofar as permitting the appropriation of the Park for the purposes of the Council's education authority functions. Section 82(2)(a) of the Local Government (Scotland) Act 1973 requires that the resolution is passed by a majority of all members of the Council;
- delegates authority to the Director of Children and Families to take all steps necessary to complete the process of promoting the Private Bill including the drafting and finalising, and where necessary signing, of all

supporting documentation required by the Standing Orders of the Scottish Parliament and the production and signing of any additional documents and the submission of any additional information that may be required by the Bill Committee or the Parliament; including, as required, the attendance of witnesses appearing on the Council's behalf at any hearings; and the approval of any amendments to the Private Bill;

- delegates authority to the Director of Children and Families to take all necessary steps to complete the appropriation of Portobello Park as the site for a new Portobello High School after the Bill receives Royal Assent;
- refers the question regarding the most appropriate use of the new area of open space which would be created if the new Portobello High School is built on Portobello Park (and for which provision of £1m has been identified within the project budget) to the Craigentiny & Duddingston Neighbourhood Partnership for further consideration and consultation; and
- approves that, on completion, the new area of open space which would be created if the new Portobello High School is built on Portobello Park would be (with the approval of Fields in Trust) designated as a Field in Trust.

Measures of success

The measure of success will be the introduction of the Private Bill and acceptance of the proposals by the Scottish Parliament. However, it should be noted that approval of the Private Bill is a matter for the Scottish Parliament.

Approval of the Bill by the Scottish Parliament would remove the existing legal barrier to the use of Portobello Park as the site of a new Portobello High School. The design specification of the school fully meets all educational and community related requirements and would be delivered at a very competitive tender price.

Financial impact

Cost of delivering a new Portobello High School on Portobello Park

The project to build a new Portobello High School is included in the Capital Investment Programme, the project budget being £41.5m. Costs incurred to date to take the project to its current stage are approximately £2.5m leaving an estimated balance of £39m available.

To deliver a new Portobello High School on Portobello Park the estimated costs to complete the project are £32.3m which includes provision for the following:

1. Provision of £1m to create a new area of open space on the combined existing site of Portobello High School and St John's RC Primary School (after increasing the area occupied by St John's RC Primary School to 1.3 hectares).

2. An allowance of £850,000 representing the estimated impact of the change in the intended contract arrangements with Balfour Beatty based on an index variation to the contract sum up to an assumed contract start date of February 2014.

Costs of the consultation and parliamentary process

It is estimated that the costs associated with the consultation process and notification regarding the promotion of the Private Bill will be approximately £13,500 with the processing and external validation of responses being approximately £10,000. In addition, the Council will bear the cost of the Private Bill process, which includes:

1. The instruction of external legal advisers with relevant Parliamentary experience (costs depend on how much advice is required in relation to the pre-introduction stage and dealing with any objections – estimated as £25,000 to £30,000);
2. The fee for introducing the Private Bill (currently £5,000, although a lower rate of £1,250 may be available as the Bill has an educational purpose – the Parliament clerks are considering whether the lower fee can be paid);
3. Printing and publication of the Private Bill, accompanying documents and Private Bill Committee reports (this depends on how many amendments are made during the parliamentary process, but will be approximately £70);
4. Production, printing and publication of the Official Report of meetings of Private Bill Committees (approximately £600);
5. Costs of hiring a suitable venue for the Private Bill Committee where the Committee meets outside the Parliament estate. The costs will depend on the venue chosen and how many meetings are required which can be influenced by the number of objections received; and
6. Broadcasting of Private Bill committee meetings (approximately £200).

In total, the consultation and parliamentary procedure will cost at least £59,370. This does not include the cost of hiring any venues for Committee meetings and any indirect costs in relation to Council staff time on the project.

Equalities impact

There are no negative equality or human rights impacts arising from this report.

Sustainability impact

For the project to deliver a new Portobello High School an environmental impact assessment was submitted, considered and approved as an integral part of the planning application process for the proposed school to be built on Portobello Park.

Consultation and engagement

The purpose of this report is to advise on the outcome of the consultation process undertaken between 3 December 2012 and 31 January 2013 relating to the Council's proposals to change the use of Portobello Park from being a public park and allow the use of the area as the site for a new Portobello High School. This exercise was carried out to inform the Council's decision regarding the promotion of private legislation and was in addition to earlier consultation exercises for other purposes such as the consultation undertaken in accordance with the requirements of the Town and Country Planning (Scotland) Act 1959 (appropriation of open space).

The consultation process was extensive and involved the distribution of a comprehensive [information leaflet](#) to approximately 14,500 households in the local area; a number of exhibition and road-show events; attendance at two local community council meetings and two public meetings both of which were attended by more than 300 people. Full details of the consultation process and the outcomes arising from it are included in the main report.

Section 82 of the Local Government (Scotland) Act 1973 provides that, before the Council may promote private legislation, a resolution to do so must be passed by a majority of all the members at a meeting held after at least 10 days' clear notice of the meeting (i.e. the meeting of Council on 14 March 2013) and of its purpose has been given by advertisement in one or more newspapers circulating in the area of the Council. This notice requirement has been met, with the advert appearing in the Evening News on Monday, 25 February 2013.

Background reading / external references

The reports to Council on [25 October 2012](#) and [22 November 2012](#) relating to the delivery of a new Portobello High School and a new St John's RC Primary School.

There have been many previous reports on this matter to the City of Edinburgh Council and the Education, Children and Families Committee. The detail of all previous papers together with a history of the project and the associated legal challenge was provided in the [report](#) to Council on 25 October 2012.

Detailed information is included on the Council [website](#). In addition to providing information regarding the proposed Private Bill including the comprehensive [information leaflet](#) it also provides information regarding other relevant matters such as common good status, fall-back options for a new school and the court judgments.

Portobello Park Private Bill

1. Background

- 1.1 The existing Portobello High School needs to be replaced as a matter of priority and every effort should be made to ensure this is achieved on the best available site at the earliest opportunity.
- 1.2 The approved location for the new Portobello High School on part of Portobello Park remains by far the best option in, or around, the catchment area for the new school and remains the Council's preferred option. The funding for the project is in place, planning permission secured and a preferred contractor identified at a very competitive tender price.
- 1.3 The court judgment last year established that there is a legal impediment to using Portobello Park as the site of the new Portobello High School. The Court of Session decided that the Council could not appropriate the land at Portobello Park as it was inalienable common good land and existing legislation does not provide for the appropriation of inalienable common good land.
- 1.4 The Court of Session clarified that although the Local Government (Scotland) Act 1973 provided for the *disposal* of inalienable common good land with consent of the Court, no such procedure was set out for *appropriation* regardless of the purpose of such appropriation. As the Local Government (Scotland) Act 1973 was silent on the issue of appropriation, existing common law considerations applied meaning that the Council had no power to appropriate any part of the Park (with or without the consent of Court) for any purpose other than that to which it had been dedicated i.e. use as a public park and recreation ground.
- 1.5 A range of legal options was considered which might have the effect of removing this legal impediment, as referred to in previous reports to Council on 25 October and 22 November 2012. Having taken legal advice in connection with this, the view has been reached that, in order to allow Portobello Park to be used as the site for a new Portobello High School, the Council should seek to have the status of the land at Portobello Park amended from being 'inalienable' to be 'alienable'. The land would remain as part of the Common Good, but the change in

classification to alienable common good land would enable the Council to appropriate the land as the site of the new Portobello High School under sections 73 and 75(1) of the Local Government (Scotland) Act 1973.

- 1.6 The reclassification of Portobello Park as alienable common good may be achieved by an Act of the Scottish Parliament, and it is within the Council's powers to promote a suitably drafted Private Bill for consideration by the Parliament.
- 1.7 At its meeting of 22 November 2012 Council noted the intention to introduce a Private Bill to the Scottish Parliament to seek to address the legislative impediment which is currently preventing the use of Portobello Park as the site of the new High School and the Council approved the commencement of the necessary pre-introduction consultation and all other necessary actions in connection with the same.
- 1.8 At its meeting of 25 October 2012 Council approved that, if Portobello Park was to be used as the site of the new High School, the remainder of the existing combined Portobello High School and St John's RC Primary School site (after making provision for the necessary increase of the site allocated for St John's RC Primary School from 0.67 hectares to 1.3 hectares) would be converted to open space. Council was advised that the consultation exercise would also seek views from the community regarding the most appropriate use of this new area of open space.
- 1.9 The consultation process regarding the proposed Private Bill which also sought views from the community regarding the most appropriate use of the intended new open space was undertaken between 3 December 2012 and 31 January 2013 and has now been completed.
- 1.10 The purpose of this report is to advise the outcome of the consultation process and to seek approval for the proposed next steps including asking the Council to decide whether to proceed with the promotion of a Private Bill to the Scottish Parliament in order to reclassify Portobello Park as alienable common good land for the purposes of Part VI of the Local Government (Scotland) Act 1973, but only insofar as permitting the appropriation of the Park for the purposes of the Council's education authority functions, so as to allow the use of Portobello Park to be changed from being a public park for use as the site for a new Portobello High School. The proposed Bill will not prejudice the Council's power to use the site for recreational, sporting, cultural and social activities. An update is also provided regarding the bid for the former Scottish Power site at Baileyfield as a fall-back site option.

2. Main report

Consultation Process

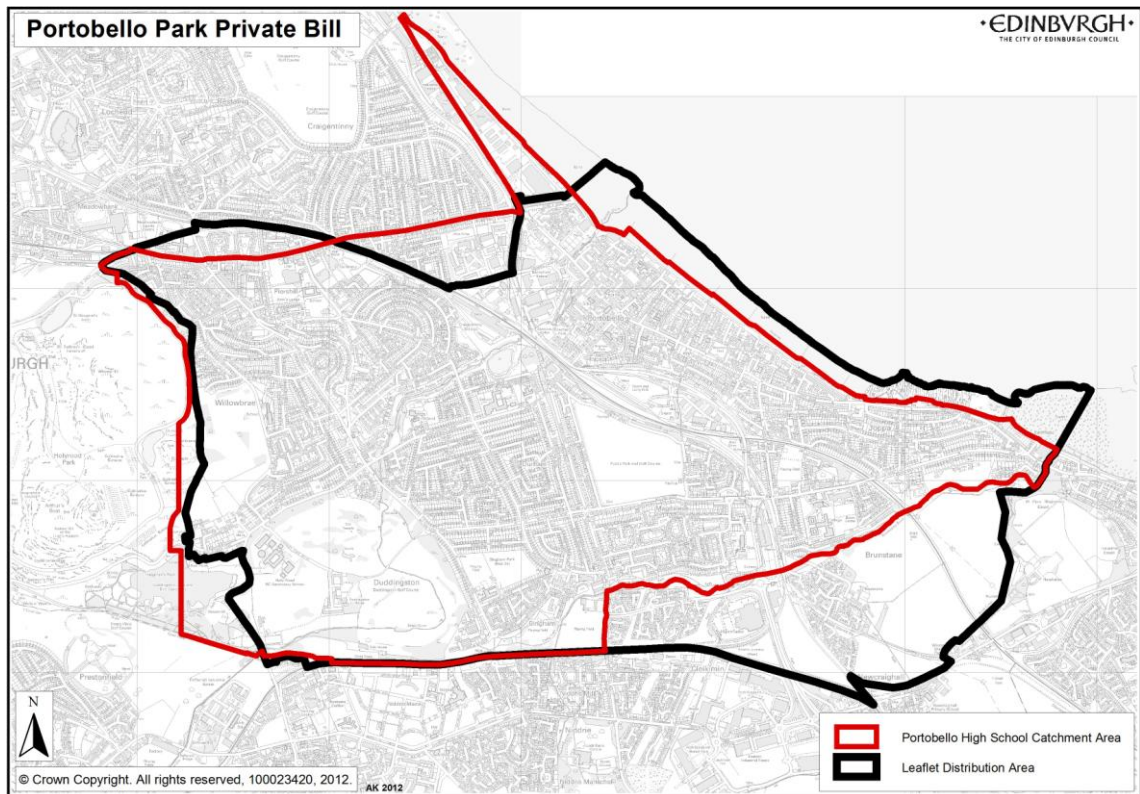
- 2.1 Before a Private Bill can be submitted to Parliament the Council, as promoter of the Bill, must have undertaken a consultation.
- 2.2 The Council very much recognises the importance of undertaking a meaningful and effective consultation process and to ensure that local communities and the wider population of the City of Edinburgh had the opportunity to be aware of, and comment on, the proposals and to provide their views regarding the most appropriate use of the new area of open space which Council approved would be created if the proposal to use Portobello Park as the site of the new Portobello High School was to proceed.
- 2.3 The approach taken to the consultation process built on the successful consultation model used for the pre-planning consultation process for both the new Portobello and James Gillespie's High Schools. This included adopting a road-show approach providing an opportunity for people to find out more about the proposals before submitting their views. One of the benefits of this approach was that, by going out to local community venues, people who might not otherwise respond to a formal consultation were engaged in the process.
- 2.4 The consultation process ran between 3 December 2012 and 31 January 2013. This allowed for approximately three weeks before and after the holiday period to ensure an adequate opportunity for interested parties to participate in the process and to share their views. The extraordinarily high levels of response to the consultation process from the outset through to its conclusion would suggest that the timing of the process was not an issue.
- 2.5 Information on, and engagement regarding, the proposals and the consultation process was undertaken in a number of different ways.

Information Leaflet

- 2.6 A comprehensive information leaflet was produced (a copy of which can be accessed [here](#)) which explained:
- What a Private Bill is and why it is required;
 - Whether progressing with a Private Bill would affect other parks or open spaces;
 - What the plans are for the new Portobello High School on Portobello Park;
 - How much space the school would actually take up on Portobello Park;

- What the plans are to compensate for the loss of open space including the planned improvements to Portobello Park and the provision of new open space;
- What other options there were for a new Portobello High School; and
- Where further information could be accessed and how to respond.

2.7 Whilst responses were welcomed from anyone in the City of Edinburgh area, it was recognised local residents would be most directly affected and we wished to ensure that they were made aware directly of the proposals and the consultation process. To achieve this, during early December the information leaflet was distributed to those in the wider Portobello area which was defined as that bounded by the sea to the North, the railway line to the South, Holyrood Park to the West and the city boundary/bypass to the East. The area involved (which is different to the secondary school catchment area) is shown in the following map.



2.8 It is estimated that this encompassed approximately 14,500 households. As some difficulties were experienced with delivery in the original leaflet drop, to ensure that there was maximum coverage a further leaflet drop was undertaken to all households in early January using a different distribution company.

Posters

2.9 Posters were put up in a variety of local venues promoting the consultation process; road-shows and other events. In addition to posters promoting individual road show events, a poster to promote the two public meetings was distributed widely in the local area in early January 2013.

Road Shows and Exhibitions

2.10 Both Portobello Library and Piershill Library held more information about the Council proposals during the consultation period and copies of the printed questionnaire could also be picked up and returned there. Information was also made available in Central Library on George IV Bridge.

2.11 A series of drop-in events took place in local venues during December 2012 and January 2013 to give members of the public the opportunity to come along and speak to someone about the project and the Council proposals. We hope these events helped people come to an informed decision. The venues included libraries, community centres, schools and leisure facilities and were as follows:

- 04/12/2012 Exhibitions in place in Portobello and Piershill Libraries
- 06/12/2012 Portobello Cluster Dance Show at Parson's Green Primary
- 07/12/2012 Towerbank Primary School Christmas Fair
- 07/12/2012 Brunstane Primary School Christmas Fair
- 11/12/2012 Portobello High School Christmas Concert
- 12/12/2012 Tea Dance at Meadowbank Sports Centre
- 19/12/2012 Milton Court Sheltered Housing
- 07/01/2013 Morrisons Supermarket Piershill
- 08/01/2013 Portobello Golf Course (Clubhouse)
- 08/01/2013 Portobello Swimming Pool
- 09/01/2013 Portobello Library
- 09/01/2013 Piershill Library
- 09/01/2013 Portobello Town Hall Foyer
- 11/01/2013 Portobello Library
- 17/01/2013 Magdalene Community Centre
- 17/01/2013 Northfield Community Centre
- 17/01/2013 Portobello Golf Course
- 17/01/2013 Magdalene Shops
- 17/01/2013 Road Show at Meadowbank Sports Centre
- 21/01/2013 Portobello Community Centre
- 21/01/2013 Bingham Community Centre
- 22/01/2013 Piershill Library
- 23/01/2013 Milton Court Sheltered Housing - public meeting update
- 25/01/2013 Portobello Library

31/01/2013 Portobello Swim Centre

31/01/2013 Central Library

In addition to the road shows, two visits were made to Portobello Park on 17 and 25 January 2013.

Notices in Newspapers

- 2.12 Adverts were placed in the Evening News to promote the proposals and the consultation process to the wider Edinburgh public. The first advert on 7 December 2012 promoted the consultation process and where/how to find out more. The second advert on 4 January 2013 promoted the two public meetings. A number of articles and letters relating to the consultation process were published in the Evening News and in other local media during the consultation period including Radio Forth, STV online, BBC online, the Edinburgh Reporter and Portobello Reporter. This coverage, in itself, was of assistance in highlighting the consultation process.

Council Website

- 2.13 Detailed information was included on the Council [website](#). In addition to providing information regarding the proposed Private Bill it also provided information regarding other relevant matters such as common good status, fall-back options for a new school and the court judgments to allow people to find out more and to help them make an informed response to the Council consultation.

Social Media

- 2.14 Regular tweets were issued through the Council Twitter account (which has more than 17,500 followers) to raise awareness of the consultation at key points during the process.

Community Council Meetings

- 2.15 Representatives from the project team attended the Northfield/Willowbrae Community Council meeting on 18 December 2012 and the Portobello Community Council on 7 January 2013. Following a presentation on the Council proposals and the consultation process, the project team answered questions from members of the Community Council and general public who were in attendance.

Public Meetings

- 2.16 Two public meetings were held; the first in Portobello Town Hall on 9 January 2013 and the second at Meadowbank Sports Centre on 17 January 2013. Both meetings were independently chaired by Colin Mackay, the political editor with

Radio Forth and Radio Clyde and were each attended by more than 300 members of the public.

- 2.17 Following a presentation from the Council on the proposals, representatives from the two local community groups who were either in favour of the Council proposals (PFANS) or against (PPAG) gave a presentation on their perspective and opinion on the matter. This ensured that those on both sides of the debate had the opportunity to set out their views publicly and to explain the rationale behind these views. Those in attendance then had the opportunity to ask questions of the Council, PFANS or PPAG. A record of both meetings which was taken by Committee Services and approved by the independent chair is included at Appendix 1.

Ways to Respond

- 2.18 In order to make it as easy as possible for comments to be provided regarding the proposals and also any views on the most appropriate use of the new area of open space, there were a number of ways in which people could respond:
- A printed questionnaire was produced which attendees could fill in at any of the road-shows or pick up and return at either the libraries or local schools;
 - An online version of the questionnaire was provided on the Council website;
 - A dedicated address was established to which people could submit their responses (either by letter or questionnaire) by post; and
 - A dedicated email address was established to allow people who wished to send their response electronically by email.
- 2.19 Respondents were asked to provide their name, address and postcode. This information was requested in order to confirm which survey responses came from the local community or elsewhere in the City of Edinburgh area and to ensure that only one response per individual was recorded. This was made clear in all related public information together with an assurance that this personal data would be used for internal purposes only and that no personal details would be published.
- 2.20 In the printed questionnaire and on the online survey respondents were asked to answer three questions:
1. Did they support the Council's proposals to change the use of Portobello Park from a public park to being the location for a new Portobello High School? The response was either 'Yes' or 'No'.
 2. Did they have any reasons for their view that they would wish the Council to consider?

3. What would they like to see in the new area of open space if it was created?

Responses Received and Support for Council Proposals

2.21 During the consultation period **12,018** responses were received with the analysis by source being shown in the following table. This table also shows the number of responses which did, or did not, support the Council's proposals to change the use of Portobello Park from a public park to being the location for a new Portobello High School or expressed no opinion on the matter.

Source	Support Proposals	Do not Support Proposals	No Opinion Expressed	Total
Online survey	4,079	743	26	4,848
By post	61	2,675	16	2,752
Email	27	46	8	81
Local collection point	4,016	140	11	4,167
Road show/exhibition	147	21	2	170
Total	8,330	3,625	63	12,018

2.22 Of the 12,018 responses received, a total of 2,060 have been removed from consideration for one of the following reasons leaving **9,958** valid responses.

1. For 891 responses the name, address or postcode details provided were incomplete. In the absence of complete information there would be insufficient data to identify any duplicate responses by the same person from the same address, therefore to avoid this risk any such responses have been discounted.
2. 320 duplicate responses were received which would, in the main, appear to be as a result of some individuals having submitted one response very early in the process and then submitting a further response some weeks later. This might have been as a result of simple oversight however, regardless of the reasons, any such duplicate responses have been identified and discounted.
3. 849 responses were received from individuals who do not live in the City of Edinburgh area this having been determined from the postcode included in the response. Responses in this category were received from a wide range of areas and from even as far afield as Australia and America however the majority of these were from Midlothian and East Lothian.

An analysis of the valid responses is shown in the following table.

	Support Proposals	Do not Support Proposals	No Opinion Expressed	Total	% Support
Total received	8,330	3,625	63	12,018	69.7%
Incomplete details	(533)	(338)	(20)	(891)	(61.2%)
Duplicate responses	(220)	(98)	(2)	(320)	(69.2%)
Outwith Edinburgh	(632)	(212)	(5)	(849)	(74.9%)
Total	6,945	2,977	36	9,958	70.0%

2.23 The above table shows that of the 9,922 valid responses received which expressed an opinion, 6,945 or **70%** supported the Council's proposals.

2.24 Further analysis was undertaken to show from what areas of the city the valid responses were received and, in particular, the proportion of responses which came from the local area (this being the area described in paragraph 2.7 above) and what the opinion of the local respondents was. The outcome is shown in Appendix 2. 6,465 valid responses where an opinion was expressed were received from the local area representing 65.2% of the total received. Of this total, **76.1%** supported the Council's proposals

Further Data Validation

2.25 In addition to the validation checks undertaken to identify incomplete name and address details, duplicate entries and responses from outwith Edinburgh a number of further data validation checks were undertaken.

IP Address

2.26 An Internet Protocol address (IP address) is a numerical label assigned to each device (e.g. computer, printer) participating in a computer network that uses the Internet Protocol for communication. For those who submitted their response through the online questionnaire the IP address of the device used to do so was captured. The number of responses from individual IP addresses was analysed and reviewed to determine if there were any IP addresses from which there were a significant number of responses which might point to an attempt to submit repeat responses.

2.27 Within the 9,958 valid responses a total of 3,974 were provided through the online survey. The numbers of responses that shared an IP address are shown in the following table. No unusual activity was identified with the largest numbers being from organisations within Edinburgh, suggesting a number of people used their work email addresses to respond. The highest number of responses received from a single IP address was 46 being a combination of yes and no submissions.

Responses sharing an IP address	Support Proposals	Do not Support Proposals	No Opinion Expressed	Total
11 or more	127	12	-	139
Between 6 and 10	110	7	2	119
Between 3 and 5	463	89	3	555
2	603	92	3	698
1	2,061	398	4	2,463
Total	3,364	598	12	3,974

Electoral Roll

- 2.28 The 9,958 valid responses received were compared against the electoral register as at 1 December 2012. However, if a respondent did not appear on the electoral register this does not, in itself, mean that that response should be questioned and/or disregarded. The electoral register only contains information relating to eligible persons who are 18 or over or will become 18 during the period the register is in force, and is only entirely accurate at a given point in time, therefore any respondents who are younger than this would not appear and nor would any resident who is not entitled to vote for any other reasons. The results are shown in the following table.

Appears on Electoral Roll	Support Proposals	Do not Support Proposals	No Opinion Expressed	Total
Yes	5,513	2,165	23	7,701
No	1,432	812	13	2,257
Total	6,945	2,977	36	9,958
% appearing on Electoral Roll	79.4%	72.7%	63.9%	77.3%

- 2.29 As can be seen from the above, 77.3% of the valid responses were from individuals who appeared on the Electoral Register as at 1 December 2012. Whilst non-appearance on the Electoral Register is not a factor which should result in the response being disregarded as this could be for a variety of entirely legitimate reasons the final position is, nevertheless, of interest. Of the 7,678 responses from individuals who appeared on the Electoral Register and expressed an opinion, 71.8% supported the Council proposals. Within the overall total there were 5,135 from the local area who appeared on the Electoral Register and expressed an opinion of which 3,899 (75.9%) supported the Council proposals.
- 2.30 Questions were raised during the consultation process regarding the participation of children. No data regarding the age of the respondent was requested as age was not a factor in determining who could, and could not, respond to the

consultation. This is not an electoral vote therefore no age restrictions were applied in determining who could participate in the consultation. This is common practice in most consultations undertaken by the Council and also extends to more formal processes such as being able to comment on planning applications where, similarly, no restriction on age is applied.

- 2.31 The proposal is one that is of direct relevance to children and young people in the Council area who are within the education system and/or have an interest in leisure activity. An age restriction might have excluded valid views from a section of the community who are directly affected by the proposals. Whilst responses from children and young persons were welcomed it was decided that local schools should not engage in discussion and/or debate with children on the questions posed by the consultation process. Whilst schools were advised to encourage both children and parents to participate in the consultation process, this was to be done in a way which did not suggest, or imply, any particular response being favoured i.e. it should be entirely neutral.
- 2.32 It was also suggested during the consultation process that children participating in the consultation could have been subject to undue influence. Again, as is the case with any consultation of this nature, in accepting any responses it is presumed that the views of the respondent are their own and have been freely expressed; it is not possible to verify that they have been expressed free from any undue influence be they from children or adults. In the case of any responses submitted by children it is the Council's expectation that this would not be the case, regardless of the opinion expressed (either in support of the Council's proposals or not); that parents would act responsibly in discussing the matter openly and honestly with children if they did wish to respond to the consultation and that their views on the matter would be respected.

External Data Validation

- 2.33 PricewaterhouseCoopers were commissioned to undertake a level of independent validation of the data. The scope of their services was as follows:
1. Trace 100% of online responses back to source documentation to ensure completeness of the population, incorporating validation of the yes/no responses.
 2. Undertaken a random sample check of 10% of the non-online responses back to source documentation to give assurance that the correct yes/no response has been reflected; that completed name and address details were provided and that the postcode is in Edinburgh.
 3. Trace 100% of excluded responses and ensure that they have been excluded appropriately due to having incomplete personal details or an incomplete address; being a duplicate response; or having a non-Edinburgh postcode.

- 2.34 The report produced by PricewaterhouseCoopers which details the outcome of their review is included in full at Appendix 4; the only exception being the removal of some personal details.
- 2.35 The scope of the review covered verification of all 2,062 responses which were originally excluded. PricewaterhouseCoopers identified two responses which had been incorrectly excluded as duplicates and these have been corrected in the final analysis leaving the final number of exclusions as 2,060. The other minor point they identified had no impact on the classification of the data.
- 2.36 The scope of the review covered verification of all online responses (including 3,974 valid responses) and a sample of 10% of the other responses which entailed verifying a further 598 valid responses. Thus, of the 9,958 valid responses received a total of 4,572 (46%) have been fully verified. Within this total only two minor issues were identified involving the incorrect transposition of address details from the hard copy submission to the spreadsheet on which the data is retained. These issues had no impact on the overall outcome.

Comments Received and Opinions Expressed

- 2.37 On the printed questionnaire and the online survey, respondents were asked if they had any reasons for their view that they would wish the Council to consider.
- 2.38 Whilst not all individuals chose to respond to this question, many thousands did. The Business Intelligence Team within Corporate Governance was asked to review the detailed responses to identify the key issues in relation to the proposed development of the new Portobello High School on the site of Portobello Park. They were provided with details of all responses received and whether or not the respondents supported the Council's proposals. All comments received will be published on the Council website (for the avoidance of doubt, the personal details of the person making each comment will not be published and the comments will be reviewed to ensure that their disclosure is compliant with the Data Protection Act 1998).
- 2.39 The findings from the review undertaken by the Business Intelligence Team are included in Appendix 3. The main themes arising relate to views regarding common good land, green space, the placement of a new school in the catchment area and delays in building the new school. The Council's comments on each of the main themes arising are provided in Appendix 4.

Use of New Open Space

- 2.40 At its meeting of 25 October 2012 Council approved the following changes to the compensatory provisions associated with the project to use Portobello Park as the site of the new Portobello High School (which would only happen in the event that the project was, ultimately, to proceed):

- (i) The remainder of the existing combined Portobello High School and St John's RC Primary School site (after making provision for the necessary increase of the site allocated for St John's RC Primary School from 0.67 hectares to 1.3 hectares) would be converted to open space.
 - (ii) Regarding access to the two 3G pitches, although any required use by the school for curricular or extra-curricular activities would take precedence; at times when they were available and not otherwise already booked, the use of these pitches would be free to, and could be pre-booked by, residents of the Portobello area rather than the casual access already provided for.
- 2.41 Council was advised that the consultation exercise would seek views from the community regarding the most appropriate use of this space for the area, and so respondents were asked on the printed questionnaire and the online survey what they would like to see in the new area of open space if it was created.
- 2.42 Whilst again not all individuals chose to respond to this question, many thousands did. The Business Intelligence Team was asked to review the detailed responses to identify the main suggestions which were made. They were provided with details of all responses received and whether or not the respondents supported the Council's proposals.
- 2.43 The findings from the review undertaken by the Business Intelligence Team are included in Appendix 3. There was strong support for a number of alternative uses. A large majority favoured the use of the land as a park, green space, social facilities (arts, cafe, community centre or market) or leisure facilities (sport, fitness, children's play area or dog park). A minority favoured previous proposals to sell the land and/or develop housing or shopping facilities.

Conclusions and Recommended Next Steps

- 2.44 There is very strong support for the Council's proposals to change the use of Portobello Park from being a public park and allow the use of the area as the site for a new Portobello High School. Of the valid responses received which expressed an opinion, **70%** supported the Council's proposals. Within this overall position; **76.1%** of the responses received from the local community supported the Council's proposals. It is, therefore, recommended that the Council promotes legislation by way of a Private Bill to achieve this objective.
- 2.45 There is strong support for the creation of a new area of open space on the existing combined Portobello High School and St John's RC Primary School site if the project to build a new Portobello High School on part of Portobello Park was, ultimately, to proceed. Many ideas were expressed regarding the use of this area, with no strong consensus. The new area of space could not be created until the existing site is vacated, so there is ample time for this to be subject to further consideration and consultation. It is therefore recommended that the matter be referred to the Craightinny & Duddingston Neighbourhood

Partnership for further consideration and consultation, in conjunction with the East Neighbourhood and Parks and Greenspace teams. This process should recognise the feedback from the consultation that it was important for those living near to the site and those running St John's Primary to have a strong say in how the land was used.

- 2.46 One of the themes arising from the consultation was a concern, from those who opposed the proposal, that the planned open space at an alternative site would still be at risk of Council development or sale to a private company in the future. In order to provide further reassurance to the local community regarding the security of the new area of open space it is recommended that Council approves that, on completion, the new area of open space would be (with the approval of the National Playing Fields Association who operate as 'Fields in Trust') designated as a [Field in Trust](#). The Council recently agreed to convey this status and protection on two other areas of local open space, being Figgate Park and Portobello Golf Course. Being designated as a Field in Trust safeguards the continued use of such land as outdoor recreational space, by way of a legal agreement entered into by the Council, and enables independent oversight of this by the National Playing Fields Association.

Introduction of the Private Bill and Parliamentary Process

- 2.47 Section 82 of the Local Government (Scotland) Act 1973 states that in order for the Council to promote private legislation, a resolution to do so must be passed at a meeting held after at least 10 days' clear notice of the meeting (i.e. the meeting of Council on 14 March 2013) and of its purpose has been given by advertisement in one or more newspapers circulating in the area of the Council. This notice requirement has been met, with the notice appearing in the Evening News on Monday, 25 February 2013.
- 2.48 In accordance with Section 82 of the Local Government (Scotland) Act 1973, a resolution to promote private legislation must be passed by a majority of the whole number of the members of the Council.
- 2.49 The exact drafting of the Bill is still subject to input from the Scottish Parliament clerks, and may of course be amended during the Parliamentary process. The Bill would provide that no question would arise, for the purposes of Part VI of the Local Government (Scotland) Act 1973, as to the right of the Council to alienate the land at Portobello Park, but only insofar as the alienation involved appropriating the Park for education purposes. The Bill would not change the Park's status as part of the Common Good. The Bill would refer specifically to Portobello Park and so would have no impact on any other land either elsewhere in the city or in Scotland, including Portobello Golf Course (to the north of the Park) which would be unaffected. Whilst the Bill would remove the current legal obstacle to the construction of a new Portobello High School on Portobello Park,

it would not itself authorise the construction of the new school. The Council has already obtained planning permission for this in the usual way.

- 2.50 The Council will have a further opportunity to consider the promotion of the legislation in the period immediately following the Private Bill's introduction. A decision to promote the Private Bill must be confirmed by another Council meeting no less than fourteen days after the Private Bill has been introduced to the Scottish Parliament. It is expected that the Bill would be formally introduced to the Parliament in the second half of April, following a period of pre-introduction scrutiny by the Parliament clerks. On that timing, the Council would be asked to confirm the resolution to promote the Bill at the Council meeting of 30 May 2013.
- 2.51 All interested parties will have a further opportunity to object to the Private Bill once it has been introduced to the Scottish Parliament, as commented on in more detail below.
- 2.52 Should Council decide to promote legislation by way of a Private Bill to reclassify Portobello Park as alienable common good land for the purposes of Part VI of the Local Government (Scotland) Act 1973 (but only insofar as permitting its appropriation for education purposes), there are a number of documents which require to be submitted to the Scottish Parliament. In addition to the proposed Private Bill itself, the Council will have to submit Explanatory Notes, a Promoter's Statement, an Assignment of Copyright/Licensing Agreement and a Promoter's Memorandum. The Memorandum must set out the Bill's policy objectives and specify in clear and reasonable detail what consultation was undertaken on the proposals in the Bill, including details such as the means by which consultees were selected, how they were approached, when the Promoter consulted, what it consulted on and with whom, the number of responses received and what, if any, changes to the proposal were made as a result.
- 2.53 This documentation is being produced and, should Council decide to promote legislation by way of a Private Bill, it and the Bill would be lodged with the Scottish Parliament as soon as possible after the Council meeting on 14 March 2013. This documentation will be published on the Council website. Before the Bill can be formally introduced, it and the draft accompanying documents must be provided to the Parliament for a period of pre-introduction scrutiny by the clerks. That period is not fixed, but the indicative timing is around three weeks. The Scottish Parliament will be in recess from 30 March 2013 to 14 April 2013 and, since Private Bills cannot be introduced during recess, the Bill will not be introduced any earlier than the week commencing 15 April 2013.
- 2.54 Once the proposed Bill and required accompanying documents are introduced to the Parliament, there are four stages to the Private Bill process which are set out below; this is summarised in a flowchart on the Scottish Parliament website <http://www.scottish.parliament.uk/parliamentarybusiness/Bills/25467.aspx>.

60 Day Objection Period

- 2.55 Objections may be lodged by any person, body corporate or unincorporated association whose interests would be adversely affected by the passage of the Bill. Those who wish to do so must lodge their objection with the Clerk during a 60-day period following the Bill being introduced, although the relevant Private Bill Committee has discretion to allow late objections where it is satisfied that the objector had a good reason for not lodging the objection in time.
- 2.56 Objectors must set out the nature of their objection, explain whether their objection is against the whole Bill or merely a specific provision or provisions, and specify how their interests would be adversely affected by the passage of the Bill.

Preliminary Stage

- 2.57 The Private Bill Committee (a Committee of three to five MSPs set up specifically to consider the Bill) considers the general principles of the Bill and whether it should proceed as a Private Bill, considers objections, and decides whether the accompanying documents comply with the Parliament's Standing Orders and allow for proper scrutiny of the Bill. The Committee may take oral evidence on the Bill's general principles from the promoter and from at least some of those objectors who oppose the Bill in principle (objections that are the same or similar may be grouped, with one or more objectors being selected by the Committee to lead evidence on behalf of the group). The Committee then prepares a Preliminary Stage Report for consideration by the full Parliament, which then decides whether to agree the general principles and whether the Bill should proceed as a Private Bill.

Consideration Stage

- 2.58 If the general principles of the Bill are approved at the Preliminary Stage, the Bill returns to the Private Bill Committee for Consideration Stage.
- 2.59 This involves two phases (i) the Committee meeting in a quasi-judicial capacity to hear evidence on the Bill from the promoter and/or objectors and (ii) the Committee meeting in a legislative capacity to consider and dispose of amendments.
- 2.60 The role of the Committee during the first phase is to act as arbiter between the promoter and objectors. This involves allowing differences between the parties to be resolved by negotiation but also, where that is not possible, choosing between them. Before it can do so, the Committee must ensure that each party has had a fair opportunity to present its own case and question the opposing case. This may involve the leading of evidence (by both the promoter of the Bill and those who have lodged objections), and the cross-examination of witnesses and their evidence (by the promoter, objectors and Committee members).

- 2.61 Again, objections that are the same or similar may be grouped.
- 2.62 This first phase concludes with the Committee preparing a report giving its decisions on the objections considered. The report may also indicate any areas where the Committee expects the Bill to be amended during the second phase of the Consideration Stage. During the second phase, the Committee considers any amendments to the Bill lodged by members of the Committee. Such amendments may have been prepared by the promoter in order to give effect to any recommendations contained in the Committee's Consideration Stage Report.

Final Stage

- 2.63 The Bill (as amended, if changes were made at Consideration Stage) goes to a full meeting of the Parliament where there is a further opportunity for it to be amended (and at this stage, amendments may be lodged and moved by any MSP), followed by a debate and a vote on whether or not the Private Bill should be passed.
- 2.64 If the Bill is passed, there is then a four-week 'standstill' period within which the Advocate General, Lord Advocate or Attorney General may refer the Bill to the Supreme Court if there are doubts about it being within the Scottish Parliament's legislative competence under the Scotland Act 1998. If they do not refer the Bill within that period it can be submitted for Royal Assent. It becomes an Act upon receiving Royal Assent.

