

Notice of meeting and agenda

The City of Edinburgh Council

10.00 am, Thursday, 12 March 2015

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 5 February 2015 – submitted for approval as a correct record
- 4.2 The City of Edinburgh Council of 12 February 2015 – submitted for approval as a correct record

5. Questions

- 5.1 By Councillor Balfour – Consultants – for answer by the Convener of the Finance and Resources Committee
- 5.2 By Councillor Balfour – Refreshment Costs – for answer by the Convener of the Finance and Resources Committee
- 5.3 By Councillor Mowat – Agency Staff – for answer by the Convener of the Finance and Resources Committee

6. Leader's Report

- 6.1 Leader's report

7. Appointments

- 7.1 Pension Committee Appointments – report by the Director of Corporate Governance (circulated)
- 7.2 Appointment to the Board of the Village Pub Theatre – report by the Director of Corporate Governance (circulated)
- 7.3 Edinburgh Prison Visiting Committee – Appointment – report by the Director of Corporate Governance (circulated)

8. Reports

- 8.1 Health and Social Care Integration Scheme – Final for Submission - report by the Chief Executive (circulated)
- 8.2 Succession Planning – Chief Executive – report by the Chief Executive (circulated)
- 8.3 Annual Treasury Strategy – referral report from the Finance and Resources Committee (circulated)
- 8.4 Integrated Children’s Services – referral from the Education, Children and Families Committee (circulated)

9. Motions

- 9.1 By Councillor Godzik – 6VT

“The Council notes that 2015 will be the 21st anniversary of 6VT, and recognises that in those 21 years the organisation has supported thousands of vulnerable children and young people, and their families. Also that the organisation will be moving to new premises this year and asks the Lord Provost to mark both the move and the 21st Anniversary of 6VT in an appropriate manner.”

- 9.2 By the Lord Provost – Scottish Youth Parliament Campaign – **POVERTY: See It Change It**

“Council notes the Scottish Youth Parliament’s **POVERTY: See It Change It** campaign which aims to raise awareness of child and youth poverty in Scotland and to combat the stigma associated with it.

The campaign calls on elected members to support its aims and principles and to commit to tackling child and youth poverty in Scotland. Council believes that poverty is unacceptable in Scotland and pledges to do all that it can to make the aims of the campaign a reality.”

- 9.3 By Councillor Mowat – Local Development Plan

“Council notes:

1. that the proposed City of Edinburgh Local Plan has not been brought forward for consideration of the unresolved issues and authorisation of the submission of the second proposed plan to Scottish Ministers for examination;
2. that the current Edinburgh City Local Plan was adopted on 28 January 2010 making it 5 years old, this plan was prepared with the end date of 2015;

3. that there have been a number of planning appeals determined in the Council's favour on the ground that a plan was being brought forward and progressing according to the Council's proposed LDP schedule;
4. that there are a number of contentious sites in the plan for which planning applications are being submitted;
5. that further delay in determining the plan reduces the Government's and the public's confidence in the Council's ability to take planning decisions for the City and that this exposes the City and her communities to "planning by appeal" which is undemocratic and abnegates the Council's responsibility;

and in light of this unacceptable delay to the determination of the Local Plan calls for:

an emergency meeting of the Planning Committee to be held within 14 days to allow the Committee to consider:

- i. the summary of Unresolved Issues for submission to examination;
- ii. whether to authorise the submission of the Second Proposed Plan to Scottish Ministers for examination along with the representations themselves and background documents including an Environmental Report Addendum and a Report of Conformity showing participation measures undertaken;
- iii. an updated Development Plan Scheme so that it can be circulated to everyone who submitted representations."

9.4 By Councillor Booth – Fossil Fuel Divestment

"This Council:

1. Notes the recent decision by the City of Oslo to partially divest from fossil fuel investments, and further notes that Oslo joins a growing number of cities and institutions around the world, including Oxford City Council, Dunedin City Council in New Zealand and the University of Glasgow, to agree to partially or completely divest from fossil fuels;
2. Notes the report to Corporate Policy and Strategy Committee on 3 December 2013 on Lothian Pension Fund Engagement Activities which set out the current arrangement for reviewing the social and environmental impact of the three Local Government Pension Funds under the council's administration which concludes that the fiduciary duty must be paramount in all decision making around the funds;
3. Notes that recent studies, including by Impax Asset Management, have found that fossil fuel-based funds may underperform funds which

exclude fossil fuels, and further notes reports including from business leadership think-tank Ceres which identify substantial unreported risks in fossil fuel funds, which suggest the fiduciary duty may be best served by divestment from fossil fuels;

4. Notes recent clarification from Cabinet Secretary for Finance John Swinney MSP that local authorities may decide that fulfilment of their Public Bodies Duties under the Climate Change (Scotland) Act 2009 requires them to reduce the carbon emissions associated with their funds and investments;
5. Calls for a report to Corporate Policy and Strategy Committee within three cycles setting out the feasibility, costs and benefits of introducing a partial or complete fossil fuel divestment strategy for the three Local Government Pension Funds under the Council's administration."

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, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, 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, 5 February 2015

Present:-

LORD PROVOST

The Right Honourable Donald Wilson

COUNCILLORS

Elaine Aitken
Robert C Aldridge
Norma Austin Hart
Nigel Bagshaw
Jeremy R Balfour
Gavin Barrie
Chas Booth
Mike Bridgman
Deidre Brock
Steve Burgess
Andrew Burns
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
Joan Griffiths
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
Keith Robson
Cameron Rose
Frank Ross
Jason G Rust
Alastair Shields
Stefan Tymkewycz
David Walker
Iain Whyte
Norman Work

1. Mortonhall

a) Deputation – Mortonhall Ashes Action Committee

The deputation welcomed the plans for the two memorial gardens and thanked the Council for its speedy reaction to the report by Dame Elish Angiolini.

There were some concerns that the settlement of claims had become divisive amongst parents and seen as a 2 tier system. They felt that it was unreasonable to differentiate between those who had and had not sought medical help since the scandal broke and that the two should not therefore be treated differently.

There was also the issue of new parents coming forward who had not yet sought legal advice but who were also entitled to any settlement to be considered in the future.

b) Mortonhall Crematorium – Settlement of Claims – report by the Chief Executive

Details were provided on the proposed scheme to settle 129 claims from parents affected by previous practices at Mortonhall Crematorium.

Decision

- 1) To approve the terms of the settlement scheme (“Scheme”), the main details of which were outlined in the report by the Chief Executive.
- 2) To approve payment of the costs of the Scheme in the amount necessary to settle the 129 claims in accordance with the terms of the Scheme.
- 3) To delegate authority to the Chief Executive or the Director of Corporate Governance to finalise the details of the Scheme with such supplementary terms as the Chief Executive or the Director of Corporate Governance should consider appropriate and to enter into the Scheme on behalf of the Council and make payments to claimants in accordance with its terms.