Timescales

- 2.65 Whilst a timetable for progress of a Bill through Parliament can only be estimated, and is dependent on the Parliamentary diary, it is still considered to be feasible that the process can be concluded by February 2014.
- 2.66 Planning consent for the project to build a new Portobello High School on Portobello Park was granted on 24 February 2011 and included an applicant informative indicating that it was granted subject to the default period of three years. If development does not start on site by 23 February 2014 this consent will expire. As the informative is not a formal condition of planning it is not possible to apply for an extension to the default timescales.
- 2.67 For this reason, the expiry of planning consent has been identified as the back-stop for the project. This informed the revision to the proposed agreement with Balfour Beatty, which Council approved on 22 November 2012 and which applies until the end of February 2014, to allow time for the Private Bill process to be successfully concluded and, assuming this was achieved, allow the contract to be let immediately.
- 2.68 It has been estimated that the process to renew the planning application would take approximately six months. The application would be a renewal of consent

and the full planning application procedures would require to be followed. In order to mitigate the risk of the planning consent expiring before the Private Bill process can be successfully concluded and, thus, introducing delay to delivering the new school, the process to renew the planning application will be started at the earliest opportunity.

Baileyfield

- 2.69 At its meeting on 22 November 2012 Council approved the recommendation to approve the submission of a bid to purchase the former Scottish Power Site at Baileyfield, and delegated authority to the Directors of Services for Communities and Children and Families to approve the terms of any offer to ensure best value is achieved for the Council.
- 2.70 Having been short-listed in early January 2013, the Council submitted a final bid on the closing date of 22 January 2013. The bid was entirely consistent with the parameters on which the financial implications for the Baileyfield option were reflected in the November Council report (although the details were not disclosed publicly for reasons of commercial confidentiality) and was subject to the following conditions:
1. Deduction from the purchase price of any site remediation costs identified as necessary from the detailed site survey, which would be commissioned were the Council to be successful.
 2. Scottish Power confirming their approval that the area to the north of the site, which is under a 99 year lease, could be used as part of the external space for a school.
 3. The site being provided with vacant possession, to mitigate the risk of vacating the existing occupants of various properties on the site with whom there are no formal lease arrangements.
- 2.71 At the point of completing this report the Council has not, as yet, been advised whether or not it has been successful.

3. Recommendations

- 3.1 It is recommended that Council:
- notes the contents of this report;
 - formally resolves to promote legislation by way of a Private Bill to reclassify Portobello Park as alienable common good land for the purposes of Part VI of the Local Government (Scotland) Act 1973, but only insofar as permitting the appropriation of the Park for the purposes of the Council's education authority functions. Section 82(2)(a) of the Local

Government (Scotland) Act 1973 requires that the resolution is passed by a majority of all members of the Council;

- delegates authority to the Director of Children and Families to take all steps necessary to complete the process of promoting the Private Bill including the drafting and finalising, and where necessary signing, of all supporting documentation required by the Standing Orders of the Scottish Parliament and the production and signing of any additional documents and the submission of any additional information that may be required by the Bill Committee or the Parliament; including, as required, the attendance of witnesses appearing on the Council's behalf at any hearings; and the approval of any amendments to the Private Bill;
- delegates authority to the Director of Children and Families to take all necessary steps to complete the appropriation of Portobello Park as the site for a new Portobello High School in the event that the Bill receives Royal Assent;
- refers the question regarding the most appropriate use of the new area of open space which would be created if the new Portobello High School is built on Portobello Park (and for which provision of £1m has been identified within the project budget) to the Craigentiny & Duddingston Neighbourhood Partnership for further consideration and consultation; and
- approves that, on completion, the new area of open space which would be created if the new Portobello High School is built on Portobello Park would be (with the approval of Fields in Trust) designated as a Field in Trust.

Gillian Tee

Director of Children and Families

Links

Coalition pledges

P03 - Rebuild Portobello High School and continue progress on all other planned school developments, while providing adequate investment in the fabric of all schools

Council outcomes

C01 - Our children have the best start in life, are able to make and sustain relationships and are ready to succeed.

C02 - Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities.

Single Outcome Agreement S03 - Edinburgh's children and young people enjoy their childhood and fulfil their potential

Appendices

- 1 Records of the two Public Meetings
- 2 Analysis of responses by area
- 3 Portobello Park Consultation Comments Analysis
- 4 Report from PricewaterhouseCoopers

APPENDIX 1



Record of Meeting

Portobello High School - Consultation on Proposed Portobello Park Private Bill

The meeting was held on 9 January 2013 in Portobello Town Hall, Edinburgh

Present: There were approximately 350 members of the public.

In Attendance: Colin Mackay (Independent Chair), Councillor Paul Godzik (Convener, Education, Children and Families Committee), Billy MacIntyre, (Head of Resource, Children and Families), Iain Strachan (Acting Legal Manager, Corporate Governance), Scott Castle (Project Manager, Thomas and Adamson). Emma Wood, Rosemary Moffat and Sean Watters (Portobello for a New School). Stephen Hawkins, Alison Connelly and Sheila Coventry (Portobello Park Action Group).

Welcome

Councillor Godzik welcomed everyone to the meeting. There had been a fantastic response to the consultation and he hoped that everyone would contribute to the meeting. The consultation was designed to get questions and comments from members of the public and hear from the Council, from Portobello for a New School and from Portobello Park Action Group. He then explained the procedure for questions and answers.

1. Introduction

Colin Mackay introduced himself and explained that he had been invited by the Council as an independent person to chair the public consultation meeting this evening. It had been arranged by the City of Edinburgh Council as part of the consultation on a proposed Portobello Park Private Bill with the aim of allowing the rebuilding of Portobello High School on Portobello Park. A series of presentations would be provided by the City of Edinburgh Council, Portobello for a New School and Portobello Park Action Group, followed by questions for the panel from the public.

2. Presentation by the City of Edinburgh Council

Billy MacIntyre (City of Edinburgh Council) explained the background to the proposal.

Portobello High School was a 1400 capacity secondary school in need of replacement. Portobello Park had been identified and approved by the City of Edinburgh Council in December 2006 as a location for the new school and two years later, approval was given to progress with the project. Planning permission was granted in February 2011, but during 2011, the right of the Council to use Portobello Park for a new school was subject to a legal challenge. Following appeal the Court advised that the Council did not have the power, under existing legislation, to use Portobello Park as the location for the new school.

The purpose of the Private Bill proposed by the Council, would be to address the legal impediment that stops the use of Portobello Park for another purpose. The Private Bill would only change the use of Portobello Park and would not affect any other Common Good Land in the city or elsewhere in Scotland. As the promoter of the Private Bill, the Council had to demonstrate community support for its proposals. So far there had been 3015 responses to the consultation on the Private Bill proposal.

Billy Macintyre outlined the plans for the new school on Portobello Park and addressed some concerns on the loss of green space. The area of Portobello Park excluding the golf course was 6.4 hectares. The two all-weather pitches would replace the existing grass pitches and take up 1.6 hectares, a further 1.6 hectares would remain as woodland, public pathways or cycle paths and an area of 0.6 hectares would be landscaped to provide a public space for recreation and play. There would also be improved entrances to the park, better paths and a new cycle path. To compensate for the loss of open space, a new area of open space of approximately 2.2 hectares would be created on the existing combined site of Portobello and St John's schools. The local community would also be provided with free access to the two all-weather pitches when not in use by the school.

The consultation on the Council's proposals to change the use of Portobello Park commenced on 3 December 2012 and would end on 31 January 2013. The consultation process included attendance at two community council meetings, the distribution of approximately 14,500 information leaflets to households in the local area, road show events and exhibitions and the two public meetings. Responses to the consultation could be provided via an online survey, by completing the paper questionnaire or by letter or email. Once the consultation had concluded, the results and draft Private Bill would then be taken for consideration to the Council on 14 March 2013 and if approved, it would be submitted to the Scottish Parliament.

3. Presentation by Portobello for a New School

Emma Wood introduced herself as a speaker for Portobello for a New School (PFANS) and invited the audience to see the situation from the Portobello school pupils' at

perspective. A pupil at Portobello might think the following: that education was not important, if it was, they would not be forced to study in a run-down building; exercise was not important because if it was they would have proper sports facilities; they themselves could not be that important as the community should have provided a new school by now.

The Council did make young people feel important in 2004 when it announced that it would invest in a new school for them. The pupils were enthusiastic. Pupils had worked and teachers and architects had produced a fantastic design for a new school to be proud of. But eight years later, there was still no new school.

This was a question of justice. The Council could provide a whole range of state of the art facilities in Portobello Park for the whole community to access and not just confine generations of children every day in a building with no space for outdoor sports and recreation. Therefore, the matter was in the hands of the community. The Council was willing to pursue a Private Bill to give the community the school that it was entitled to, but only if the community demonstrated its support. The community needed to demonstrate clearly to its young people and their inspirational teachers that it valued their education by registering its view and giving the Council a mandate to act.

Rosemary Moffat introduced herself and explained that she had only recently become involved in supporting the proposals. She was extremely disappointed to find that 1400 school children and future generations would be denied their new state of the art high school in the Park. She could see that Portobello Park was barely used by the local community, there were only a few dog walkers at any time and there had never seen children or families using the park area for many years. The recognized “safe play area” for the children of The Christians and Magdalene were the grounds of Brunstane Primary School, which was the area which most children used for recreation.

She was very impressed with the plans for the new school, seeing that the plans included two all-weather sports pitches. This was of especial relevance, as Portobello High School had a special dispensation allowing them to opt out of the required two hours of physical education a week, due to having no on-site outdoor sports facilities. The addition of two all-weather sports pitches would allow the children their full two hours of physical education each week.

Building the school on the park would be a tremendous asset to the local community. As well as having a new school for current and future generations of children, the local community could play on the sports pitches, out-with school hours, use the new swimming pool and attend evening classes. The new sports pitches would encourage the local community to support the Portobello High School football and rugby teams, at home games. The new cycling path would encourage cyclists to use the area and the enhanced landscaping would encourage people to come to the park to see the school. The trees and shrubbery around the park border would make it a pleasant area for families and small children to spend time there.

The consultation gave people the choice to support 1400 children who would continually use the area and a building which would be an asset to the local community and could be used by the community during non-school hours. The alternative was to support a barely used park.

Sean Watters introduced himself and explained that he became involved in the proposed new school in 2006, when possible sites were being investigated. Various factors had been taken into account when finding the site for the new school. The best site for the High School was Portobello Park, in terms of size, location, facilitates and the environment. It was also the best site for the community.

The alternatives were much poorer. In respect of Baileyfield, the Council did not own the site, which meant there was no guarantee that they would be successful in their bid to buy it, therefore, it might not be a viable site. Even if it was acquired, the usable area was about the same size as the existing school site, therefore the mistake of 50 years ago would be repeated of putting the school on a site that was too small. Baileyfield could accommodate one all-weather pitch, but this would compromise the design and layout of the school. Although public transport links were good, Baileyfield was at the very edge of the catchment and access was not particularly good. Overall, this compared unfavourably with the proposal for the school in the Park.

Additionally, the proposal for Baileyfield would be starting from the beginning, it would take at least four and one half years to deliver the school and there would be an added cost of £5.8m. This would mean £5.8m less than for investment in other schools, such as St John's and St Crispins.

The problem with the other option of the existing site, combined with St John's, was that the site would be slightly bigger than Baileyfield, which would allow more scope for the design of the school, but it would still be undersized and could not accommodate the same facilities as the Park option. The Baileyfield option would also require the relocation of St John's, which was contrary to the wishes of the school community, would take longer to deliver and would be the most expensive option. It would cost £6.9m more and take 6.5 years to deliver.

The Park site therefore offered the best possible school, the quickest timeframe and at the lowest possible cost. It would be the best possible outcome for the local community. The proposals for the Private Bill should therefore be supported.

4. Presentation by Portobello Park Action Group

Stephen Hawkins introduced himself and his colleagues, Alison Connelly and Sheila Coventry. He explained that they were representing some the views of the many people who believed that a new school could be provided without the need to build on the common good land, resulting in the loss of valuable green parkland.

Portobello Park Action Group (PPAG) had never argued against the need for a new school building but only that it should not be built on Portobello Park. It was illegal to

build on the park as it was inalienable common good land. The Park was dedicated to be used as freely accessible parkland in perpetuity. Despite the Council argument, since the Park's purchase, it had always been inalienable common good land and the recent Court of Appeal judgement did not create a legal impediment; it already existed.

The Park was not the only option for replacing the school as had been shown recently by the Council, where sites ruled out in 2006 as unsuitable, were able to accommodate an urban school. The Council was now consulting on a course of action with no definite timetable or certainty of outcome. PPAG believed other options offered more certainty and could be delivered in a shorter timescale. It should be remembered how this situation came about. The Council said in 2008 they did not need to go to court. They had to go to court and precious years had been lost.

If this Bill passed into statute quickly and the Council said it could do this within a few months for £50,000 - the other Councils would follow a similar path. Why should Councils go through years of community turmoil, as had happened in Portobello, if there was a cheaper, quicker method? So councils were following very carefully any procedural precedent which was established, in this attempt to circumvent common good protection.

However, the law surrounding common good assets was not clear and as this was the first known instance that a Private Bill was supposed to be used to circumvent common good legislation, Parliament would be very careful when considering the area of arcane and ancient law. Therefore, it was impossible to know how long the passage of a Bill would take or if it would ultimately succeed.

So, why go through this process when the Council prided itself on its innovative approach to confined urban school sites, whether that was a rebuild on site including a decant, or a completely new school where most sports needs were met by a multi-use games area and indoor facilities? Why, in Portobello was there a need to lose a Park to gain a school?

It was illegal to build on Portobello Park. The contribution to peoples' physical and mental well being by urban open spaces for people, over the whole of their lives, was well documented. The original Act required the creation of this park to be used for recreation purposes in perpetuity. Common good assets belonged to the people and the Council was only the custodian of these, so it should not take them for its own statutory duties or in the interests of one section of the community. This point had been made at the start of 2006 at the meeting in St Mark's Primary School, but this was not considered. It was feared that seven years later, nothing had changed in the Council's approach to developing Portobello Park and it was intent on following another contentious course of action with no certainty of achieving its aim.

5. Questions and Answers

Colin Mackay invited the audience to ask questions of any representatives of the Council or of the two groups, Portobello for a New School or Portobello Park Action Group, and he explained how the questions would be answered.

Question 1 - How many of the officials had children about to go to High School or were in S1?

Answers to Question 1 (Portobello for a New School, Portobello Park Action Group and Children and Families)

(PFANS) Most of the parents had children at secondary school, but the actual number would have to be checked.

(PPAG) They were not sure how many of the parents here had children going to secondary school, but there was a considerable number.

(PPAG) The Council seemed to be discouraging the use of the park. The two football pitches used to be well used.

Children and Families (C&F) The Council had had an audit of the use of the park undertaken in 2009 which concluded that the park including the football pitches were not well-used. One running event had been disallowed on health and safety grounds.

Question 2 - The panel members should keep to the topic. Was there any evidence that other councils would follow Edinburgh's example in pursuing a Private Bill and would affect other Common Good Land in Scotland?

Answer to Question 2 (Portobello Park Action Group)

Legal advice had been confirmed that was taking place. Hawick News also said that a Borders' council was pursuing a Private Bill.

Question 3 - What was the original legislation which stated that Portobello Park should be used for recreation?

Answer to Question 3 (Children and Families)

The Park land was owned by the Council in "quasi trust" as it was Common Good Land. Legislation from 1973 specified that the land could not be disposed of without the consent of the Scottish Government. The government was now stating that the land could not be used for any purpose. The Council had obtained joint legal opinion in 2008, which indicated that Portobello Park could be used for building the new school. However, in 2011 this had been subject to a legal challenge. Following appeal, the Appeal Court advised that the Council did not have the power to use Portobello Park as the location for the new school. The Council had to decide on the best option and were now taking a Private Bill to the Scottish Parliament to address the legal issues and allow

the use of Portobello Park as the site for the new school. This would not affect the common good in Portobello.

Question 4 - What specific act was being referred to when the burgh existed in the 1800's?

Answer to Question 4 (Portobello for a New School)

The "common law" position would be the most likely legislation, which was applicable in the 1800's.

Question 5 - What type of park would you want on the site of the current Portobello High School, especially in respect of the play park?

Answer to Question 5 (Portobello for a New School)

The park would have to complement the park, to provide a contrast with Figgate Park.

Question 6 - The existing school site was not suitable and the council had previously refused it. Therefore, why had there been a change of mind?

Question 7 - Was it not the case that any new park would not have "common good" status?

Answers to Questions 6 and 7 (Children and Families)

The Council was committed to delivering the proposed new park space on the existing school site. It had already allocated £1m to the proposals and would not have done this, if this was not the case.

Question 8 - According to common law, the title deeds stated that building on Portobello Park was prohibited. The Council could sell the land, in which case, the burdens and conditions would apply. How then was it possible to go against the deeds and conditions in perpetuity and was this not contrary to legislation?

Question 9 - When considering the Private Bill, the Scottish Parliament would have to address the Land Reform Act. Therefore, what chance would the Bill have of passing within the necessary timescales?

Answers to Questions 8 and 9 (Children and Families)

The proposals would create about 2.2 hectares of land for recreational use on the existing combined sites of Portobello and St John's Primary School. It would not be necessary to change Scots Law. Feudal Law was abolished only recently and the law would not prevent the re-development of the park. The Scottish Parliament would consider the Bill in the normal manner and make a decision.

It was unlikely that the passage of the Bill would create a precedent as the purpose of such bills was to overcome a legal impediment. It should be possible to process the Bill within the necessary timescales. This was an arcane law and the Scottish Parliament would only require making minor changes to legislation.

Question 10 - Since 1999, there had been twelve Private Bills in the Scottish Parliament. Of these, seven were concerned with infrastructure, there was no similarity with the proposed Bill and there was no evidence that this bill would pass within the necessary timescales.

Answer to Question 10 (Portobello for a New School)

Democracy allowed small groups of people to operate effectively and this Bill would give this to the residents of Portobello. Building the school on the park was the best option.

Question 11- A member of the public stated that they had one child in Portobello High School and one who had left school. However, they had first heard about the proposed new school when the children were in nursery.

Answer to Question 11 (Portobello Park Action Group)

Regarding the length of time to build the school, if people had supported clarification of the legal position six years ago, then they would not be in this position. In respect of the issue of democracy, this should be used to check the power of the Council.

Question 12 - Discussions had taken place involving those supporting and opposing the proposals. There was now an opportunity to establish what the majority of people wanted. If the consensus was for the new school in the park, would the opposition accept the will of the people?

Answer to Question 12 (Portobello Park Action Group)

In a democracy, people had the right to follow their own opinion.

Question 13 - How would the outcomes of the consultation process be decided and how would the answers be analysed?

Answer to Question 13 (Children and Families)

The Council invited both those in favour and against the proposals to the meeting to ensure that all sides of the debate was heard. The results would be analysed by simply processing the numbers. At this stage, there had been 3013 responses. People would either support or oppose the proposals. The Council also wanted to seek peoples' views on the alternative use of open space.

Supplementary question - Why were children responding to the consultation?

Answer to Question 14 (Children and Families)

There was no reason for them not to respond to the consultation. Children were as much part of the community as adults and there was no age bar for respondents. Similarly, during the planning process, there had been no set age criteria for any comments.

Question 15 - The Council seemed to be wasting money on the Bill. What was the cost of this?

Answer to Question 15 (Children and Families and Portobello Park Action Group)

(C & F) The exact figure was not known, but would be provided at the next meeting.

At this stage, in excess of £2m had been spent on the project mainly on delivering the design for the new school on Portobello Park. Of this £150,000 had been used to pay for the legal challenge. Both the Baileyfield option and existing combined site would be more expensive. The option for the new school in Portobello Park would be nearly £6m cheaper than the Baileyfield option and nearly £7m cheaper than the existing combined site.

(PPAG) The legal objections were raised at a comparatively late stage by PPAG, as it was necessary to wait until the planning application was processed.

Question 16 - A Private Bill had previously been approved by the Scottish Government to allow the National Art Gallery to extend into Princess Street Gardens. Therefore, a precedent did exist and it was entirely correct for the Council to pursue the Private Park Bill.

Answer to Question 16 (Portobello Park Action Group and Portobello for a New School)

(PPAG) The work for the National Gallery actually took place underground, there had been virtually no objections and the work only involved a small piece of land.

(PFANS) The idea of a precedent for a private bill was not relevant, as all cases were considered on their own merits.

Question 17 - Will the responses to the consultation be considered on an individual basis or counted by household?

Answer to Question 17 (Children and Families)

The individual responses would be counted.

Question 18 - What was the most important factor for the success of the Bill?

Answer to Question 18 (Children and Families)

The community demonstrating its support for the proposal would have a positive effect, as this would help the Council as the promoter of the Private Bill.

Question 19 - How could it be ensured that the respondents were real people and did not have multiple identities?

Answer to Question 19 (Children and Families)

There were concerns about duplicate responses and measures had been put in place to identify any such occurrences. Respondents had been asked for personal details and the number of electronic responses would be checked against IP addresses. However, to date there had been no evidence of any abuse of the process.

Question 20 - Would the Council publish the actual detailed results of the consultation?

Answer to Question 20 (Children and Families)

The Council was committed to publishing the consultation and there was no reason not to do this other than any personal details which respondents had provided.

Question 21 - There had been ample opportunity for those for and against the proposals to discuss the proposals. If the Bill was passed, would those opposed to it respect the will of the people?

Answer to Question 21 (Portobello Park Action Group)

Those opposed to the Bill would respect the law.

Question 22 - If the proposals were supported by a significant majority of the population, would building the new school in Portobello Park not be in the “common good”?

Answer to Question 22 (Portobello for a New School and Portobello Park Action Group)

(PFANS) “Common Good” was a very arcane concept and needed to be clarified. The local community should control how local assets were used.

(PPAG) The local community should decide on the proposals. There was a difference between “common good” in a general sense and “Common Good Land” in a legal sense.

Question 23 - When giving information, pupils at the school might have been given exaggerated information regarding the poor state of the school. If the school was so run down, why had it not been replaced before now?

Answer to Question 23 (Portobello for a New School and Children and Families)

(PFANS) They had worked closely with high school pupils from all over Scotland, who were in a position to make comparisons with Portobello and other high schools. This had provided Portobello for a New School with the knowledge to make a valid judgement.

(C & F) Replacing the school was not in question, as conditions and suitability issues did exist. The Council had already had to invest money in the school to keep it operational. £2m had been spent in recent years, there had been a condition survey and money had been spent on maintenance and further investment was required.

Question 24 - What would be done to prevent children breathing in traffic fumes from heavy traffic, from the new school? Additionally, how much would it cost to pay to treat sick children who had breathed in fumes?

Answer to Question 24 (Children and Families)

The issue of traffic fumes had been considered as part of the planning process and there had been no problems identified at that stage. Significantly, the Baileyfield option could be worse in this respect.

Question 25 - Could the public use the school swimming pool in the holidays?

Answer to Question 25 (Children and Families and Portobello Park Action Group)

(C & F) When the all-weather pitches were not being used by the school they could be booked freely by members of the public. However, regarding the swimming pool, there were no plans for the use of this to be provided free.

(PPAG) Could this be clarified? During the planning process, the pitches were supposed to be accessible at any time. Now, this had changed to being “bookable”.

(C & F) During the planning process, it was agreed that “cat flaps” would be provided to allow casual use. This would still be the case however the proposals now extended to allow the pitches to be formally bookable for free by members of the local community.

Question 26 - People under 18 were able to vote, however they would not be affected by the proposals. The community had to see that the process for the new school was fair and transparent. The houses next to Portobello Park had not yet received the information leaflets. Why was the focus on the school community and not on the households immediately affected?

Answer to Question 26 (Children and Families)

It was not the case that there was focus on the school community. There had been some issues with the distribution of the information leaflet to 14,500 households, as the

company concerned was unreliable. However, the information leaflet would be re-distributed by a company that was known and reliable.

Questions 27 - What action should residents take who wanted to support the Bill?

Answer to Question 27 (Children and Families)

They should simply respond to the consultation, stating their views, as should those opposed to the proposals.

Question 28 - Regarding the response to question of democracy, were PPAG not totally out of touch with opinion in the community?

Answer to Question 28 (Portobello Park Action Group)

This was the type of unpleasant comments that PPAG have been subjected to.

Question 29 - Most of the parks in the area were well-used, but this was not the case with Portobello Park. If the new school was built on Portobello Park, would it really have a detrimental effect?

Answers to Question 29 (Portobello Park Action Group and Children and Families)

(PPAG) It was not necessary to lose the park. According to the Council, in 2006, there would be no loss of open space. However, the Council changed its mind in 2010. If the Bill was passed, there would be a loss of revenue from the sale of the site.

(C & F) The sale of the existing site and the other options had been accounted for. Baileyfield would be £5.8m more expensive. Referring to the report of November 2012, £5.5m would be a good saving and would cover the entire Council contribution to a new St John's RC Primary School. The Council was encouraged by the 3015, responses from the community regarding the possible use of the space. Once all the feedback had been received, these responses would be taken to the Council.

(PPAG) PPAG thanked the Council for admitting that they were wrong in 2010 regarding the potential use of the existing site as open space.

Question 30 – In financially stringent times, the amount of public money spent was important. How much would it cost to process the Private Bill? Additionally, there was the cost of educating the increased number of children.

Answers to Question 30 (Children and Families)

The Bill would cost about £60,000.

Question 31 - A member of the public indicated that their house was located near St John's and they were concerned about the view. Would there be a new build or a building on the old structure?

Answer to Question 31 (Children and Families)

The future of St John's RC Primary School depended on the location of the new Portobello High School. If the existing combined site was chosen, St John's would also have to move to a different location. In May this year, the Council would consult with St John's community regarding the replacement of the school and its location.

Question 32 - A member of the public stated that PPAG members said that their views should not be considered as they had only stayed in the area 20 years. They had seen the plans for the new school and they were outstanding. If the school was not build on the park, what space would be lost?

Answers to Question 32 (Portobello Park Action Group and Children and Families)

(PPAG) It was never said that the member of the public in question should not have an opinion about the proposals.

(C & F) The internal space in the school building would stay the same. However, the site at Baileyfield was more constrained and the main loss of space would be external sports facilities.

Question 33 – There were concerns that parents would get their children to complete the survey to “skew” the results. What had the pro-school lobby done to encourage young children to take part?

Answer to Question 33 (Portobello for a New School)

Children had not been prompted or encouraged children to complete the survey, to “skew” the results. However, they thought that secondary pupils and older primary pupils could make up their own minds about the proposals.

Question 34 - Why would the Council build on a Greenfield site when a brownfield site already existed?

Answer to Question 34 (Children and Families)

Portobello Park was the best site for the school and a Private Bill was required to progress this.

Comment - If the Bill was passed and the new arrangements for the park were implemented, the public would take the shortest route across the golf course, this might not be safe for walkers and as a consequence, golfers would cease to use the golf course to the same extent. This had occurred before on greenfield sites.

Question 35 - Would there not be traffic congestion at the entrance to Park Avenue?

Answer to Question 35 (Children and Families)

During the planning process, traffic in this area had been considered and no issues were identified.

Question 36 - What would the entrance to the school on Milton Road be like?

Answer to Question 36 (Children and Families)

There had been no change to the original design of the school and in respect of the entrance, this could be seen in application in the planning portal.

Question 37 - Parents wanted the best education for their children. What choice did the panel make for their own children?

Answers to Question 37 (Portobello Park Action Group and Portobello for a New School)

(PPAG) Parents should decide for themselves where they should send their children.

(PFANS) One member stated that both their children were at Tower Bank Primary School and would go to Portobello High School. Another indicated that both their children were in the High School and were receiving a good education.

Comment - This was a community focused consultation, which concerned parents whose children went to Portobello High School or would go in the future. Everyone was entitled to their views.

Question 38 - Were the plans for Boroughmuir High School regarded as being a success?

Answer to Question 38 (Children and Families)

The final plans for the new Boroughmuir High School were not yet available. The proposed area for the new school was about one hectare which was smaller than the Council wanted. There was a choice between refurbishment or building a new school. Although this was a small site it was the only one available in the local area and the only sports facilities would be limited to a multi-use pitch on the roof. The proposals for Portobello were entirely different and Portobello Park was best site for the school. The school building, playground and car park would be approximately 2.6 hectares, however the overall site size including that allocated as pitches was still considerably lower than the Scottish Government prescribed requirements.

Question 39 - During the presentation, why had there been a total misrepresentation of the proposed building. According to this, the roof of the school was not the same height as the houses on Duddingston Crescent. This was not the case according to the plan.

Answer to Question 39 (Children and Families)

The plans for the school shown in the visuals were accurate and were part of the planning application.

Question 40 - As a former teacher at Portobello High School, were members of the public aware that all the staff at the school were in favour of the new build in Portobello Park?

Answer to Question 40 (Portobello Park Action Group)

There were other views in the community that should be taken into account.

Question 41 - Regarding the plan of the proposed site, could the location of the school be clarified?

Answer to Question 41 (Children and Families)

The school building, playground and car park would be located towards the west side of the park. The new all-weather pitches would be replacing the park's existing grass football pitches and the lighting would make the pitches available in the evenings. The floodlights were nearer the height of the street lights.

Question 42 - What would happen when there was development of land that had not been taken over by the Council? Who would control the football pitches?

Answer to Question 42 (Children and Families)

CEC The football pitches were controlled by the school. When the football pitches were not used by the school, they could be used by the residents.

Question 43 - Would the proposed new school not be too small, considering the increasing numbers of pupils as a result of immigration?

Answer to Question 43 (Children and Families)

The capacity of the school had been considered in 2009. The school would accommodate 1400 pupils and this would take into account the increasing numbers of pupils.

Question 44 - Why should the public trust the Council to compensate for the loss of green space?

Answer to Question 44 (Portobello for a New School, Portobello Park Action Group and Children and Families)

(PFANS) Portobello community was a formidable force and if there were any proposals to remove the park, there would be considerable opposition from the community.

(PPAG) In the past the Council had not always carried out what it had said it would as circumstances changed. Legislation had given the community Portobello Park for the common good and now the Council wanted to change that legislation.

(C & F) There had been changes of circumstance since 2010. However, if the community was concerned that the Council would not maintain its commitment to create open space, then it would have to go to find ways to further re-assure the community.

6 Closing Statement

Colin Mackay. There had been numerous questions and comments and there would be another chance at the consultation at Meadowbank on 17 January to raise more questions and if necessary, get specific answers to questions from tonight. People should invite their friends to the consultation at Meadowbank. The consultation period would last till the end of January.

Record of Meeting

Portobello High School - Consultation on Proposed Portobello Park Private Bill

Public meeting held on 17 January 2013, at 7.00 pm, in Meadowbank Sports Centre – Hall 2

Present: approximately 300 members of the public.

In Attendance: Colin Mackay (Independent Chair), Councillor Paul Godzik (Convener, Education, Children and Families Committee), Billy MacIntyre, (Head of Resources, Children and Families), Iain Strachan (Acting Legal Manager, Corporate Governance), Scott Castle (Project Manager, Thomas and Adamson). Emma Wood, Rosemary Moffat and Sean Watters (Portobello for a New School). Stephen Hawkins, Alison Connelly and Sheila Coventry (Portobello Park Action Group).

1. Welcome

Councillor Godzik welcomed everyone to the meeting. He stated that there had been a fantastic response to the consultation so far on such a vital issue and was looking forward to further contributions at the meeting.

2. Introduction

Colin Mackay introduced himself and explained that he had been invited by the Council as an independent person to chair the public consultation meeting this evening. It had been arranged by the City of Edinburgh Council as part of the consultation on a proposed Portobello Park Private Bill with the aim of allowing the rebuilding of Portobello High School on Portobello Park. A series of presentations would be provided by the City of Edinburgh Council, Portobello for a New School and Portobello Park Action Group followed by questions for the panel from the public.

3. CEC Presentation

Billy MacIntyre (City of Edinburgh Council) explained the background to the proposal.

Portobello High School was a 1400 capacity secondary school in need of replacement. Portobello Park had been identified and approved by the City of Edinburgh Council in December 2006 as a location for the new school and two years later, approval was given to progress with the project. Planning permission was granted in February 2011, but during 2011, the right of the Council to use Portobello Park for a new school was subject to a legal challenge. Following appeal the Court advised that the Council did not have the power, under existing legislation, to use Portobello Park as the location for the new school.

The purpose of the Private Bill proposed by the Council would be to address the legal impediment that stops the use of Portobello Park for another purpose. The Private Bill would only change the use of Portobello Park and would not affect any other Common Good Land in the city or elsewhere in Scotland. As the promoter of the Private Bill, the Council had to demonstrate community support for its proposals. So far there had been 4,508 responses to the consultation on the Private Bill proposal.

Billy MacIntyre outlined the plans for the new school on Portobello Park and addressed some concerns on the loss of green space. The area of Portobello Park excluding the golf course was 6.4 hectares. The two all-weather pitches would replace the existing grass pitches and take up 1.6 hectares, a further 1.6 hectares would remain as woodland, public pathways or cycle paths and an area of 0.6 hectares would be landscaped to provide a public space for recreation and play. There would also be improved entrances to the park, better paths and a new cycle path. To compensate for the loss of open space, a new area of open space of approximately 2.2 hectares would be created on the existing combined site of Portobello and St John's schools. The local community would also be provided with free access to the two all-weather pitches when not in use by the school.

The consultation on the Council's proposals to change the use of Portobello Park commenced on 3 December 2012 and would end on 31 January 2013. The consultation process included attendance at two community council meetings, the distribution of approximately 14,500 information leaflets to households in the local area, road show events and exhibitions and the two public meetings. Responses to the consultation could be provided via an online survey, by completing the paper questionnaire or by letter or email. Once the consultation had concluded, the results and draft Private Bill would then be taken for consideration to the Council on 14 March 2013 and if approved, it would be submitted to the Scottish Parliament.

4. Portobello Park Action Group (PPAG) Presentation

PPAG stated that everybody should be entitled to an opinion and their views treated with respect. They highlighted the following:

- The school was needed but the park was the wrong location.
- It was possible to build a new school while retaining the park and the golf course.
- It was illegal to build on the park.
- It was possible to build an excellent school on one hectare of land avoiding the use of Portobello Park. Developments at Boroughmuir and James Gillespie's had recently been agreed and were both been built on small sites.
- The preservation of green space was vital for physical and mental health.
- Portobello Park was next to a busy road and a golf course and these were unsuitable neighbours for a school.
- There was no guarantee that the proposed replacement park on the site of the current Portobello High School (PHS) would be sufficiently protected from future development.
- The close proximity of the proposed new school to the golf course could lead to children crossing and damaging the course.
- If the school was built there was a chance that the golf course would be removed for alternative development.

Concern was also raised that there were groups in the community that were under-represented and that some residents had not received any information regarding the consultation. They expressed further concern about the accuracy of information articulated by the Council and highlighted that in the past the Council had changed their tactics constantly and may change again in the future.

In regard to the Private Bill it was explained that it could set a bad precedent for the future of Common Good land. There had only been 12 Private Bills through the Scottish Parliament in its recent history and those Private Bills had taken longer than the timescale indicated by the Council.

Portobello Park had been neglected recently but it was a fantastic space and with a little bit of investment could be restored for the good and health of the people of east Edinburgh.

PPAG concluded by stating that the Council had been untrustworthy in regard to Portobello Park and could not be trusted in the future.

5. Portobello For A New School (PFANS) presentation

PFANS stated that indecision on the site of the new Portobello High School would affect the children of the school who could feel that their education was not deemed important enough to deliver on a new school. It was necessary that there was clear support for the Private Bill to give the Council a mandate to act.

Further details were given by a resident who lived near the park and had agreed to become part of the panel to make the views of local residents known. The park has been underused and many residents would prefer a better use for the park than its current use. The new school would provide great facilities for children day and night and many residents would use the school for the proposed facilities and night classes. The new cycle path would encourage cycling, the area would be generally improved under the Council's proposals and the building would be a well used asset for the local community.

In regard to the argument about the common good land been used it was stated that common good usages had changed over the years but there were schools such as Kingsland School in Peebles and Holy Cross School in South Lanarkshire that were built on common good land. These had been allowed to go ahead because the land would still be in public ownership and benefiting the community.

A Private Bill would be perfectly legal and the reason the process existed was because many existing laws have unintended consequences. A private bill would be specific and would not set a precedent. It would though require public support to be passed. If the consultation shows that there was strong support then there will be a very strong case for a private bill. A community were better placed to decide what was in their interests than three judges sitting in the Court of Session.

PFANS concluded that the best site for Portobello High School was Portobello Park. In terms of size, location, the facilities it could accommodate and the environment it could provide, no other site comes close. The Council's proposals were the best possible outcome for the community and PFANS would be supporting the Private Bill.

6. Questions and Comments -

Colin Mackay as Chair, then invited questions or comments from the audience - firstly from those who had not attended the previous meeting. Questions, and answers from the panel members, in summary, were as follows -

Q1 – There was an urgent need for a new school and the best possible school. If a significant majority supported the proposals would that make a difference to PPAG?

Answer – (PPAG) PPAG was not just three people, it had the support of many in the community. There would be a democratic process and points would be made for and against and PPAG would provide opposition to the Bill through that process.

Q2 – The Council had made a slick case for building on Portobello Park largely thanks to propoganda. Why do people have to pay £20 to register to voice their opinion at the Scottish Parliament? Surely this was undemocratic.

Answer – (Billy MacIntyre) The £20 registration fee was an issue of the Scottish Parliament and not something the Council could affect.

The Council had attempted to provide the facts regarding costs to everybody and did not feel that it was propaganda.

Q3 – Many public sector project costs spiral, how could we trust that this project would not be the same?

Answer – (Billy MacIntyre) The costs of the project had been evaluated by external cost consultants and there was a contract already agreed which covered the majority of the costs to complete the school on Portobello Park. All calculations allowed for inflation. The estimated construction costs for other options used cost metrics which were taken from the Scottish Government's guidelines on the cost of building new schools.

It is the intention that Portobello Park will remain common good land. As for the matter of trust, it is not the Council's intention to change the proposed park on the current school site. The Council intends to spend up to £1m and it would make no sense to then change the park to another use.

Q4 – Why should children of Portobello High School not get the same privileges as those of Holy Rood High School? Why should they have to be decanted into porta cabins for years by not choosing the Portobello Park site?