(References – report by the Chief Executive, submitted)

c) Mortonhall Action Plan – Update – report by the Chief Executive

An update was provided on progress made on actions from the Mortonhall Investigation undertaken by Dame Elish Angiolini DBE QC, and the action plan by the Chief Executive’s Multi-Agency Working Group.

Decision

- 1) To note the update on actions from the report from Mortonhall Investigation undertaken by Dame Elish Angiolini DBE QC and Action Plan by the Multi-Agency Working Group.
- 2) To approve the Policy Document on Cremation Services.
- 3) To note and accept the recommendation from the Chief Executive’s Working Group on an interim basis to approve the revised Supplementary Guidance presented to Committee, pending the introduction of a new version of

statutory Form A, which would be introduced through the Burials and Cremations Bill in 2016.

- 4) To note thanks to Scottish Rugby Union, Murrayfield for support in facilitating space for meeting with affected parents in November 2014.
- 5) To note thanks to independent garden landscape designers for waiving initial consultation fees in support of developing a memorial to affected babies, and note that initial design options had been available to parents from 29 January 2015.
- 6) To note that a further update report would be presented to the City of Edinburgh Council in June 2015, one year after original approval of the recommendations and action plan.

(References – Act of Council No 1 of 26 June 2014, Corporate Policy and Strategy Committee 4 November 2014 (item 5); report by the Chief Executive, submitted)

Declaration of Interests

Councillor Milligan declared a financial interest in the above item, as a member of his family was employed by the firm of solicitors representing some of the parents, and left the meeting during the Council's consideration.

2. Motion by Councillor Rust – Lothian Buses

a) Deputation – Lothian Buses JTUC

The deputation indicated support for Councillor Rust's motion regarding Lothian Buses. They expressed concern at the lack of transparency and the continued uncertainty and confusion.

They indicated that they had previously raised concerns regarding the running of Lothian Buses following which an investigation and mediation had taken place. The deputation was concerned that the recommendations of the investigation had been rejected by the Council, which they felt should have been accepted.

The deputation submitted a petition signed by 1740 members and urged the Council to remove Councillor Hinds as Convener of the Transport and Environment Committee to enable Lothian Buses to be able to move forward.

b) Motion by Councillor Rust

The following motion had been submitted by Councillor Rust in terms of Standing Order 16.1:

“Council

- 1) Welcomes the public ownership of the award-winning Lothian Buses (“the company”) which operates over 70 services and has a fleet of over 700 vehicles.
- 2) Notes with concern as the major shareholder in the company:-
 - (a) the lack of clarity around the departure of the experienced former Chairman of the company, Ann Faulds, in November 2014;

- (b) the long-running management difficulties and questions of governance at the company and their impact on staff morale and confidence in the company;
 - (c) the briefings to the press by an unnamed “senior council source”;
 - (d) the appointment of the Transport Convener as an Observer on the company board; and
 - (e) the recently announced dismissal of four Executive directors by 2017.
- 3) Recognises that the Joint Trade Union Committee issued a statement unanimously calling on the Convener of Transport to have no role, advisory or otherwise with Lothian Buses.
 - 4) In the interests of transparency and *recognising the Council’s shareholder responsibility*, calls for a report in one cycle *detailed* events and Council involvement since January 2014 in relation to points 2 (a) to (e) of this motion, *to include reference* to all meetings and decisions taken, accepting that some information may be sensitive or confidential.”

Decision

- 1) To welcome the public ownership of the award-winning Lothian Buses (“the company”) which operated over 70 services and had a fleet of over 700 vehicles.
- 2) To note that the Transport Spokespersons from each political party had been kept briefed individually and at committee. As a consequence of concerns arising from the long-running management difficulties and questions of governance at the company and their impact on staff morale and confidence in the company, the Convener, Vice Convener and opposition party spokespersons had now agreed to meet as a group on a regular basis to address these concerns.
- 3) To recognise that some elected members and members of the public were inevitably not in possession of the full facts. Therefore in the interests of transparency and *recognising the Council’s shareholder responsibility*, call for an independent external report to Governance, Risk and Best Value Committee in three cycles *detailed* events and Council involvement in relation to Lothian Buses’ management difficulties, to include reference to all meetings and decisions taken, accepting that some information might be sensitive or confidential.
- 4) To note that the current Chairperson of Lothian Buses was currently reviewing the senior management position in Lothian Buses and expected his review to be completed by April 2015. The Council’s intention would be that the outcome of this review be reported to the Council.

3. Minutes

Decision

To approve the minute of the Council of 11 December 2014 as a correct record.

4. Questions

The question put by a member to this meeting, written answer and supplementary question and answer are contained in Appendix 1 to this minute.

5. Leader's Report

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

- Twenty is the New 30 – Roll out of 20mph limits across the City
- General Election – National Voter Registration Day
- New STV Edinburgh Show

The following questions/comments were made:

- | | | |
|----------------------------|---|---|
| Councillor Nick Cook | - | 20mph limits |
| Councillor Rose | - | Teachers numbers |
| Councillor Jackson | - | 20mph limits implementation programme - consultations |
| Councillor Edie | - | Congratulations to Ellen Muir and Sue Bruce for New Years Honours |
| | - | Congratulations to Moira Robertson, Minister at the Old Parish Kirk, Corstorphine – Award to Corstorphine as Edinburgh's first Fair Trade Village |
| | - | Best Value Audit – Feedback session |
| Councillor Fullerton | - | Congratulations to Children and Families officers in achieving high standards in the effectiveness in child protection arrangements in Edinburgh |
| Councillor Burgess | - | Welfare Reform report – Edinburgh foodbanks – meeting with the Under Secretary of State for Scotland to raise the Council's concerns |
| Councillor Cardownie | - | Reputation of the Council to the people of the City |
| Councillor Ricky Henderson | - | Living Wage – continue to promote the benefits of the Living Wage across the City |

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|----------------------|---|--|
| Councillor Work | - | Forth Bridge – 125year celebrations |
| Councillor Balfour | - | Trams – seconder of motion to stop the Tram at Haymarket |
| | - | Lothian Buses – independent inquiry – consultation with Group Leaders |
| Councillor Day | - | Success of schools in the west of the City – Craigroyston Community High School - Partnership Work Award |
| Councillor Burns | - | Congratulations to Kirkliston Primary School and Nursery School staff – first class inspection report |
| Councillor Tymkewycz | - | Meadowbank Stadium – Delivery of Council outcomes |
| Councillor Lewis | - | Update on Sir Walter Scott novel “The Bride of Lammermuir” |
| Councillor Brock | - | The Big Dinner Initiative – 7 March 2015 |

6. Appointment to the Local Authority Pension Fund Forum (LAPFF)

The Pensions Committee had endorsed the appointment of Councillor Rose to the Local Authority Pension Fund Forum (LAPFF) Executive Committee. At their meeting on 21 January 2015 the LAPFF had re-appointed Councillor Rose to its Executive Committee as one of two Vice Chairs and the Council was asked to ratify this appointment.