Answer – (PPAG) We do support a new high school for the children of Portobello High School, it would just be on a smaller site than the Council's proposed location on Portobello Park. An excellent school could still be built on another location.

Q5 – What were the comparable sizes in pupil population between James Gillespie's, Bouroughmuir and Portobello High School? Why were PPAG concerned about the Portobello Park site being located beside a road? Surely the Baileyfield site was beside a road?

Answer- (Billy MacIntyre) The capacity of Portobello High School was currently 1,400 pupils and the proposed new school would also be 1,400 pupils. The capacity of Bouroughmuir High School was 1,165 pupils and for James Gillespie's it was 1,150 pupils.

(PPAG) – Baileyfield site is not right beside the road, there is a separating embankment.

Q6 - Were there any plans to increase the safety of pupils if the new school was built at Portobello Park? Had nobody realised that golf balls would be flying over the path? Were traffic and golf dangers allowed for within the site?

Answer - (Billy MacIntyre) Safety had been covered as part of the planning application and included a detailed traffic analysis. The Council was content that this was a safe site and details of the planning application could be found on the Council's website.

Q7 - (from PPAG panel member) Would golfers teeing off on the first hole be aiming at children?

Answer- (Billy Macintyre) There would be a fence to stop children from being hit. The path will also be tarred and lit.

Q8- What is the answer to elderly people who were losing green space?

Answer (PFANS) – A lot of different considerations had been made. The opinion is that it was not well used at the moment. There would still be five and a half acres with improved access and another £1m would be spent on a new park.

(PPAG) – I do not remember the fence in the planning regarding the path. We should be trying to preserve the park for the 1,400 children when they grow up. You do not have to be physically on the park to enjoy it either.

(Billy MacIntyre) – With the proposal we have attempted to improve and enhance the facilities on Portobello Park to ensure that it could still continue to be used in the future for what it is currently being used for.

Q9- I am interested in hearing more about the positive aspects of having a school located next to a golf course?

Answer (PPAG) – Our issue is not with the school children walking across the course and damaging it, but instead to do with safety and the opinion of golfers who may be worried to tee off for fear of hitting a schoolchild. The benefits of having the school next to the golf course have been exaggerated; the current school was already close to the golf course and there was no golf academy.

(PFANS) - Walking across the golf course was not an issue because the route would literally lead to nowhere.

(Billy MacIntyre) – The golf academy idea had not been dropped and if a school was built on Portobello Park then this would be explored.

Q10 - I am interested in the mental health aspects of green space. What are the Council's plans for the existing school site?

Answer – (PPAG) – We were told initially that there was no chance of the park being located on the current school site. We would like see any such parkland preserved forever.

(Billy MacIntyre) – We have looked at options as to how greater protection could be applied to the new park. Would Field and Trust status be supported by PPAG?

(PPAG) – Yes this would be welcomed.

Q11 - I was shocked by PPAG's comments about bullying. I had experienced bullying because of being from Rochdale.

Answer (PPAG) – I am initially from Halifax, I welcome anybody from the North of England.

(PFANS) – There has been poor behaviour from certain people. All this talk of bullying is simply a distraction from the real question though.

Q12 – Could the School expand onto the golf course if necessary?

Answer (Billy MacIntyre) –The golf course is also common good land but definitely does not part of the Private Bill proposal.

Q13 – Boroughmuir was the best state school in Edinburgh and it only had one pitch, the need for two pitches seemed to have been exaggerated.

Answer (Billy MacIntyre) – The teachers at Boroughmuir may disagree with one pitch being enough outdoor space. The proposed Boroughmuir School is an urban school and there was not sufficient space for any pitches other than a multi-use games area which we aim to locate on the roof.

(PFANS) – The open space would not just provide recreation in school time but after school. These facilities would be essential for parents who could not afford activities such as dance classes, etc.

Q14 Were the council aware that the optimum size for a high school is little over half of 1,400. Why do they not build two schools - one on Castlebrae and one on the previous site? This would allow the city to be better prepared for demographic changes.

Answer (Billy MacIntyre) – No decision has been made to close Castlebrae High School. A combined school was considered as part of the options incorporated in the report to Council on 22 November 2012. The combined capacity for Portobello and Castlebrae would be 2100 so two 700 capacity schools would not be sufficient.

Q15 – I am concerned about the capacity of the proposed new school, where would it be able to expand?

Answer (Billy MacIntyre) – Previously the school was going to be built to a capacity of 1,200, this had been increased to 1,400 and the Council are happy that this will be sustainable.

Q16 Would the school still be fit for purpose in forty years?

Answer (Billy MacIntyre) – The school has been built to last a minimum of forty to fifty years. However, we do not know how schooling will take place in forty years; there may be less demand for physical schools.

Q17 Could PFANS estimate what level of community support exists? Could the Council tell us if this would be enough for the bill?

Answer (PFANS) – We have been involved with lots of groups regarding plans and things they would like to do at the new school including children discussing what they would like in a new school.

(PPAG) - Many of the benefits would be delivered wherever the school was. There would only be marginal benefit from locating the school on Portobello Park.

Q18 – Would the Private Bill path be quicker than building a school on another site? A Private Bill could take three years. If the school was built on another location, would the public still get use of facilities? How many children from outside the catchment area were currently at PHS?

Answer (Billy MacIntyre) – It would take far longer to build the new school in another location due to the need for the design, procurement and contract processes to be initiated then completed. Free public use of facilities would not apply in other locations; this was specific to the build in Portobello Park. Roughly 12% of students were from outside the catchment area, this equates to 150 students. [post meeting correction - catchment data within schools is collated annually as part of the school census during September. As at September 2012, out of a school roll of 1,309 there were 321 pupils from outwith the catchment area or 24.5%.]

Q19 – How were the Council going to verify that consultation responses were genuine?

Answer (Billy MacIntyre) – As is the case with any consultation of this nature, the Council would have to accept that responses were submitted by the person indicated on the submission. However, checks would be done to eliminate any duplicate submissions, any incomplete addresses and any responses from outside Edinburgh. Further checks were being undertaken including checking IP addresses for online submissions and checking data against the electoral roll.

Q20 – What do you dream of when you think of a perfect school in Portobello?

Answer (PPAG) – A school with an exciting space in the heart of the community.

(PFANS) – A school on Portobello Park.

(Billy MacIntyre) – The proposed fantastic Portobello Park design.

Q21 – Would there be other channels through which views could be aired?

Answer (PFANS) – The Private Bill was the last attempt to build a school on Portobello Park

(PPAG) – In agreement on this with PFANS.

Q22 – In the absence of a referendum, how will the Scottish Government know the will of the people?

Answer (PFANS) – the whole point of this consultation is to gauge public opinion.

(PPAG) – The Council is not a neutral body; they were using the consultation to promote their side of the argument.

(Billy MacIntyre) – The consultation is on the Council's proposal. Each member of the public is free to make a decision through the consultation and the process to either support the council proposals or not and the overall outcome would provide the Scottish Parliament with the view of the community.

Q23 - When would a new Portobello High School be built?

Answer (Billy MacIntyre) – If the Private Bill went through on the estimated timeframe it would be completed in January 2016.

Q24 - I would like the Council to produce the statistics about the use of the park. I think that the park was well used.

Answer (Billy MacIntyre) – The statistics were available in an audit of the usage of the park which was included in a report that went to a full Council meeting in March 2009; independent consultants were used to undertake that audit.

Q24 - How can people make an informed decision when they do not have information about the other sites?

Answer (Billy MacIntyre) - This consultation is about Portobello Park and not the other options.

Q25 What are the evaluation criteria for consultation responses?

Answer (Billy MacIntyre) – A majority would be over 50%, then it will be a Council decision followed by, if agreed to lodge the Bill, a decision by the Scottish Parliament.

Q26 Does the panel think the children and the community deserve the best possible school?

Answer (All) – Yes

Q27 I would like to know why Baileyfield is an unsuitable site?

Answers (PFANS) – The Council do not own the site so we do not know if it was an option yet. It was also on the edge of the catchment area; the site was poor and more facilities could be delivered on the Portobello Park site.

(PPAG)- The site was acceptable and the Council agreed with this. It was a myth that a school had to be in the middle of a catchment area. The combined benefits of building the school at Baileyfield are better than at Portobello.

Q28 - What are the views of the panel on children answering the consultation?

Answer (PPAG) – Think it is justifiable but would like to know what the Council was doing to ensure that the children understand the process.

(PFANS) – This is a legal matter, however, children do understand their needs very well and this must be considered.

(Billy MacIntyre) – Children had not been specifically encouraged or discouraged as the Council did not feel it was right to apply a different format of consultation to any one group.

Q29 – Were PPAG worried that by delaying the build the structural soundness of the current school was at risk?

Answer (PPAG) – The Council was responsible for providing safe educational environments.

(Billy MacIntyre) – It was the Council's responsibility and the current building was structurally sound.

(PFANS) – We would like to commend the teachers for their hard work in hiding the poor state of the building from the children and making it the best educational experience they could.

Q30 If the bill was not passed in early 2014 would there be additional planning and procurement issues?

Answer (Billy MacIntyre) – That risk would have to be explored further but steps for a renewal of the planning consent could be taken and the option to have further discussions with Balfour Beatty also exists.

7. Conclusion

Colin Mackay in concluding the meeting; thanked the audience for the questions and points made this evening.

APPENDIX 2

ANALYSIS OF RESPONSES BY AREA

Area	Support Proposals	Do not Support Proposals	Total	% Support
Bingham, Magdalene and the Christians	736	480	1,216	60.5%
Duddingston	629	415	1,044	60.2%
Jewel, Brunstane and Newcraighall	132	62	194	68.0%
Joppa	945	214	1,159	81.5%
Mountcastle	354	38	392	90.3%
Northfield	428	57	485	88.2%
Portobello	733	136	869	84.3%
Willowbrae and Duddingston Village	949	136	1,085	87.5%
Other areas	15	6	21	71.4%
Sub-Total Local Area	4,921	1,544	6,465	76.1%
Craigentenny	251	77	328	76.5%
Abbeyhill, Meadowbank & Marionville	114	49	163	69.9%
Restalrig (Loganlea)	105	30	135	77.8%
Hermitage Park and Prospect Bank	99	18	117	84.6%
Jewel, Brunstane and Newcraighall (outwith local area)	69	37	106	65.1%
Comely Bank	6	83	89	6.7%
Restalrig and Lochend	60	28	88	68.2%
Broughton	50	23	73	68.5%
Niddrie	54	18	72	75.0%
Blackford	41	28	69	59.4%
Hillside and Calton Hill	48	20	68	70.6%
Marchmont West	22	45	67	32.8%
Stockbridge	19	45	64	29.7%
Dalkeith Rd	12	51	63	19.0%
Craigleith	14	45	59	23.7%
Lorne	34	20	54	63.0%
Marchmont East and Sciennes	18	35	53	34.0%
Southside and Canongate	24	23	47	51.0%
New Town West	8	39	47	17.0%
Dean, West End and West Coates	21	23	44	47.7%
North Leith and Newhaven	25	19	44	56.8%
Bonnington and Pilrig	34	9	43	79.1%
Merchiston and Greenhill	20	23	43	46.5%
Greendykes and Niddrie Mains	40	2	42	95.2%
Leith Docks	25	15	40	62.5%
Old Town and Leith Street	11	30	41	26.8%
East Trinity and Bonnyhaugh	23	18	41	56.0%
Meadows	12	28	40	30.0%
Other	765	552	1,317	58.1%
Total	6,945	2,977	9,922	70.0%

The areas shown above are intermediate zones which are determined by the Scottish Government based on post code. There are 1,235 such zones in Scotland each containing on average 4,000 household residents. Further details are available here <http://www.scotland.gov.uk/Publications/2005/02/20732/53083>.

APPENDIX 3

PORTOBELLO PARK CONSULTATION COMMENTS ANALYSIS

1 Background

- 1.1 Around six thousand detailed responses to questions were analysed by Business Intelligence to identify the key issues in relation to the proposed development of the new Portobello High School on the site of Portobello Park.
- 1.2 Section 2 of this analysis looks at individual respondents' reasons for supporting or opposing the development on the proposed site. Section 3 looks at suggestions for the potential use of the new area of open space which would be created if the project to build the new Portobello High School on Portobello Park was to proceed.
- 1.3 The focus of this analysis has been to identify broad themes present amongst the feedback of those who support and those who do not support the proposal. As different phrases are used to describe the same issues, this analysis has generally not attempted to estimate how many respondents hold a particular view, but to describe the range of views held.
- 1.4 In section 3, a general indicator of the number of respondents who suggested a facility or feature is shown, but this number should only be considered approximate as it is a simple frequency count which includes some distortions that cannot be quantified in the time available. For example, around 400 respondents are noted as suggesting "football", but this number may include a minority of respondents who said "an Aussie rules football pitch", "an American football pitch" and "anything but a football pitch". Likewise this number would not include anyone who said "fitba" or any unusual misspellings of football. However, reasonable care has been taken to identify any common issues – for example "skatepark", "skate-park" and "skate park" would all be counted.

2 Attitudes to the Development

2.1 Common Good land

Support

- 2.1.1 Even amongst supporters of the plan there was concern about the loss of Common Good land. But supporters felt that the need to provide children with a good education was the more important priority. Some respondents stated they were satisfied that the Private Bill and this situation were an exceptional case and did not set a precedent, while others felt that the law on this subject was "confused" and was frustrating attempts to act for the common good of the community.

Opposition

- 2.1.2 The majority of respondents who do not support using Portobello Park as the site for the new Portobello High School believed that as the park is Common Good land it should not be developed. Respondents believed the Court of Session ruled it was illegal to build on this land, therefore the Council should not attempt to use a Private Bill as a means to overturn the decision already made.
- 2.1.3 There was concern that if the Private Bill were successful it would set a precedent, leaving other areas of Common Good land at risk of future development and resulting in a decrease in the availability of green space in Edinburgh.

Council Comment

- 2.1.4 The judgement of the Inner House of the Court of Session did not express an opinion on whether or not a new Portobello High School should, or should not, be built on Portobello Park. Rather, it reached a decision regarding whether the Council currently had the power to appropriate the Park for that purpose.
- 2.1.5 The Court of Session decided that the Council could not appropriate the land at Portobello Park in order to use it as the site for a new school, as it was inalienable common good land and the legislation contained no provision allowing such appropriation. The Court of Session emphasised that, although the Local Government (Scotland) Act 1973 provided for the *disposal* of inalienable common good land with consent of the Court, no such procedure was set out for *appropriation*, regardless of the purpose of such appropriation. As the Local Government (Scotland) Act 1973 was silent on the issue of appropriation the common law applied, meaning that the Council had no power to appropriate any part of the park (with or without the consent of Court) for any purpose other than to which it had been dedicated i.e. use as a public park and recreation ground.
- 2.1.6 The decision of the Inner House of the Court of Session leaves this Council, and other local authorities in Scotland, with a legal anomaly. Part VI of the Local Government (Scotland) Act 1973 provides that such inalienable Common Good land could, with Court consent, be sold to a third party for any purpose. However, so long as the Council remains owner, there is no means by which its use can ever be changed. However, were this land to be deemed by legislation to be *alienable* Common Good Land, the 1973 Act would allow a change of use. This is what the Council intends with the Private Bill. The land would remain in the Common Good, and the change to the law would only affect Portobello Park and not Portobello Golf Course or any of the rest of the City's Common Good land, or property anywhere else in Scotland. The Bill would also only allow the use of the land to be changed for education purposes, and not for any other

purpose (although it would not affect the Council's ability to continue to use the site for recreational, sporting, cultural and social activities).

2.2 Green space

Support

- 2.2.1 The promise of creating and redeveloping green space was seen as an important part of the proposal amongst supporters. For those concerned about the loss of Common Good land or greenbelt, the creation of new open space was viewed as a fair trade. Some respondents went further than this, saying that there was already sufficient high quality green space in the Portobello area and that there was no pressing need to maintain Portobello Park.
- 2.2.2 Portobello Park was viewed negatively by supporters of the plan; local residents, commuters and those passing by referred to it as "wasteland" and a "dog toilet." The park was not felt to be a valuable local resource and was not welcoming, accessible or fit for purpose. Hopes were expressed that the development of all-weather pitches alongside the school would actually result in more use of the land as a park.

Opposition

- 2.2.3 Those who do not support the proposal felt that the Council should explore all options of using brownfield sites before considering developing on existing green space. A number of respondents suggested that there were suitable alternative sites within the catchment area, such as Baileyfield or the existing school site.
- 2.2.4 Respondents who opposed the proposals felt that it was vital to retain Portobello Park as a green space. A number of respondents reported playing in this area as a child and that they felt future generations would miss out on enjoying and experiencing this space as it was intended to be. It was felt that the park represents "the lungs of the city" and that the Council should do more to conserve natural parklands without disruption to wildlife.
- 2.2.5 Those who opposed the proposal were suspicious of the Council's plans to replace the open space at an alternative site. The proposed alternative was felt to be too small in comparison to Portobello Park and there were concerns that without the status of Common Good land the alternative site would still be at risk of Council development or sale to a private company in the future.
- 2.2.6 A minority of respondents suggested that the Council had left the park unattended for a period of time to help generate support for the proposed new school. Respondents questioned the suggestion that people who use the park now are mostly dog walkers and that there is very little wider recreational use, while others noted that the park was previously used regularly for football

matches before the goal posts were removed from pitches and the grounds became overgrown.

- 2.2.7 Those who did not support the plan felt that rather than building a new school, the Council should do more to maintain the park to make it more attractive for people to use. There was a general feeling that green spaces promote exercise and freedom and that the loss of space of this nature will contribute to growing levels of obesity amongst children. It was suggested that proposals to improve entrances to the park, cycle paths and public paths, along with improving the existing football pitches, should be carried out irrespective of the new school being built and that there was nothing preventing schools from travelling to the improved area to use the facilities for sports classes.

Council Comment

- 2.2.8 Options for a site for a new Portobello High School in, and around, the school's catchment area have been explored on many occasions over the last seven years; most recently during 2012, the results of which are included in the report to Council on [22 November 2012](#). The results of this review show that there is simply no other site in a good location and with enough space to provide the same level of facilities and easy access as the site at Portobello Park. This would allow the Council to provide the best school with all of the required facilities. It would also be considerably cheaper and quicker to deliver a new school on the Park than to start new design and planning processes for a different option.
- 2.2.9 If it were not possible to use Portobello Park, two potential back-up options have been identified which are the former Scottish Power site at Baileyfield (assuming the Council was able to buy it, this is not actually in Council ownership) and a phased rebuild on the existing school site. Compared with the proposal to locate the school at the park, both options would be a significant compromise and take far longer to deliver. It has been estimated that the costs to complete the new high school on the Park would be between £5.8 million and £6.9 million less than the back-up options, money which could be better spent on other much needed school building projects.
- 2.2.10 Regarding the concerns that Portobello Park should be retained as green space; most of the Park will actually remain as open space. Much has been said about the area which would be lost if the park was used as the site for the new school so it is important to be clear on the facts.
- The total area of Portobello Park, not including any of the Golf Course, is approximately 6.43 hectares.
 - The school building, playground and car park would be located towards the west (Park Avenue) side of the Park, covering about two-fifths of this land (2.64 hectares). The Council proposes to create a new area of open space

of 2.16 hectares on the site of the existing combined Portobello High School and St John's RC Primary School site (after making provision for increasing the site allocated for St John's RC Primary School from 0.67 hectares to 1.3 hectares) to compensate almost entirely for the loss of this space.

- The two new all weather pitches would simply be replacing the Park's existing grass football pitches. They would use about a quarter of the overall Park area (1.57 hectares) and their playing surfaces and integral lighting would make them significantly more versatile than the grass pitches as they could be available in the evenings and weekends all year round.
- About a quarter of the parkland (1.62 hectares) would remain as woodland, public pathways or cycle paths. Most of the mature trees in the Park would stay and planting in many of the areas, such as between the school and golf course or along the Park edges, would either remain unchanged or be improved.
- The old sports pavilion that sits next to Hope Lane in the east would be removed to open up an area of land slightly smaller than a full size football pitch (0.6 hectares) between Hope Lane and Milton Road. This would be landscaped to create a pleasant public space for play and recreation, with better paths and entrances so that it could be more easily accessed and used.

2.2.11 Portobello Park is not well used. An audit of the usage of the Park was undertaken in 2009 by Ironside Farrar to inform the re-provisioning of adequate facilities to meet that need. This showed that the main use of the Park was for dog walking and there was very little wider recreational use. The full details can be found in the report to Council on [11 March 2010](#). The Council believes its proposals would not only meet the needs of people who already use the Park, but would also have a very positive affect in terms of community enjoyment of the area. The Council believes many more people would be encouraged to come to the Park for leisure and recreation because of the greatly improved facilities, which would be available in all weathers and all year round. In addition to the creation of a new area of open space elsewhere; as part of the proposals for the new Portobello High School on Portobello Park the Council would:

- improve entrances to the Park and create better paths to give everyone better access and especially people with pushchairs, disabilities and mobility issues;
- improve public paths down the east and west edges of the golf course and introduce a cycle path along the eastern edge to fill a missing link in the Sustrans Cycle network across Edinburgh;
- keep mature boundary trees wherever possible around the perimeter to help preserve the look and feel of the setting for its neighbours;

- create a pleasant, good sized grass area between Hope Lane and Milton Road for recreation and play;
- provide two all weather pitches to replace the park's current grass pitch area;
- ensure that there would be no charges for people who live in the Portobello area who wanted to book and use the pitches when the school was not using them; and
- invest £150,000 in improving outdoor play facilities in Magdalene Glen.

2.2.12 In order to provide further reassurance to the local community regarding the security of the new area of open space it is recommended that Council approves that, on completion, the new area of open space would be (with the approval of the National Playing Fields Association who operate as 'Fields in Trust') designated as a [Field in Trust](#). The Council recently agreed to convey this status and protection on two other areas of local open space, being Figgate Park and Portobello Golf Course. Being designated as a Field in Trust safeguards the continued use of such land as outdoor recreational space, by way of a legal agreement entered into by the Council, and enables independent oversight of this by the National Playing Fields Association.

2.3 Placement within catchment area

Support

- 2.3.1 The location of the school on Milton Road was a concern amongst some supporters, who stressed the need to have appropriate crossings and road safety measures introduced. However the Baileyfield site was considered by some to be far more risky, being positioned between two major roads.
- 2.3.2 Overall, the proposed location of the new school at Milton Road was seen as a benefit. Its position at the centre of the catchment area reduced the need to bus children to and from school and presented options to promote cycling and walking to school. The Portobello Park site was felt to be much more accessible than the current site.

Opposition

- 2.3.3 Those who did not support the plan objected to the site being used for the new school due to its close proximity to Milton Road. It was felt that traffic on this stretch of road poses a danger to the increased number of school children who would be in the area.
- 2.3.4 Respondents were concerned that increasing traffic levels would cause congestion. This, combined with increased on-street parking, would make it difficult to enter or leave the surrounding estates.

2.3.5 Respondents believed that the increase in the number of school children in the area would also cause an increase in the incidence of littering. There were concerns that the close proximity of the school would cause noise disturbance and, combined with the other factors above, could cause house values to drop.

Council Comment

2.3.6 The central location within the catchment area is considered to benefit pupils and the local community and these matters were fully considered during the planning process several years ago; full details can be found in the [Council planning portal](#). A full [transport assessment](#) was carried out as an integral part of this process and noted that, due to the location of the school remaining on the north side of Milton Road, the pedestrian movements and road crossings would remain as they are at present.

2.3.7 In relation to Milton Road, specific measures are proposed for a traffic-signalled crossing point including a controlled crossing facility for cyclists at a location that has been identified as a key desire line. Improved access would be available to the bus network and main pedestrian, cycling and transport routes and the development would provide a segregated footway/cycleway along the site frontage on the north side of Milton Road which would connect with the wider national cycle network. There is also a new cycleway/footway proposed along the tree line to the west side of Hope Lane which is intended to provide a safe route for cyclists and would link with local routes.

2.3.8 The existing traffic along Milton Road is controlled by the traffic light sequences at its junctions with Sir Harry Lauder Road and Duddingston Park and between these points the speed is 30mph and 40mph. On the residential streets to the east and west of the site, there are 20mph speed restrictions in place, as well as speed bumps.

2.3.9 As part of the development, it is proposed that a part-time speed restriction of 20mph would be imposed on Milton Road for the extent of the frontage of the site. It is also proposed that the existing bus lanes would be active from 3pm in order to apply during the school finishing time and reduce possible traffic congestion outside the school.

2.3.10 Management arrangements for the new school site would include measures to ensure pupil awareness of the local environment and the importance of minimising disturbance, littering, etc.

2.4 Delays in building new school

Support

2.4.1 Amongst those who supported the building of a school on the Portobello Park site, the most important issue was time. Respondents felt that there was an

"urgent" and "desperate" need for a new Portobello High School. The existing building was felt to negatively impact on the education of children and was not felt to be "fit for purpose." All of the alternative locations were expected to take too long to develop and complete, while further discussion - on a subject where there was felt to be strong community agreement - was seen as undesirable.

2.4.2 Supporters felt that there had been extensive consultation with the public and that they were familiar with alternative proposals which had been considered over a number of years. Portobello Park was felt to be the only site that could satisfy the need for a quick build, provide a safe location and substantially improve sports facilities.

2.4.3 There was some appreciation of the position and concerns raised by PPAG and those living near the proposed site; supporters hoped that the Council's overall proposal would allay their concerns. However there was also a sense of disbelief amongst supporters of the plan, who felt that concerns about Common Good land/green belt and traffic on the A1/Milton Road were disingenuous. These supporters identified objections to the plan with nimbyism and there was anger that a minority of residents had been able to delay the new development for so long while the education of children suffered.

Opposition

2.4.4 Amongst those who did not support the plan, it was also felt that the prolonged dispute regarding the new school had caused divisions in the community.

Council Comment

2.4.5 It was as far back as December 2006 when The City of Edinburgh Council first approved Portobello Park as the preferred location for a new Portobello High School. The priority of this Council very much remains to deliver a new Portobello High School at the earliest opportunity, but on the right site. The Council still considers that to be Portobello Park, having reaffirmed that view in October 2012.

2.4.6 This issue attracts very strong views in the local community on both sides of the debate. The purpose of the consultation process was to determine the majority view on the matter of not just the local community but the entire city. The Council regrets any divisions that may have been caused in the local community but would hope that, in light of the consultation process identifying very strong support for the Council's proposals (both locally and in the city as a whole), the local community will now unite and support the proposed Private Bill which would ultimately allow the development of the new Portobello High school on Portobello Park and the excellent community facilities it would provide.

3 Suggestions for Redevelopment of Park Land

3.1 Range of opinions

3.1.1 Presuming the existing combined Portobello High School and St John's RC Primary School site was not used as the site for the new Portobello High School, there was strong support for a number of alternative uses. A large majority favoured the use of the land as a park, green space or the addition of social facilities (arts, cafe, community centre or market) or leisure facilities (sport, fitness, children's play area or dog park). A minority favoured previous proposals to sell the land and/or develop housing or shopping facilities.

3.2 Use of the space

3.2.1 In terms of overall use and feel of the space, some respondents supported the area being an extension of Figgate Park. However the proximity of the park also caused respondents to question whether another area of grass/woodland so close to an existing area was necessary. The Meadows was most frequently mentioned as a potential model for the redeveloped space. On a similar theme, while respondents favoured the area being landscaped green grass with trees, others observed that the area of Portobello Park being replaced is similar to this and that this area is not used by the local community. Even amongst those who suggested different uses, links between these park areas seemed important - for example, through the use of pathing, nature walks and welcoming wildlife.

3.3 Young children

3.3.1 A play area for children was a popular suggestion (almost 900 respondents suggested something like this), with some focusing on a safe area for toddlers, while others preferred climbing frames, swings and other physical activities. Some specifically mentioned the facilities that already exist in Figgate Park and said that these - and those in Edinburgh in general - were not as good as those in the other places they were familiar with. Dog walking was an issue of concern in connection with young children; segregation between these groups was requested.

3.4 Sports

3.4.1 Sports activities were the most popular use of the park. Almost 500 suggested sport use in general, while specific sports and activities were also very popular, such as football (~400), a skate park (~400), some also mentioning BMX (~50), tennis (~250), basketball (~180) and multi-sport use (~50). The addition of running/jogging and cycling tracks around the park was also suggested. Most respondents making a sport suggestion wanted to see multiple activities

possible at the site and it was felt to be important that some all-weather playing surfaces were available.

3.5 Buildings

3.5.1 Respondents suggested a number of actual buildings could be added to the site and their function often related to sport, including indoor tennis, badminton and changing facilities. Building suggestions generally tended to be more about community use, in particular a coffee shop or cafe with an art space, a youth club or day care or community centre.

3.6 Inclusion

3.6.1 Respondents felt the combination of a number of different activities on the site would help to bring the community together to use the space, rather than only provide for one group. In particular it was felt to be important that teenagers and older people had a reason to use the site.

3.6.2 Respondents also felt it was important for those living near to the site and those running St John's Primary to have a strong say in how the land was used.

3.6.3 There was support for community ownership and management of some of the site through a community garden or allotments (~100 respondents suggested allotments) as well as less physically demanding use of the space. Around 100 respondents felt seating was important and a similar number suggested picnic space or tables. The addition of multi-level planting and sensory planting and paths was felt to be a useful way of including people with different physical abilities in the space.

3.7 Social/cultural development

3.7.1 The greatest variation in suggestions for how the space could be used came in relation to social/cultural development. Amongst the suggestions were an amphitheatre for live performance or outdoor cinema, an indoor/outdoor swimming pool, mini golf or pitch and putt, a city farm, a petting zoo and a space for local events or a market. Only a handful of respondents suggested any of these.

3.8 Concerns

3.8.1 There was concern amongst respondents that the Council was using this park redevelopment as a "carrot" to affect the outcome of the consultation on Portobello High School, that the Council would not keep its promise and that any facilities which were developed would not be secure in the long term.

APPENDIX 4

REPORT FROM PRICEWATERHOUSE COOPERS

*The City of
Edinburgh Council*

Portobello Park Private
Bill Public Consultation:
Agreed Upon Procedures

21 February 2013



Billy MacIntyre
Head of Resources
The City of Edinburgh Council
Waverley Court
4 East Market Street
Edinburgh
EH8 8BG

21 February 2013

Dear Billy

Report of Findings - Portobello Park Private Bill Public Consultation: Sample testing of public responses and supporting data to determine full audit trail

This report is produced in accordance with the terms of our Contract dated 7 February 2013 to assist you in respect to the validation of the data collated against source records in the Portobello Park Private Bill Public Consultation.

As agreed with you, we have undertaken specific procedures over the response collation process. The specific procedures undertaken were to:

1. Trace 100% of online responses recorded on the *Portobello Consultation Responses Summary – 4 February 2013* spreadsheet back to source documentation;
2. Sample check 10% of non-online responses back to source documentation, confirm the correct yes/ no response has been reflected and that they are valid responses; and
3. Trace 100% of excluded responses and vouch exclusion was appropriate due to incomplete personal details or address, duplicate response or non-Edinburgh postcode.

The results of the procedures are set out in the body of this report.

We wish to thank you and your team for the support provided in the performance of our procedures.

Should you wish to discuss any aspect of these services in more detail, please do not hesitate to contact either myself or Fiona Gray.

Yours sincerely

A handwritten signature in black ink that reads 'M. Campbell'.

Morven Campbell
Partner

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Executive Summary

Report of Factual Findings

We have performed the procedures agreed with you and set out below with respect to the public responses to the Portobello Park Private Bill Public Consultation as at 4 February 2013, set forth in the accompanying schedules. Our engagement was undertaken in accordance with the International Standard on Related Services applicable to agreed-upon procedures engagements. The procedures were performed solely to assist you in evaluating the validity of the response collation process relating to the public consultation and are summarised as follows:

1. Trace 100% of online responses recorded on the *Portobello Consultation Responses Summary – 4 February 2013* spreadsheet back to source documentation;
2. Sample check 10% of non-online responses back to source documentation, confirm the correct yes/ no response has been reflected and that they are valid responses; and
3. Trace 100% of excluded responses and vouch exclusion was appropriate due to incomplete personal details or address, duplicate response or non-Edinburgh postcode.

We report our findings below:

1. With respect to item 1 we found the population of responses to be consistent.
2. With respect to item 2 we found two exceptions:
 - a. Reference: 2-552 – The house number of the respondent address per spreadsheet does not match source document.
 - b. Reference: 4-2234 - Respondent postcode per spreadsheet does not match source document. Note: For this exception, it was confirmed that the postcode per the spreadsheet and the postcode per the source are both Edinburgh postcodes.
3. With respect to item 3 we found three exceptions:
 - a. Reference 2-324: Response incorrectly excluded as a duplicate. Similar, but not identical, respondent details to that of reference 2-307.
 - b. Reference 2-490: Response incorrectly excluded as a duplicate. Similar, but not identical, respondent details to that of reference 1-508801.
 - c. Reference 2-962: Response correctly excluded as a duplicate, however the spreadsheet incorrectly references 1-506674 rather than 1-507674 as the original entry.

Because the above procedures do not constitute either an audit or a review made in accordance with International Standards on Auditing (UK&I) or International Standards on Review Engagements, we do not express any assurance on the *Portobello Consultation Responses Summary – 4 February 2013* spreadsheet or the Portobello Park Private Bill Public Consultation, taken as a whole.

Had we performed additional procedures or had we performed an audit or review of the *Portobello*

Consultation Responses Summary – 4 February 2013 spreadsheet in accordance with International Standards on Auditing (UK&I) or International Standards on Review Engagements, other matters might have come to our attention that would have been reported to you. This report relates only to items specified above and does not extend to the *Portobello Consultation Responses Summary – 4 February 2013* spreadsheet or the Portobello Park Private Bill Public Consultation, taken as a whole.

This document has been prepared only for The City of Edinburgh Council and solely for the purpose and on the terms agreed with Billy MacIntyre, Head of Resources, The City of Edinburgh Council in our agreement dated 7 February 2013. We accept no liability (including for negligence) to anyone else in connection with this document. Save as permitted in the agreement our report may not be provided to anyone else. Where disclosure is required under law or regulation you agree to notify us promptly.

1. Procedures Performed

1.1 On-line responses

Procedure: Trace 100% of the population of online responses back to source documentation.

The JADU online system was used for the online consultation process. The contents of the JADU online system were downloaded into a csv file; this was performed by the Council's Webteam. We matched the population of responses listed on this csv file to the data that the Council have used in the preparation of the *Portobello Consultation Responses Summary – 4 February 2013* spreadsheet.

Results: No differences noted. The population of online responses listed in the csv file was equal to that contained in the Responses Summary spreadsheet.

1.2 Non on-line responses

Procedure: Sample check 10% of non-online responses back to source documentation to confirm the correct yes/ no response has been reflected and that they are valid responses.

The non-online responses were received through 4 channels:

- Submission of letter or questionnaire by post (type 2 response)
- Submission of response to dedicated email address (type 3 response)
- Submission of questionnaire to either library or school collection point (type 4 response)
- Submission of questionnaire via roadshow or exhibition (type 5 response)

For a sample of 10 % of each of these populations in the *Portobello Consultation Responses Summary – 4 February 2013* spreadsheet, the yes/no response was traced to source documentation to vouch the responses were accurately recorded for this sample.

For the same sample we checked that personal details and address were provided and that the postcode noted was for Edinburgh. You have explained that this criteria is sufficient to confirm the response is valid.

Our sample was selected from the *Portobello Consultation Responses Summary – 4 February 2013* spreadsheet. Sample sizes were calculated as follows:

Response Type	Population Size	Sample Size
2	2,291	229
3	39	4
4	3,517	352
5	135	14
Total	5,982	598

For each item in the sample, the following three procedures were undertaken:

- Procedure 1: Does the yes/no response per the source documentation match the yes/no response on the *Portobello Consultation Responses Summary – 4 February 2013* spreadsheet?
- Procedure 2: Does the respondent address per the source documentation match the respondent address per the *Portobello Consultation Responses Summary – 4 February 2013* spreadsheet?
- Procedure 3: Is the respondent postcode per the *Portobello Consultation Responses Summary – 4 February 2013* spreadsheet a City of Edinburgh postcode?

Results: The sample items selected and the results of these three procedures are set out in the tables below.

Type 2 Response – Submission of response by post

Sample Reference	Unique Reference	Procedure 1	Procedure 2	Procedure 3	Exceptions noted
1	2-3	Yes	Yes	Yes	
2	2-24	Yes	Yes	Yes	
3	2-37	Yes	Yes	Yes	
4	2-58	Yes	Yes	Yes	
5	2-78	Yes	Yes	Yes	
6	2-96	Yes	Yes	Yes	
7	2-112	Yes	Yes	Yes	
8	2-121	Yes	Yes	Yes	
9	2-126	Yes	Yes	Yes	
10	2-139	Yes	Yes	Yes	
11	2-145	Yes	Yes	Yes	
12	2-152	Yes	Yes	Yes	
13	2-158	Yes	Yes	Yes	
14	2-181	Yes	Yes	Yes	
15	2-193	Yes	Yes	Yes	
16	2-200	Yes	Yes	Yes	
17	2-206	Yes	Yes	Yes	
18	2-222	Yes	Yes	Yes	
19	2-234	Yes	Yes	Yes	
20	2-243	Yes	Yes	Yes	
21	2-250	Yes	Yes	Yes	
22	2-259	Yes	Yes	Yes	
23	2-264	Yes	Yes	Yes	
24	2-271	Yes	Yes	Yes	
25	2-281	Yes	Yes	Yes	
26	2-304	Yes	Yes	Yes	
27	2-312	Yes	Yes	Yes	
28	2-320	Yes	Yes	Yes	
29	2-330	Yes	Yes	Yes	
30	2-336	Yes	Yes	Yes	

31	2-349	Yes	Yes	Yes	
32	2-357	Yes	Yes	Yes	
33	2-363	Yes	Yes	Yes	
34	2-369	Yes	Yes	Yes	
35	2-373	Yes	Yes	Yes	
36	2-378	Yes	Yes	Yes	
37	2-384	Yes	Yes	Yes	
38	2-386	Yes	Yes	Yes	
39	2-393	Yes	Yes	Yes	
40	2-397	Yes	Yes	Yes	
41	2-409	Yes	Yes	Yes	
42	2-418	Yes	Yes	Yes	
43	2-423	Yes	Yes	Yes	
44	2-427	Yes	Yes	Yes	
45	2-435	Yes	Yes	Yes	
46	2-441	Yes	Yes	Yes	
47	2-452	Yes	Yes	Yes	
48	2-462	Yes	Yes	Yes	
49	2-474	Yes	Yes	Yes	
50	2-483	Yes	Yes	Yes	
51	2-500	Yes	Yes	Yes	
52	2-509	Yes	Yes	Yes	
53	2-534	Yes	Yes	Yes	
54	2-552	Yes	No	Yes	
55	2-565	Yes	Yes	Yes	
56	2-570	Yes	Yes	Yes	
57	2-575	Yes	Yes	Yes	
58	2-584	Yes	Yes	Yes	
59	2-601	Yes	Yes	Yes	
60	2-609	Yes	Yes	Yes	
61	2-616	Yes	Yes	Yes	
62	2-623	Yes	Yes	Yes	
63	2-629	Yes	Yes	Yes	
64	2-638	Yes	Yes	Yes	
65	2-646	Yes	Yes	Yes	
66	2-653	Yes	Yes	Yes	
67	2-668	Yes	Yes	Yes	
68	2-675	Yes	Yes	Yes	
69	2-681	Yes	Yes	Yes	
70	2-686	Yes	Yes	Yes	
71	2-693	Yes	Yes	Yes	
72	2-705	Yes	Yes	Yes	
73	2-711	Yes	Yes	Yes	
74	2-724	Yes	Yes	Yes	
75	2-732	Yes	Yes	Yes	
76	2-741	Yes	Yes	Yes	
77	2-752	Yes	Yes	Yes	

78	2-765	Yes	Yes	Yes	
79	2-778	Yes	Yes	Yes	
80	2-784	Yes	Yes	Yes	
81	2-797	Yes	Yes	Yes	
82	2-811	Yes	Yes	Yes	
83	2-816	Yes	Yes	Yes	
84	2-823	Yes	Yes	Yes	
85	2-838	Yes	Yes	Yes	
86	2-846	Yes	Yes	Yes	
87	2-854	Yes	Yes	Yes	
88	2-861	Yes	Yes	Yes	
89	2-872	Yes	Yes	Yes	
90	2-877	Yes	Yes	Yes	
91	2-889	Yes	Yes	Yes	
92	2-916	Yes	Yes	Yes	
93	2-931	Yes	Yes	Yes	
94	2-943	Yes	Yes	Yes	
95	2-958	Yes	Yes	Yes	
96	2-972	Yes	Yes	Yes	
97	2-992	Yes	Yes	Yes	
98	2-1001	Yes	Yes	Yes	
99	2-1014	Yes	Yes	Yes	
100	2-1022	Yes	Yes	Yes	
101	2-1034	Yes	Yes	Yes	
102	2-1044	Yes	Yes	Yes	
103	2-1053	Yes	Yes	Yes	
104	2-1066	Yes	Yes	Yes	
105	2-1075	Yes	Yes	Yes	
106	2-1084	Yes	Yes	Yes	
107	2-1092	Yes	Yes	Yes	
108	2-1104	Yes	Yes	Yes	
109	2-1111	Yes	Yes	Yes	
110	2-1115	Yes	Yes	Yes	
111	2-1123	Yes	Yes	Yes	
112	2-1135	Yes	Yes	Yes	
113	2-1145	Yes	Yes	Yes	
114	2-1152	Yes	Yes	Yes	
115	2-1161	Yes	Yes	Yes	
116	2-1176	Yes	Yes	Yes	
117	2-1185	Yes	Yes	Yes	
118	2-1197	Yes	Yes	Yes	
119	2-1203	Yes	Yes	Yes	
120	2-1220	Yes	Yes	Yes	
121	2-1233	Yes	Yes	Yes	
122	2-1249	Yes	Yes	Yes	
123	2-1273	Yes	Yes	Yes	
124	2-1295	Yes	Yes	Yes	
125	2-1309	Yes	Yes	Yes	
126	2-1319	Yes	Yes	Yes	
127	2-1339	Yes	Yes	Yes	
128	2-1350	Yes	Yes	Yes	
129	2-1365	Yes	Yes	Yes	

130	2-1377	Yes	Yes	Yes	
131	2-1396	Yes	Yes	Yes	
132	2-1404	Yes	Yes	Yes	
133	2-1420	Yes	Yes	Yes	
134	2-1432	Yes	Yes	Yes	
135	2-1437	Yes	Yes	Yes	
136	2-1448	Yes	Yes	Yes	
137	2-1453	Yes	Yes	Yes	
138	2-1463	Yes	Yes	Yes	
139	2-1473	Yes	Yes	Yes	
140	2-1501	Yes	Yes	Yes	
141	2-1522	Yes	Yes	Yes	
142	2-1534	Yes	Yes	Yes	
143	2-1547	Yes	Yes	Yes	
144	2-1556	Yes	Yes	Yes	
145	2-1569	Yes	Yes	Yes	
146	2-1576	Yes	Yes	Yes	
147	2-1594	Yes	Yes	Yes	
148	2-1614	Yes	Yes	Yes	
149	2-1621	Yes	Yes	Yes	
150	2-1632	Yes	Yes	Yes	
151	2-1644	Yes	Yes	Yes	
152	2-1655	Yes	Yes	Yes	
153	2-1673	Yes	Yes	Yes	
154	2-1681	Yes	Yes	Yes	
155	2-1691	Yes	Yes	Yes	
156	2-1703	Yes	Yes	Yes	
157	2-1712	Yes	Yes	Yes	
158	2-1722	Yes	Yes	Yes	
159	2-1735	Yes	Yes	Yes	
160	2-1742	Yes	Yes	Yes	
161	2-1758	Yes	Yes	Yes	
162	2-1767	Yes	Yes	Yes	
163	2-1780	Yes	Yes	Yes	
164	2-1790	Yes	Yes	Yes	
165	2-1801	Yes	Yes	Yes	
166	2-1813	Yes	Yes	Yes	
167	2-1826	Yes	Yes	Yes	
168	2-1834	Yes	Yes	Yes	
169	2-1844	Yes	Yes	Yes	
170	2-1857	Yes	Yes	Yes	
171	2-1868	Yes	Yes	Yes	
172	2-1876	Yes	Yes	Yes	
173	2-1884	Yes	Yes	Yes	
174	2-1895	Yes	Yes	Yes	
175	2-1902	Yes	Yes	Yes	
176	2-1911	Yes	Yes	Yes	
177	2-1921	Yes	Yes	Yes	
178	2-1928	Yes	Yes	Yes	
179	2-1935	Yes	Yes	Yes	
180	2-1943	Yes	Yes	Yes	
181	2-1955	Yes	Yes	Yes	

182	2-1969	Yes	Yes	Yes	
183	2-1980	Yes	Yes	Yes	
184	2-1994	Yes	Yes	Yes	
185	2-2002	Yes	Yes	Yes	
186	2-2017	Yes	Yes	Yes	
187	2-2027	Yes	Yes	Yes	
188	2-2033	Yes	Yes	Yes	
189	2-2041	Yes	Yes	Yes	
190	2-2049	Yes	Yes	Yes	
191	2-2061	Yes	Yes	Yes	
192	2-2072	Yes	Yes	Yes	
193	2-2095	Yes	Yes	Yes	
194	2-2103	Yes	Yes	Yes	
195	2-2126	Yes	Yes	Yes	
196	2-2138	Yes	Yes	Yes	
197	2-2156	Yes	Yes	Yes	
198	2-2169	Yes	Yes	Yes	
199	2-2183	Yes	Yes	Yes	
200	2-2202	Yes	Yes	Yes	
201	2-2219	Yes	Yes	Yes	
202	2-2235	Yes	Yes	Yes	
203	2-2257	Yes	Yes	Yes	
204	2-2276	Yes	Yes	Yes	
205	2-2294	Yes	Yes	Yes	
206	2-2307	Yes	Yes	Yes	
207	2-2327	Yes	Yes	Yes	
208	2-2343	Yes	Yes	Yes	
209	2-2361	Yes	Yes	Yes	
210	2-2382	Yes	Yes	Yes	
211	2-2403	Yes	Yes	Yes	
212	2-2428	Yes	Yes	Yes	
213	2-2447	Yes	Yes	Yes	
214	2-2459	Yes	Yes	Yes	
215	2-2475	Yes	Yes	Yes	
216	2-2501	Yes	Yes	Yes	
217	2-2519	Yes	Yes	Yes	
218	2-2531	Yes	Yes	Yes	
219	2-2547	Yes	Yes	Yes	
220	2-2565	Yes	Yes	Yes	
221	2-2582	Yes	Yes	Yes	
222	2-2602	Yes	Yes	Yes	
223	2-2631	Yes	Yes	Yes	
224	2-2650	Yes	Yes	Yes	
225	2-2671	Yes	Yes	Yes	
226	2-2691	Yes	Yes	Yes	
227	2-2706	Yes	Yes	Yes	
228	2-2727	Yes	Yes	Yes	
229	2-2746	Yes	Yes	Yes	

Type 3 Response – Submission of response to dedicated email address

Sample Reference	Unique Reference	Procedure 1	Procedure 2	Procedure 3	Exceptions noted
1	3-8	Yes	Yes	Yes	
2	3-21	Yes	Yes	Yes	
3	3-29	Yes	Yes	Yes	
4	3-72	Yes	Yes	Yes	

Type 4 Response – Submission of response to library/school collection point

Sample Reference	Unique Reference	Procedure 1	Procedure 2	Procedure 3	Exceptions noted
1	4-1	Yes	Yes	Yes	
2	4-2	Yes	Yes	Yes	
3	4-3	Yes	Yes	Yes	
4	4-4	Yes	Yes	Yes	
5	4-5	Yes	Yes	Yes	
6	4-7	Yes	Yes	Yes	
7	4-8	Yes	Yes	Yes	
8	4-9	Yes	Yes	Yes	
9	4-10	Yes	Yes	Yes	
10	4-11	Yes	Yes	Yes	
11	4-12	Yes	Yes	Yes	
12	4-13	Yes	Yes	Yes	
13	4-14	Yes	Yes	Yes	
14	4-15	Yes	Yes	Yes	
15	4-16	Yes	Yes	Yes	
16	4-17	Yes	Yes	Yes	
17	4-19	Yes	Yes	Yes	
18	4-20	Yes	Yes	Yes	
19	4-21	Yes	Yes	Yes	
20	4-23	Yes	Yes	Yes	
21	4-24	Yes	Yes	Yes	
22	4-25	Yes	Yes	Yes	
23	4-27	Yes	Yes	Yes	
24	4-28	Yes	Yes	Yes	
25	4-29	Yes	Yes	Yes	
26	4-30	Yes	Yes	Yes	
27	4-31	Yes	Yes	Yes	
28	4-32	Yes	Yes	Yes	
29	4-33	Yes	Yes	Yes	
30	4-35	Yes	Yes	Yes	
31	4-36	Yes	Yes	Yes	
32	4-37	Yes	Yes	Yes	
33	4-38	Yes	Yes	Yes	
34	4-39	Yes	Yes	Yes	
35	4-40	Yes	Yes	Yes	
36	4-41	Yes	Yes	Yes	
37	4-42	Yes	Yes	Yes	
38	4-43	Yes	Yes	Yes	
39	4-45	Yes	Yes	Yes	

40	4-46	Yes	Yes	Yes	
41	4-47	Yes	Yes	Yes	
42	4-48	Yes	Yes	Yes	
43	4-49	Yes	Yes	Yes	
44	4-50	Yes	Yes	Yes	
45	4-51	Yes	Yes	Yes	
46	4-52	Yes	Yes	Yes	
47	4-53	Yes	Yes	Yes	
48	4-54	Yes	Yes	Yes	
49	4-55	Yes	Yes	Yes	
50	4-56	Yes	Yes	Yes	
51	4-57	Yes	Yes	Yes	
52	4-58	Yes	Yes	Yes	
53	4-59	Yes	Yes	Yes	
54	4-60	Yes	Yes	Yes	
55	4-61	Yes	Yes	Yes	
56	4-62	Yes	Yes	Yes	
57	4-63	Yes	Yes	Yes	
58	4-64	Yes	Yes	Yes	
59	4-65	Yes	Yes	Yes	
60	4-66	Yes	Yes	Yes	
61	4-512	Yes	Yes	Yes	
62	4-514	Yes	Yes	Yes	
63	4-515	Yes	Yes	Yes	
64	4-520	Yes	Yes	Yes	
65	4-521	Yes	Yes	Yes	
66	4-522	Yes	Yes	Yes	
67	4-523	Yes	Yes	Yes	
68	4-526	Yes	Yes	Yes	
69	4-527	Yes	Yes	Yes	
70	4-528	Yes	Yes	Yes	
71	4-530	Yes	Yes	Yes	
72	4-531	Yes	Yes	Yes	
73	4-533	Yes	Yes	Yes	
74	4-534	Yes	Yes	Yes	
75	4-536	Yes	Yes	Yes	
76	4-537	Yes	Yes	Yes	
77	4-538	Yes	Yes	Yes	
78	4-541	Yes	Yes	Yes	
79	4-542	Yes	Yes	Yes	
80	4-543	Yes	Yes	Yes	
81	4-544	Yes	Yes	Yes	
82	4-545	Yes	Yes	Yes	
83	4-547	Yes	Yes	Yes	
84	4-549	Yes	Yes	Yes	
85	4-550	Yes	Yes	Yes	
86	4-551	Yes	Yes	Yes	
87	4-553	Yes	Yes	Yes	
88	4-554	Yes	Yes	Yes	
89	4-556	Yes	Yes	Yes	
90	4-557	Yes	Yes	Yes	
91	4-566	Yes	Yes	Yes	

92	4-567	Yes	Yes	Yes	
93	4-568	Yes	Yes	Yes	
94	4-569	Yes	Yes	Yes	
95	4-573	Yes	Yes	Yes	
96	4-574	Yes	Yes	Yes	
97	4-579	Yes	Yes	Yes	
98	4-581	Yes	Yes	Yes	
99	4-582	Yes	Yes	Yes	
100	4-584	Yes	Yes	Yes	
101	4-585	Yes	Yes	Yes	
102	4-588	Yes	Yes	Yes	
103	4-589	Yes	Yes	Yes	
104	4-590	Yes	Yes	Yes	
105	4-591	Yes	Yes	Yes	
106	4-594	Yes	Yes	Yes	
107	4-595	Yes	Yes	Yes	
108	4-596	Yes	Yes	Yes	
109	4-598	Yes	Yes	Yes	
110	4-599	Yes	Yes	Yes	
111	4-600	Yes	Yes	Yes	
112	4-601	Yes	Yes	Yes	
113	4-602	Yes	Yes	Yes	
114	4-603	Yes	Yes	Yes	
115	4-604	Yes	Yes	Yes	
116	4-605	Yes	Yes	Yes	
117	4-606	Yes	Yes	Yes	
118	4-607	Yes	Yes	Yes	
119	4-608	Yes	Yes	Yes	
120	4-610	Yes	Yes	Yes	
121	4-1021	Yes	Yes	Yes	
122	4-1022	Yes	Yes	Yes	
123	4-1025	Yes	Yes	Yes	
124	4-1026	Yes	Yes	Yes	
125	4-1027	Yes	Yes	Yes	
126	4-1030	Yes	Yes	Yes	
127	4-1033	Yes	Yes	Yes	
128	4-1034	Yes	Yes	Yes	
129	4-1035	Yes	Yes	Yes	
130	4-1036	Yes	Yes	Yes	
131	4-1037	Yes	Yes	Yes	
132	4-1039	Yes	Yes	Yes	
133	4-1041	Yes	Yes	Yes	
134	4-1042	Yes	Yes	Yes	
135	4-1043	Yes	Yes	Yes	
136	4-1046	Yes	Yes	Yes	
137	4-1048	Yes	Yes	Yes	
138	4-1049	Yes	Yes	Yes	
139	4-1052	Yes	Yes	Yes	
140	4-1053	Yes	Yes	Yes	
141	4-1055	Yes	Yes	Yes	
142	4-1057	Yes	Yes	Yes	
143	4-1058	Yes	Yes	Yes	

144	4-1059	Yes	Yes	Yes	
145	4-1060	Yes	Yes	Yes	
146	4-1063	Yes	Yes	Yes	
147	4-1065	Yes	Yes	Yes	
148	4-1066	Yes	Yes	Yes	
149	4-1068	Yes	Yes	Yes	
150	4-1069	Yes	Yes	Yes	
151	4-1070	Yes	Yes	Yes	
152	4-1072	Yes	Yes	Yes	
153	4-1074	Yes	Yes	Yes	
154	4-1075	Yes	Yes	Yes	
155	4-1076	Yes	Yes	Yes	
156	4-1080	Yes	Yes	Yes	
157	4-1081	Yes	Yes	Yes	
158	4-1082	Yes	Yes	Yes	
159	4-1083	Yes	Yes	Yes	
160	4-1084	Yes	Yes	Yes	
161	4-1086	Yes	Yes	Yes	
162	4-1087	Yes	Yes	Yes	
163	4-1088	Yes	Yes	Yes	
164	4-1091	Yes	Yes	Yes	
165	4-1092	Yes	Yes	Yes	
166	4-1093	Yes	Yes	Yes	
167	4-1094	Yes	Yes	Yes	
168	4-1095	Yes	Yes	Yes	
169	4-1096	Yes	Yes	Yes	
170	4-1097	Yes	Yes	Yes	
171	4-1099	Yes	Yes	Yes	
172	4-1100	Yes	Yes	Yes	
173	4-1102	Yes	Yes	Yes	
174	4-1103	Yes	Yes	Yes	
175	4-1106	Yes	Yes	Yes	
176	4-1107	Yes	Yes	Yes	
177	4-1112	Yes	Yes	Yes	
178	4-1115	Yes	Yes	Yes	
179	4-1116	Yes	Yes	Yes	
180	4-1117	Yes	Yes	Yes	
181	4-1538	Yes	Yes	Yes	
182	4-1539	Yes	Yes	Yes	
183	4-1542	Yes	Yes	Yes	
184	4-1543	Yes	Yes	Yes	
185	4-1547	Yes	Yes	Yes	
186	4-1548	Yes	Yes	Yes	
187	4-1549	Yes	Yes	Yes	
188	4-1550	Yes	Yes	Yes	
189	4-1551	Yes	Yes	Yes	
190	4-1553	Yes	Yes	Yes	
191	4-1556	Yes	Yes	Yes	
192	4-1557	Yes	Yes	Yes	
193	4-1558	Yes	Yes	Yes	
194	4-1559	Yes	Yes	Yes	
195	4-1561	Yes	Yes	Yes	

196	4-1566	Yes	Yes	Yes	
197	4-1568	Yes	Yes	Yes	
198	4-1572	Yes	Yes	Yes	
199	4-1573	Yes	Yes	Yes	
200	4-1574	Yes	Yes	Yes	
201	4-1575	Yes	Yes	Yes	
202	4-1576	Yes	Yes	Yes	
203	4-1577	Yes	Yes	Yes	
204	4-1578	Yes	Yes	Yes	
205	4-1579	Yes	Yes	Yes	
206	4-1580	Yes	Yes	Yes	
207	4-1581	Yes	Yes	Yes	
208	4-1584	Yes	Yes	Yes	
209	4-1585	Yes	Yes	Yes	
210	4-1586	Yes	Yes	Yes	
211	4-1588	Yes	Yes	Yes	
212	4-1593	Yes	Yes	Yes	
213	4-1594	Yes	Yes	Yes	
214	4-1596	Yes	Yes	Yes	
215	4-1597	Yes	Yes	Yes	
216	4-1598	Yes	Yes	Yes	
217	4-1607	Yes	Yes	Yes	
218	4-1609	Yes	Yes	Yes	
219	4-1610	Yes	Yes	Yes	
220	4-1611	Yes	Yes	Yes	
221	4-1613	Yes	Yes	Yes	
222	4-1615	Yes	Yes	Yes	
223	4-1616	Yes	Yes	Yes	
224	4-1618	Yes	Yes	Yes	
225	4-1619	Yes	Yes	Yes	
226	4-1620	Yes	Yes	Yes	
227	4-1622	Yes	Yes	Yes	
228	4-1626	Yes	Yes	Yes	
229	4-1628	Yes	Yes	Yes	
230	4-1630	Yes	Yes	Yes	
231	4-1631	Yes	Yes	Yes	
232	4-1632	Yes	Yes	Yes	
233	4-1633	Yes	Yes	Yes	
234	4-1635	Yes	Yes	Yes	
235	4-1636	Yes	Yes	Yes	
236	4-1639	Yes	Yes	Yes	
237	4-1641	Yes	Yes	Yes	
238	4-1642	Yes	Yes	Yes	
239	4-1645	Yes	Yes	Yes	
240	4-1646	Yes	Yes	Yes	
241	4-1915	Yes	Yes	Yes	
242	4-1923	Yes	Yes	Yes	
243	4-1928	Yes	Yes	Yes	
244	4-1937	Yes	Yes	Yes	
245	4-1942	Yes	Yes	Yes	
246	4-1949	Yes	Yes	Yes	
247	4-1961	Yes	Yes	Yes	

248	4-1970	Yes	Yes	Yes	
249	4-1977	Yes	Yes	Yes	
250	4-1985	Yes	Yes	Yes	
251	4-1990	Yes	Yes	Yes	
252	4-1997	Yes	Yes	Yes	
253	4-2005	Yes	Yes	Yes	
254	4-2012	Yes	Yes	Yes	
255	4-2019	Yes	Yes	Yes	
256	4-2024	Yes	Yes	Yes	
257	4-2028	Yes	Yes	Yes	
258	4-2035	Yes	Yes	Yes	
259	4-2039	Yes	Yes	Yes	
260	4-2042	Yes	Yes	Yes	
261	4-2059	Yes	Yes	Yes	
262	4-2071	Yes	Yes	Yes	
263	4-2081	Yes	Yes	Yes	
264	4-2087	Yes	Yes	Yes	
265	4-2103	Yes	Yes	Yes	
266	4-2110	Yes	Yes	Yes	
267	4-2122	Yes	Yes	Yes	
268	4-2128	Yes	Yes	Yes	
269	4-2137	Yes	Yes	Yes	
270	4-2151	Yes	Yes	Yes	
271	4-2163	Yes	Yes	Yes	
272	4-2182	Yes	Yes	Yes	
273	4-2186	Yes	Yes	Yes	
274	4-2197	Yes	Yes	Yes	
275	4-2220	Yes	Yes	Yes	
276	4-2234	Yes	No	Yes	
277	4-2242	Yes	Yes	Yes	
278	4-2257	Yes	Yes	Yes	
279	4-2267	Yes	Yes	Yes	
280	4-2275	Yes	Yes	Yes	
281	4-2288	Yes	Yes	Yes	
282	4-2295	Yes	Yes	Yes	
283	4-2304	Yes	Yes	Yes	
284	4-2316	Yes	Yes	Yes	
285	4-2331	Yes	Yes	Yes	
286	4-2347	Yes	Yes	Yes	
287	4-2357	Yes	Yes	Yes	
288	4-2367	Yes	Yes	Yes	
289	4-2381	Yes	Yes	Yes	
290	4-2391	Yes	Yes	Yes	
291	4-2401	Yes	Yes	Yes	
292	4-2415	Yes	Yes	Yes	
293	4-2424	Yes	Yes	Yes	
294	2-2552	y	Yes	Yes	
295	4-2585	Yes	Yes	Yes	
296	4-2598	Yes	Yes	Yes	

297	4-2620	Yes	Yes	Yes	
298	4-2657	Yes	Yes	Yes	
299	4-2688	Yes	Yes	Yes	
300	4-2699	Yes	Yes	Yes	
301	4-2716	Yes	Yes	Yes	
302	4-2759	Yes	Yes	Yes	
303	4-2770	Yes	Yes	Yes	
304	4-2800	Yes	Yes	Yes	
305	4-2845	Yes	Yes	Yes	
306	4-2920	Yes	Yes	Yes	
307	4-2988	Yes	Yes	Yes	
308	4-3002	Yes	Yes	Yes	
309	4-3018	Yes	Yes	Yes	
310	4-3042	Yes	Yes	Yes	
311	4-3066	Yes	Yes	Yes	
312	4-3103	Yes	Yes	Yes	
313	4-3150	Yes	Yes	Yes	
314	4-3209	Yes	Yes	Yes	
315	4-3255	Yes	Yes	Yes	
316	4-3313	Yes	Yes	Yes	
317	4-3397	Yes	Yes	Yes	
318	4-3429	Yes	Yes	Yes	
319	4-3459	Yes	Yes	Yes	
320	4-3478	Yes	Yes	Yes	
321	4-3503	Yes	Yes	Yes	
322	4-3519	Yes	Yes	Yes	
323	4-3534	Yes	Yes	Yes	
324	4-3565	Yes	Yes	Yes	
325	4-3600	Yes	Yes	Yes	
326	4-3615	Yes	Yes	Yes	
327	4-3645	Yes	Yes	Yes	
328	4-3721	Yes	Yes	Yes	
329	4-3771	Yes	Yes	Yes	
330	4-3797	Yes	Yes	Yes	
331	4-3812	Yes	Yes	Yes	
332	4-3842	Yes	Yes	Yes	
333	4-3879	Yes	Yes	Yes	
334	4-3915	Yes	Yes	Yes	
335	4-3937	Yes	Yes	Yes	
336	4-3947	Yes	Yes	Yes	
337	4-3978	Yes	Yes	Yes	
338	4-3999	Yes	Yes	Yes	
339	4-4015	Yes	Yes	Yes	
340	4-4033	Yes	Yes	Yes	
341	4-4050	Yes	Yes	Yes	
342	4-4065	Yes	Yes	Yes	
343	4-4076	Yes	Yes	Yes	
344	4-4090	Yes	Yes	Yes	
345	4-4100	Yes	Yes	Yes	
346	4-4118	Yes	Yes	Yes	
347	4-4130	Yes	Yes	Yes	
348	4-4137	Yes	Yes	Yes	

349	4-4143	Yes	Yes	Yes	
350	4-4152	Yes	Yes	Yes	
351	4-4162	Yes	Yes	Yes	
352	4-4167	Yes	Yes	Yes	

Type 5 Response – Submission of response at roadshow/exhibition

Sample Reference	Unique Reference	Procedure 1	Procedure 2	Procedure 3	Exceptions noted
1	5-1	Yes	Yes	Yes	
2	5-2	Yes	Yes	Yes	
3	5-3	Yes	Yes	Yes	
4	5-4	Yes	Yes	Yes	
5	5-5	Yes	Yes	Yes	
6	5-6	Yes	Yes	Yes	
7	5-7	Yes	Yes	Yes	
8	5-8	Yes	Yes	Yes	
9	5-9	Yes	Yes	Yes	
10	5-19	Yes	Yes	Yes	
11	5-20	Yes	Yes	Yes	
12	5-21	Yes	Yes	Yes	
13	5-22	Yes	Yes	Yes	
14	5-24	Yes	Yes	Yes	

1.3 Excluded responses

Procedure: Trace 100% of excluded responses and vouch exclusion was appropriate due to incomplete personal details or address, duplicate response or non-Edinburgh postcode.

We have reviewed these responses to identify the exclusion was based on one or more of the following four factors:

- Incomplete personal details;
- Incomplete address (including postcode);
- Duplicate response; or
- Postcode outwith City of Edinburgh authority area.

Results: We tested each of the 2,062 excluded responses identified in the *Portobello Consultation Responses Summary – 4 February 2013* spreadsheet.

For two of the excluded responses tested, the reason for exclusion was not found to be appropriate:

- a. Reference 2-324: Response incorrectly excluded as a duplicate. Similar, but not identical, respondent details to that of reference 2-307.
- b. Reference 2-490: Response incorrectly excluded as a duplicate. Similar, but not identical, respondent details to that of reference 1-508801.

For one of the excluded responses tested, the reason for exclusion was appropriate, however the cross-reference noted in the *Portobello Consultation Responses Summary – 4 February 2013* spreadsheet was incorrectly recorded:

- c. Reference 2-962: Response correctly excluded as a duplicate, however the spreadsheet incorrectly references 1-506674 rather than 1-507674 as the original entry.

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The City of Edinburgh Council

10am, Thursday, 14 March 2013

Outcome of the Consultation Process for the Proposal to relocate Pilrig Child and Family Centre to Craigentinny Primary School

Item number	8.8
Report number	
Wards	Craigentinny Duddingston, Leith and Leith Walk

Links

Coalition pledges	P1
Council outcomes	CO1-CO4
Single Outcome Agreement	SO3

Gillian Tee

Director of Children and Families

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Executive summary

Outcome of the Consultation Process for the Proposal to relocate Pilrig Child and Family Centre to Craigentinny Primary School

Summary

The purpose of this report is to advise on the outcome of the statutory consultation exercise in respect of the proposal to relocate Pilrig Child and Family Centre to Craigentinny Primary School. The report responds to the main issues raised during the consultation and provides recommendations on how to proceed.

Pilrig Child and Family Centre is constrained by its size as it is a small building and can offer only a limited range of facilities. It is in a poor state of repair and any investment in the fabric of the building would be restricted to keeping it wind and water tight and to ensure health and safety requirements are met.

Craigentinny Primary School has spare capacity which could be refurbished to provide a modern facility with opportunities to develop Early Years services.

The proposed move will provide an improved educational and care environment both for children at Pilrig Child and Family Centre and at Craigentinny Nursery Class. The additional family support services provided by Pilrig Child and Family Centre will be co-located with the existing Nursery Class and Primary School. This will increase opportunities for a wider range of families to access these support services.

The Council conducted a statutory consultation in November and December 2012 on a proposal to relocate Pilrig Child and Family Centre to Craigentinny Primary School. Representations on the proposed relocation were made during the consultation in writing and verbally at the public meeting. The issues that have been raised by letter or email reflect the main issues that were raised at the public meeting. The issues raised by respondents are addressed in detail in the main report.

The views of Education Scotland have been sought under the terms of the Schools (Consultation) (Scotland) Act 2010. Following visits to Pilrig Child and Family Centre and to Craigentinny Primary School by representatives of Education Scotland, their report concluded that the overall proposal to relocate Pilrig Child and Family Centre and establish Craigentinny Early Years Centre offers a range of educational benefits, particularly to those children and families who would be supported by the new centre. In their report Education Scotland stated that the authority should consult with the primary school pupils and this was carried out and the findings recorded in Appendix 4. The overall response from pupils to the proposal was positive.

After taking account of the representations made and the issues arising, the Director of Children and Families considers that the case for relocation substantially outweighs the objections made. The following conclusions have been drawn:

- The City of Edinburgh Council is committed to giving children the best start in life through the development of integrated, flexible services that provide effective learning and childcare for children and families across Edinburgh.
- Early intervention in the earliest years has been proven to improve outcomes for children during childhood and through to later life. The co-location of Pilrig Child and Family Centre at Craightinny Primary School will enable more integrated and collaborative working to meet the requirements of *Getting it Right for Every Child*.
- There are advantages for children and their families receiving support within a universal setting. Families will have open access to a broader range of services and activities. Children will have the opportunity to learn and develop with their peers which will lead to improved transitions to primary school.
- There will be increased local places available for babies and two year olds with the opportunity to remain in the Early Years Centre until they move to their choice of Primary School.
- As the early years service develops there will be future opportunities to provide childcare and afterschool services for families.
- Close links between parents, the early years centre and the school will help parents support their children at home.
- There will be increased opportunities to deliver support to children and families across the school through parents groups, home visiting and outreach support.
- The Council believes it can make savings by running nurseries/early year centres more efficiently. Disposing of the Pilrig Child and Family Centre building is expected to bring annual savings of £19,000. Rationalisation of the buildings would deliver the service more effectively and therefore more funding would be available for Early Years services. This would have educational benefits for children across the city.

Recommendations

1. Pilrig Child and Family Centre is relocated to Craightinny Primary School and opens in August 2013.
2. Information is provided to parents at Pilrig Child and Family Centre and Craightinny Primary School on the relocation and services available.
3. Approval is given to plan and implement the works to be carried out at Craightinny Primary School.

4. The Pilrig Child and Family Centre building is declared surplus from August 2013 and that action be taken to dispose of the site and buildings.
5. The receipt from the sale of Pilrig Child and Family centre is ring fenced for reinvestment into the Early Years sector.

Measures of success

The success of the relocation of Pilrig Child and Family Centre will be measured by:

- increased local places available for babies and two year olds with the opportunity to remain in the Early Years Centre until they move to their choice of Primary School;
- increased levels of family support for local families through more parenting groups and classes;
- positive parent and carers evaluations.

Financial impact

The council has allocated £200,000 from the Early Years and Early Intervention Change Fund to deliver this project and upgrade the early years environment by completing internal works and reconfiguration of space at Craigentenny Primary School. This was approved by Education Children and Families Committee in June 2012.

If the proposals are approved and the Pilrig Early Years Centre building became surplus it is proposed to sell the land and building which have been valued at £300,000-£360,000 based on residential development of the site.

One off costs associated with disposing of the building (e.g. boarding up/ utility disconnections/ removals) are included in project costs. Ongoing security costs prior to sale may also be incurred.

Equalities impact

There are considered to be no infringements of the rights of the child in relation to the proposal.

Should any child currently attending Pilrig Child and Family Centre be accessing additional support this will continue. Transport for families by the centre minibus will also continue for families as arranged as part of children's placements

The relocation of the Child and Family Centre staff to the new setting would provide the families in the Craigentenny area with wider opportunities and experiences in the school.

Sustainability impact

There is no adverse economic, social and environmental impact arising from this report. The proposal ensures the most efficient use of available buildings and also ensures the best use of resources. Furthermore, families with additional support needs will have easier access to the services they require.

Consultation and engagement

The Council is required to carry out formal consultation procedures with regard to the relocation of preschool education services, under the terms of the Schools (Consultation) (Scotland) Act 2010. This consultation has been undertaken and this report set out the responses to the consultation.

The Council are further required to advertise and publish this report 3 weeks before its consideration on the 14 March to allow those who made a response an opportunity to consider the report and its conclusions and to give them time, if they so wish, to express their views.

Background reading / external references

- Early Years Framework, Scottish Government and CoSLA, December 2008
www.scotland.gov.uk/Publications/2009/01/13095148/0
- Early Year Strategy, Edinburgh Council 2010
https://orb.edinburgh.gov.uk/info/200305/early_years_and_childcare
- Supporting Parents and Carers in Edinburgh
https://orb.edinburgh.gov.uk/info/200324/childcare/1634/supporting_parents_and_carers_in_edinburgh

Outcome of the Consultation Process for the Proposal to relocate Pilrig Child and Family Centre to Craigentenny Primary School

1. Background

- 1.1 The purpose of this report is to advise on the outcome of the statutory consultation exercise in respect of the proposal to relocate Pilrig Child and Family Centre to Craigentenny Primary School. The report responds to the main issues raised during the consultation and provides recommendations on how to proceed.
- 1.2 The Council conducted a statutory consultation in November and December 2012 on a proposal to relocate Pilrig Child and Family Centre to Craigentenny Primary School. Representations on the proposed relocation were made during the consultation in writing and verbally at the public meeting. The issues that have been raised by letter or email reflect the main issues that were raised at the public meeting. The issues raised by respondents are addressed in detail in the main report.
- 1.3 The views of Education Scotland have been sought under the terms of the Schools (Consultation) (Scotland) Act 2010. Following visits by representatives of Education Scotland to Pilrig Child and Family Centre and to Craigentenny Primary School, their report concluded that the overall proposal to relocate and establish Craigentenny Early Years Centre offers a range of educational benefits, particularly to those children and families who would be supported by the new centre. The report also advised that:
 - The wider benefits for those children and families affected who attend Craigentenny Primary School need to be considered. The range of benefits that would arise from improved accommodation and facilities are clear and the greater use of available space in Craigentenny Primary School would benefit the new centre, the school and also help the council achieve best value by addressing the issues of under capacity.
 - The council should set out more clearly how they will ensure that there will be no detrimental impact on those children and families who will transfer from Pilrig Child and Family Centre to Craigentenny Nursery Class. Careful transition planning for children with additional support needs should be put into place.
 - The council should provide parents of children attending Craigentenny Primary School with more detailed information, clarification and reassurance about both the nature of the children's centre and the benefits for their children.
 - Consideration of the views of the primary school children should be gathered.
 - More thought should be given to the short time to complete the renovation works.

1.4 The issues outlined above are addressed in the main report.

2. Main report

- 2.1 The proposal paper was published 9 November 2012 and is included as Appendix 1. The consultation period ran for six weeks from 9 November to 20 December 2012. A public meeting was held in respect of the proposals at Craigentenny Primary School on 5 December 2012 and the record of this meeting is in Appendix 2. The correspondence received in response to the consultation is laid out in the report. The report received from Education Scotland is contained in Appendix 3 and the consultation with children is included as Appendix 4(a and b).
- 2.2 A total of 10 written representations were received. Eight letters were received from parents whose children currently attend Craigentenny Primary School. A letter was also received from a parent who previously attended Pilrig Child and Family Centre and Leith Central Community Council made a written representation regarding the disposal of the building currently housing Pilrig Child and Family Centre.

Key Issues Identified

- 2.3 Analysis of the representations received and the minute of the public meeting show 12 key issues requiring a response from the Council. These issues are as follows:

Issue 1: The Function of an Early Years Centre

Issue 2: Educational Benefits for Children

Issue 3: The Safety and Security of Pupils

Issue 4: The Impact of Relocation on children and families

Issue 5: The Reputation of Craigentenny Primary School

Issue 6: Demographics and Demand

Issue 7: Accommodation Needs

Issue 8: Additional Support Issues

Issue 9: Financial Issues

Issue 10: Disposal of Pilrig Child and Family Centre

Issue 11: Renovations at Craigentenny Primary School

Issue 12: Consultation with Craigentenny Primary School Pupils

Key Issues: Summaries and Responses

- 2.4 The following section of the report summarises the main issues identified and sets out the Council's response:

Issue 1: The Function of an Early Years Centre

2.5 Respondents felt that there was insufficient information about the function of an early years centre, the services it would provide and the benefits to the school of having an early years centre. Particular points made were as follows:

- More information is needed on the range of services provided by an early years centre.
- Clarity is required on the meaning of a 'wider range of families' accessing the early years centre.
- Clarity is required on the benefits to the nursery and school of the relocation of Pilrig Child and Family Centre.
- Education Scotland highlighted the need for more information to be shared with parents on the wider benefits for those children and families currently attending Craigentenny Primary School. The council should also provide parents of children attending Craigentenny Primary School with more detailed information, clarification and reassurance about both the nature of the early years centre and the benefits for their children.