Decision

To approve the appointment of Councillor Rose as Vice-Chair of the Executive Committee of the LAPFF.

(References – Pensions Committee 17 December 2014 (item 11); report by the Director of Corporate Governance, submitted)

7. Appointment to the Board of Hutchison Vale Community Sports Club

Details were provided of an invitation received from Hutchison Vale Community Sports Club for the Council to appoint an elected member to its Board of Trustees.

Decision

To appoint Councillor Fullerton to the Board of Hutchison Vale Community Sports Club.
(Reference – report by the Director of Corporate Governance, submitted.)

8. Operational Governance – Review of Contract Standing Orders and Guidance on the Appointment of Consultants

The Council had approved the current Contract Standing Orders (CSOs) and the Guidance on the Appointment of Consultants on 29 October 2012.

The Finance and Resources Committee had referred a report on the outcome of a review that had been carried out of the Council's CSOs which outlined a number of proposed key changes to the Contract Standing Orders and the Guidance on Appointment of Consultants.

The adjusted CSOs and Appointment of Consultants were presented.

Decision

1) To approve the proposed revisals to the existing CSOs and Appointment of Consultants as adjusted by the Finance and Resources Committee on 30 October 2014 (Appendices 1 and 2 of the report by the Director of Corporate Governance), with approval to take effect from the date of the Council decision (5 February 2015).

2) To approve Option 1 in the report of 23 October 2014 as proposed by the Finance and Resources Committee on 30 October 2014, by inserting the following in the Contract Standing Orders:

“Where legally permissible the Council shall seek to ensure that for purchases or contracts of an estimated value of £50,000 or less that at least one Small or Medium Enterprise (SME) from the City of Edinburgh or an SME who is a significant employer within the City of Edinburgh is invited to tender in any process. For future repeat procurements for similar goods, services or works the Council shall seek to ensure that at least one new SME from the City of Edinburgh or a new significant employer within the City of Edinburgh is invited to tender in any process”.

3) To delegate authority to the Director of Corporate Governance to make such revisals to CSOs and Guidance on the Appointment of Consultants:

- i) as may be necessary in order to implement the decisions of Council in relation to the report;
- ii) as required as a result of changes to legislation or statutory guidance; and
- iii) any other minor or consequential changes;

in consultation with the Convener and Vice-Convener of the Finance and Resources Committee.

- 4) To note that there would be an annual review of CSOs to ensure that they continued to work effectively and secured continuous improvement and Best Value and that any proposed amendments were reported to Council together with the reasons for those proposed amendments.
- 5) To approve the revisions to the Appointment of Consultants as noted in Table 2 and Appendix 2 of the report by the Director of Corporate Governance.

(References – Act of Council No 10 of 23 October 2014, Finance and Resources Committee 30 October 2014 (item 13); referral from the Finance and Resources Committee and report by the Director of Corporate Governance, submitted.)

9. Edinburgh Tram Inquiry – Waiver of Confidentiality

The Council had agreed that in order to assist Lord Hardie's inquiry into the Edinburgh Tram Project, where any former employee, who had been in any way associated with the project, and whose departure had been associated with a compromise or similar agreement containing a confidentiality undertaking, the Council would not rely on and would waive any such undertaking to the extent necessary to enable each such person, should they choose to do so, fully and freely to give evidence and provide any material or information to the inquiry notwithstanding undertakings given in any such agreement.

Details were provided on a request received from the Edinburgh Tram Inquiry that the Council further extend the waiver of duties of confidentiality owed to the Council and its subsidiary undertakings to allow those owing such duties to co-operate with the Inquiry.

Decision

To note the action taken under the urgency procedures set out in paragraph A4.1 of the Committee Terms of Reference and Delegated Functions as detailed in the report by the Director of Corporate Governance.

(References – Act of Council No 14 of 26 June 2014; report by the Director of Corporate Governance, submitted.)

Declaration of Interests

Councillors Bagshaw, Hinds, McVey and Mowat declared a non-financial interest in the above item as Directors of Transport for Edinburgh.

10. Best Value (2) Audit Report 2014

The Council had presented its Best Value Audits to the Accounts Commission in February 2007 and May 2013 with a progress update presented to the Accounts Commission in December 2014.

Details were provided on the findings and recommendations for action from the Best Value follow up audit report.

Motion

- 1) To note the findings from the Best Value (2) Audit Report 2014.

- 2) To note that Audit Scotland would scrutinise the Council's outcomes of the improvement monitoring schedule in December 2015 and might decide to carry out a further audit.
- 3) To agree to refer the report and the improvement monitoring schedule to the Corporate Management Team and Governance, Risk and Best Value Committee for further scrutiny and information.

- moved by Councillor Burns, seconded by Councillor Cardownie

Amendment 1

- 1) To welcome the Accounts Commission Best Value Audit Report 2014 which followed up full Best Value Audits in 2007 and 2013 and the significant role it played in exposing the strategic challenges the Council faces. Particularly, Council notes the significant areas for improvement highlighted in paragraph 2.3 of the Director of Corporate Governance's report and elsewhere throughout the documents.
- 2) To record the Council's concern that the actions of the Administration parties had consistently failed to provide leadership on this issue over a significant period:
 - by rejecting strategic change such as the ABM programme which would have delivered £40m of additional savings and service improvements in comparison to the Public Sector Comparator;
 - by omitting to have a workforce plan in place despite this being a requirement stemming from the first Best Value report in 2007 and being the key underpinning requirement of any strategic change programme;
 - through its lack of delivery of significant service improvement and budgetary savings such as the decision not to close Castlebrae High School and the delay in implementing plans for Leith Waterworld.
- 3) To agree that there was little confidence in the Administration to deliver on the piecemeal change programme now proposed due to its political weakness to address challenge on difficult financial and staffing issues, delays in bringing forward the change programme and the self imposed policy constraints which limited Administration action to deliver these programmes. To further note that these programmes still failed to deliver the full budget savings required over the next three years without additional budget service cuts.
- 4) To call for a further report from the Chief Executive setting out a strategic change plan to draw together the significant pieces of work in plan, such as the BOLD programme and Organise to Deliver in order progress on these actions could be monitored in a consistent way along with new actions to increase the scope of the programme to meet the full challenge ahead.
- 5) To call for a review of all Administration policies that constrained strategic change (such as "presumption against outsourcing", "no compulsory redundancies" and "redeployment policies"). This work to be undertaken so that the Council could take forward strategic change in a way that met the budgetary

and service challenges outlined in the report by the Director of Corporate Governance in the medium to long term and allowed the Council to continue to deliver improved services to their customers.

- moved by Councillor Whyte, seconded by Councillor Balfour

Amendment 2

- 1) To note the findings from the Best Value (2) Audit Report 2014.
- 2) To note that Audit Scotland would scrutinise the Council's outcomes of the improvement monitoring schedule in December 2015 and might decide to carry out a further audit.
- 3) To agree to refer the report and the improvement monitoring schedule to the Corporate Management Team and Governance, Risk and Best Value Committee for further scrutiny and information.
- 4) To note the failure to achieve the promised savings in procurement and the failure to achieve promised savings and service targets using the In-House Environmental Services service model, and the urgency of achieving savings in the BOLD project, to agree that in its consideration of the report, the Governance, Risk and Best Value Committee should reconsider the benefits of ABM for environmental services as alternative to cutbacks to the voluntary sector and as a means of releasing funds to meet needs in Social Care.
- 5) To ask the Governance, Risk and Best Value Committee to also consider whether the necessary savings identified by the BOLD initiative could be achieved without reconsideration of the blanket no compulsory redundancies policy.
- 6) To agree that the regular monitoring reports proposed to the Leader and Council Management Team be also circulated to an appropriate Committee(s) of the Council for all party scrutiny.

- moved by Councillor Edie, seconded by Councillor Aldridge

Voting

The voting was as follows:

For the Motion	-	41 votes
For Amendment 1	-	11 votes
For Amendment 2	-	3 votes

Decision

To approve the motion by Councillor Burns.

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

11. Council Diary 2015-2016

The draft Council diary for 2015-2016 was presented.

Decision

- 1) To approve the Council diary for August 2015 to August 2016 as set out in Appendix 1 to the report by the Director of Corporate Governance.
- 2) To authorise the Director of Corporate Governance to make minor changes to the Council diary as required.

(References – Act of Council No 5 of 11 December 2014; report by the Director of Corporate Governance, submitted)

12. New Scheme Update (Governance) – referral from the Pensions Committee

The Pensions Committee had referred a report on a proposed governance structure and associated documentation for information.

Decision

To note the report by the Director of Corporate Governance

(References – Pensions Committee of 17 December 2014 (item 6); referral report from the Pensions Committee, submitted)

13. Motion by Councillor Hinds – East Coast Rail Service

The following motion by Councillor Hinds was submitted in terms of Standing Order 16:

“Council welcomes investment in the East Coast rail service which achieves higher environmental standards across the fleet.

However, Council is concerned that some proposals for the East Coast rail franchise, with the introduction of the new InterCity Express Programme (IEP) trains, could see significant staffing and service cuts on East Coast services.

Council therefore agrees to write to the UK Government and the new East Coast operator to urge them to protect the interests of passengers and the communities who rely on these rail services by ensuring all contracts are set up to deliver properly funded, properly staffed and affordable railways.”

Motion

To approve the motion by Councillor Hinds.

- moved by Councillor Hinds, seconded by Councillor McVey

Amendment

- 1) To welcome investment in the East Coast rail service which achieved higher environmental standards across the fleet.
- 2) To note the Department for Transport announcement earlier last week that a contract worth £2.7bn had been awarded to Hitachi in Newton Aycliffe to build new trains which would provide over 800 new carriages and create over 700 much-needed jobs in County Durham.

- 3) To note that the InterCity Express Programme (IEP) continued a well-received programme initiated by the Labour Government in 2005 to improve the rail infrastructure in the UK through further investment and welcomed progress in providing best service and care for customers between Scotland and London on the East Coast line.
- 4) To note concerns had been raised about staffing and service levels in the press and therefore agree to write to the UK Government and the new East Coast operator to ask them to clarify the situation regarding proposed staffing and service levels and to urge them to protect the interests of passengers and the communities who relied on these rail services by ensuring all contracts were set up to deliver properly funded, properly staffed and affordable railways.

- moved by Councillor Mowat, seconded by Councillor Heslop

Voting

The voting was as follows:

For the motion	-	42 votes
For the amendment	-	10 votes

Decision

To approve the motion by Councillor Hinds

14. Motion by Councillor Hinds – Drylaw Rainbow Club Day Centre

The following motion by Councillor Hinds was submitted in terms of Standing Order 16:

“Council notes that Drylaw Rainbow Club Day Centre celebrates its 30th anniversary in June. Council commends the work of the Centre which provides a high standard of care for frail older people and dementia sufferers aged over 65.

The Centre provides accessible transport, breakfast and lunch and personal care for its 75 users and recently received a Care Inspectorate Report which shows that the highest standards of care are being delivered.

Council asks the Lord Provost to celebrate this achievement in an appropriate manner.”

Decision

To approve the motion by Councillor Hinds

15. Motion by the Lord Provost – New Years Honours

The following motion by the Lord Provost was submitted in terms of Standing Order 16:

“Council congratulates all 18 Edinburgh residents, including Head Teacher Ellen Muir, who have received honours in the New Year’s Honours list, recognising the major contribution that each person has made to the civic life of the city.

Council also congratulates Sue Bruce, Chief Executive, who has been made a Dame Commander of the Order of the British Empire, in recognition of her long and distinguished career in local government.

Council agrees to mark these achievements in an appropriate manner.”

Decision

To approve the motion by the Lord Provost.

16. Motion by Councillor Booth – Fracking and Unconventional Gas

The following motion by Councillor Booth was submitted in terms of Standing Order 16:

“This Council:

- 1) Notes concerns over the health and environmental impacts of unconventional gas, fracking and coal gasification;
- 2) Notes that, France, Ireland, the Netherlands, New York State and many other countries and states have implemented moratoria or bans on fracking;
- 3) Believes that allowing unconventional gas, fracking and coal gasification in Edinburgh would be inconsistent with the council's climate change targets and would pose unacceptable risks to people's health and the local environment;
- 4) Calls for a report within three cycles to review the minerals policies in the Local Development Plan in light of new health concerns over unconventional gas, fracking and coal gasification, and to ensure the LDP is consistent with the Council's sustainability policies and climate change targets;
- 5) Agrees that this report should also set out options for the council to implement an immediate ban on unconventional gas, fracking and coal gasification.”

Motion

To approve the motion by Councillor Booth.

- moved by Councillor Booth, seconded by Councillor Bagshaw

Amendment

That no action be taken on the matter.

- moved by Councillor Rose, seconded by Councillor Nick Cook

Voting

The voting was as follows:

For the motion	-	45 votes
For the amendment	-	10 votes

Decision

To approve the motion by Councillor Booth.

Appendix 1

(As referred to in Act of Council No 4 of 5 February 2015)

QUESTION NO 1

By Councillor Balfour for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 5 February 2015

Question (1) Requests the Convener lists the numbers of individuals by Department, who are currently in Acting Up / Secondment positions at Grade 8 and above who have been in post for 3 months or more?