Council Response to Issue 1

Council's Strategy for Early Years Centres

- 2.6 Child and family centres have a role in delivering the vision and aims of the national Early Year's Framework (2008) and the strategy for early years in Edinburgh (2010).
- 2.7 The Scottish Government's National Early Years Framework published in 2008 set out its commitment to giving children the best start in life and using the strength of universal services to improve outcomes for children and families.
- 2.8 The City of Edinburgh Council published its own Early Years Strategy and Action Plan in January 2010 setting out a vision and long term commitment to improve the life chances for children. It describes the desire to create integrated, flexible services that provide effective learning and childcare for children and families across Edinburgh. Early Years Centres will be further developed to provide the services described in 2.15.
- 2.9 The Strategy identifies early years intervention as a key priority and a core component of Getting it Right for Every Child in Edinburgh. It also recognises that all families will need support of some kind at some point and providing help and support at the earliest opportunity is most likely to be successful.
- 2.10 The four aims within the Edinburgh's strategy are:
- Develop integrated flexible services to provide effective childcare for all children and families;
 - Develop a highly skilled workforce to deliver a high quality Early Years Service;
 - Strengthen and develop universal services to provide support for all children and families;
 - Develop learning through play opportunities and active learning as integral parts of the Early Years service.

- 2.11 The strategy also supports the coalition's commitment to ensuring that every child in Edinburgh has the best start in life (Coalition Agreement Schedule 3 1.1).
- 2.12 As part of Edinburgh's Early Years Strategy child and family centres are reviewing their provision to ensure it is flexible and responsive to the needs of children and families, has a greater emphasis on outreach work, family learning and community capacity building.

More information on the range of services provided at an Early Years Centre

- 2.13 Early years centres provide a range of universal and targeted services to support the diverse needs of children and families. These services are based on the principles of early intervention and prevention as the most effective way of improving outcomes for children and families.
- 2.14 The services provided at an early years centre can include a range of support services for parents with young children. These include the following:
- Flexible child care provision for children aged 0-3 years which is tailored to support the needs of individual children and families and 1:1 support for children and families as required.
 - Pre- School education to children aged 3-5 years
 - The delivery of PEEP (Parent Early Education Programme): a universal early learning programme which is open to all parents with children from birth to age five. The programme encourages parents to support their child's development and learning through everyday activities and takes place in open supported parent and toddler groups within communities.
 - The delivery of parenting group work programmes such as Incredible Years, Mellow Parenting and Raising Children with Confidence. These programmes are delivered as part of Edinburgh's Supporting Parents and Carers Framework (2009-2012).
 - Outreach support to children and their families in their own homes who have specific needs such as a child with a disability or a parent with a health problem.
 - Provision of care packages and plans which support Child Protection Plans, Looked after and Accommodated children and children with complex additional support needs.
 - Crèche facilities to support family learning activities, adult education groups and parenting groups.

Clarity on the meaning of a 'wider range of families' accessing early years centres.

- 2.15 Edinburgh's Early Years strategy identifies a need to break down the barriers between the delivery of early learning and childcare services and to develop more integrated, flexible service models. Locating early year's services in primary schools will mean services are more accessible to all families.
- 2.16 Currently most families with young children who access services at child and family centres are referred by other professionals such as health visitors and social workers.
- 2.17 The early years centre at Craigentenny Primary School will be accessible to families with young children in the local community and will provide a range of services such as stay and play sessions and parent groups without the need for referral. This is consistent with the national aim to strengthen universal services to ensure that they are inclusive.

Clarity on the benefits to the nursery and school of the relocation of Pilrig Child and Family Centre.

- 2.18 The benefit of relocating Pilrig Child and Family Centre to the nursery and the school is that the early years centre will be an integral part of the school community.
- 2.19 Having a wider range of skills and resources on-site will enable all staff to offer support to children and parents across the school.
- 2.20 A further benefit of relocation is easier access to the appropriate services for children and families. It will reduce the time delay in identifying and accessing support from other agencies and it will enable school staff to be more involved in plans with children and families as required.
- 2.21 It is envisaged that as the early years service develops there will be an opportunity to deliver wrap around and out of school services to address the childcare needs of families in the local area. There are also plans to consider the co-location of health professionals.

Issue 2: Educational Benefits for Children

- 2.22 *Some respondents wanted clarification on how an early years centre could positively benefit the education experience for all children.*

Council response to issue 2

- 2.23 High quality, flexible early learning and childcare services are essential to enable all our children to meet their potential.
- 2.24 Research shows that high quality early learning and childcare can enhance children's intellectual, social and behavioural development, helping them to make

a better start at school, increasing their sociability, their ability to co-operate and their independence. These gains can last well into the early years of primary school.

- 2.25 In addition, an early years centre offers greater opportunities at an earlier stage to foster partnerships with parents which we know lead to longer term positive outcomes for children. When high quality early years provision is combined with learning at home activities with parents this also supports the social and cognitive development of children.
- 2.26 Co-location of the early years centre and the primary school will encourage more collaborative working and the development of a consistent approach to the implementation of the Pre Birth to Three National Guidance and Curriculum for Excellence particularly at the early level.

Issue 3 Safety and Security of Pupils

2.27 *A number of issues were raised about the safety and security of pupils. Respondents expressed concern that co-location would bring more families experiencing problems such as alcohol and substance misuse to the school environment and pupils would be at greater exposure to new risks and harm. Respondents wanted reassurances on how this would be managed.*

Particular points made were as follows:

- *Responsibility and accountability for the safety of the children and security of the building.*
- *Clarity on how the safety risk to pupils has been assessed.*

Council Response to issue 3

- 2.28 The early years centre will be registered with the Care Inspectorate and will operate under the Regulation of Care (Scotland) Act 2001 and the National Care Standards which require early years settings to be secure. The Care Inspectorate will regularly assess the degree to which the early years centre meets these standards.
- 2.29 The Children and Families Department takes seriously the duties imposed on it by the City of Edinburgh Council's Health and Safety Policy. Respect for the health, safety and well being of employees and the safety of other persons including children and families is an integral part of managing and delivering Children and Families services.
- 2.30 The Director of Children and Families has overall responsibility for the health, safety and well being of employees and others within the Department and is accountable to the Chief Executive of the City of Edinburgh Council.
- 2.31 The Heads of Service are responsible for the implementation of the policy. They have the duty to ensure that suitable organisational arrangements exist within their respective business areas and that the policy is effectively monitored.

- 2.32 In establishments the responsibility for implementing the Health and Safety Policy lies with the Head of establishment or other person in charge of the establishment.
- 2.33 Adaptations to the building are planned to ensure that all pupils will continue to be safe and secure. Connecting doors between the school, and the early years centre will be locked with access for staff only. Safety procedures will be in place to ensure that no individual will have access to the building without supervision.
- 2.34 The early years centre will have a new reception area with a dedicated receptionist during school hours. The nursery class currently operates without this facility.

Issue 4 Impact of relocation on children and families

- 2.35 *There were some concerns about how relocation might disrupt children and families moving from the child and family centre and also pupils across the school. The following concerns were raised.*
- *Disruptive impact of relocation on pupils in the school*
 - *Additional intrusive noise of babies and young children and impact of this on pupils.*
 - *Education Scotland highlighted the need for good transition planning for the children and families moving from Pilrig Child and Family Centre*

Council Response to Issue 4

- 2.36 It is not envisaged there will be disruption to pupils and families as a result of relocation. Senior managers from Craigentenny Primary School and Pilrig Child and Family Centre will work together to ensure that the transition in to Craigentenny Early Years Centre will be carried out in a planned and coordinated manner.
- 2.37 All necessary building work will take place in rooms not currently used by the school and the majority of the work will take place during the school holidays.
- 2.38 The location of the early years centre means that any potential noise from babies and children will be minimised. Babies and children will be cared for by skilled practitioners who will ensure good settling in procedures for all children.
- 2.39 Each child and family from Pilrig Child and Family centre will have a transition plan to support the move. The early years transition policy will be implemented.

Issue 5: Reputation of Craigentenny Primary School

2.40 *Some views were expressed about the impact of co location on the reputation and image of Craigentenny Primary School and on the school roll where parents may reconsider sending their children to Craigentenny Primary School. A view was expressed that the negative reputation of child and family centres needed to be countered and the awareness of the positive elements of these centres promoted.*

The following points were raised.

- *Having a child and family centre at the school might deter other parents from enrolling their children at Craigentenny Primary School.*
- *The reputation of the school had improved. There was more support from parents who were initially reluctant to send their children to Craigentenny Primary School.*
- *There was a view that the current proposal does not look to improve the school building or environment as a whole. This was an opportunity for the City of Edinburgh Council to invest in the school building and improve its image for example removing the bars from windows and updating the play area.*
- *The on line information on the Council's website about the work of child and family centres focuses primarily on services to families with a range of difficulties for example substance misuse, mental health and child protection which gives a negative image of child and family centres.*
- *Concern that locating a child and family centre in a school would stigmatise children and parents who use the service.*

Council Response to issue 5

2.41 Feedback from other early years centres in particular Queensferry Early Years Centre which is a similar model suggests there is no evidence of any detrimental impact on the school roll.

2.42 The additional services which will come with this proposal will be attractive to families. Strong leadership and commitment from the senior management team will ensure that the early years centre will become a centre of excellence.

2.43 The child and family centre and the primary school both have a reputation for helping each child to achieve his or her full potential. Every child is valued as an individual, they work inclusively with all pupils to try and ensure there is support where it is needed and that every child is encouraged to succeed.

2.44 Bringing the two skilled and experienced staff groups into the one location will enhance a happy and caring atmosphere within which children achieve positive outcomes. This will continue to enhance the reputation within the community, and assist in building strong partnership with parents.

- 2.45 The current plans are to improve one wing of the school which is currently unused and the outside play space. The school has plans to improve the play area as a whole.
- 2.46 As stated previously there is an ongoing review of provision at child and family centres. To reflect these new developments in service delivery child and family centres will be renamed as early years centres. Information on Council websites will be updated to reflect these changes.
- 2.47 In line with the early years strategy services offered by the early years centre will be accessible to all families therefore reducing the perceived stigma around seeking support.

Issue 6: Demographics and Demand

- 2.48 *Respondents expressed concerns about the future increased intake of pupils and the demands this might place on classroom space. The following issues were raised.*
- *Historically class sizes at Craigentenny Primary School have been small due to out of catchment placements however 46 pupils started in P1. Some parents asked for reassurance that there will be adequate classroom space at the school if intake continues to rise as it did this year and the impact of Population Increase*
 - *Clarity on capacity at Craigentenny Primary School based on the out of catchment placing requests*
 - *The amount of 12 classrooms required to cater for peak demand period to 2019*

Council Response to issue 6

- 2.49 Craigentenny has a current capacity of 14 classes which can accommodate a maximum roll of 420 pupils. The roll for 2012/13 was 175, giving an occupancy rate of only 42%. The school currently operates an 8 class organisation.
- 2.50 In 2013/14 Craigentenny Primary School will operate a 9 class organisation. Should a P1 intake of approximately 40 catchment pupils be maintained in future years, expansion to a projected 12 class organisation will require that class bases previously available for other functions be reclaimed. However, space for GP activities, dining, gym and pupil support space will be preserved. It will be for school management to determine how space is arranged and utilised. Outside space will be unaffected by proposals.

Issue 7 Accommodation Needs

- 2.52 *Accommodation issues were:*

- *The need to retain the outside space and the parents' room at the school.*
- *Clarification on what was meant by 'Support Space' and 'generous space in the nursery' in the proposal.*
- *Allocation of space for additional support services outside the classroom*

Council response to issue 7

2.53 There will be no reduction of outside space. The school has plans to develop the outside play facilities. The parent's room will continue to be available and there will be more facilities for parents meetings and groups.

2.54 Support space referred to the GP activity space where children can work out with the classroom. The nursery currently has the use of additional rooms for children which is more than the Care Inspectorate standards. As stated in 2.37 spaces for GP activities, dining, gym and pupil support space will be preserved.

Issue 8 Additional Support Issues

2.55 *Respondents wanted a clearer explanation of additional support and the numbers of children with additional support needs who may move into the school. There was also concern that there would be sufficient resources to support children with additional support needs.*

The following issues were raised

- *Clarity on 'additional support'*
- *Number of children with additional support needs coming into school as a result of relocation.*
- *Recognition of the support required for children with additional emotional needs.*
- *Information on the predicted number of children who will make the transition into the mainstream school setting at Craigentenny from the proposed early years centre.*
- *Clarity on extra support as the result of increased staffing and resources available to all children and parents.*
- *Craigentenny special classes are known as Language and Communication classes. There are no guarantees that any child in the city would be allocated placement at a named resource or provision. This point is misleading (5.10).as stated in the proposal.*
- *Reassurance that staff will be adequately supported to implement Getting it Right for Every Child which includes support to the typically developing child.*

Council Response to issue 8

2.56 Some children who currently attend Pilrig Child and Family centre receive support from different therapists such as speech and language, occupational therapist or

physiotherapists in the centre. These therapists will continue to see the children in the early years centre.

- 2.57 Fifteen children who currently attend Pilrig will move to Craigentenny Early Years Centre. Five of these children have additional support needs. This may change before the move as applications continue to be taken for children under three years.
- 2.58 The early years service recognises the support required for children with additional emotional needs and this is evidenced in the variation of staff child ratios where required and the partnership working with parents and other professionals.
- 2.59 Four children will make the transition into the mainstream school setting at Craigentenny from the proposed Early Years Centre in August 2013 as this will be their catchment school.
- 2.60 The staffing from the early years centre will transfer from Pilrig Child and Family Centre. Also additional funding from the Early Years Change Fund will enhance the staffing over the next two years.
- 2.61 Point 5.10 of the proposal highlighted the special classes in the school. The Language and Communication classes are a citywide resource not a school resource. The proposal should have highlighted the excellent support offered to children as documented in the HMIE report 2009. Particular strengths of the school were reported as strong partnerships with other agencies to support vulnerable pupils and their families and the effective links between children in mainstream classes and those in these supported language classes.
- 2.62 Staff will be supported to ensure the principles of Getting it Right for Every Child will underpin support offered to children, young people and their families. Co location will contribute to a shared understanding of well-being and will enhance co-operation, joint working and communication between all staff.

Issue 9: Financial Issues

- 2.63 *Respondents requested further clarity on the financial rationale for the relocation of Pilrig Child and Family Centre to Craigentenny Primary School. The following points were made:*
- *Clarity needed on whether relocation was for educational or financial reasons. It was considered by some respondents that the relocation was a commercial decision.*
 - *The amount of funding available for educational benefits and the need for improvements to the whole school building and outside play area.*
 - *Financial commitment to support integration.*

Council Response to 9

- 2.64 The council is striving to achieve fewer but better buildings across the city. The proposal is based on strengthening early years provision and improving the

educational and care environment for both children at Pilrig Child and Family Centre and at Craigentenny. The relocation of Pilrig Child and Family Centre is expected to bring annual savings of £19,000.

- 2.65 Edinburgh's Early Years Strategy seeks to enhance and develop new services in areas which have limited provision. Through analysis of demographics, resource allocations and referral indicators, Craigentenny was identified as an area requiring additional early years support.
- 2.66 £200,000 will be invested in the development of the early years service and improvements to the school building where the early years centre will be located.
- 2.67 The council has identified the outdoor space at Craigentenny Primary School as a priority for improvement. The school has submitted an application to Grounds for Learning to support these improvements.
- 2.68 The integrated service delivery model at Craigentenny means that the early years centre will bring its own budget for staffing and resources.

Issue 10 Disposal of Pilrig Child and Family Centre.

- 2.69 *There was a concern raised about the security of Pilrig Child and Family Centre and the increased risk of vandalism when a building is empty. There was a request for reassurances on this issue.*

Council Response to issue 10

- 2.70 Once the service has moved out of Pilrig Child and Family Centre the building will be secured and the Children and Families Department will remain responsible for the building until it is sold. An appropriate security system will be put in place as advised by property care.

Issue 11 Renovations at Craigentenny Primary School

- 2.71 *Education Scotland expressed the need for the council to ensure that the necessary renovation works can be completed in the timescales.*

Council Response to issue 11

- 2.72 The timescales for the renovation work have been agreed with Property Care.

Issue 12 Consultations with Primary School Pupils

- 2.73 *Education Scotland found that the children at Craigentenny Primary School were positive about the proposal. A recommendation for the Council to gather more views from the pupils was made and the council responded by carrying out a consultation activity with 90 pupils from the school. The council consultation found that the pupils were overall very positive about the relocation. Appendix 4.*
- 2.74 69 pupils had attended Craigentenny Nursery class and the remainder had attended other nursery classes. 7 of the pupils had attended Pilrig Child and

Family Centre however some children had attended a child and family centre then moved on to nursery class.

- 2.75 32 pupils knew about the proposal to relocate Pilrig Child and Family Centre and had heard from a range of sources including letter to parents, teachers, parents had attended the public meeting.
- 2.76 Pupils were asked about the difference the relocation would make to them. The majority didn't know if relocation would make a difference. Of the 17 pupils who thought it would make a difference they felt that it might encourage more people to come to the school, would help toddlers to learn and there would be more people in the building.
- 2.77 Pupils were asked about the difference that relocation would make to their local area. The majority didn't know. Of the 26 pupils who thought it would make difference all the responses were positive. The pupils were also keen to find out if the younger children would use the playground and would they be able to see them.

Conclusions

- 2.78 After taking account of the representations made and the issues arising, the Director of Children and Families considers that the case for relocation substantially outweighs the objections made. The following conclusions have been drawn:

- The City of Edinburgh Council is committed to giving children the best start in life through the development of integrated, flexible services that provide effective learning and childcare for children and families across Edinburgh.
- Early intervention in the earliest years has been proven to improve outcomes for children during childhood and through to later life. The co location of Pilrig Child and Family Centre at Craigentenny Primary School will enable more integrated and collaborative working to meet the requirements of *Getting it Right for Every Child*.
- There are advantages for children and their families receiving support within a universal setting. Families will have open access to a broader range of services and activities. Children will have the opportunity to learn and develop with their peers which will lead to improved transitions to primary school.
- There will be increased local places available for babies and two year olds with the opportunity to remain in the Early Years Centre until they move to their choice of Primary School.
- As the early years service develops there will be future opportunities to provide childcare and afterschool services for families.
- Close links with parents, the early years centre and the school will help parents support their children at home.

- There will be increased opportunities to deliver support to children and families across the school through parents groups, home visiting and outreach support.
- The Council believes it can improve services while making savings by running nurseries/early year centres more efficiently. Relocating Pilrig Child and Family Centre building is expected to bring annual savings of £19,000. Rationalisation of the buildings would deliver the service more effectively and therefore more funding would be available for early years services. This would have educational benefits for children across the city.

3. Recommendations

- 3.1 Pilrig Child and Family Centre is relocated to Craigentenny Primary School and opens in August 2013
- 3.2 Information is provided to parents at Pilrig Child and Family Centre and Craigentenny Primary School on the relocation and services available
- 3.3 Approval is given to plan and implement the works to be carried out at Craigentenny Primary School
- 3.4 The Pilrig Child and Family Centre building is declared surplus from August 2013 and that action be taken to dispose of the site.
- 3.5 The receipt from the sale of Pilrig Child and Family centre is being ring fenced for reinvestment into the Early Years sector.

Gillian Tee

Director of Children and Families

Links

Coalition pledges	P1 Increase support for vulnerable children, including help for families so that fewer go into care.
Council outcomes	CO1 Our children have the best start in life, are able to make and sustain relationships and are ready to succeed.
	CO2 Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities.
	CO3 Our children and young people at risk, or with a disability have improved life chances
	CO4 Our children and young people are physically and emotionally healthy.
Single Outcome Agreement	SO3 Edinburgh's children and young people enjoy their childhood and fulfil their potential.

Appendices

1. Proposal paper
2. Record of Public Meeting
3. Education Scotland Report
4. Consultation with Pupils



Proposed Re-location of Pilrig Child and Family Centre to Craigentenny Primary School

1. Introduction & Context

- 1.1 A report was approved by Education Children and Families Committee on the 9 October 2012 setting out the proposal to relocate Pilrig Child and Family Centre to Craigentenny Primary School and approval was given to undertake statutory consultation.
- 1.2 This consultation paper sets out the rationale for the proposed relocation of the service. The paper also sets out the consultation process and the means and timescales for making representations.
- 1.3 Pilrig Child and Family Centre provides support for children aged 18 months to 5 years old and their families. This includes nursery provision for children aged 3-5.
- 1.4 Under the terms of the Schools (Consultation) (Scotland) Act 2010 the Council are required to consult on proposals affecting the education of children and this covers children attending a nursery class. Statutory consultation under the Act is not specifically required for the relocation of children under three that attend the centre but for completeness the consultation report does make reference to the wider proposals.

Format of Consultation Paper

- 1.5 The consultation paper is divided into the following sections:

- 1 Introduction & Context
- 2 The Proposal

- 3 Pilrig Child and Family Centre - Case for relocation
- 4 Proposed Craightinny Early Years Centre
- 5 Educational Benefits Statement
- 6 Financial Considerations
- 7 Conclusions
- 8 Public Consultation Process

Appendix 1 Site of Pilrig Child and Family Centre

Appendix 2 Location of Child and Family/Early Years Centres in
Edinburgh

Appendix 3 Proposed Early Years Centre at Craightinny Primary School

Rationale

- 1.6 The proposed move will provide an improved educational and care environment for children in both Pilrig Child and Family Centre and Craightinny Nursery Class.
- 1.7 The additional family support services provided by Pilrig Child and Family Centre will be co-located with the existing Nursery Class and Primary School. This will increase opportunities for a wider range of families to access these support services.

Nursery Class Capacity

- 1.8 In the consultation paper reference is made to the building capacity of the nursery, the number of nursery places that are made available through staffing allocations and the number of children (the roll) that attend the nursery.
- 1.9 Reference is made to the composition of nursery places which can be full-time (FT) or part-time (PT). Part-time places may be morning (am) and afternoon (pm). For comparative purposes, nursery places are also counted as full-time equivalents (FTE).

Making Representations

- 1.10 Comments on this paper should be submitted at the latest by 5pm on **Thursday 20 December 2012** to the addresses set out in Section 8.8 of this paper. A public meeting detailed in Section 8.4, will be held as follows:

Venue	Date	Time
Craigentenny Primary School	Wednesday 5 December	6 pm – 8 pm

2. The Proposal

2.1 The proposal is that:

- **Services provided at Pilrig Child and Family Centre will be relocated to Craigentenny Primary School and called Craigentenny Early Years Centre;**
- **Craigentenny Early Years Centre will offer services from the start of the 2013/14 school year in August 2013;**
- **Children currently attending Pilrig Child and Family Centre and continuing at nursery in 2013/14 will transfer to Craigentenny Early Years Centre;**
- **Playroom space for 30 children aged 18 months to 3 years and a babyroom for up to 9 babies will be provided at Craigentenny Early Years Centre;**
- **There will be additional space for groups of parents and family activities; and**
- **Pilrig Child and Family Centre building will close when the relocation has taken place and the land and buildings will be marketed for sale.**

2.2 Transport from a dedicated minibus is currently provided to bring some children and parents to Pilrig Child and Family Centre and a similar arrangement will be put in place for Craigentenny Early Years Centre.

2.3 During the consultation period it may be necessary to start some preparation for the refurbishment of Craigentenny however if the outcome of the consultation is to retain the current services at Pilrig Child and Family Centre this work can be stopped.

3. Pilrig Child and Family Centre – Case for Relocation

Location

- 3.1 Pilrig Child and Family Centre is situated in the Pilrig area of Leith. The centre comprises a single storey building which has two playrooms, office space and toilets. Appendix 1 provides a map showing the site and its location.
- 3.2 The Centre also has an additional temporary unit in the grounds which is used for group work and visiting services. Within the 0.12 hectare site there is an outdoor play area that serves the centre.
- 3.3 The service operates from 8am to 4:00pm and is open 52 weeks a year.
- 3.4 The Centre primarily serves children drawn from Leith, Leith Walk and Craightinny neighbourhoods and placement is agreed following assessment with parents/carers and support staff.

Capacity and Services Provided

- 3.5 The centre provides a service to a maximum of 27 children. Both playrooms provide for children from age 18 months up to entry into Primary School. In October 2012 there were 24 children attending Pilrig Early Years Centre as follows:
 - 10 children aged 18 months to 3 years
 - 14 children aged 3-5 years
- 3.6 The Centre delivers targeted family support to children aged 0-8 years and their families including out reach support to children accessing pre-school education in local nursery classes and Primary Schools across the area.

Suitability

- 3.7 Pilrig Child and Family Centre is constrained by its size and only a limited range of facilities can be provided due to the small building. A new Early Years Centre opened at Fort in 2010 and this provides an extensive range of facilities which includes a one door approach for families. This includes a service for nursery aged children, wrap around care and support for parents particularly when undertaking training schemes or entering work.
- 3.8 Fort Early Years Centre lies some 1.3km north of Pilrig and serves a similar area.
- 3.9 Appendix 2 provides a map showing the location of Child and Family/Early Years Centres in Edinburgh which provide additional support to children and their families. This shows that there are a cluster of Centres in north Edinburgh but that coverage around Craightinny is more limited.

Building Condition and Previous Works

- 3.10 A survey carried out in 2009 rated the Child and Family Centre as having an overall condition 'B' - performing adequately but showing minor deterioration consistent with its construction date and use.

Future Building Investment and Public Accessibility

- 3.11 Repair and maintenance needs over the next five years are estimated to be in the order of £100,000. However, due to limited budget availability, works would be restricted to those repairs required to keep the property wind and watertight and to ensure health and safety.
- 3.12 Additional funding would be required to improve public access to the centre and make the building Disability Discrimination Act compliant.

Operational Costs

- 3.13 The two main costs of running a Child and Family Centre are staffing costs and service costs (such as rates, heating and lighting). All staff would transfer with no savings. Savings would be made on the annual building costs which are £19,000.

Rationale for the Relocation of Pilrig Child and Family Centre

- ***Improving the educational environment for children and their families.***
- ***The small building and site does not provide enough space to deliver a full range of Early Years Services.***
- ***The capacity of the centre (27 children) is among the lowest of the Early Years Centres.***
- ***The new site will have more modern facilities. The refurbished playroom will positively enhance all children health and wellbeing. The facilities will be more accessible for children with additional support needs.***
- ***Transitions between 0-3, to pre-school and the early stages of primary will be improved and this will support children's learning.***

4. Proposed Craigentenny Early Years Centre

Location

- 4.1 Craigentenny Primary School is located to the east of Edinburgh city centre in the Restalrig/ Craigentenny neighbourhood. The school is a two storey brick built building dating from circa 1935. The school is set within generous grounds.

- 4.2 Appendix 3 shows the location of the school and where the nursery class is currently located within the school.
- 4.3 Appendix 2 shows the other Child and Family/Early Years Centres in Edinburgh that cater for children and the proposed Early Years Centre at Craigentenny would provide a more balanced coverage across the city.

Craigentenny Primary School Capacity and Roll

- 4.4 Craigentenny Primary School is assessed as being a 14 class capacity with a working capacity of 420 places that can support an annual intake of 60 children. Additionally, the school runs two special language classes which are not counted as part of the capacity.
- 4.5 The provisional school roll for September 2012 is 175 giving an occupancy rate of 42%. Since 2006 the school roll has stayed below 200 children and the occupancy has remained less than 50%. For 2012 the school is operating with 8 classes so that there are six unused classes. However the P1 intake of 46 for 2012/13 was more than double the normal average which is usually around 20.
- 4.6 Within the Craigentenny catchment there is a history of pupils successfully making out of catchment placing requests and it is expected that this pattern would continue if places are available at surrounding schools.
- 4.7 Although primary school rolls are due to rise citywide in the period to 2019, the school is only expected to require 12 classes to cater for peak demand. This still leaves available space to deliver an Early Years facility.

Craigentenny Nursery Class

- 4.8 Craigentenny Nursery has a capacity of 40 (FTE) which meets current demand (see Table 4.1).

Table 4.1: Provision of Places and Roll at Craigentenny Nursery

Nursery Class	Building Capacity (FTE)	Provision of Pupil Places 12/13			Roll (August 2012)		
		Part Time	Full Time	FTE	Part	Full	FTE
Craigentenny	40	60	8	38	54	8	35

- 4.9 The nursery comprises two classrooms and support space. There is generous space within the nursery and ready access to children's toilets. The outdoor play area is readily accessible from the nursery.
- 4.10 It is proposed that the existing nursery would remain and that the children from Pilrig Child and Family Centre would be integrated into the existing nursery but with the additional support that they receive at Pilrig Child and Family Centre.

Building Condition

- 4.11 A survey carried out in 2010 rated the primary school and nursery as having an overall condition 'B' - performing adequately but showing minor deterioration consistent with its construction date and use.

5. Educational Benefits Statement

Introduction

- 5.1 This section considers educational benefits that would flow from the proposal to relocate early years provision from Pilrig Child and Family Centre to Craigentenny. The relocation will enable us to extend the service to children under three years of age and will include babies.

The likely effects of the relocation of early years provision from Pilrig Child and Family Centre to Craigentenny Early Years Centre

Children at Affected Child and Family Centre and Nursery Class

- 5.2 It is proposed that the children attending Pilrig Child and Family Centre in 2012/13 and continuing on for 2013/14 will transfer to Craigentenny Early Years Centre. This is estimated to affect 9 children. Other options can be explored with individual families.
- 5.3 Pilrig Child and Family Centre caters specifically for children and families who have been referred. Relocation will allow the children to mix in a larger nursery class and this should help children make better transitions to Primary School.
- 5.4 Family support could be accessed by families across the early stages of Primary School.

Other users of Pilrig Child and Family Centre

- 5.5 The centre does not cater for other users beyond the needs of the Child and Family Centre.

Children who would be likely to attend the nursery class

- 5.6 There will be increased local places available for babies and two year olds with the opportunity to remain in the Early Years Centre until they move to Primary School.

Children attending other nursery schools and nursery classes in the council area

- 5.7 The Council believes it can make savings by running nurseries/early year centres more efficiently. Closing Pilrig Child and Family Centre building is expected to bring annual savings of £19,000. Rationalisation of the buildings would deliver the service more effectively and therefore more funding would be available for early years services. This would positively benefit the education experience for children across the council area.

Other Likely Effects of the Proposal

- 5.8 There are advantages for children and their families receiving support within a universal setting. There will be increased opportunities to deliver parenting support groups, home visiting, out reach support to families, intensive packages of care for children to a wider range of families.
- 5.9 Early intervention is a council policy and has been proven to improve outcomes for children during childhood and through to later life. Co-location enables more integrated working to meet the requirements of *Getting it Right for Every Child*.

The educational benefits from implementation of the proposal

- 5.10 Additional support that any child at Pilrig Child and Family Centre currently receives would follow them to their new location. At primary school age, Craigentenny operates special classes should other specialist support be needed in later years.
- 5.11 Children will have the opportunity to access facilities at the school on a timetabled basis such as the gym and extensive outdoor facilities.
- 5.12 Pilrig Child and Family Centre was inspected by the Care Inspectorate in August 2010. The quality of care and support was rated “very good” and the report concluded that the centre continues to provide a valuable service to families who need support.

- 5.13 The Care Inspectorate inspected the Craigentenny Nursery Class in October 2010. The quality of care and support was rated “excellent” and the report concluded that the nursery provides excellent opportunities for children and parents to improve the quality of care. The report further stated that staff provide a stimulating and challenging learning environment, where children are highly motivated, confident and happy in their play.
- 5.14 Craigentenny Primary School was inspected by Education Scotland in October 2009 as part of a follow up report but the report did not include the nursery.

How the Council intends to minimise or avoid any adverse effects

- 5.15 It is expected that the main disruption arising from the proposal will be the change in location for those affected children and their parents/guardians. However, with a planned relocation at the summer holidays it means that some nursery children would be transferring onto primary school and this will reduce the numbers that are affected. It is envisaged that 9 of the 14 children currently attending Pilrig Child and Family centre will require to be placed at Craigentenny.
- 5.16 Should Council approve the relocation of Pilrig Child and Family centre support will be given to both parents and children in the transfer to the early years centre and to facilitate the assimilation of the children with other nursery children. There will be discussion with parents/guardians in respect of the relocation and what other options are available. Transport will continue to be made available where required for some children.
- 5.17 The opening times of Craigentenny Early Years Centre will be expanded to provide facilities for children and families 52 weeks per year. The hours of opening will be extended from 9.00am-3.00pm currently to 8.00am to 4.00pm. This will provide opportunities to accommodate any increase in pre-school entitlement for all children as highlighted in national legislation currently under consultation.

6. Financial Considerations

Costs

- 6.1 The rationale for the relocation is to improve the educational environment for children and their families.
- 6.2 The council has allocated £200,000 from the Early Years and Early Intervention Change Fund to deliver this project and upgrade the early years environment by completing internal works and reconfiguration of space. This was approved by Education Children and Families Committee in June 2012.

Proposed Works, Redevelopment and Potential Capital Receipts

- 6.3 If the proposals are approved and Pilrig Early Years Centre become surplus it is proposed to sell the land and building which have been valued at £300,000-£360,000 based on residential development of the site.
- 6.4 One off costs associated with closing the building (e.g. boarding up/ utility disconnections/ removals) are included in project costs. Ongoing security costs prior to sale may also be incurred.

7. Conclusions

- 7.1 There is a strong case for the relocation of services from Pilrig Child and Family Centre to Craigentinny Primary School and the main reasons are set out below.

Reason in support of re-provision at Craigentinny Primary School

- ***The learning environment for children and their families will be improved;***
- ***The refurbished centre will provide a greater range of facilities than are currently provided in either establishment;***
- ***There is capacity at Craigentinny Primary School to create an Early Years Centre;***
- ***The quality of care and support at Craigentinny Nursery has been rated as being excellent by the Care Inspectorate;***
- ***Co-location enables more integrated working to meet the requirements of Getting it Right for Every Child; and***
- ***Net annual savings from the closure are estimated at £19,000 per annum.***

Staffing Implications and Parent Liaison

7.2 If the proposal is approved, there will be ongoing liaison with staff and parents to ensure a smooth transition and to minimise any disruption. All staff from the Child and Family Centre would move to Craigentenny Early Years Centre.

8. Public Consultation Process

8.1 It is proposed to dispose of the Pilrig Child and Family Centre building when the replacement Craigentenny Early Years Centre becomes operational. In August 2013, those children continuing with their nursery education would attend Craigentenny Early Years Centre or an alternative choice depending on discussions with parents and guardians. This section expands upon the public consultation process relating to the proposal.

8.2 The Schools (Consultation) (Scotland) Act 2010 sets out the statutory consultation requirements for the relocation of Pilrig Child and Family Centre and the statutory consultees include the following:

1. Education Scotland (formerly Her Majesty's Inspectorate of Education)
2. the Parent Council or combined Parent Council of any affected school;
3. the parents of the children at any affected Early Years centre or school;
4. the parents of any children expected to attend any of the affected nurseries;
5. the staff at any affected early years centres, school and trade union representatives;
6. affected community councils; and
7. affected Neighbourhood Partnerships.

8.3 The affected Child and Family Centre is deemed to be Pilrig and the affected school is deemed to be Craigentenny.

8.4 The consultation period for the proposals paper will run for over six weeks from 9 November to 20 December 2012 and the paper will be made available electronically and in paper format. A public meeting will be held in respect of the proposals at the venue listed below. Free childcare and/or translation services can be provided at the public meeting if requests for these services are made to 0131 529 2103 by 28 November 2012

Venue	Date	Time
Craigentenny Primary School	5 December 2012	6.00-8.00 pm

8.5 At the end of the consultation period, the Council will send Education Scotland relevant documentation on the consultation process. Thereafter Education Scotland

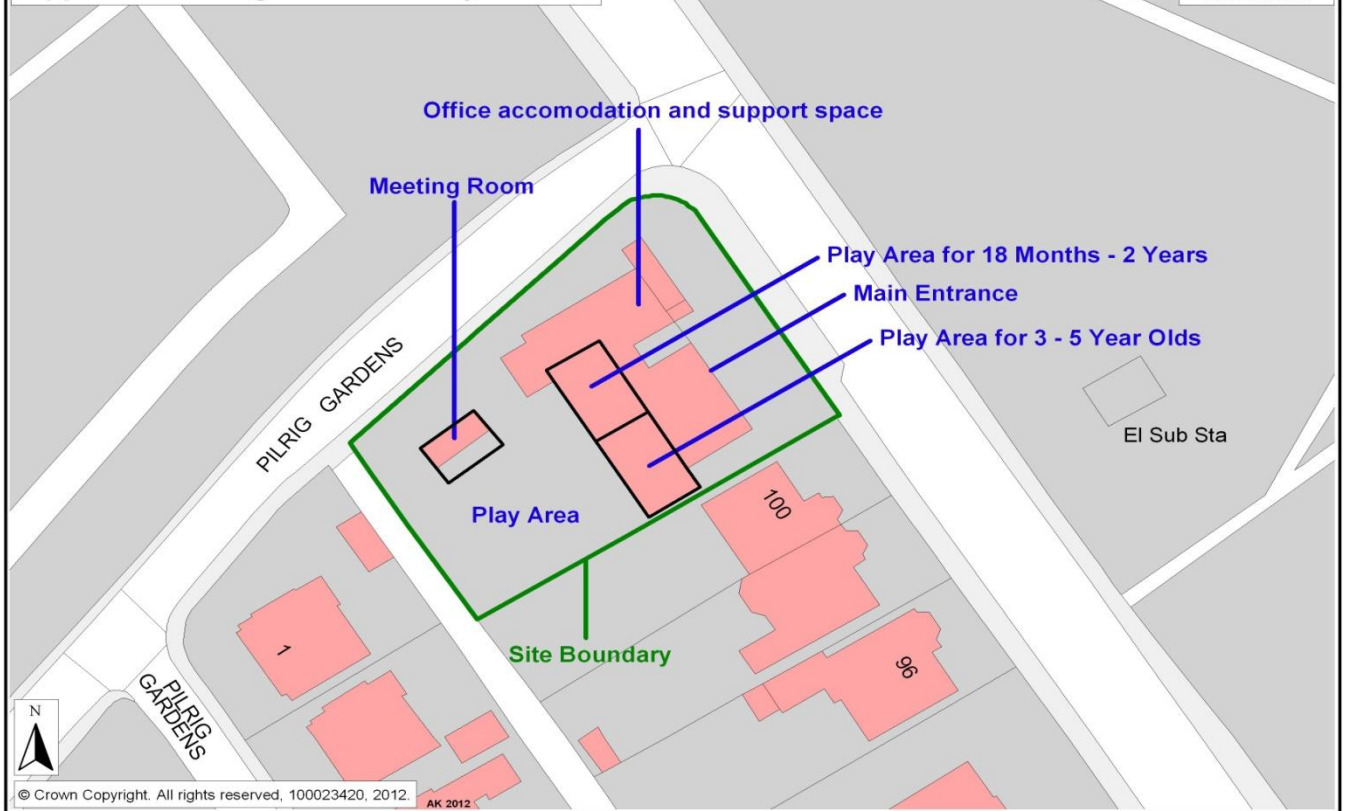
will prepare a report on the educational aspects of the proposal which the Council must take into account in preparing the final consultation report.

- 8.6 The consultation report will be made publicly available **at least 21 days before it is considered by the Council** and notification will be given to those individuals or groups that have made representations during the consultation period.
- 8.7 It is anticipated that the consultation report will be presented to a meeting of the City of Edinburgh Council on 14 March 2013 setting out recommendations and seeking approval for the proposals.
- 8.8 The Council website www.edinburgh.gov.uk/educationconsultations will contain information on the consultation. During the consultation period, any views on this proposal should be sent in writing to the address given below. Responses can also be made by e-mail to **earlyyears@edinburgh.gov.uk**. All responses to the consultation paper should be received by Thursday 20 December 2012 and addressed to the Director of Children and Families at Level 1.1

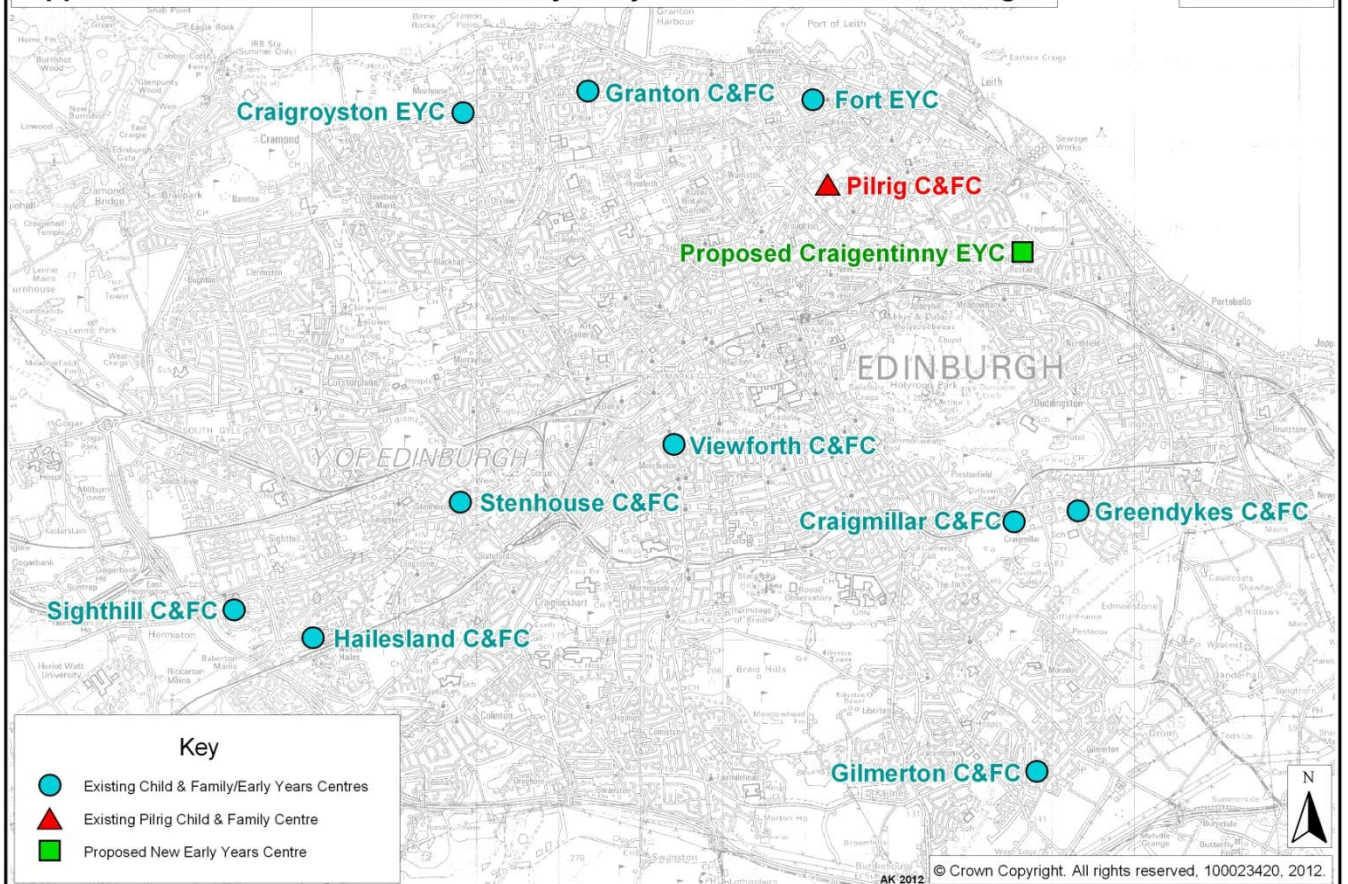
Gillian Tee

Director of Children and Families
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Edinburgh EH8 8BG

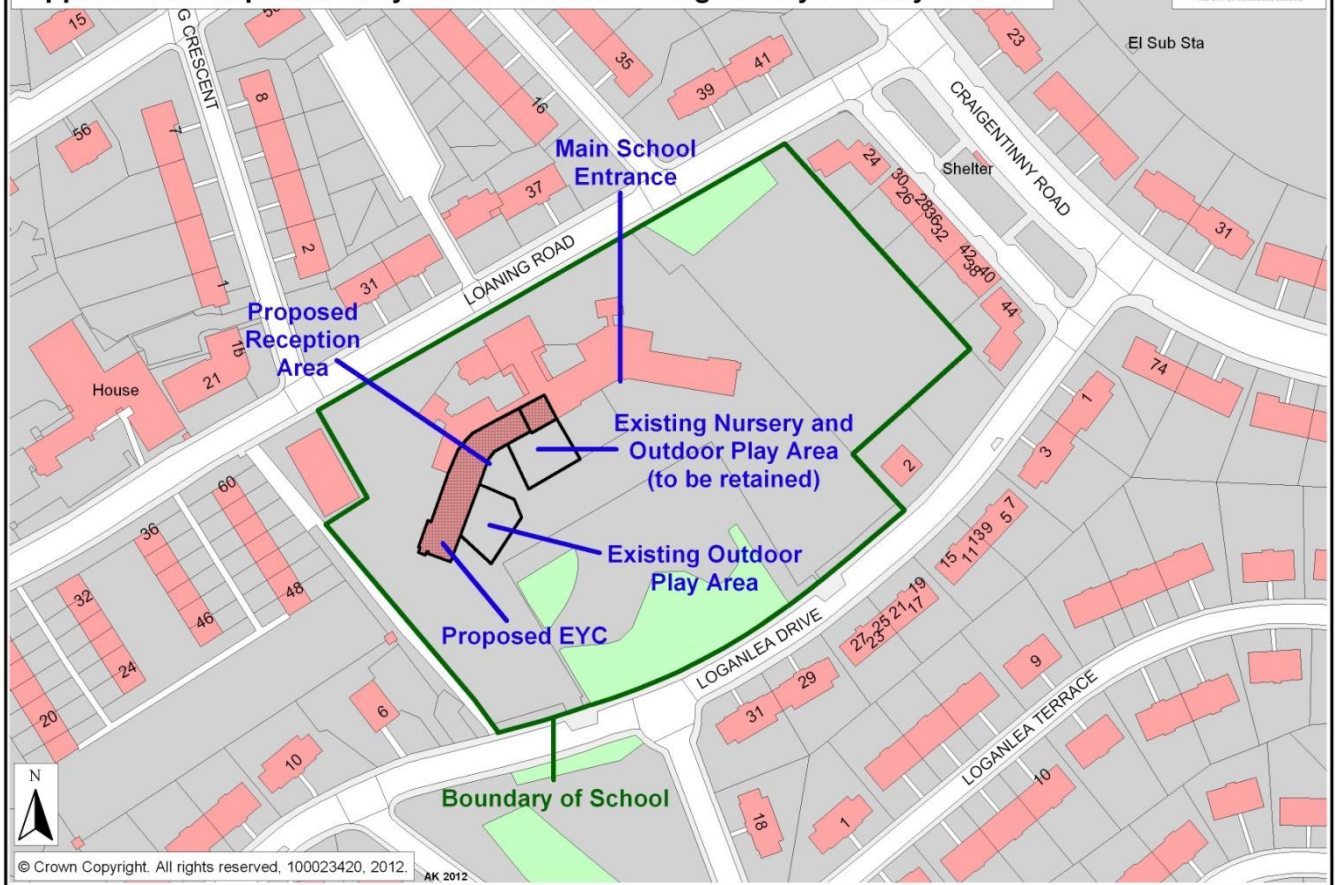
Appendix 1: Pilrig Child & Family Centre



Appendix 2: Location Of Child & Family/Early Years Centres In Edinburgh



Appendix 3: Proposed Early Years Centre At Craigtinny Primary School





Record of Meeting

Proposed Re-location of Pilrig Child and Family Centre to Craigentenny Primary School

Public meeting held on 5 December 2012, at 6.00 pm, in Craigentenny Primary School

Present: approximately 50 members of the public.

In Attendance: Tom Wood (Independent Chair), Gillian Tee (Director of Children and Families), Aileen McLean (Senior Education Manager, Early Stages), Jane Rough (Early Years and Childcare Manager).

1. Introduction

Mr T Wood (former Deputy Chief Constable, Lothian and Borders Police) introduced himself and explained that he had been invited by the Council as an independent person to chair the public consultation meeting this evening. It had been arranged by the Council as part of the consultations on a proposal to relocate the Pilrig Child and Family Centre to Craigentenny Primary School. The Family Centre currently provided support for children aged 18 months to 5 years, and their families, and included nursery provision for children aged 3 to 5 years.

The Education, Children and Families Committee on 9 October 2012 had approved a *consultation paper** to set out the rationale for the proposal to relocate. Officers from the Children and Families Department intended to give a presentation this evening to explain the proposals and then to answer any questions or take comments from the audience. The Schools (Consultation) (Scotland) Act 2010 required the Council to consult Education Scotland on the proposals and a representative of the directorate was also in attendance at the meeting this evening. Also in attendance was the Head Teacher of Craigentenny Primary School and the Manager of the Pilrig Family Centre.

2. Presentation

Aileen McLean (Senior Education Manager, Early Stages) explained the rationale for the proposal within the context of the Council's early years strategy. At a national level, there was a growing commitment to the 'early years', with the ages of 2 and 3 years now looked on as key years in the development of a child. The Council was committed to the concept, as outlined in its approved Early Years Strategy. The quality of care was high in Council establishments, as acknowledged in the inspections by HMIE and Care Inspectorate. At present there were four Early years Centres, open on a year-round basis, and providing nursery, early years and child care services. They were able to provide a whole range of services to children under 5 years and parents. The Council wanted to increase the availability of such centres across the city.

The rationale for the proposal here was to provide an improved educational and care environment for children in both Pilrig Child and Family Centre and Craigentenny Nursery Class. The additional family support services provided by Pilrig Child and Family Centre would be co-located with the existing Craigentenny Nursery Class and Primary School. This would increase opportunities for a wider range of families to access these support services.

3. The Proposal

Aileen Mclean explained the proposals as follows -

- Services provided at Pilrig Child and Family Centre will be relocated to Craigentenny Primary School and called Craigentenny Early Years Centre;
- Craigentenny Early Years Centre will offer services from the start of the 2013/14 school year in August 2013;
- Children currently attending Pilrig Child and Family Centre and continuing at nursery in 2013/14 will transfer to Craigentenny Early Years Centre;
- Playroom space for 30 children aged 18 months to 3 years and a baby-room for up to 9 babies will be provided at Craigentenny Early Years Centre;
- There will be additional space for groups of parents and family activities; and
- Pilrig Child and Family Centre building will close when the relocation has taken place and the land and buildings will be marketed for sale.

Transport from a dedicated minibus was currently provided to bring some children and parents to Pilrig Child and Family Centre and a similar arrangement would be put in place for Craigentenny Early Years Centre.

Gillian Tee (Director, Children and Families) added that she felt very positive about an opportunity that presented itself here at the school to strengthen the early years provision. It would form a '0 -12 years' campus, to benefit all families and an improved educational environment for children. There was the space available here to deliver a full range of services of Early Years Services, and the finance would be available to deliver the project in full. The Council was committed and do what was necessary to realise the ambitions for the school. In the longer term, a co-location on the site with Health Visitors and other specialist services, was envisaged.

4. Questions and Comments -

Tom Wood, as Chairman, then invited questions or comments from the audience - firstly from parents with children at the school. Questions, taking these in groups where possible, and the answers from the Council officers, in summary, were as follows -

Question 1 – In regard to the benefits which you have stated will accrue – are these likely to be seen within the School or just be for the Family Centre? Would the Family Centre benefits be just for the parents in the early years centre or be for all families? How many children would go to the Primary School? What was to be re-furbished in Craigentiny?

Answer – Staff in the Early Years Centre will be able to work with any of the families in the school, to offer them additional support. Parents may have issues with the children at different stages in their early years or at school and the parents themselves may have a support need at certain times. There will be opportunities to gain support with parenting as required. The Manager of the Centre and the Head Teacher would work closely together. The EYC would be a very integral part of the school, providing advice for parents, with easy access to services.

Answer (Head Teacher) There could be families in need at any time in the school - one of the problems previously was the time delay in getting referrals on to other agencies – we sometimes weren't in a position to offer immediate support. One of the positive benefits of this proposal would be a better analysis of any support needs and the more direct links to outside agencies.

Answer - On the transfer, we do not know exactly at this stage how many children will transfer on to the Primary School – some may choose to go to other schools. On re-furbishment of Craigentiny, we are looking to improve the access for disabled

people, by the front door. There would be a receptionist and business manager in the front office, and an Early Years officer; there would be re-furbishment of other rooms (currently used by the nursery) and which would be available for toddlers; plus a classroom on ground floor to become a baby-room. There were two other rooms upstairs – for additional office space and meeting rooms.

Q2 – Coming from a background in specialist support to children myself – my question is related to children with emotional needs. A worry is that their behaviour can be unpredictable, for a range of reasons. I would like to know whether the additional support will be ‘mainstream’? We also don’t know the numbers involved as yet - how can we be re-assured the school will be adequately protected?

Answer – In the EYC there are some children with emotional needs – who are currently well supported – the new provision will incorporate all of the existing provision and be strengthened further by the amalgamation and the higher numbers of staff across the school – a pool of increased staffing and resources, available to all the children and their parents.

This support may be mainstream for the children, it will depend on their circumstances. Children will apply to the centre from across the catchment area – some from the Pilrig area will go to other schools. Looking at the current rolls and where the children were living, we do not envisage a high increase in numbers at Craigentenny. They will be well supported; the capacity is there to work with them.

Q3 – On the specifics of staffing – will the extra support be *teaching staff* or *other specialist staff*? Where is the money for this support to come from? I am concerned to know how the pupils will be supported ‘further up’ the school – the question of ratios of staff to pupils needing support – it is my experience that children with emotional needs can often display signs of distress when placed in a mainstream class.

Answer There will be the combined resources from the existing support. At the EYC, the family centres have a higher ratio of staff to pupils than in mainstream – one adult to every three children – all Early Years officers are qualified. We also work with outside specialists – from Lothian NHS, for example, to supplement the skills.

Some 60% of the children currently at the Pilrig Family Centre come from this (Craigentenny) catchment area and we don’t expect a significant increase in terms of numbers. We don’t know exact numbers at this stage and whether a higher proportion will come into the mainstream classes of the school.

Q4 It can't just be about classroom space – there are needs for 'additional' space for the school in its workings?

Answer (Head Teacher) The additional space in the school will stay unaffected. At the moment, there was quite a lot of extra space in the school e.g. the music room and nutrition room was infrequently used – we are confident there will be plenty of space remaining, outside of classroom space.

Q5 About the transfer of resources – currently, we don't know the percentages of children involved – I am a bit wary of support package allocations – there needs to be a clarified sum. Can we please be re-assured that we are getting it right for all the children?

Answer – The Family Centre makes an assessment of all the children on an individual basis - there is an 'audited hours' assessment for all the children as required. The children make a good transition in general. The support systems are also there for parents – it is really useful to be able to discuss issues and offer advice on support packages for the children or/and their parents.

Q6 In the future, if you sell the Pilrig building, what happens if many children move into this area? For example, look to Portobello High School, where all the land was sold off and then it was found to have been a mistake, by not allowing for expansion?

Answer (G Tee, Director) – There are different areas in the city with different pressures – there are 5,000 spare places across the school estate but some schools are under pressure with places at a premium. The Council is presently intending to expand five primary schools, against a background of pressure on the roll in some areas. We therefore need to be able to allocate resources to where the needs are and you are correct to say we need to plan ahead, for the next 10 to 20 years. Here, at Craigentenny, we want to strengthen the early years provision. The concept of an EYC gives a lot of scope for cover, with the increased flexibility, and support for parents, and longer term scope for co-location with health services. We find that parents are asking for services to be together. We have the scope here to start off an exciting development, it can't be done at once but we hope to be able to do so over a number of years.

Q7 Regarding the capacity of Craigentenny, will the school still retain sufficient classrooms to be able to cope with 'out of catchment' children - in 5 years time, there may well be a much higher intake, requiring twin intakes – can the school accommodate for this?

Answer - Craigentenny has 22 classrooms plus other smaller rooms. Looking ahead over 7 years, the school would be able to manage 13 classes – it had the scope to cater for twin intakes at P1 level. There would be two intakes this year – the school could cope with a two-stream intake over future years. The school roll, with all other schools, is kept under review, as part of annual forecasting by Children and Families.

Q8 What exactly was the main driver for this change- is it the sale of Pilrig, to raise capital – or the improvement of the education experience? Craigentenny had been operating with an under-capacity for a good number of years, it is well known.

Answer – The opportunity provided by the circumstances at the school – the space to make improvements, and an opportunity to develop the early years concept. The school is 40 per cent unused at present and the Council was looking to see where we can improve the provision, the educational experience - we look to where we want to have better provision. There was scope at Craigentenny to develop the concept, with the right conditions for funding being in place and the physical scope to made accommodation changes. We would like to see it being a centre of excellence for 0-12s. The Council had a strategy to plan for more Early Years Centres, with work begun for example at Royal Mile and Oxfords Primaries and at Craigmillar Community High School. Queensferry Primary School now had co-location of an early years centre with the primary school and was probably the closest model to what was being proposed for Craigentenny.

Q9 My problem is not realising exactly what a ‘Family Centre’ would entail? This is the issue of most concern to parents. We are not sure what concerns there might be – are there any risks surrounding the issues – for example on the security of the children at the school, any risks of contact from outside influences that are not present at this time – there may be higher concentrations of families with problems or a crisis at times.

Answer (Early Years Centre Manager) - There are vulnerable children present in every school. I have worked in a Family Centre for 26 years, and there are behaviour norms and policies to govern these. It is a very positive experience. Parents come and drop off children in the same manner and the security is similar to the school. The systems work well. As said, in every school there will have children who are vulnerable or need help, and the centre resources are geared to this.

Q10 - As regards numbers, we don't have accurate forecasts on the numbers involved. We feel the report has omitted to cover these aspects and has given no indication of possible detrimental effects on our children, on children in P1, from the merger.

We are concerned at the potential implications – whether things will be brought into the playground, whether our children will be exposed to new risks, or somehow intimidated.

Answer (G Tee, Director) – We are hearing the points and the concerns that the parents are raising this evening and will require to show that they have been addressed once we report to the Council in March. A fair proportion of the children who attend the Pilrig Family Centre come from this catchment area, and therefore would be expected to come to Craigentenny Primary as the local school – so there is not an expectation of a large number of additional pupils arising as a result of the proposals. The Council has a strategy for the early years provision, we believe it is a very positive approach and that it will improve the educational experience for the children and also for families. The Queensferry Primary development is a good model and I agree it would be helpful if parents here could see it in action – I am very happy to make an arrangement to take parents to Queensferry, to visit the centre, to see the work in practice.

Q11 (Former Councillor) – Most parents need help at some stage in their lives, whether to do with their children's education or their health. I have my children here and am most supportive of the concept. There were good examples of the model working elsewhere. Glasgow had taken a notable lead on integration projects of this kind – they found it evident that the more that support was seen to be available, then the more people came forward to ask for that support. The local communities benefited from the integration. It had also been happening in Edinburgh, through a recent voluntary project, and the Ribble Project was currently working on a 'peer mentoring project' in the high school. The Family Centre was a commendable development and to be supported.

Q12 I back up what was earlier said in that I feel the consultation document has insufficient information about what the Early Years Centre would do. My concern was that certain schools had a not very good reputation so parents would decide to send their children elsewhere – the same thing could happen here. Since this proposal had come to light, a number of parents had not enrolled their children for nursery or were holding off from P1 registration. It was an unknown, as to how the school would change. The explanations this evening had been helpful to parents – but more information needed to be given out by the Council – to feed back to other parent groups.

Q13 The school's efforts on integration here had been fantastic – in the past we might have had issues with bullying etc but some great progress has been made in Craigentenny. There was a good case for family centres. However, I think the report is too 'one-sided' – the possible drawbacks of co-location are not explained yet there must be negative aspects. So, people may conclude that some aspects

are being hidden. The school is good but some parents are still undecided. The Council needs to help parents to promote their school – some things, for example the ‘bars’ on the school to the front – need to be removed and other work to improve the appearance.

Q14 I reinforce what has been said about family centres being good but not always explained - how it fits in a co-location with the primary school. Some parents can be suffering from problems, sometimes involving alcohol, substance abuse, etc., and we are concerned that it shouldn't affect the children in the school. We want to know how it will be managed and not impact on the community.

Answer (G Tee, Director) – We are hearing your comments on this aspect and we will do more to balance the general benefits to the school, as well as the Family centre, when reporting in March. As a Council, we have allocated £200,000 for this project, to improve the school, including the physical aspects of the building. We are striving to achieve fewer, but better, buildings across the city. Your comments regarding promotion of the school image are noted. Once we have the feedback from the consultation period, the final report to the Council will go through all the issues. The elected members need to be re-assured all the issues have been addressed. We are listening to the points being made.

Answer (Head Teacher) – There had been similar types of concerns expressed here over whether integration would cause difficulties, when two autistic children were placed in the school; they had not materialised at all and now it would be hard to imagine without them, so well integrated were they.

Q15 – On the Baby Centre – will there be any issues of noise, that is to say babies crying, to affect the rest of the school?

Answer – This isn't a problem - in our experience - the babies don't really cry much, with the adult support; rather, it is more of a new dimension added to a school, to have the babies adds to the warmth and interest of a school, and the children seem fascinated having them around.

Q16 – We agree on the necessity of managing the school estate; also, on integration – the earlier we start these things off, the better for society. But, in Education, there is a history of a failing on integration, it has never been supported properly. It has to be demonstrated that the potential is there to support and that the budget is put in place. It requires the financial commitment if it is to work.

Answer (G Tee, Director) – As an authority, we want to see fewer, better, buildings.

We need to take opportunities to shift resources to best advantage. But it is absolute that the intention here is that we feel can make the children's education better. On integration and inclusion, in Edinburgh we have taken a balanced view – sometimes it will be support within mainstream classes and in other cases it will involve specialist classes with additional support. On the budget, any savings will transfer in full – and the £200,000 will be invested in this project. We are looking at nursery education in general in the city, we may need larger days or increased cover over holidays. There may be opportunities for parents to buy extra care – to see if it's cost effective.

Q17 – You mentioned that not every child at the school is in the catchment area?

Answer - Parents have a right in law to make requests for out-of-catchment places – therefore schools can have pupils from out of catchment areas – and the reverse of course applies – dependent on places being available in the school. In areas of rising populations, the scope for non-catchment places is lessened – and this is a trend that is growing in many parts. As the number of primary age children increase, school rolls will become fuller and in the future we will see more and more communities fall back to their catchment schools.

Q18 – There is a lot of outside space at this school – will it be retained?

Answer – The head teacher here is keen to develop the playground. The areas will be retained and we will attempt to improve on the present situation. The head teacher will continue to be responsible for the school – with the 0-3 years being looked after by the Early Years Manager.

Q19 – Regarding out of catchment appeals – I had applied for another school but been unsuccessful. Since enrolling here at Craigentenny, my son has settled in well and made good progress. However, the school for whatever reason does not have a great reputation, plus the external appearance was not good and was off-putting to some parents. If the Family Centre was to come here, there is a danger the image could be further affected. I am also concerned over capacity and whether it can cope with two P1 intakes if needed.

Answer (G Tee, Director) – The ideal would be to have local schools for local children serving their local community. The fact of rising rolls will produce that situation over time. On the importance of appearance – we are trying to do that here – to produce money to invest in the school. If additional money comes from a sale of Pilrig – then we can try and re-invest in the school. We wish more services in and

around the school. On reputational issues – we will invite you to look at the Queensferry Primary School centre, I think this will greatly assist in allaying concerns, the Queensferry model is very good.

Q20 We would want re-assurance for parents on safety in the school, as the proposals will bring a lot of additional adults into the school area. Also, will we lose the parents room?

Answer – The Family Centres all have the same policies regarding security: Doors are locked, and there are staff assigned responsibility for security. It would be the same policies in the new provision.

Q21 I would just like to reiterate support for the concept of the Family centre – I wasn't aware that there could be a negative perception of it at all – we need rather to take it out to people and let them know about the added value for the school.

Q22 I am not sure why it was decided that the Family Centre should be allocated to Craigentenny rather than the Royal High Primary?

Answer– A proportion of the children currently at Pilrig come from this school's catchment area. The nursery education at both Pilrig and Craigentenny was previously assessed by the Inspectorate as 'very good' and 'excellent'. With the transfer of staff we should be looking at a good additional resources for this school – we should be able to improve on what we have at the moment.

5. Conclusion

Tom Wood, in concluding the meeting, thanked the audience for the questions and points made this evening. These were being recorded and would be submitted with the report to go to the Council on 14 March 2013. Nothing would be decided until that meeting of the Council when all the facts would be put before the elected members of the Council. The consultation period would continue until 20 December 2012 and further submissions would be welcomed during this time.

*(Note: download the Consultation Paper at:

http://www.edinburgh.gov.uk/downloads/file/9020/consultation_on_the_proposed_re-location_of_pilrig_child_and_family_centre_to_craigentenny_primary_school)

Consultation proposal by The City of Edinburgh Council

Report by Education Scotland addressing educational aspects of the proposal to relocate services provided by Pilrig Child and Family Centre to Craigentenny Primary School and establish Craigentenny Early Years Centre

1. Introduction

1.1 The City of Edinburgh Council proposes to relocate services provided by Pilrig Child and Family Centre to Craigentenny Primary School and establish Craigentenny Early Years Centre from August 2013.

1.2 The report from Education Scotland is required under the terms of the *Schools (Consultation) (Scotland) Act 2010*. It has been prepared by HM Inspectors in accordance with the terms of the Act.

1.3 HM Inspectors undertook the following activities in considering the educational aspects of the proposal:

- attendance at the public meeting held on Wednesday 5 December 2012 at Craigentenny Primary School in connection with the council's proposals;
- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
- visits to the site of Pilrig Child and Family Centre and Craigentenny Primary School, including discussion with relevant consultees.

1.4 HM Inspectors considered:

- the likely effects of the proposal for children and young people of the centre; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area;
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and

- benefits which the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

2. Consultation process

- 2.1 The City of Edinburgh Council undertook the initial consultation on its proposals with reference to the *Schools (Consultation) (Scotland) Act 2010*. The consultation included an invitation for written submissions and a public meeting held at Craigentinny Primary School on 5 December 2012. The council did not seek the views of children affected by the proposal at Craigentinny Primary School.
- 2.2 Those attending the public meeting and the small number who responded to the council in writing as part of the consultation process raised a number of issues in relation to the proposal. These related to the practicalities of how the proposed new centre would operate, its location, the purpose of an early years centre, the reputation of the primary school and any future increased demand for school places.
- 2.3 Parents from Pilrig Child and Family Centre were positive about the proposal. They felt that the relocation of services to Craigentinny Primary School would offer children an improved learning environment with better space and facilities available for both children and their families. They were also positive that the head of centre and staff from Pilrig Centre would be transferring to the proposed new provision and they were reassured that there would be some continuity in the transition process. They raised a few minor concerns about whether any future reduction in numbers would impact negatively on the services the centre would provide and also about the additional noise particularly in the outdoor area at breaks and lunch time.
- 2.4 Parents from Craigentinny Primary School had a number of concerns about the proposal. They were unclear about the additional benefits the proposal would offer to the children attending Craigentinny Primary School and they did not think that the proposal made this sufficiently clear. They felt that they did not have enough information about the nature of the services likely to be offered by a child and family centre and that they needed greater information and reassurance on the impact this change may have on their child's education and on the local community. Parents also felt that it may also have a detrimental effect on the reputation on the school in the community.
- 2.5 Overall, staff from both Pilrig Child and Family Centre and Craigentinny Primary School were positive about the proposal. They felt that the new provision would offer benefits especially in relation to the building and space available. They were also positive about the provision for babies and the opportunities this would offer for improved transition throughout the early years and school stages. Staff from Craigentinny Primary School were very positive about the wider range of staff skills and resources that would be offered that would be of benefit to children and their parents in the school. Staff from both establishments raised reasonable

concerns about how the needs of the most vulnerable children aged three to five years and their families would be supported especially given the larger number of children in the nursery class and changes in staff ratios.

- 2.6 Children at Craigentenny Primary School were positive about the proposal. They felt that there would be more people using the school and that this might help the numbers of children attending the school. They also felt that it would help improve the school's reputation in the local community. They were also positive about children being able to come to the school as a baby and continuing their education to the age of 12. They felt that it would help fill up many of the empty spaces in the school. They were also very positive about new staff coming to work in the school.

3. Educational aspects of the proposal

- 3.1 Pilrig Child and Family Centre is situated in the Pilrig area of Leith. The centre comprises a single storey building and has two playrooms, small office areas, a staffroom and toilets. The centre also has a temporary unit which is used by parents, visiting services and for group work. The building was assessed in 2009 as having an overall condition B – performing adequately but showing minor deterioration consistent with its construction date and use. Overall, the building is not fit for purpose. Both playrooms are small and there is significant water ingress in areas of the building. The heating and ventilation system is inadequate and means the building is very cold in the winter and hot in the summer. The centre has a very good garden area which is well used by children and staff. The council sets out in its proposal that the cost of repairs and maintenance to the building would be around £100,000 and that budget limitations mean that this would be restricted to keeping the property wind and watertight. The council has also set out how it can make savings which would make more funding available for the early years services across the council by relocating the provision.
- 3.2 The proposal sets out a range of educational benefits in relation to the children and families who would be supported by the new centre at Craigentenny Primary School. The proposal sets out clearly the range of benefits for children and their families in an improved learning environment. The new provision has spacious playroom areas and space for a range of other activities to take place and for other professionals to work. In addition, children would also benefit from access to the facilities available in Craigentenny Primary School, for example access to the gym hall. The proposal would allow a greater range of facilities to be offered which would benefit both the children and families accessing the centre and those who attend the school. The council's proposal also sets out potential benefits which relate to the range of services that would be provided in this universal setting. Co-location of the centre within Craigentenny Primary School would offer greater opportunities for integrated working amongst a range of professionals, for example across the early years centre, nursery class and early stages of the school and also working with others, for example, health and social services.

- 3.3 The council proposes that children currently attending Pilrig Child and Family Centre who are aged three to five, will attend the nursery class in Craigentinny Primary School. It recognises that there will be a need to support children in this new environment. However, the council needs to ensure that there is no detrimental impact on these children and their families arising from a possible reduction in support due to larger numbers of children, changes in staff ratios and the lack of available staff to support parents and families.
- 3.4 Whilst the council's proposal has set out the range of benefits for those children and their families attending the centre, it now needs to set out more clearly the benefits for those children attending Craigentinny Primary School. In doing so, it needs to provide greater information and reassurance to parents of children attending Craigentinny Primary School. In addition, the council should also seek the views of children attending Craigentinny Primary School who are affected by this proposal. Parents expressed concerns about the lack of information on the range of services likely to be offered by a Child and Family Centre. The council needs to consider how it can provide greater information and reassurance to parents of children attending Craigentinny Primary School.
- 3.5 The council has set out clearly how it intends to minimise or avoid any adverse effects arising from the proposal. In addition, it needs to consider the short timescale it has given itself for implementation of the proposal. This includes the renovation works that will be required at Craigentinny Primary School and any disruption that this may cause.

4. Summary

- 4.1 Overall, the proposal by The City of Edinburgh Council to relocate services provided by Pilrig Child and Family Centre to Craigentinny Primary School and establish Craigentinny Early Years Centre offers a range of clear educational benefits, particularly to those children and families who would be supported by the new centre. The council now needs to consider the wider benefits for those children and families affected who attend Craigentinny Primary School. The range of benefits that would arise from improved accommodation and facilities are clear and the greater use of available space in Craigentinny Primary School would benefit the new centre, the school and also help the council achieve best value by addressing the issues of under capacity.
- 4.2 The proposal needs to set out more clearly how the council will ensure there is no detrimental impact on those children and their families who will transfer from Pilrig Child and Family Centre to Craigentinny Nursery Class that may arise from a possible reduction in support due to larger numbers of children, changes in staff ratios and the lack of available staff to support parents and families. The council also needs to ensure careful transition planning for children with additional support needs.
- 4.3 Parents of children attending Craigentinny Primary School have raised a number of concerns as detailed at 2.4 above. The council now needs to take steps to provide parents with more detailed information, clarification and reassurance

about both the nature of the children's centre and also about the benefits for their children attending Craigentinny Primary School. In taking forward this proposal, the council also needs to consider how it can best gather the views of the children attending Craigentinny Primary School.

- 4.4 In taking forward the proposal, the council needs to ensure that the necessary renovation works can be completed within the short timescale.

HM Inspectors

Education Scotland

January 2013

Craigentinny Primary School P3-7 Consultation Monday 28 January 2013

90 pupils participated 55 (approx) male and 35 (approx) female. 4 (visible) bme pupils.

1. When I was at Nursery I went to:

Response	Number
Craigentinny nursery class	69*
Pilrig C&FC	7
St Ninian's	0
Other	30
Don't know	1

* some children attended a C&FC then came to our nursery so put up their hand for both.

2. I've heard about the proposal to relocate Pilrig Child and Family centre (before today)

Yes	No	Not sure
32	58	

How have you heard about it?

- Letter to parents - 11
- From teachers - 1
- Read about it in Evening News - 2
- Saw it on Facebook
- My mum/dad was at a meeting about it - 8

3. I think if Pilrig Child and Family Centre relocate to the school it will make a difference to me

Yes	No	Don't know
17	26	47

Will make a difference because:

- May have family that will use it.
- It might encourage more people to come to our school
- Help toddlers learn about our school.
- There will be more people in the building
- Be more noise!

Won't make a difference because:

- May hardly see them.
- If you don't have any family using it you may never see children in it.

4. I think if Pilrig moves into the school it will make a difference to this area where we live

Yes	No	Don't know
26	15	49

Will make a difference because:

- If you have family / friends using the Centre you might see them after school.
- The area will be busier with more families.
- It will mean there is a place to take your baby.

Won't make a difference because:

- We might not even notice extra people.

Pupil Comments and Questions

We asked the pupils if they had any questions about the proposed closure. Their questions were:

- Will we get to go and see the children?
- Will they play in the playground?

The City of Edinburgh Council

10am, Thursday 14 March 2013

Future arrangements for the scrutiny of Police and Fire & Rescue Services in Edinburgh – referral from Police and Fire Reform Pathfinder Committee

Item number	8.9(a)
Report number	
Wards	All

Links

Coalition pledges	All
Council outcomes	All
Single Outcome Agreement	All

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Terms of Referral

Future arrangements for the scrutiny of Police and Fire & Rescue Services in Edinburgh

Terms of referral

The Police and Fire Reform Pathfinder Committee on 12 February 2013 considered a report outlining the implications of the Police and Fire & Rescue Reform (Scotland) Act 2012 ('2012 Act') in terms of the Council's obligations to undertake scrutiny of police and fire and rescue services and providing proposals for governance and scrutiny arrangements from 1 April 2013.

The Scottish Government had indicated that each Council should have the flexibility to create a structure for implementation of the new arrangements that suited their needs best, within the parameters of the legislation. A number of options had been considered and the two preferred committee models for Edinburgh were submitted to the Committee for consideration.

The Police and Fire Reform Pathfinder Committee agreed:

To recommend Option 1 as the preferred governance and scrutiny arrangements for Edinburgh, and to refer this decision to Council for approval.

For decision/action

The Police and Fire Reform Pathfinder Committee recommend that the City of Edinburgh Council approve Option 1 in the attached referred report.