Answer

(1)

Service Area	Acting Up	Secondment
Economic Development	5	4
Corporate Governance	23	13
Children and Families	30	19
Health and Social Care	24	28
Services for Communities	51	36
	133	100

Question (2) To provide the length of time each of these individuals have been in post?

Answer (2)

Occupancy Type	Grade	3 - 12 months	1 - 2 years	2 - 3 years	3 - 4 years	4 - 5 years	5 - 11 years	Total Staff
Acting Up	GR8	18	9	8	10	3	5	53
	GR9	12	7	11	10	4	2	46
	GR10	7	2	2	4			15
	GR11	5	3		1	1		10
	GR12	1	1		1	1		4
	JNC46	2		2				4
JNC66	1						1	
Acting Up Total		46	22	23	26	9	7	133
Secondment	GR8	18	16	9	7		6	56
	GR9	5	5	6	6	2	1	25
	GR10	4	1	3	3	1		12
	GR11		1	1		1		3
	GR12	2				1		3
	JNC46	1						1
Secondment Total		30	23	19	16	5	7	100
Total Staff		76	45	42	42	14	14	233

Question (3) To detail the cost to the Council of these arrangements?

Answer (3) **Additional Cost of Acting Up and Secondment Positions at GR8 with Duration Greater than 3 Months**

Service Area	Acting Up Staff	Secondment Staff	Basic Pay Cost (Additional)	Employer Costs (Projected)	Total Additional Cost
Economic Development	5	4	£43,970	£11,872	£55,842
Corporate Governance	23	13	£132,341	£35,732	£168,073
Children & Families	30	19	£226,169	£61,066	£287,235
Health and Social Care	24	28	£164,848	£44,509	£209,357
Services for Communities	51	36	£649,468	£175,356	£824,825
	133	100	£1,216,797	£328,535	£1,545,332

Employer Costs calculated at 27% (non-teaching staff)

Question (4) To confirm the strategy for dealing with filling these positions on a full-time basis?

Answer (4) All positions currently covered by acting up or secondment will be reviewed as part of the 'Organise to Deliver' programme and positions will be filled, if required in the new model, on a permanent basis. The remaining positions will be retained as acting up or secondment because they are in place for reasons such as maternity cover or cover for career breaks.

Supplementary Question Can I thank the Convener for his answer. Can I take him to question 4 and the answer he has given in regard to the policy going forward. I think the Leader in November in a question from one of my colleagues said that this would be dealt with in the report that we debated in December. From my recollection, this report that we agreed doesn't actually give a timeline or any outline strategy of how these positions will be filled.

What is his timescale and what is his hope that all these acting posts will come to an end in the immediate future.

Supplementary Answer I thank Councillor Balfour for his question. I appreciate what he says about the timeline. It's quite obvious if you look at what we have been doing in terms of Organise to Deliver and the various work streams that we have proposed under that heading that we will be initiating a workforce revision and we will be looking to implement this as part of our overall workforce strategy. That business case is yet to come before my Committee but it will do so in the very near future, at that Committee's next meeting, and I fully expect that the matters you have raised in your question will be addressed then and the moves to rectify the situation will happen as part of that workstream.

The City of Edinburgh Council

Edinburgh, Thursday, 12 February 2015

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
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
Joan Griffiths
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
Keith Robson
Cameron Rose
Frank Ross
Jason G Rust
Alastair Shields
Stefan Tymkewycz
David Walker
Iain Whyte
Norman Work

1. Deputations

The Council agreed to hear the following deputations on the Revenue Budget 2015/16 and Capital Investment Programme/Plan 2015/16 to 2019/20:

a) WIG (Women's International Group)

The deputation highlighted their concerns at the Council's budget plans, the changes being proposed to Community Centres and the impact they were likely to have on the community in north Edinburgh. They indicated that there was a lot of poverty in that area of the city but that they had a brand new Community Centre which was a valuable resource to the local community.

The deputation stressed that work was ongoing to bring all sections of the community together to help alleviate any of the problems faced within the area and make it easier for people to become involved in their community. They believed that the current budget proposals would change the way their Community Centre was run and lead to a reduction in services and that the proposals for the future running of Community Centres would create financial barriers and risk the good will and support of local people.

The deputation urged the Council to work to securing additional funding from the Scottish and Westminster Governments to safeguard public services.

b) Edinburgh East Save Our Services

The deputation were concerned that if the budget as proposed was passed, it would happen in a context where some of the most vulnerable people who had already suffered severe deterioration to their conditions of life as a result of austerity policies would once again suffer the most. They felt that there was a disconnect between the Councillors and the people they were elected to represent.

The deputation indicated that they wished Edinburgh to be a place where sport, culture and education were provided free or for a nominal charge instead of the two tier place they felt it had become.

The deputation felt that proposals from the Green Group were encouraging and that the proposed cuts were not inevitable but a deliberate policy choice. They urged the Council to stop the trend towards Edinburgh becoming a two tier city and make it a safe and pleasant place to live.

c) EVOC

The deputation agreed that the Council was facing challenging times and urged it to look beyond the next financial year, as they did not see a time where Edinburgh would not be facing a budget problem. They stressed that the third sector had contributed to the health and well being of the city and remained true to its core

values. They felt that the Council were taking a very old fashioned fiscal approach to tackling their budgetary problems.

The deputation indicated that the thrust of the Council's agreed approach of Organise to Deliver was that services should be local by default and were concerned that although the Council promoted partnership working, this was not happening in all areas. They stressed that third sector organisations were keen to work with the Council to find solutions and urged the Council to do more than just listen.

d) Edinburgh Tenants Federation

The deputation urged the Council to consider a rent freeze for 2015/16. Council rents had been increased for the past seven years and the deputation believed that the Council had sufficient funds to cover a year's rent freeze.

They indicated that many tenants were facing real hardship and that they were not the only tenants' organisation campaigning for affordable rents across the country. They stressed that tenants' groups were helping with soup kitchens and foodbanks but that many of those members were also having to make use of those facilities.

They indicated that tenants in Edinburgh paid the highest rents in Scotland and although they were not asking the Council to stop building houses or providing an excellent housing service, they asked the Council to ensure that they were getting value for money.

The deputation urged the Council to look carefully at the impact a rent increase would have on those who had to pay rent and asked Councillors and Officers to meet with tenants' organisations to draw up a rent strategy for the future.

e) Edinburgh Trades Union Council

The deputation expressed concern that the planned cuts would do real damage to services and worsen poverty and inequality within the City. They felt that there was a real alternative to austerity and that it was in the power of the Scottish Government to give the Council power to raise money, or give the actual money to enable Council's to avoid cuts in the coming year.

The deputation sought clarification on how the Council intended to achieve its workforce controls over the next few years with particular concerns raised on the proposed cutbacks through reducing sickness absence. They felt that many of the options being considered would be detrimental to staff and service users.

f) UNITE Edinburgh Not for Profit Branch

The deputation expressed concerns at the implications of the proposed budget cuts which they believed were not necessary and urged the Council to look at alternative revenue raising measures. They indicated that worsening working conditions reduced the quality of services provided and that the budget proposals did not include paying the living wage to those who worked for commissioned services.

(g) Edinburgh Anti Cuts Alliance

The deputation raised concerns regarding the proposals to cut the issue of taxi-cards which they felt would marginalise the elderly and disabled in Edinburgh. This was the only means of transport for many and if this was no longer available they would no longer be able to leave their homes. This would then have an impact on other Council services.

The deputation indicated that they felt that cuts were not inevitable and urged the Council to look at various options for raising finance for the city.

(h) Friends of the Meadows and Bruntsfield Links

The deputation indicated that they appreciated that the Council were facing problems with budget restraints but raised concerns regarding the proposed closure of public toilets outside the City centre. Their main issues were with the public toilets on the Meadows and Bruntsfield links and the number of people who visited this area and required the facilities.

The deputation urged the Council to ensure that the toilets were kept open, improved if possible and a disabled access one provided.

(i) UNISON and the EIS

The deputation raised concerns about the impact the cuts would have on employees and their terms and conditions of service. They felt that the proposed cuts would also have a negative impact on all who relied on Council services. They indicated that staff were already overstretched and unable to access the resources to carry out their work safely, while support services were being further reduced and that the most vulnerable people were finding that services provided for them were disappearing.

They stressed that the Trade Unions would continue to engage with the Administration and Council officers.

2. Revenue Budget 2014-15 – Health and Social Care

The Finance and Resources Committee had referred a report providing an update on the Health and Social Care budget which remained under significant pressure. The estimated forecast out-turn for 2014-15 was £4.75 million after delivery of mitigating actions of £2.3 million.

Decision

To agree to use the Council's Priorities funding to cover the £4.75 million deficit in the Health and Social Care budget for this year only.

(References:- Finance and Resources Committee 3 February 2015 (item 7); referral report from the Finance and Resources Committee, submitted)

Declaration of Interests

Councillor Ricky Henderson declared a financial interest in the above item as a Director of NHS Lothian.

3. Revenue Budget 2015-16 and Capital Investment Programme/Plan 2015 to 2020

The Council was invited to consider:

- a) an update report on the Revenue Budget 2015/18.
- b) a further update report on the Revenue Budget 2015/18.
- 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 2015/16.
- f) the roll forward of the Capital Investment Programme to 2019/20.
- g) the proposals for a new build facility at Meadowbank.
- h) additional borrowing of up to £54,997,627 for the delivery of up to 413 mid market rent (MMR) homes under the National Housing Trust (NHT) Phase 3.
- i) the funding requirement for the establishment of a new shared repairs service.
- j) the Review of Fee Structures contained within the remit of the Regulatory Committee.

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 Rose (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 Edie, seconded by Councillor Aldridge (on behalf of the Liberal Democrat Group).

Voting

The voting was as follows:

For the Motion	-	38 votes
For Amendment 1	-	11 votes
For Amendment 2	-	6 votes
For Amendment 3	-	3 votes

Decision

To approve the motion by Councillor Rankin.

(References:

Revenue Budget 2014-15 – reports (5) by the Director of Corporate Governance;

Housing Revenue Account Budget 2014/15 – report by the Director of Services for Communities

Capital Investment Programme 2014/15 – 2023/24 – report by the Director of Corporate Governance

Proposal for a New Meadowbank – referral from the Corporate Policy and Strategy Committee

National Housing Trust Phase 3 – Procurement – referral from the Finance and Resources Committee

Shared Repairs Service – Development of a New Service – report by the Director of Corporate Governance

Review of Fee Structures – referral from the Regulatory Committee, all submitted)

Declaration of Interests

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

Councillor Whyte declared a financial interest in the above item as a member of the Scottish Police Authority.

Appendix 1

(As referred to in Act of Council No 3 of 12 February 2015)

REVENUE BUDGET 2015- 2016

CAPITAL INVESTMENT PROGRAMME 2015-2020

HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME 2015-2016

CAPITAL COALITION MOTION

1. Introduction

There is little doubt that these are extremely challenging times for Councils and their partners with growing service demand and reducing resources. Despite changes in distribution arrangements resulting in a £13m year-on-year reduction in the Council's level of revenue grant, additional demography funding of nearly £10m has once again been included within the budget. It is clear that we, as a Council, need to focus on what the people of Edinburgh want us to deliver and with this in mind have embarked on the widest consultation on financial matters that has ever been undertaken. We asked and people responded in their thousands:

- 1,719 responses to the online planner;
- 129 submitted budget leaflets;
- 782 telephone calls, emails and letters;
- 457 social media comments;
- 31 group activities with stakeholders and staff;
- Plus an additional 289 signatories to submitted petitions;
- 30 articles in print and broadcast media

And we listened.....

As a direct result of this year's consultation we have now agreed to amend our budget proposals by:

- Maintaining funding for commissioned homelessness services;
- Continuing to collect winter garden waste;
- Working with Edinburgh Leisure to ensure sports facilities remain open;
- Limiting the rent increase for 2015/16 to inflation – the lowest rent increase for over a decade;
- Reviewing Licence costs to ensure that local communities are not deterred from holding events;
- Not increasing allotment charges in line with the proposals which were put out to consultation, however there will be talks with allotment holders and FEDEGA over the coming months to discuss ways of increasing income and reducing costs across the Council's estate. The Council will begin these negotiations from 31 March 2015;

- Agreeing to implement savings of £300,000 for 2015/16 as part of a review of the closure of public toilets. There will be ongoing discussions with Lothian Buses and potential partners around the development of a community toilet scheme whereby sports facilities and businesses will open their toilets up to members of the public;
- Reviewing taxicards. In an effort to improve equalities and mobility for people who rely on this service we will review the operation of the taxicard service. The proposal is to implement a charge of £20 over 3 years to cover administration charges. The benefits of this revised scheme will be to offer unrestricted travel with a 20-25% discount on fares to cardholders;
- Developing an energy services company (ESCO) in order to mitigate the impacts of fuel poverty, improve efficiencies and reduce carbon emissions. We will therefore, seek to secure £150,000 of Government/Scottish Enterprise funding, matched by £150,000 from the Council, to support the project in 2015/16;
- Using the additional dividend of £2m from Lothian Buses to increase investment in roads and pavement repairs and to devolve more of this function to a local neighbourhood level;
- Reducing the savings required from Children and Families Third Party Grants by £614,000 to ensure continued support for vulnerable children;
- Ensuring that the proposed reductions in community learning development service budget will not result in the closure of any community centre. However, community centre management committees are encouraged to explore new ways of working and to share resources to help maintain the present level of services provided by individual centres.