Background reading / external references

Police and Fire Reform Pathfinder Committee 12 February 2013

Links

Coalition pledges	All
Council outcomes	All
Single Outcome Agreement	All

Police and Fire Reform Pathfinder Committee

10am, Tuesday 12 February 2013

Future arrangements for the scrutiny of Police and Fire & Rescue Services in Edinburgh

Item number	5.1
Report number	
Wards	City-wide

Links

Coalition pledges	P32
Council outcomes	CO5, CO15, CO21, CO23
Single Outcome Agreement	SO4

Alastair Maclean

Director of Corporate Governance

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Executive summary

Future arrangements for the scrutiny of Police and Fire & Rescue Services in Edinburgh

Summary

The Police and Fire & Rescue Reform (Scotland) Act 2012 came into force on 1 October 2012, the purpose being to create a single police service and a single fire & rescue service. This report outlines for members of the pathfinder committee:

- the implications of the Police and Fire & Rescue Reform (Scotland) Act 2012 ('2012 Act') in terms of the Council's obligations to undertake scrutiny of police and fire and rescue services; and
- proposals for governance and scrutiny arrangements from 1 April 2013.

Recommendations

To consider the options for the future arrangements for scrutiny of police and fire & rescue services in Edinburgh and refer to the Council for approval.

Measures of success

Not applicable.

Financial impact

Not applicable.

Equalities impact

Not applicable.

Sustainability impact

Not applicable.

Consultation and engagement

Not applicable.

Background reading / external references

Future arrangements for the scrutiny of Police and Fire & Rescue Services in Edinburgh

1. Background

- 1.1 The Police and Fire & Rescue Reform (Scotland) Act 2012 came into force on 1 October 2012, the purpose being to create a single police force and a single fire and rescue service.
- 1.2 A single committee of the Council was established to act as a local pathfinder project for Edinburgh to support the development of the national plans for police and fire & rescue.
- 1.3 Many of the tasks currently carried out at local authority level by police authorities, joint police and fire & rescue boards, including setting of budgets, will form part of the work of the new central authorities.
- 1.4 In preparation for the new arrangements, in place from 1 April 2013, governance and scrutiny arrangements for police and fire & rescue services in Edinburgh require to be agreed.

2. Main report

2.1 Local Accountability

- 2.1.1 The 2012 Act ensures that local authorities will be able to directly influence police and fire & rescue service functions in their areas via the following:
 - The Local Commander (police) and Local Senior Officer (fire and rescue) will have a statutory duty to work with the local authority to set priorities and objectives for police and fire and rescue services in their local area.
 - The Local Commander (police) and Local Senior Officer (fire and rescue) will be required to prepare the local plan for police and a local plan for fire and rescue that meets the needs of the local area.
 - The local authority will have statutory powers to monitor the delivery of police and fire and rescue functions in the area.
 - The local authority will have statutory powers to provide feedback to the Local Commander (police) and Local Senior Officer (fire and rescue) and to make recommendations for improvements.

2.1.2 The proposed new local arrangement offers several advantages and opportunities, including:

- increased local scrutiny with the previous Lothian and Borders Police and Fire and Rescue Boards being replaced by one 'committee' focused on the Edinburgh area.
- improved partnership working via the creation of one 'committee' for both police and fire and rescue and the inclusion of Community Planning partners.
- elected members to be more involved in and aware of service delivery in Edinburgh with increased scrutiny and advice provided at one meeting.

2.2 Pathfinder

2.2.1 A single committee of the Council was established to act as a local pathfinder project for Edinburgh to support the national plans for police and fire & rescue reform during 2012/2013.

2.2.2 In preparation for go live on 1 April 2013, City of Edinburgh Pathfinder has been meeting on a regular basis to discuss the arrangements that require to be in place at a local level to comply with the new legislative requirements, and have also been engaging at a national level as part of the Local Scrutiny and Engagement Implementation Network (LSEIN) to support the development and implementation of local scrutiny frameworks.

2.2.3 The Police and Fire Reform Pathfinder committee met on 25 January 2013 and agreed that a further meeting of the Committee would be held on 12 February 2013, to consider and recommend an appropriate governance proposal for agreement by the Council on 14 March 2013 and for implementation from 1 April 2013, in accordance with legislation.

2.3 Remit and Governance

2.3.1 Many of the tasks currently carried out at local authority level by police authorities and joint police boards, including the setting of police budgets, will form part of the work of the Scottish Police Authority. Although the current statutory police authorities and joint police boards will cease to exist under the new arrangements, local authorities will still have a role in local policing (e.g. monitoring local performance and working with local police commanders in setting local priorities). Local authorities will also retain the ability to provide additional funds for policing in their areas.

2.3.2 The main role of the committee will be to advise, agree, scrutinise and review the Edinburgh Police and Fire & Rescue plans and services to:

- 2.3.2.1 consider and recommend improvements in local policing and fire & rescue services.
- 2.3.2.2 contribute to the delivery of national outcome 9 'we live our lives safe from crime, disorder and danger' and the City of Edinburgh Single Outcome Agreement (SOA), in particular 'Edinburgh's communities are safer and have improved physical and social fabric.'
- 2.3.2.3 consider progress and performance reports on the implementation of the Edinburgh Police and Fire & Rescue Plans and services.
- 2.3.2.4 receive statistical reports on complaints about policing and fire & rescue in Edinburgh.
- 2.3.2.5 provide comments in response to consultations on policing and fire & rescue services.
- 2.3.2.6 promote engagement with all interested parties including community planning partners and neighbourhood partnerships.
- 2.3.2.7 to make representations to the national authorities, as required, in relation to wider scrutiny issues and concerns.

2.4 **Options: arrangements for scrutiny of police and fire & rescue services**

- 2.4.1 The Scottish Government has indicated that each Council should have the flexibility to create the structure for implementation of the new arrangements that suits their needs best, within the parameters of the legislation.
- 2.4.2 A number of options have been considered and the following provides an outline of the most preferred committee models for Edinburgh from 1 April 2013:
- 2.4.3 **Option One: Public Safety Executive Committee**
 - 2.4.3.1 The Pathfinder considered a suggestion from the convener to consider a new executive committee that would focus and draw together areas of public and community safety within Edinburgh and aligned closely to community and neighbourhood planning.
 - 2.4.3.2 The Council agreed new political management arrangements on 20 September 2012. Community safety is currently within the remit of the Health, Wellbeing and Housing committee with links to community planning, via the new Communities and Neighbourhoods Committee. It would, however, be possible for the Council to adjust the executive committee structure and either amend the remit of an existing committee or create a new executive committee.

2.4.3.3 The committee would focus on public and community safety, including the remit outlined in paragraph 4.2, with a membership of 11 (3 Labour, 3 SNP, 2 Conservatives, 1 Green, 1SLD and one co-opted member from the Community Safety Partnership).

2.4.4 **Option Two: Police and Fire & Rescue Scrutiny Committee or Sub Committee**

2.4.4.1 A separate scrutiny committee with the remit outlined in paragraph 4.2.

2.4.4.2 The proposed membership of the committee would be 3 Labour, 3 SNP, 2 Conservatives, 1 Green and 1SLD. To support engagement with community planning partners, it is proposed that there would be additional members of the committee including the convener of the Neighbourhood Partnerships forum and a member of the Community Safety Partnership. In addition, the convener of the committee would sit on the Edinburgh Partnership Board in place of the Police and Fire & Rescue Joint Board conveners.

2.4.5 The report to Council on 14 March 2013 would outline proposals for the new committee and cover key areas such as senior councillor allowances and amendment of the Committee Terms of Reference and Delegated Functions.

3. **Recommendations**

3.1 To consider the options for the future arrangements for scrutiny of police and fire & rescue services in Edinburgh and refer to the Council for approval.

Alastair Maclean

Director of Corporate Governance

Links

Coalition pledges	P32 - Develop and strengthen local community links with police.
Council outcomes	CO5 - Our children and young people are safe from harm and do not harm others within their communities CO15 - The public is protected CO21 - Safe residents, visitors and businesses feel that Edinburgh is a safe city CO23 - Well engaged and well informed communities and individuals are empowered and supported to improve local outcomes and foster a sense of community

The City of Edinburgh Council

10.00 am, Thursday 14 March 2013

Future Arrangements for the Scrutiny of Police and Fire & Rescue Services in Edinburgh

Item number	8.9(b)
Report number	
Wards	City wide

Links

Coalition pledges	P32
Council outcomes	CO5 , CO15 , CO21 , CO23
Single Outcome Agreement	SO4

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Executive summary

Future Arrangements for the Scrutiny of Police and Fire & Rescue Services in Edinburgh

Summary

New scrutiny and governance arrangements for police and fire & rescue services in Edinburgh require to be agreed as a result of the Police and Fire & Rescue Reform (Scotland) Act 2012 which came into force on 1 October 2012, and created a single police force and a single fire and rescue service for Scotland.

There are three options provided, the first is a new Public Executive Committee as identified by the Police and Fire Reform Pathfinder Committee as their preferred option. The second is a scrutiny committee with added community engagement and the final option is an interim Police and Fire and Rescue Review Committee which would meet the Council's scrutiny remit pending outcome of the review of the political management arrangements later this year.

Recommendations

1.1 The Council is requested to:

1.1.1 note the work programme, resources and training that will be required to allow the Council to facilitate appropriate and effective scrutiny of the police and fire & rescue plans; and

1.1.2 agree one of the following options to establish a new committee from 1 April 2013:

1.1.2.1 option one – Executive Committee – Public Safety - outlined in paragraphs 2.6 to 2.9 – agree in terms of Standing Order 27.1 (a) to change the Council decision of 20 September 2012 to alter the remit of the Health, Wellbeing and Housing Committee appoint a Public Safety Committee with the remit outlined in paragraphs 2.2 and 2.16 and agree the political balance detailed in paragraph 2.7, on the grounds that there had been a material change of circumstances.

1.1.2.2 Option two – Scrutiny Committee – outlined in paragraphs 2.10-2.11 – appoint a scrutiny committee with the remit outlined in paragraph 2.2 and agree the political balance detailed in paragraph 2.11.

1.1.2.3 Option three – Interim Police and Fire and Rescue Review Committee – appoint an Interim Police and Fire and Rescue Review Committee with the remit outlined in paragraph 2.2 and the existing political balance of the pathfinder committee.

- 1.1.3 appoint the membership of the new committee in line with the agreed political balance;
- 1.1.4 appoint a Convener and Vice-Convener of the new committee; and
- 1.1.5 delegate authority to the Director of Corporate Governance to amend the Terms of Reference and Delegated Functions in line with the Council's decision.

Measures of success

Not applicable.

Financial impact

Not applicable

Equalities impact

Not applicable.

Sustainability impact

Not applicable.

Consultation and engagement

The Police and Fire Reform Pathfinder Committee were consulted on the future arrangements for the scrutiny of Police and Fire and Rescue Services in Edinburgh on 12 February 2013.

Background reading / external references

Future Arrangements for the Scrutiny of Police and Fire & Rescue Services in Edinburgh

1. Background

- 1.1 The Police and Fire & Rescue Reform (Scotland) Act 2012 came into force on 1 October 2012, to create a single police force and a single fire and rescue service for Scotland.
- 1.2 A committee of the Council was established to act as a local pathfinder project for Edinburgh to support the development of the national plans for police and fire & rescue.
- 1.3 Many of the tasks currently carried out at local authority level by police authorities and joint police and fire & rescue boards, including setting of budgets, will now be part of the responsibilities of the new national authorities.
- 1.4 In preparation for the new arrangements, which come into place from 1 April 2013, new scrutiny and governance arrangements for police and fire & rescue services in Edinburgh require to be agreed.
- 1.5 On 12 February 2013 The Police and Fire Reform Pathfinder Committee considered a report outlining the implications of the Police and Fire & Rescue Reform (Scotland) Act 2012 ('2012 Act') in terms of the Council's obligations to undertake scrutiny of police and fire and rescue services and offering proposals for governance and scrutiny arrangements from 1 April 2013.
- 1.6 The Scottish Government had indicated that each Council should have the flexibility to create a structure for implementation of the new arrangements that was best suited to their needs within the parameters of the legislation. A number of options were considered and two preferred committee models for Edinburgh were submitted to the Committee for consideration. The Pathfinder Committee agreed to recommend one of these, the creation of a new Public Safety Executive Committee, as their preferred governance and scrutiny model for Edinburgh, and to refer this decision to Council for approval and this is outlined in a separate report for consideration at this meeting.

2. Main Report

New arrangements: Governance and scrutiny

- 2.1 Many of the tasks currently carried out at local authority level by police authorities and joint police and fire & rescue boards, including the setting of budgets, will form part of the work of the new Scottish Police Authority. Although the current statutory authorities and joint boards will cease to exist under the new arrangements, local authorities will still have a role in local policing, for example, monitoring local performance and working with local police commanders in setting local priorities and in the work of the fire and rescue service. Local authorities will also retain the ability to provide additional funds for policing in their areas.
- 2.2 For the City of Edinburgh Council, this continuing involvement will be focussed on advising, agreeing, scrutinising and reviewing the Edinburgh Police and Fire & Rescue plans and services to:
- 2.2.1 consider and recommend improvements in local policing and fire & rescue services.
 - 2.2.2 contribute to the delivery of national outcome 9 'we live our lives safe from crime, disorder and danger' and the City of Edinburgh Single Outcome Agreement (SOA), in particular 'Edinburgh's communities are safer and have improved physical and social fabric.'
 - 2.2.3 consider progress and performance reports on the implementation of the Edinburgh Police and Fire & Rescue Plans and services.
 - 2.2.4 receive statistical reports on complaints about policing and fire & rescue in Edinburgh.
 - 2.2.5 provide comments in response to consultations on policing and fire & rescue services.
 - 2.2.6 promote engagement with all interested parties including community planning partners and neighbourhood partnerships.
 - 2.2.7 to make representations to the national authorities, as required, in relation to wider scrutiny issues and concerns.
- 2.3 A number of options were identified that could effectively support this remit, with the Pathfinder Committee considering two in more detail:
- Option one: the creation of a new Public Safety Executive Committee; or
 - Option two: a separate Police and Fire & Rescue Scrutiny Committee or Sub-Committee.
- 2.4 The Pathfinder Committee agreed to identify the first option as its preferred governance and scrutiny arrangement for Edinburgh, and to refer this decision to Council for consideration.
- 2.5 The following is an outline of each of the options with further details and areas for wider consideration.

Option one: Executive Committee – Public safety

- 2.6 The Pathfinder Committee's recommended option was for a new Executive Committee to be formed that would draw together areas of public and community safety within Edinburgh, including the scrutiny tasks related to police and fire & rescue described above in 2.2, but also aligned closely with existing community and neighbourhood planning structures.
- 2.7 Their view was that this arrangement would give the scrutiny and oversight of these two emergency services appropriate priority and profile while offering opportunities to build linkages with broader community safety initiatives across the city. The Pathfinder's preference was for the committee remit to cover public and community safety, including the tasks outlined in paragraph 2.2, with a membership of 11 (3 Labour, 3 SNP, 2 Conservatives, 1 Green, 1 SLD and one co-opted member from the Community Safety Partnership).
- 2.8 This proposal would have consequences for the existing political management arrangements of the Council, agreed on 20 September 2012. Community Safety is currently within the remit of the Health, Wellbeing and Housing Committee with links to community planning, via the Communities and Neighbourhoods Committee.
- 2.9 A new Public Safety Executive Committee would require the Council to adjust the executive committee structure either to amend the remit of an existing committee or to create a new executive committee.

Option two: Scrutiny Committee

- 2.10 The alternative option considered by the Pathfinder Committee was for a separate scrutiny committee, or sub-committee, with the remit identified in 2.2 but without the public and community safety elements anticipated in option one. This would avoid the need to revise the previously agreed Council political management arrangements.
- 2.11 The membership of the Scrutiny Committee is proposed as 3 Labour, 3 SNP, 2 Conservatives, 1 Green and 1SLD, a total of 10 members with cross party representation. Engagement with community planning partners would be facilitated though additional members of the committee including the convener of the Neighbourhood Partnerships forum and a member of the Community Safety Partnership. The convener of the committee would sit on the Edinburgh Partnership Board, in place of the Police and Fire & Rescue Joint Board conveners, providing integration and alignment with broader public safety and community planning arrangements in the city.

Option three: interim Police and Fire & Rescue Review Committee

- 2.12 This is a further additional option to align the proposed new arrangements with the Council's agreed review of political management arrangements. An Interim Police / Fire & Rescue Review Committee could be created with the remit outlined in paragraph 2.2. This committee would be in place on an interim, time limited basis to meet the Council's scrutiny remit pending outcome of the review of the political management arrangements later this year.

- 2.13 Following the establishment of the revised committee structure in September 2012 a range of review work has been planned to review the operation and effectiveness of the new political management framework after the initial cycle of meetings.
- 2.14 The review will have a wider remit than assessing the performance of the political management arrangements particularly considering the key challenges of the current and evolving policy environment that affects the context in which the existing structures operate. This includes the agenda for Welfare Reform, plans for health and social care integration and developing enhanced community neighbourhood planning arrangements.
- 2.15 Council will be asked to agree an approach to this review in May, with a final report on the outcomes of the review being considered in October. As a result there may be some scope to re-align committee remits and membership to address these pressures. This may impact on the responsibilities for public and community safety, including the scrutiny of the police and fire & rescue services.
- 2.16 An Interim Police and Fire & Rescue Review Committee, using the current Pathfinder Committee membership, pending the recommendations of this review of political management arrangements is an additional option not considered by the Pathfinder Committee. This would support the critical new scrutiny role of the Council while allowing an effective and detailed consideration of options as part of a wider, holistic review process.

Work programme and resources

- 2.17 The general remit detailed in paragraph 2.2 is dominated by a duty to scrutinise the Edinburgh Police and Fire & Rescue Plans and the progress of the two services in the implementation of these plans. This will require a structured programme of work and appropriate support to facilitate robust and challenging scrutiny to ensure that the services are held to account and developed in a manner that is aligned to the priorities within the City.
- 2.18 It is expected that quarterly reports will be submitted by the two services detailing their performance in the implementation of the plans. These will be subject to scrutiny by the committee who will report their findings to the services and to the national authorities to shape both local and national service development.
- 2.19 If this work programme is to be delivered the new Committee will need appropriate support and capacity. This will include:
- 2.19.1 training for the members of the Committee in the principles of scrutiny to ensure that they are able effectively to analyse the performance of the services. There are five key principles of external scrutiny identified by the Scottish Government in its agenda for Public Service Reform. These are: Public focus, Independence, Proportionality, Transparency and Accountability and are applied to provide a clear assurance about the

quality of services and promote their improvement. Training will use these principles to shape a framework for the scrutiny of the services.

2.19.2 Effective scrutiny will involve analysis of the data provided by the services in their quarterly reports on performance against plan. Dedicated scrutiny and research support will be available to support the Committee to effectively hold the services to account.

2.20 An anticipated timeline for the development of function, with training and the analysis of quarterly reports from police and fire & rescue is attached as appendix 1.

Terms of reference

2.21 The Council's Terms of Reference and Delegated Functions will be required to be adjusted to accommodate the new committee.

2.22 It is suggested that the Director of Corporate Governance be given delegated powers to amend the Terms of Reference and Delegated Functions in line with the Council's decision on the remit and membership of any new committee.

Senior Councillor Allowances

2.23 The City of Edinburgh Council is restricted to the appointment of 24 Senior Councillors and a budget of £633,000 by the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007.

2.24 The political management arrangements agreed in September 2012 included Senior Councillor remuneration and allocated the 24 Senior Councillor posts and the corresponding budget.

2.25 The Convener and Vice-Convener(s) of Lothian and Borders Police Board and the Lothian and Borders Fire and Rescue Board are outside the confines of the Council's Senior Councillor allocation and thus the removal of these posts does not create any unused senior Councillor posts.

2.26 Accordingly there is no scope to designate the Convener and Vice-Convener of any new Committee as a Senior Councillor unless the arrangements agreed in September 2012 are amended.

3. Recommendations

3.1 The Council is requested to:

3.1.1 note the work programme, resources and training that will be required to allow the Council to facilitate appropriate and effective scrutiny of the police and fire & rescue plans; and

3.1.2 agree to establish a new committee from 1 April 2013:

3.1.2.1 option one – Executive Committee – Public Safety - outlined in paragraphs 2.6 to 2.9 – agree in terms of Standing Order 27.1 (a)

to change the Council decision of 20 September 2012 to alter the remit of the Health, Wellbeing and Housing Committee appoint a Public Safety Committee with the remit outlined in paragraphs 2.2 and 2.16 and agree the political balance detailed in paragraph 2.7, on the grounds that there had been a material change of circumstances.

- 3.1.2.2 Option two – Scrutiny Committee – outlined in paragraphs 2.10-2.11 – appoint a scrutiny committee with the remit outlined in paragraph 2.2 and agree the political balance detailed in paragraph 2.11.
- 3.1.2.3 Option three – Interim Police and Fire and Rescue Review Committee – appoint an Interim Police and Fire and Rescue Review Committee with the remit outlined in paragraph 2.2 and the existing political balance of the pathfinder committee.
- 3.1.3 appoint the membership of the new committee in line with the agreed political balance;
- 3.1.4 appoint a Convener and Vice-Convener of the new committee; and
- 3.1.5 delegate authority to the Director of Corporate Governance to amend the Terms of Reference and Delegated Functions in line with the Council’s decision.

Links

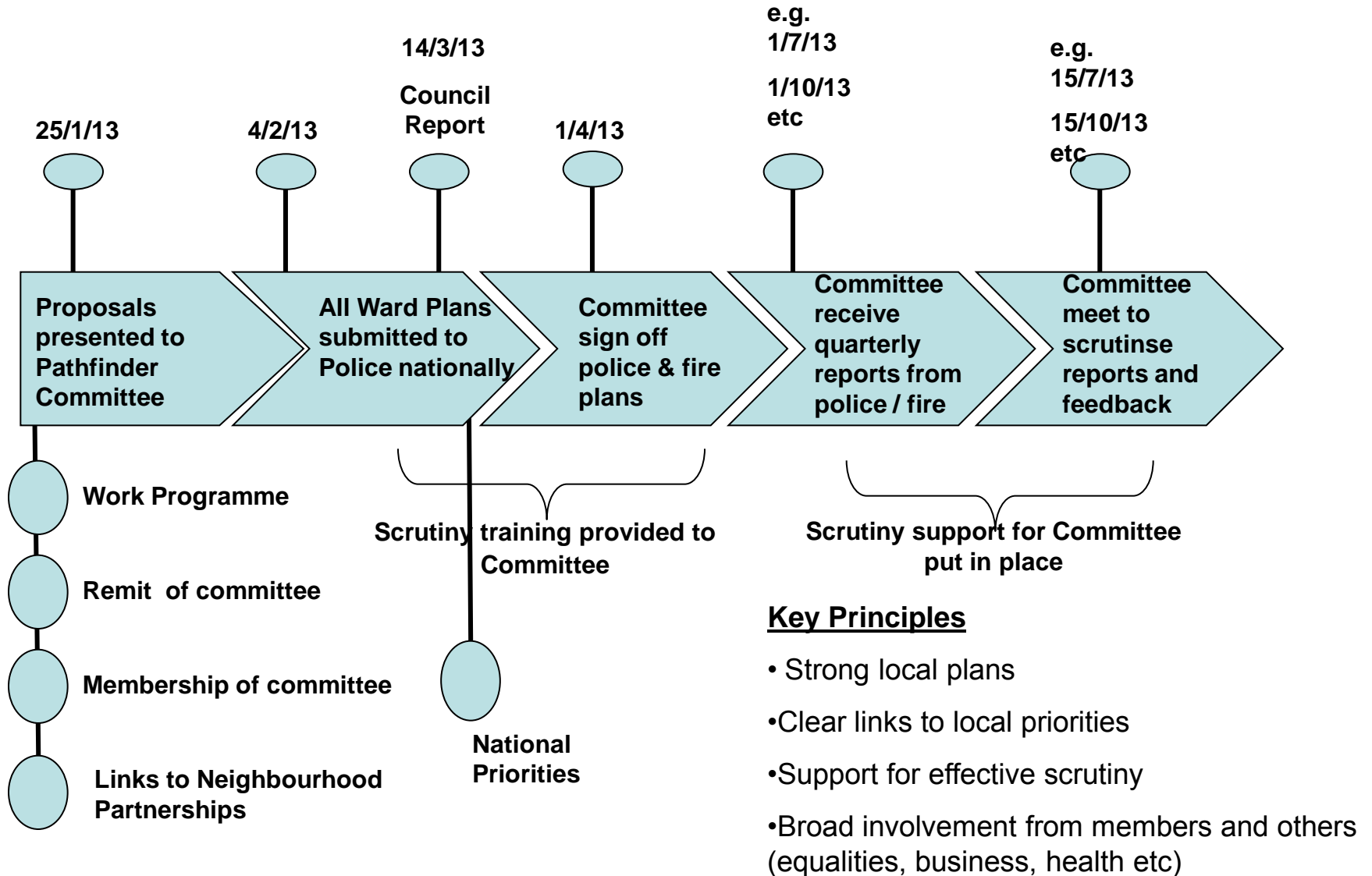
Coalition pledges	P32 Develop and strengthen local community links with the Police
Council outcomes	CO5 Our children and young people are safe from harm or fear of harm and do not harm others in their communities CO15 The public is protected CO21 Safe – residents, visitors and businesses feel that Edinburgh is a safe city CO23 Well engaged and well informed – Communities and individuals are empowered and supported to improve local outcomes and foster a sense of community
Single Outcome Agreement	SO4 Edinburgh’s communities are safer and have improved physical and social fabric
Appendices	Appendix 1 - Timeline

Alastair D Maclean

Director of Corporate Governance



Police and Fire Reform Work Programme



10.00am, Thursday 14 March 2013

Environment Asset and Works Order Management System – referral from Committee

Item number	8.10
Report number	
Wards	

Links

Coalition pledges	P44 and P48
Council outcomes	CO17, CO18, CO19, CO24, CO25, CO26, CO27
Single Outcome Agreement	SO4

Carol Campbell

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Terms of Referral

Environment Asset and Works Order Management System

Terms of referral

The Finance and Budget Committee of the 21 February 2013 considered a report that sought approval for the procurement and implementation of the preferred IT solution for Asset and Works Order Management for the Environment and Transport service areas within Services for Communities.

The Finance and Budget Committee agreed:

- 1) To approve the purchase and implementation of the Pitney Bowes Confirm OnDemand Asset Management and Works Order Management Solution.
- 2) To refer the report to Council for approval to use prudential borrowing to fund the initial capital investment.

For decision/action

To approve the use of prudential borrowing to fund the initial capital investment.

Background reading / external references

Finance and Budget Committee 21 February 2013.

Links

Coalition pledges	P44 and P48
Council outcomes	CO17, CO18, CO19, CO24, CO25, CO26, CO27
Single Outcome Agreement	SO4
Appendices	Report by the Director of Services for Communities

Finance and Budget Committee

10:00a.m. 21 February 2013

Environment Asset and Works Order Management System

Item number	7.3
Report number	
Wards	

Links

Coalition pledges	P44 and P48
Council outcomes	CO17, CO18, CO19, CO24, CO25, CO26, CO27
Single Outcome Agreement	SO4

Mark Turley

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Executive summary

Environment Asset and Works Order Management System

Summary

The report seeks approval for the procurement and implementation of the preferred IT solution for Asset and Works Order Management for the Environment and Transport service areas within Services for Communities.

These services are currently operating in an ICT environment that is no longer fit for purpose and is at risk of inhibiting the delivery of service improvements and efficiencies. The advantages offered by new technologies have not yet been utilised to bring about a rationalised ICT solution that is capable of delivering efficient services and meeting the future demands of the business.

An integrated Asset and Works Order Management System lies at the heart of the future state with a wide range of users and stakeholders benefiting from improved data, systems integration, efficient working practices, and comprehensive management information.

A formal OJEU (Official Journal of the European Union) procurement process was undertaken, with the guidance of the Commercial and Procurement Unit and Mott MacDonald, in order to select a fit for purpose solution that represented value for money.

The proposed solution is called Confirm OnDemand which is provided by Pitney Bowes Software and is recognised as a market leader. It has been implemented successfully in other local authorities across Scotland and the rest of the UK.

Recommendations

It is recommended that the Finance and Budget Committee approve the purchase and implementation of the Pitney Bowes Confirm OnDemand Asset Management and Works Order Management Solution.

It is further recommended that this report is referred to the Council for approval to use prudential borrowing to fund the initial capital investment.

Measures of success

- A single system to support environment asset management by the end of 2013.
- Savings in excess of £1m by end of 2017-18 through reductions in contact centre costs and software licences.
- Enhanced customer contact management and service improvements resulting in:-
 - A 20% shift to online (self-service) channels such as web and smart phone applications by 2014-15
 - A 10% reduction in requests for service by 2014-15
 - A 10% reduction in the number of complaints by 2014-15
- By 2014-15 customer satisfaction ratings recorded by the Contact Centre will exceed 95% from the current 87% on average through the availability of real time information to customer contact staff and through online channels of communication.
- Savings of £240k by 2017-18 through the reduction in the purchase of communal bins required.

Financial impact

The implementation of the system would represent a total one off investment of £754k of capital and £36k of revenue expenditure which includes all third party costs including software, network, mobiles, project management and training costs. With ongoing support costs of £1.96m over a 5 year period the total cost of the project is £2.8m. It is proposed to use prudential borrowing to fund the £754k of capital expenditure equating to £176,000 per annum over 5 years. The total investment represents less than 0.4% of the combined service area budgets for the initial five year period of the contract.

This investment will realise cashable savings of £1m over 5 years leaving a gap of £1.8m that will be funded from provision for ICT investment made within Environment and Transport budgets. A summary of the financial impact can be found in Appendix A.

In addition, a prudent assessment of further potential savings has identified a further £1.6m that could be realised over 5 years. Continued realisation of these benefits would mean that the project would break even in year 7.

Equalities impact

The recommendations described in this report contribute to the delivery of the rights to standard of living, in particular access to transport and public spaces and access green spaces and the natural world.

In order to mitigate the effects of certain disabilities on the use of the proposed systems (in particular visual impairment, hand disabilities, and literacy skills) a comprehensive training programme will be put in place. Any devices and equipment selected will be assessed for suitability.

Sustainability impact

The impacts of this report in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties have been considered, and the outcomes are summarised below. Relevant Council sustainable development policies have been taken into account and are noted as Background Reading later in this report.

The proposals in this report will reduce carbon emissions because there will be a reduction in the need to travel and the levels of fuel used.

The proposals in this report will increase the city's resilience to climate change impacts due to the maximising of urban green space around the City.

The proposals in this report will help achieve a sustainable Edinburgh because the system will increase the useful life of environmental assets, reducing waste, procurement and the whole-life costing of an asset.

Social justice and economic wellbeing is not considered to impact on the proposals in this report because the proposed solution is around environmental improvements.

Consultation and engagement

- All service areas in scope of this project were engaged at the very early stages of the process.
- Lead people from each service area were included in all stages of the procurement process.
- ICT Solutions, BT, O2, Commercial Procurement, Mott MacDonald, and Finance were all consulted throughout the production of the full business case.

Background reading

- [Open Space Strategy, September 2010.](#)
- [Sustainable Procurement Policy, December 2011.](#)

Environment Asset and Works Order Management System

1. Introduction

Purpose of this Report

- 1.1 The purpose of this report is to seek approval for the acquisition of an Asset and Works Order Management system for Transport and Environment following the completion of an OJEU (Official Journal of the European Union) procurement process.

Background

- 1.2 In 2010-11 the Council embarked on the Alternative Business Models (ABM) programme, a major procurement exercise covering three groups of services: Environment, Integrated Property Facilities Management (IPFM) and Corporate and Transactional Services. Ultimately, the Council decided to retain services in house and to implement the internal improvement programmes developed by the in-scope services. The Environment internal improvement programme also known as *imProve it* identified the need for investment in a comprehensive Asset and Works Order Management system in order to support the delivery of service changes and to realise further efficiencies.
- 1.3 As a result of service realignments carried out during 2012 the Transport Service transferred to SfC and Roads Services became a part of the Transport Service area. As part of the initial feasibility study the scope of the service requirements specification was expanded to include Roads Services and the Parks and Green Spaces service area, as this offered greater potential integration of services and management information as well as further efficiencies.

Scope

- 1.4 The following areas are in scope for the proposed Asset and Works Order Management System:-
- Waste Services
 - Open Space Maintenance
 - Parks and Green Spaces
 - Transport
- 1.5 The Environment Division encompasses Waste Services, Open Space Maintenance (OSM), and Parks and Green Spaces. Annually, the Environment Division provides refuse collection services to over 235,000 domestic properties

and 3,400 paying Trade Waste customers; maintains 141 parks and gardens, 850,000 trees and 193 play areas. It also keeps over 1,760km of Edinburgh's roads and pavements clean and tidy with Open Space Maintenance Street Cleansing Operations.

- 1.6 The Transport Division is responsible for all associated capital projects, planned works, and responsive maintenance to transport infrastructure around Edinburgh. It includes the following service areas: Roads Services, Traffic and Engineering, and Policy and Planning. The division is responsible for maintaining over 1,400km of roads (construction, maintenance, gritting, gully cleaning, etc.); 65,000 street lamps; 283 bridges crossing rail, water, canals and iconic structures; 68 culverts; 72 footbridges and 27 underpasses.

2. Main report

The Current State

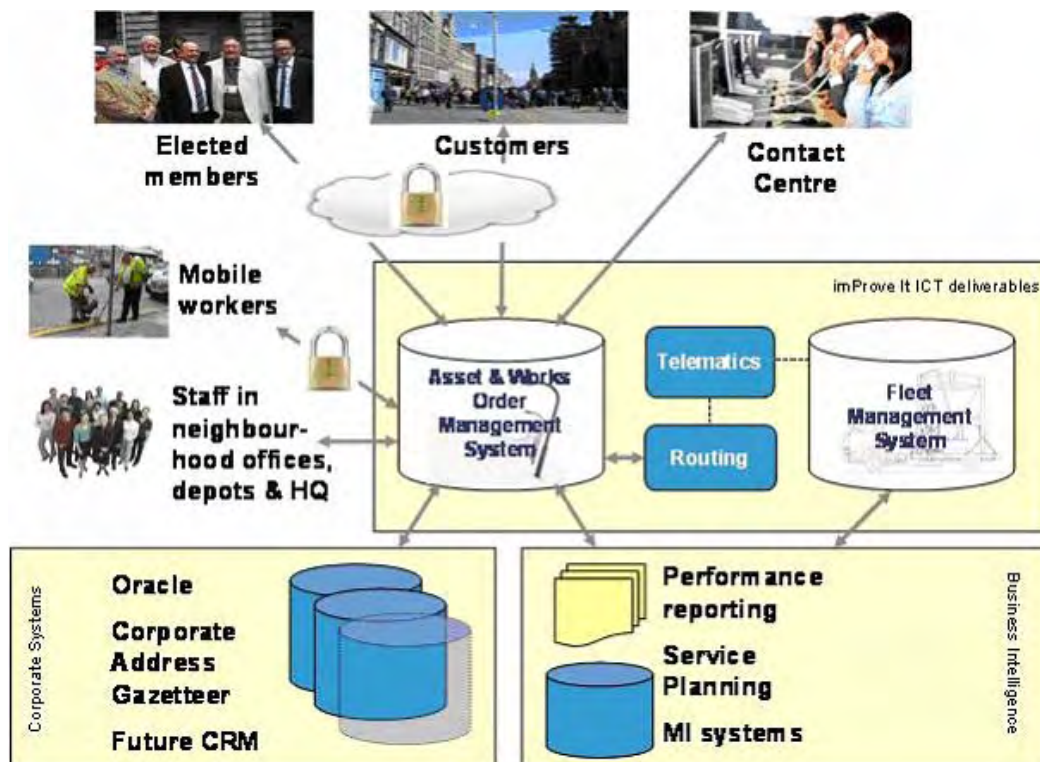
- 2.1 Environment Services and Roads Services have delivered increasing levels of performance over the last five years while at the same time reducing costs and contributing significant savings to the Council's finances. However further improvements in performance and efficiency are at risk of being inhibited or slowed down by the reliance on ICT that is not integrated, is unable to exploit developments in technology, and is at risk of becoming obsolete. In short the existing ICT platform does not have the functionality or flexibility to support the future needs and requirements of the business or the increasing expectations of the customer.
- 2.2 Currently there are multiple instances of environment asset information often stored in unsupported legacy databases or in some service areas in paper based systems. This makes the production of accurate management information time consuming and labour intensive. The information that is produced is often limited in its scope which can constrain the effective management of assets, resources, work allocation and performance.

This causes risk to the Council, impacting the integrity of data held and creating high spend on the maintenance and development of bespoke standalone systems. Investment in ICT has been localised, short term and reactive rather than strategic and long term.
- 2.3 Within our current infrastructure it would be extremely challenging to utilise new innovations in technology such as field workforce mobile solutions and online methods of customer contact, such as smart phone applications, which have been proven to yield cost savings and improved customer satisfaction. In order for future efficiencies, savings and service improvements to be realised, investment in a modern and robust ICT platform is required.

The Future State

2.4 An integrated Asset and Works Order Management System lies at the heart of the future state with a wide range of users and stakeholders benefiting from improvements in data, systems integration, working practices, and management information.

The diagram below demonstrates how the Asset and Works Order Management solution sits at the centre of the system feeding out and receiving data and information from a range of stakeholders, users, and other systems.



The success of the proposed solution will be measured in terms of a number of technical, information and business outcomes. Details of these can be found in Appendix B.

The Proposed Solution

2.5 A feasibility study was carried out examining a number of options:-

- Option 1 - Doing nothing.
- Option 2 - Doing the absolute minimum to maintain the existing operating environment following the Council ICT refresh.
- Option 3 - The procurement of an Asset and Works Order Management System.

The outcome of the feasibility study was that option one was not viable due to a number of existing business critical databases and management information systems would not be able to operate following the Council ICT refresh. There would also be considerable risk to the Council associated with a dependence on using unsupported legacy systems. Option two was limited in scope, did not offer value for money and did not meet the business needs. Option three was deemed to be the most appropriate offering both value for money and meeting the business needs. Details of all these options can be found in Appendix C of this report.

- 2.6 A formal Corporate OJEU (Official Journal of the European Union) procurement process took place to find a solution that was fit for purpose, provided value for money, was flexible and could grow with the future needs of the service. The evaluation process was carried out in accordance with guidelines produced by the Scottish Government's EU Guidance for Public Sector Procurement and through the Commercial and Procurement Unit with expert advice from Mott MacDonald. The procurement process selected a "Cloud", or Software as a Service (SAAS), based system called Confirm as the preferred solution as it provided the best fit and value for money for the requirements of the Asset and Works Order Management System. The Commercial and Procurement Unit has confirmed that the proposed solution achieved the highest Commercial and Quality scores through the tender evaluation process. Full details of the procurement process can be found in Appendix D.