In spite of the financial pressures the Coalition has continued, as highlighted in our Contract with the Capital in 2012, its work to promote Edinburgh as a vibrant international city whilst protecting spending on key front line services, particularly those needed by Edinburgh's younger, older and more vulnerable residents. We will, as a Coalition, continue to work with communities and neighbourhoods by providing funding to empower them to prioritise works. By allocating an additional £100,000 to each neighbourhood local people will have an even greater say in how their area can be improved.

Performance across the Council is improving, however it is getting harder to provide services with the budgets we have. This is one of the reasons why we need transformational change. Over the next three years we will review every service the Council provides to ensure that it is what people need. Stresses are however, beginning to show. Even now Health and Social Care are currently reviewing their position as they face a £4.7m budget overspend in 2014/15, while all other areas of the Council endeavour to provide fit for purpose infrastructure and respond to continuously increasing demands for services. The Coalition is clear that Directors have a responsibility to remain within budget and with this in mind, will reinforce robust monitoring systems through the Finance and Resources Committee which will

provide an early warning system for identifying any budget pressures and the opportunity to recommend subsequent actions.

For the Council, staff is its greatest resource and we will continue to work with all employees and their representatives to support them through this period of transformation and change. We are committed to paying our employees the Living Wage with an increase to £7.85 per hour payable from 1 April 2015. In developing this further we will undertake a pilot project in 2015, amending our procurement processes to firmly encourage companies, contracted to deliver services on our behalf, to pay their workforce a minimum of the living wage.

Despite the difficult financial background awards have been won. Employees have been recognised for their commitment and hard work and initiatives such as the Edinburgh Guarantee continue to support the city's hunger for skilled staff by supporting young people into work and of course, Edinburgh continues to hold its own as one of the must visit destinations on the planet

With incremental savings required of £22 million in 2015/16, £30 million in 2016/17 and £15 million in 2017/18 we need to radically review the way in which the Council operates. In order to do this we will reshape the Council, as set out in the 'Organise to Deliver' report approved by Council on 11 December 2014, to offer greater flexibility to our citizens and visitors. We will make getting in touch with the Council easier, providing services where they are needed and working with colleagues in the third sector to ensure the best possible outcomes within a framework of best value.

As part of the change programme the following 4 projects will be delivered from April 2015:

1. Business and Customer Services;
2. Localities
3. Channel Shift/Digital and
4. Payments to Third Sector

Number 5 (Workforce) will be reported to Finance and Resources Committee in March 2015 and 6 (Property) shortly thereafter. Progress will be reported, by the Director of Corporate Governance, through the Finance and Resources Committee on a bi-monthly basis from March 2015, with updates to Corporate Policy and Strategy Committee every three months.

Whilst initial savings will accrue from 2015/16, significant returns will be seen from 2016/17 onward. Indicatively the level of savings attributable to each workstream by 2016/17 is as follows:

	2016/17
• Business and Customer Services	£5 million
• Localities	£10 million
• Channel shift/Digital	£1 million
• Third Sector	£7 million

- Workforce March 2015
- Property To be finalised

There is considerable pressure on the Council to deliver the financial savings set out in each of the workstreams whilst continuing to provide high quality front-line services.

Capital budget

The Capital Coalition values the development of the city's infrastructure and to meet that pledge has instructed capital works to the value of over £400 million (2015-2020) to be initiated to improve the lives of its citizens. In 2015, the focus of these additional resources will be a

£13.3 million investment on school infrastructure, property, roads and pavements and the continuing work into the redevelopment of Meadowbank sports centre.

Capital Position:

- | | |
|--|-------|
| • Better Outcomes Leaner Delivery (BOLD) | |
| • Channel Shift Infrastructure | £1m |
| • Local Development Plan Investment | £0.9m |
| • Rising school rolls | £5m |
| • Carriageway and footways | £3m |
| • Property | £3.4m |

At the same time, the capital programme monitoring process has been improved and now 98% of all projects are delivered on time and on budget.

The following projects have been approved for the period 2015/20:

- New High Schools at Portobello, Boroughmuir and James Gillespie's;
- New St John's Primary School and St Crispin's Special School;
- An extension to the gym hall at Liberton High School;
- New gym halls at Blackhall, Cramond and East Craigs Primary Schools;
- Water of Leith Flood Prevention Phase 2;
- Creation of a heritage centre in Leith by purchasing Custom House through the Common Good Fund;
- Roads and pavements improvements;
- Development of Central Library;
- 6th New Care Home;
- Autism Day and Respite Centre;
- Millerhill Zero Waste Plant;
- National Housing Trust Phase 3 to deliver 400 new affordable homes;
- Investment of over £40m in the Children and Families estate over the next 5 years including an additional £5m for rising school rolls;
- Feasibility work into redevelopment of Meadowbank sports centre and

- Feasibility study into the extension of the tram line to Leith and Newhaven.

We also have a commitment to:

- A new high school at South Queensferry and
- A new high school in Craigmillar as a catalyst for regeneration of the area.

The Council, working with the Scottish Government, has secured approval for a £850m investment in the St James Quarter which will lead to the redevelopment of that area of the city creating a new commercial centre with additional retail, hotels, office and residential space.

2. Savings

The saving for 2015/16 is £23.1 million and the focus for delivery will be through:

- | | |
|--|----------------------|
| • Continuous delivery of procurement savings | £0.7m |
| • Transformational change | £2.269m |
| • Reduction in Carbon emissions and reducing fuel poverty through the Council ESCO | 42% by 2020 |
| • Support to Third Sector | £2.225m |
| • Maximising Income | £2.232m |
| • Workforce Management | £6.957m |
| • Property rationalisation and disposal strategy | £0.150m |
| • Efficiency measures | £7.517m |
| • Other measures | £1.094m |
| | £23.1 million |

3. Risks and Challenges

The Council continues to face significant risks and challenges which are clearly defined in the Council's Budget 2015/16 – Risks and Reserves Report No 4.2c and include:

- Health and Social Care Integration;
- Rising school rolls;
- An ageing population with more complex needs;
- Barriers to generating income;
- An ageing infrastructure including school buildings, care homes and sports facilities;
- Uncertainty over future financial settlements;
- Achievement of Transformation Programme and estimated budget savings;
- Pay and price inflation and
- Austerity measures imposed from Westminster government.