The solution is provided by Pitney Bowes Software, a market leader in the field, and has been implemented successfully in other local authorities across Scotland and the rest of the UK (case studies can be found in Appendix E). Positive references from Aberdeen and Birmingham Councils were obtained as part of the procurement process.

- 2.7 The table below highlights the functionality that the solution provides along with the operational benefits that this will deliver.

Solution Functionality	Benefits Realised
Asset Management	<ul style="list-style-type: none"> - Single repository of all asset data - Complete knowledge of all assets - Reduction in communal bin purchase - Increased management reporting - Complete service transparency
GIS data	<ul style="list-style-type: none"> - Complete knowledge of all assets - Staff efficiencies through increased productivity and automation - Reduction in fuel costs through improved routing
Service and Maintenance Planning	<ul style="list-style-type: none"> - Staff efficiencies through increased productivity and automation - Improvement in compliance with national standards and guidelines - Reduction in public liability claims - Reduction in fuel costs through improved routing and planning
Works Order Management	<ul style="list-style-type: none"> - Staff efficiencies through increased productivity and automation - Reduction in public liability claims - Increased customer satisfaction / reduction in customer complaints
Dynamic Resource Scheduling	<ul style="list-style-type: none"> - Staff efficiencies through increased productivity and automation - Reduction in fuel costs through improved routing
Customer Contact Management	<ul style="list-style-type: none"> - Increased customer satisfaction / reduction in customer complaints - Staff efficiencies through increased productivity and automation
Customer access through web and smartphone applications	<ul style="list-style-type: none"> - Increased customer satisfaction / reduction in customer complaints - Staff efficiencies through increased productivity and automation
Mobile working and two way communication	<ul style="list-style-type: none"> - Increased customer satisfaction / reduction in customer complaints - Provide service transparency - Reduction in printing costs - Reduction in telephone and fax charges - Reduction in fuel costs - Workforce with increased ICT skills
Management information and reporting	<ul style="list-style-type: none"> - Increased management reporting - Staff efficiencies through increased productivity and automation - Reduction in public liability claims - Increased customer satisfaction / reduction in customer complaints - Provide service transparency

Implementation

- 2.8 It is anticipated that implementation would commence immediately after the procurement is approved by the Committee. A staged approach is to be applied with each service area going live on the system at different times. The first service area is targeted to go live in June 2013 with all service areas live by September 2013. Implementation of online communication channels is to be completed by October 2013. Full project closure to be achieved by the end of 2013. A high level GANTT chart is provided in Appendix F.
- 2.9 The appropriate project management structure and team is in place. Each of the service areas are ready to commit resources to ensure successful project delivery and realisation of benefits and savings.

Benefits

2.10 The implementation of the proposed solution should enable the delivery of many benefits, both financial and non-financial, to the Council. Benefits have been categorised in the following way to differentiate between different types of impact on the business.

Benefit Type	Impact on the Business
Cashable	Has a clear and direct impact on the bottom line - i.e. cost taken out of the business or additional revenues, profit or margin
Non-Cashable	Probably has an impact on the bottom line but providing the direct causal relationship is difficult
Key Performance Indicator	Although the financial impact of the benefit may be difficult to quantify, the benefit can be easily and objectively measured
Intangible	Although the benefit is desirable, identifying its financial impact is difficult

2.11 The table below sets out the most significant business benefits to be realised through this project. These benefits will be managed rigorously throughout and beyond project implementation to ensure that the projected project outcomes and benefits are achieved.

Benefit	Cashable	Non-Cashable	KPI	Intangible
Staff efficiencies through increased productivity, increased automation, and performance management and reporting		√		
A single repository of all asset data providing improved data integrity and consistency		√		
Complete knowledge of all assets enabling full condition management and cost effective maintenance – i.e. ability to apply the appropriate resources at the right time	√	√		
Reduction in communal bin purchase through better asset management	√			
Reduction in telephone and fax charges through electronic communication with both contact centre and mobile workforce	√			
Increased customer satisfaction / reduction in customer complaints through greater availability of information			√	√
Increased management reporting including performance management, financial analysis, and forecasting and trending information		√		
Reduction in software licences costs for existing systems through removal of obsolete systems	√			
Reduction in software development costs for existing systems through removal of obsolete systems	√			
Improvement in compliance with national standards and guidelines			√	
Reduction in printing costs through use of mobile devices	√			

Benefit	Cashable	Non-Cashable	KPI	Intangible
Historical records of visits to a street and subsequent repairs, leading to a reduction in public liability claims through improved roads maintenance and better information for defending claims.		√		
Reduction in fuel costs through improved routing and reduction in duplicate jobs	√			
Provide service transparency – i.e. Report on what assets the Council has and what work has been done to them		√	√	
Workforce with increased ICT access and skills				√
Survey, inspect, and manage trees within financial constraints.		√		
Roads and Street Lighting teams will share a works system and information, allowing for better management of services and more transparency for Contact Centre, customers, and neighbourhoods.		√		
Interface with Parks and Green Space GIS systems and configurable workflows, enabling better planning and reduced response times.		√		
Allow inspectors to update inventory – e.g. roads inspectors can report on damaged Street Lighting columns in real time.		√		
A fully spatially enabled item inventory across highway components - e.g. pavement data, condition data, and works records.		√		

A breakdown of all the cashable savings outlined in the table above can be found in Appendix G of this report.

2.12 The initial benefits realisation will be managed by the project manager and each service area will have a benefits realisation representative on the project team. Subsequent benefit realisation will be managed through the Environment and Transport management teams.

Costs

2.13 The implementation of the system would represent a total one off investment of £754k of capital and £36k of revenue expenditure which includes all third party costs (including BT costs) the application, network, interfaces, mobile devices, project management and training. With ongoing support costs of £1.96m over a 5 year period the total cost of the project is £2.8m. It is proposed to use prudential borrowing to fund the £754k capital expenditure equating to £176,000 per annum over 5 years, totalling £880k (See appendix A for full detail of the annual costs). This investment represents less than 0.4% of the combined service area budgets for the initial five year period of the contract.

Investment Appraisal

2.14 A summary of the investment costs and benefits is provided below:

Incremental Cost and Benefit

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Costs	-£552,000	-£595,250	-£585,250	-£575,250	-£575,250	-£399,250	-£399,250
Cashable Benefits	£53,100	£168,339	£240,855	£268,217	£295,762	£295,762	£295,762
Funding Requirement	-£498,900	-£426,911	-£344,395	-£307,033	-£279,488	-£103,488	-£103,488
Further Saving Opportunities	£218,891	£323,085	£344,865	£355,255	£365,645	£365,645	£365,645

Cash Flow

	1	2	3	4	5	6	7
Incremental Cash flow	-£280,009	-£103,826	£470	£48,222	£86,157	£262,157	£262,157
Cumulative Cash flow	-£280,009	-£383,835	-£383,365	-£335,143	-£248,986	£13,171	£275,328
Discount Cash flow	-£280,009	-£100,315	£439	£43,493	£75,081	£220,729	£213,265
NPV	-£280,009	-£380,324	-£379,885	-£336,392	-£261,311	-£40,582	£172,683

Input: Assumed Cost of Capital	3.5%
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2.15 Evidence from other local authorities demonstrates that the solution is expected to have a useful life well in excess of ten years. An analysis of the cashable savings and further saving opportunities shows that the project will have a Net Present Value (NPV) of £172k in year 7.

It should also be noted that savings identified are ones where confidence of achieving them is high. It is anticipated that there will be other savings brought about as a result of this project that cannot be quantified at this time due to the lack of baseline information. Additionally potential savings gained through the avoidance of future development costs on existing legacy systems has not been included.

A full financial impact summary can be found in appendix A.

2.16 It should be noted that during the feasibility study the option of doing the absolute minimum to maintain the current operating environment was analysed and realised an NPV of -£761k in year 7. Furthermore this option would not have brought about the benefits outlined in the business case.

2.17 The project will be funded through the cashable savings identified in the report with the balance funded from provision for ICT investment made within Environment and Transport budgets. Once the new system is in place continued efforts will be made to realise further savings and so reduce any impact on front line service budgets.

Risks

2.18 A full risk analysis has been undertaken to establish all major risks to the project and identify the appropriate mitigating actions. A table detailing all risks and actions can be found in Appendix H.

3. Recommendations

- 3.1 It is recommended that the Finance and Budget Committee approve the purchase and implementation of the Pitney Bowes Confirm OnDemand Asset Management and Works Order Management Solution.
- 3.2 It is further recommended that this report is referred to the Council for approval to use prudential borrowing to fund the initial capital investment.

Mark Turley

Director of Services for Communities

Links

Coalition pledges	P44 and P48
Council outcomes	CO17, CO18, CO19, CO24, CO25, CO26, CO27
Single Outcome Agreement	SO4
Appendices	A – Financial Impact Summary B – Projected Outcomes C – Analysis of Options During Feasibility Study D – Procurement Process E – Pitney Bowes Confirm Case Studies F – High Level Project GANTT Chart G – Breakdown of Proposed Cashable Savings H – Project Risks

Appendix A – Financial Impact Summary

Financial Impact Summary

Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
One off capital costs	-£176,000	-£176,000	-£176,000	-£176,000	-£176,000	£0	£0
One off revenue costs	-£36,000	£0	£0	£0	£0	£0	£0
Ongoing revenue costs	-£340,000	-£419,250	-£409,250	-£399,250	-£399,250	-£399,250	-£399,250
Total Costs	-£552,000	-£595,250	-£585,250	-£575,250	-£575,250	-£399,250	-£399,250
Cumulative Costs	-£552,000	-£1,147,250	-£1,732,500	-£2,307,750	-£2,883,000	-£3,282,250	-£3,681,500
Cashable Savings							
Contact Centre Transaction Costs	£39,350	£100,409	£141,535	£168,897	£196,442	£196,442	£196,442
Software Licence Costs	£0	£47,355	£78,745	£78,745	£78,745	£78,745	£78,745
Printing Costs	£8,350	£12,550	£12,550	£12,550	£12,550	£12,550	£12,550
Fuel Costs	£4,200	£6,825	£6,825	£6,825	£6,825	£6,825	£6,825
Telephone & Fax Charges	£1,200	£1,200	£1,200	£1,200	£1,200	£1,200	£1,200
Total Cashable Savings	£53,100	£168,339	£240,855	£268,217	£295,762	£295,762	£295,762
Further Potential Savings							
Staff / Contractor Efficiencies	£172,657	£266,461	£277,851	£277,851	£277,851	£277,851	£277,851
Reduction in Public Liability Claims	£0	£10,390	£20,780	£31,170	£41,560	£41,560	£41,560
Reduction in Communal Bin Purchase	£46,234	£46,234	£46,234	£46,234	£46,234	£46,234	£46,234
Total Potential Savings	£218,891	£323,085	£344,865	£355,255	£365,645	£365,645	£365,645
Total Savings	£271,991	£491,424	£585,720	£623,472	£661,407	£661,407	£661,407
Cumulative Savings		£763,415	£1,349,135	£1,972,607	£2,634,014	£3,295,421	£3,956,828
Summary							
Net Benefit	-£280,009	-£103,826	£470	£48,222	£86,157	£262,157	£262,157
Cumulative Net Benefit		-£383,835	-£383,365	-£335,143	-£248,986	£13,171	£275,328

Appendix B – Projected Outcomes

- Technical Outcomes
 - A single system to support environment asset management.
 - A common IT solution for all teams involved in the delivery of environment services.
 - Utilisation of mobile devices (smart phone, tablet PC, in-vehicle devices) to allow real time location information and two way communication with field based operatives.
 - Provision of integrated digital customer channels (e.g. web, smart phone application).
 - Integration to financial, routing, and other core Council systems.

- Information Outcomes
 - Asset data is held in a single repository and therefore is created once and reused many times by different teams.
 - The data stored is accurate, secure, and maintained.
 - GIS (Geographical Information System) location of all assets.
 - Effective management reporting including performance data, financial analysis, as well as forecasting and trending information.
 - All asset information is treated as a corporate asset and made available to all teams involved in the delivery of environment and transport services.

- Business Outcomes
 - Increased productivity (staff, vehicles, equipment, etc.) achieved through improved work allocation processes and real time access to information for over 200 mobile workers. This will realise savings in excess of £1m by end of 2017-18 as a result of increased staff productivity achieved through improved dynamic, real time work allocation and mobile working.
 - ICT will support the service areas in delivering the savings and service improvements identified in the imProve it programme.
 - Cost effective and efficient management of the planned, capital, and reactive works for each service area.
 - Dynamic scheduling of work based on location, availability and skill of field based workforce.
 - Manage daily/seasonal variations and emergencies, e.g. Winter weather, in a fast paced, dynamic environment through real time resource location and skill data.
 - Improved performance management as a result of accurate and up-to-date reports.
 - Increased customer satisfaction as a result of improved service delivery, introduction of digital customer channels and up-to-date information via the Contact Centre, Council Offices or web resulting in a 20% reduction in complaints logged by 2017-18.

- Increased levels of communication between office staff and field based work force achieved through mobile devices.
- A modern service capable of delivering the first class services expected by the customers.
- Customers communicating with the Council through an increased choice of channels including web, smart phones, apps.

Appendix C – Analysis of Options during Feasibility Study

As part of the initial feasibility study a number of options were considered.

Option 1 – Do Nothing

The first option considered was to do nothing and leave all existing systems as they are. This option is not feasible due to:-

- The removal of 3rd party support to a number of key systems.
- A number of legacy systems and databases would be unable to run when the Council wide IT refresh is completed in 2013.

Finally, none of the efficiencies and service improvements outlined in section 2.2 of this report would be realised.

This would have a significant impact the delivery of the overall imProve it Programme.

Option 2 – Upgrade to existing systems

The second option then considered was to upgrade the current systems to overcome the technical and support factors outlined in option 1 as well as provide some additional functionality to assist in service improvements and efficiencies.

This option had already been investigated and costed in 2010 as part of the systems and business process review. However, this option did not allow for the functionality required by the Transport service area, only allowed for 55 office based users, and had no mobile working solution. No allowance was made for any integration with the Council financial and core systems or the development of digital customer contact channels.

A financial summary of this option is provided below

Incremental Cost and Benefit

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Costs	-£715,318	-£16,318	-£16,318	-£16,318	-£16,318	-£16,318	-£16,318
Benefits	£4,200	£6,825	£6,825	£6,825	£6,825	£6,825	£6,825

Cash Flow

	1	2	3	4	5	6	7
Incremental Cash flow	-£711,118	-£9,493	-£9,493	-£9,493	-£9,493	-£9,493	-£9,493
Cumulative Cash flow	-£711,118	-£720,611	-£730,104	-£739,597	-£749,090	-£758,583	-£768,076
Discount Cash flow	-£711,118	-£9,172	-£8,862	-£8,562	-£8,273	-£7,993	-£7,723
NPV	-£711,118	-£720,290	-£729,152	-£737,714	-£745,987	-£753,979	-£761,702

ROI	-99%	-98%	-98%	-97%	-96%	-58%	-58%
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Input: Assumed Cost of Capital	3.5%
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Option 3 – Procurement of an Integrated Asset and Works Order Management System

Following the production of the initial feasibility study it was assessed that the best way forward was using option 3, the procurement of an integrated Asset and Works Order Management System. This option would require a formal OJEU procurement process to take place and this was started in June 2012.

At the time the Corporate Property and the iPFM Programme had also identified a requirement for an Asset and Works Order Management System and therefore it was decided to undertake a combined procurement. A joint OJEU with 2 packages (Environment and Corporate Property) was issued.

The service areas recognised early in the process that no provider could provide a single solution for both packages and so the procurement was split into separate streams.

Through the remainder of 2012 product evaluation and scoring was undertaken and a preferred solution selected. In the case of the Environment Asset and Works Order Management System the preferred solution is called Confirm and is provided by Pitney Bowes Software.

Appendix D – Procurement Process

Overview

In accordance with Scottish Government guidelines, it was determined that an Official Journal of the European Union (OJEU) procurement process would be used to identify the most appropriate supplier for the Environmental Asset & Works Order Management System.

OJEU procurement must follow one of the following processes:

- Open: Public invitation to tender, open to all.
- Restricted: Submitted expressions of interest shortlist against qualification criteria, followed by an invitation to tender. Minimum of five bidders.
- Competitive Dialogue: Submitted expressions of interest shortlist against qualification criteria; shortlist invited to participate in dialogue prior to ITT. Minimum of three bidders.
- Negotiated with OJEU Advert: Submitted expressions of interest shortlist against qualification criteria; ITT issued to shortlist. Minimum of three bidders.

With advice from the Commercial and Procurement Unit, the project team determined that an 'Open Procurement' approach would be appropriate for this exercise. In accordance with Scottish Government policy, an electronic OJEU notice via Public Contracts Scotland would be required.

Figure 1 illustrates a high level Open Procurement approach. The following detailed steps were followed:

- Preparation of OJEU Notice
- Invitation to Tender
- Receipt of Tenders
- Technical and Quality Evaluation
 - Phase I – Written response scoring
 - Phase II – Demonstrations and reference scoring
- Commercial Evaluation
- Final scoring – selection of preferred supplier.

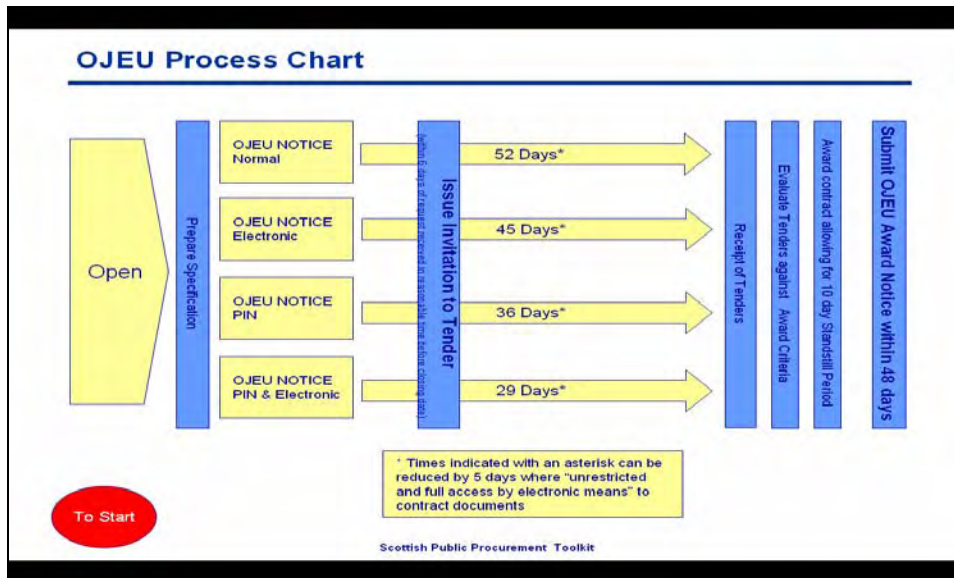


Figure 1

Background

In 2010/2011, a project was undertaken to spec out the future ICT needs of the Environmental Division. With the support of BT and e-Government, requirements were gathered through the use of multiple workshops and questionnaires including staff at all levels. In 2012, as a result of service realignment, the Transport Division came into scope for the project. Due to the similarity in requirements with a concurrent Corporate Property exercise; for procurement purposes it was determined that a single ITT would be issued with two lots:

- Lot 1: Corporate Property
- Lot 2: Environment & Transport

Each lot established its own Quality Evaluation Panel. For Lot 2, these consisted of representatives from Edinburgh Waste Services, Open Space Maintenance, Parks and Green Space, SFC's Data Management Team and e-Government. Advisors to the panel were selected from Council Information Security, the CEC Web and Social Media, and BT. Members of this group signed confidentiality agreements and were granted authority to score the technical and quality aspects of the tender.

Invitation to Tender (ITT)

The specification data gathered from the services was used in conjunction with advice from the Scottish Government and Corporate Procurement to develop suite of documents which would be used to both publish the ITT and aid in the evaluation process. The Lot 2 documentation included:

- Asset Management System Lot 2 Specifications
- Tenderers Mandatory Submission Document (Schedule A)
- Tenderers Mandatory Submission Document (Schedule B)
- Tenderers Pricing Schedule (Schedule C)
- Asset Management System Tenderers Instructions
- Asset Management Contract Conditions

- Lot 2: Instructions for Demonstration
- Evaluation Handbook (for Quality Evaluation Panel members)
- Confidentiality agreement (for Quality Evaluation Panel members)

These documents are available from the project team upon request.

The ITT was made publicly available as an OJEU notice on 20 August, 2012.

Tenders were received on 1 October, 2012. Lot 2 received one tender, which was a joint bid for both lots. A joint evaluation meeting of both lots determined that this tender did not meet the requirements for Lot 1, and the panel agreed at that time to split the projects. Lot 2 then proceeded to score the bid independently.

Scoring

The Scottish Government states that the Technical and Quality Evaluation is one of the most important stages of the procurement process. It ensures that:

- The contract award decision is objective
- The decision making process is fair, transparent and auditable
- The public body can demonstrate best value in the tender process

The scoring breakdown agreed with Corporate Procurement was set as 65% for the Technical and Quality Evaluation, 35% for the Commercial Evaluation, in line with the Scottish Government's recommendations. Further breakdowns of the Quality and Technical Score were proposed by the project team and subsequently signed off by Corporate Procurement in accordance with Scottish Government policy. A high level breakdown of the scoring system can be found in Figure 2.

Technical & Quality	65%	Commercial (Price)	35%
Solution Requirements	50	Fixed Costs	45
Service and Commercial Requirements	25	Variable Costs	35
Implementation and Training	25	Optional Costs	20
Total	100	Total	100

Figure 2

Technical and Quality Evaluation: Phase I

Phase I consisted of two parts:

- Functional requirements (50% of Phase I)
- Written responses (50% of Phase I)

Each was worth 50% of Phase I. Bidders were required to achieve a total of at least 70% in order to pass Phase I as outlined in the ITT documentation.

The functional requirements were presented as a list of technical requirements. The bidders were asked to complete this spreadsheet with 'yes' or 'no' next to each specification. Marks were awarded based on the number of 'yes' answers provided.

The written responses consisted of 13 'essay-style' questions. The answers to the questions in this section were first scored individually by the Quality Evaluation Panel members, followed by several in person discussion and consensus building meetings.

The Quality Evaluation Panel came to consensus on the scores and the bidder was given a total Phase I score of 78%.

Technical and Quality Evaluation: Phase II

Because the bidder scored above 70% in Phase I, the process moved on to Phase II. Phase II consisted of two parts:

- Supplier demonstrations (84% of Phase II)
- References (16% of Phase II)

The supplier was invited to provide a structured demonstration using a set of scenarios developed by the in house service areas. Each scenario was scored from 1-5 by members of the Quality Evaluation Panel. This demonstration was held as a full day event on 9 November, 2012 at City Chambers in Edinburgh.

References were obtained from the bidder and were checked via a webinar demonstration for the Quality Evaluation Panel as well as phone calls from the ICT Project Manager.

The Quality Evaluation Panel met in person to discuss and come to consensus on their scores for the demonstration. They also agreed that the reference requirement had been satisfied and gave the bidder a total Phase II score of 72%.

Technical and Quality Evaluation – Final Score

Phase I and Phase II scores were combined and a total Quality Evaluation score of 76% was calculated and sent to Corporate Procurement. A breakdown of this score is provided in Figure 3.

Lot 2 - Total Quality Evaluation Score			
	Phase 1 - Written	Phase 2 - Demonstration	Total
Total marks available (unadjusted)	100.00	100.00	
Total marks available (adjusted for weightings)	76.00	24.00	
Bidder A Total Scores - (unadjusted)	77.58	72.40	
Bidder A Total Scores - (adjusted for weightings, 76%/24%)	58.96	17.38	76.33

Figure 3

Commercial Evaluation

The Commercial Scoring process was conducted by Corporate Procurement. Scoring was based upon the lowest price gaining the maximum 35%, with all other bids scored on a pro-rata basis against that. Because there was only one bid for Lot 2, the bidder automatically received the full 35%. The amount quoted represents the highest possible price – the best and final offer would be negotiated by Corporate Procurement at a later date.

Results

The consensus scores from the Quality and Technical Evaluation were combined with the Commercial score and brought together to arrive at a combined passing score of 84.61% for the tender. The breakdown is shown in Figure 4.

Lot 2 - Combined Quality and Commercial Scores	
Total Quality Score (out of 65%)	49.61
Total Commercial Score (out of 35%)	35
Final Score:	84.61

Figure 4

PUBLIC SECTOR CASE STUDY

Aberdeenshire Council, Confirm

“THE TIME AND COST EFFICIENCIES WE’VE REALISED WITH CONFIRM ARE SUBSTANTIAL.”

David Clark, Principal Systems Development Officer, T&I Service, Aberdeenshire Council.

CONFIRM HAS ULTIMATELY ENABLED US TO CONSOLIDATE THE MANAGEMENT OF OUR MAIN INFRASTRUCTURE ASSETS INTO ONE SYSTEM.



Challenge

With over 30 geographically dispersed maintenance locations, over 20 legacy computer systems and numerous disparate business processes for managing maintenance activities, Aberdeenshire Council’s Transportation and Infrastructure (T&I) service needed to standardise on a single asset management system to increase shared efficiencies, reduce data set duplication and realise cost savings.

Solution

Aberdeenshire T&I selected Confirm from Pitney Bowes Business Insight to deliver an integrated asset management system covering all of the Council’s main infrastructure assets, including 5,500km of roads, 1,200 buildings (non-housing), 1,600 bridges, 43,000 streetlights, 10,000,000m² of parks and open spaces, and 1,800 bus stops and shelters.

SUMMARY

Aberdeenshire Council’s Transportation and Infrastructure (T&I) service – which brings together the functions of transportation, roads, property, economic development, grounds maintenance and highways maintenance – took the decision to purchase a single integrated asset management system that could cover all of the Council’s main infrastructure assets. Its aim was to maximise business benefit and cost savings by radically reducing its IT overhead and enabling its staff to work smarter and more efficiently.

Confirm® from Pitney Bowes Business Insight was chosen as the solution that best met the needs and objectives of T&I. These objectives included:

- Create a single list of roads, parks and public buildings
- Improve communication between Council and contractors
- Improve citizen service accountability and response times
- Standardise management and maintenance processes
- Comply with national standards and codes of practice such as BS7666 and National Street Gazetteer (NSG)
- Utilise integrated GIS mapping and link with corporate GIS systems
- Integrate with corporate, financial, CRM and email systems
- Automate paper-based inspections with mobile computer field-based devices
- Meet e-Government objectives for customer fault reporting

Previously, separate business functions referenced their assets to different lists of roads, parks and public properties, which led to extensive duplication of effort and non-compliant datasets. Confirm enables all information collected about an asset such as condition survey reports, valuations, drawings, ownership details etc. to be linked to a single, non-duplicated asset record created on the system.

David Clark, Principal Systems Development Officer, T&I Service, Aberdeenshire Council, comments: “By creating one central depository for all information about an asset, we now have a single version of the truth across all of our maintenance operations. Inspection staff are no longer wasting their time needlessly duplicating data in separate systems.

“Aberdeenshire T&I is unusual in that we also use Confirm to manage the day to day repairs of municipal buildings such as schools, as well as roads and street lighting. This means that we’re using Confirm to log property requests from a variety of non-highways department users, including education, social services and housing.”

Buy-in from middle management across departments was achieved by providing all client officers with online access to the Confirm system, enabling them to monitor progress with their works request in real time. Easy to understand dashboards also help to visualise job status. Confirm generates 300+ scheduled monitoring reports which are automatically delivered to managers on agreed timescales.

“TO THE BEST OF OUR KNOWLEDGE, CONFIRM HAS ENABLED US TO IMPLEMENT THE MOST INTEGRATED AND COMPLIANT ASSET MAINTENANCE MANAGEMENT APPROACH OF ANY COUNCIL IN THE UK.”

David Clark, Principal Systems Development Officer, T&I Service, Aberdeenshire Council.

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Integration with the Council's Contact Centre enables staff to inform the public as to the status of individual works as required. This level of detailed insight has improved T&I's accountability with citizens, and enabled the Contact Centre to handle enquiries more efficiently.

Confirm has also been directly integrated with interactive map and text-based services on the corporate website to provide citizens with a user-friendly road fault reporting portal, which fully meets e-Government requirements for road-related faults.

By replacing the previous labour-intensive paper-based process and enabling external contractors to have direct and seamless access to the maintenance system, Confirm has empowered T&I to move to 100% mobile computer-based road inspections. Maintenance requests can now be sent electronically to field workers' mobile devices so that repairs can be completed quickly and efficiently. The need for inspection staff to return to their office to write up reports and re-key data has also been significantly reduced, representing a major time and cost saving.

Confirm is used to schedule and manage over 41,000 non-routine repairs a year and, by providing a standard approach to the maintenance of all T&I infrastructure assets, has enabled administrative and management procedures to be streamlined and improved.

In addition, the robust nature of the inspection process has improved compliance, mitigating the risk of the litigation and potential fines.

RESULT

With local councils having to 'do more with less' in the face of ongoing public spending cuts, Confirm's consolidation of 20 separate maintenance systems into one has provided significant economies in licensing, plus a significant reduction in hardware and software support costs.

Confirm has also made it easier for internal KPIs to be both measured and consistently met. The system automatically generates the performance information, reducing the need for manual analysis of data. Significant improvements since the introduction of Confirm include:

- Street lighting repairs – repairs completed within seven days grew to 98.7%, representing a 16.5% improvement over the previous two years
- Works instructions completed within a specified timescale rose to 89.5%, representing a 5.5% improvement over the previous two years
- Road safety inspections completed in accordance with Council policy reached 100%, representing a 4% improvement over the previous two years

"Confirm has ultimately enabled us to consolidate the management of our main infrastructure assets into one system. To the best of our knowledge, we now have the most integrated and compliant asset maintenance management approach of any Council in the UK. The time and cost efficiencies we've realised are substantial," concludes David Clark.

PUBLIC SECTOR CASE STUDY

Medway Council

“THANKS TO CONFIRM, THERE’S NOT A TIME WHEN I DON’T KNOW WHERE WE ARE FINANCIALLY WITH OUR CONTRACTOR.”

Phil Moore, Head of Highways & Parking Services, Medway Council.

CONFIRM HAS HELPED US TO REFOCUS ON WHAT REALLY MATTERS – PROVIDING THE BEST POSSIBLE SERVICE.



Challenge

Medway Council needed a highways asset management system that could tightly integrate with both its customer service centre and contractor systems. It also wanted real-time financial control over contractor maintenance jobs in order to run its highways budget more efficiently.

Solution

Medway selected Confirm, the asset and infrastructure management system from Pitney Bowes Business Insight. Initially used for the management of highways and street lighting, the solution has evolved over time to cover areas including domestic waste and environmental enforcement, creating a single register of assets and enabling a joined up approach across multiple departments.

SUMMARY

Situated on the North Kent coast at the heart of the Thames Estuary, Medway is a thriving community of over 250,000 people. Medway Council is a unitary authority, providing all local government services for the people of Medway. The highways network consists of 860km of roads, including the 725m Medway Tunnel, one of only two immersed tube tunnels in the UK. Up to 10,000 maintenance-related tasks occur on the network every year.

Following a review of services and efficiencies, Medway Council selected Confirm on the basis that it would deliver on the key objectives outlined in the business case. These included:

- To support Medway Council’s e-government strategic aims by providing a single electronic system capable of linking the Council with contractors.
- To provide a source of information available both internally and for public access to support the requirements of Customer First, the Council’s centralised call centre.
- To provide a core back-office system capable of servicing Front Line Services asset management requirements and enquiry activities as well as other services.
- To deliver a system that would support both best value and Medway Council’s core values while making best use of limited resources.

One of the key challenges that the Council faced was how to effectively manage the financial and quality performance of its main highways contractor, VolkerHighways. Historically, all jobs were raised manually and tracked by spreadsheet, which meant that

transactions were often up to two months in arrears. This made it difficult to understand how the highways department’s budget was being spent at any one time.

Tightly integrating Confirm with the Council’s financial system has led to a huge improvement in the visibility of job orders and transactions, according to Phil Moore, Head of Highways & Parking Services at Medway Council:

“Every time a job is raised with our contractor via Confirm, it shows as a commitment on our financial system - once a month, this data is integrated automatically with the corporate finance system. This means I can now see in real-time which orders are paid and which are outstanding, which helps enormously with budgeting and ensures we’re getting value for money. There’s not a time when I don’t know where we are financially.”

Confirm will also enable VolkerHighways to work more efficiently by empowering its maintenance workers to issue job orders and completion reports directly from the location of repairs via handheld mobile computers. This means that more time can be spent on maintaining roads rather than paperwork, which again has a direct financial impact on the highways budget.

“We don’t want to over-burden our contractor with time-consuming data entry, because not only does this pull them away from the core task of highways maintenance, but it also gets factored into the contract,” says Phil Moore. “We want to minimise the contractor payments we make relating to administration and

“CONFIRM IS ONLY LIMITED BY YOUR IMAGINATION AS TO WHERE YOU WANT TO TAKE IT.”

Phil Moore, Head of Highways & Parking Services, Medway Council.

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reporting. By enabling the maintenance crews to work mostly from the field on mobile devices, Confirm will generate huge efficiency savings.”

Confirm’s integration across departments within Medway Council has also driven cost and efficiency savings. Originally deployed to manage highways and street lighting maintenance, Confirm is now used in a variety of different areas, including street works notification, highways cleansing, green spaces, domestic waste management and environmental enforcement. By using the same integrated system to manage these activities, rather than systems from multiple suppliers, significant economies of scale have been achieved and work across departments is actively and efficiently co-ordinated.

Because Confirm works as a single asset management system and register, with information input in real-time rather than retrospectively, there has also been a massive reduction in data duplication across departments. This creation of a ‘single version of the truth’ is particularly important for Medway Council’s Customer First department, its first point of contact for the public.

“Confirm has helped us to refocus on what really matters – providing the best possible service to the people of Medway,” says Phil Moore. “By constantly updating the information available to the Customer First interface, we’re able to say with accuracy what’s happening when, for instance, somebody calls to find out when the light in their street is going to be repaired. We’re also able to provide more up to date information through the Council’s website, for instance, the condition of individual roads during periods of extreme weather.”

RESULT

Confirm has provided the Council with a single, user-friendly system to link data with services and applications.

Key savings to date include:

- Provision of electronic transactions has brought about savings for both contractor and Council, with savings in staff costs of approximately 10%.
- Having a robust centralised highway inspection system means that the Council can defend against insurance claims with great accuracy, with claims paid out reduced by over 50% in financial terms. The Council has also been able to deal with increased claims with the same sized team, avoiding staff increases of 20-30%.
- 85% of contact is now made through Customer First.
- Elimination of data entry duplication and paper storage is leading to a much cleaner and tidier operation, which will deliver ongoing efficiency savings.

“Our experience has shown that Confirm is only limited by your imagination as to where you want to take it,” concludes Phil Moore. “It’s an off-the-shelf product that we’ve been able to tailor successfully across multiple departments, and for multiple uses. This flexibility has ultimately enabled us to save money while improving the quality of our services, ensuring that restricted resources are always invested wisely.”

Appendix F – High Level Project GANTT Chart

2013				2014
Q1	Q2	Q3	Q4	Q1
Project Management				
Business Process Re-engineering				
Implementation of Asset Management System				
Implementation of Mobile Working				
Implementation of Public Web Access				
Benefits Management				
Cultural and Behavioural Change				

Appendix G – Breakdown of Proposed Cashable Savings

Contact Centre Transaction Costs							
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Waste	£39,350	£66,895	£90,505	£114,115	£141,660	£141,660	£141,660
Roads	£0	£33,514	£51,030	£54,782	£54,782	£54,782	£54,782
Total	£39,350	£100,409	£141,535	£168,897	£196,442	£196,442	£196,442

Licence Savings							
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Highlight Horizon	£0	£0	£26,800	£26,800	£26,800	£26,800	£26,800
Smallworld	£0	£8,840	£13,430	£13,430	£13,430	£13,430	£13,430
WM OPS	£0	£38,515	£38,515	£38,515	£38,515	£38,515	£38,515
Exytreev	£0	£0	£0	£6,000	£6,000	£6,000	£6,000
PPLS	£0	£0	£0	£4,400	£4,400	£4,400	£4,400
Total	£0	£47,355	£78,745	£78,745	£78,745	£78,745	£78,745

Printing Savings							
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Roads	£150	£150	£150	£150	£150	£150	£150
Waste	£4,300	£8,500	£8,500	£8,500	£8,500	£8,500	£8,500
Parks	£3,900	£3,900	£3,900	£3,900	£3,900	£3,900	£3,900
	£8,350	£12,550	£12,550	£12,550	£12,550	£12,550	£12,550

Fuel Savings							
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Waste	£4,200	£6,825	£6,825	£6,825	£6,825	£6,825	£6,825
	£4,200	£6,825	£6,825	£6,825	£6,825	£6,825	£6,825

Telephone & Fax Charges							
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Waste	£1,200	£1,200	£1,200	£1,200	£1,200	£1,200	£1,200
	£1,200	£1,200	£1,200	£1,200	£1,200	£1,200	£1,200

Appendix H – Project Risks

Risk	Likelihood	Impact	Risk Rating	Mitigating Actions
Cultural Change Not Embedded – there will be failure to adopt new working practices	7	8	56	There will be early engagement with all Senior Management and Unions. The Prosci methodology of change management to be adopted.
Benefits will not be realised	6	9	54	Benefits management built in to high level project plan. Each service area will have designated benefits realisation manager. Also overseen by PM
BT unable to resource project	6	7	42	ROM costs from BT include sufficient PM time to keep project on track. SfC last area for ICT refresh. Early engagement with BT and supplier to design and spec all required interfaces. A number of interfaces identified during the requirements gathering might not be required.
Service Areas unable to provide sufficient resource to support project	6	7	42	High level project resource plan produced. Early engagement with all service areas in scope to ensure resource availability for lifetime of the project.