4. Future Budget Developments

Council further agrees to:

- Deliver savings of £67 million over the next three years by realigning the organisation and working with partner agencies to deliver the highest quality integrated services;
- Restructure the organisation, within the framework of the Coalition's pledges and the Organise to Deliver report agreed by Council, to ensure greater efficiency, agility and effectiveness across all services;
- Work with Council companies to maximise returns received;
- Review the Council's property portfolio to release maximum benefit and bring forward a capital receipt on the sale of Atria in 2015/16;
- Support the Strategic Investment Fund with £4.5 million;
- Continue to support the redevelopment of Meadowbank sports centre by undertaking feasibility work and seeking to secure a funding package making best use of public and private sector support;
- Reinforce the workstreams, agreed by the Finance and Resources Committee in November 2014, as the spine for transformational change in 2015 and beyond;
- Work with the Scottish Government and NHS Lothian to deliver better patient outcomes and more efficient services through the integration of Health and Social Care;
- Reduce carbon emissions by the Scottish Government target of 42% by 2020;
- Continuously review the implementation of the new Shared Repairs Service to ensure quality standards and financial prudence allowing citizens to assume responsibility for their own property but offering support when necessary;
- Develop further our work with partner organisations to achieve a more cohesive approach to budgeting and to develop the role of the Checkpoint group to support this process;
- Continue to work to reach out to those who find interaction with the Council difficult and to develop a model, involving partners, the third sector and the Scottish Government, for a more participatory budgeting approach in future years;
- Work with the Scottish Government on effective empowerment of communities in the delivery of Council and partner services;
- Support community policing through the Service Level Agreement with Police Scotland at current levels but in negotiation with the organisation, seek to reduce our financial commitment from 2016/17 onwards;
- Working with the Green Investment Bank and others to provide revenue neutral funding in cash terms for projects including the replacement of street lighting following the successful contract with SALIX completed this financial year;
- Commit capital funding of £3m plus £2m of additional Lothian Buses dividend to improve the city's roads and pavements infrastructure;
- Allocate an additional £5m of capital to support rising school rolls;

- Reinstatement of Christmas trees and lights for local communities;
- Maximise savings across the council from the introduction of a robust management controlled purchase order system and to use this funding to offset transformational costs;
- Work with Health and Social Care to ensure that the challenges which the department faces from demography and increasing needs are managed within the level of allocated resources identified in the framework of the 2015/16 revenue budget;
- Allocate £2.9m from the ICT efficiency fund to meet BOLD implementation costs and
- Commit £2m from Spend to Save Fund to meet upfront capital costs relating to the Channel Shift business case;
- To spend £2m revenue on maintaining our property and estate.

Conclusions

Council notes:

- The report by the Director of Corporate Governance setting out the Revenue and Capital Budget Framework 2015/18;
- The report by the Director of Corporate Governance setting out the potential equality and rights and carbon risks associated with the Revenue Budget Framework and the mitigating actions to be progressed. Where significant mitigation measures are required, or further work needs to be undertaken to meet equalities and rights requirements, the results should be reported back to the appropriate Committee;
- The appendix to the report by the Director of Corporate Governance detailing the consultation undertaken on the 2015/16 revenue budget and the continuing commitment to further increase engagement and communication in setting future budgets;
- The review of the role of third sector funding and the mechanism agreed to continue to improve work in that area;
- The work undertaken to restructure the organisation as laid out in the report to the Council detailing the Organise to Deliver programme and its implementation and
- The delivery of the six strategic workstreams by the Director of Corporate Governance, highlighted in the report to the Finance and Resources Committee in November 2014, will result in a more efficient and effective organisation allowing both the continuing delivery of services where they are most needed and the fulfilment of the Capital Coalition's pledges made to the people of Edinburgh in 2012.

Committee therefore approves:

- The Revenue Budget 2015/16 set out in the reports, subject to the adjustments in Annex 1 to this motion;
- A band 'D' Council Tax of £1,169 for 2015/16;

- The Council Tax and Rating resolution set out in annex 2 to this motion;
- The 2015/20 Capital Investment Programme as set out in the report by the Director of Corporate Governance subject to the additions set out in Annex 3 to this motion;
- The Charging Policy and schedule of charges for Council services as set out in Annex 4 to this motion;
- The prudential indicators as set out in Annex 5 to this motion and
- The recommendation by the Acting Director of Services for Communities for a rent increase of 2% in 2015/16 and the outline 5 year Housing Revenue Account Capital programme for 2015/20

REVENUE BUDGET 2015/16
APPENDIX 1 TO CAPITAL COALITION MOTION

	2015/16	
	£000	£000
Expenditure to be Funded		
- Resource Allocation Totals	941,609	
- Add: Expenditure funded through Specific Grants	299	
	<u> </u>	941,908
- General Revenue Funding and Non Domestic Rates	-(712,287)	
- Ring Fenced Funding	(299)	
	<u> </u>	(712,586)
To be Funded by Council Tax		<u>229,322</u>
Council Tax at Band D		£ 1,169.00
Increase on Previous Year		£ -
- Percentage Increase		0.0%
<hr/>		
Funding Requirement		229,322
Council Tax Income		<u>236,158</u>
Funding Excess at Council Tax increase above as reported to Finance and Resources Committee September 2014		(6,836)
Changes to budget framework assumptions		
Teachers' superannuation - employer contributions increase from September 2015	1,800	
Savings in loans charge expenditure	(1,800)	
Lothian Buses - additional dividend	(2,000)	
	<u> </u>	(2,000)
Service investment		
Additional funding for roads repairs and maintenance	2,000	
Development of new Shared Repairs Service	1,500	
Additional funding for property repairs across Council estate	2,000	
	<u> </u>	5,500
Add / Less: amendments to draft revenue budget framework		
Service-wide reductions to grant and contract funding for third parties - reduced proposal (CF 16)	614	
Reduce provision of festive lights and trees - withdraw proposal (CG 7)	130	
Increase allotment charges - withdraw proposal (SfC 4)	150	
Closure of some public conveniences outside the city centre - withdraw proposal (SfC 11)	300	
Reduce third sector/partner agency grants - withdraw proposal (SfC 17)	1,500	
Review of garden waste collection - withdraw proposal (SfC 21)	100	
Review Taxi Card provision - reduced proposal (SfC 26)	300	
	<u> </u>	3,094

Amendments to Corporate Governance proposals

Merchandising - modified proposal (CG 1)	75
Website advertising - withdrawn proposal (CG 2)	150
Replaced by:	
Re-align Risk Management service	(25)
Additional income - Council Tax Fraud Team	(50)
Customer Services - channel shift	(50)
Additional workforce savings proposed	<u>(100)</u>

0**Balance of Available Resources****(242)**

REVENUE BUDGET 2015/16
AMENDMENTS TO RESOURCE ALLOCATIONS 2015/16

	Draft Resource Totals as at Feb-15 £000	Service Investment £000	Draft Revenue Framework Changes £000	Final Resource Allocations £000
Children and Families	393,217	-	614	393,831
Corporate Governance	69,203	-	130	69,333
Economic Development	11,620	-	-	11,620
Health and Social Care	200,053	-	-	200,053
Services for Communities	116,473	5,500	2,350	124,323
Valuation Joint Boards	3,746	-	-	3,746
<i>Budgets to be disaggregated to services</i>				
Energy costs	1,500	-	-	1,500
Living wage	1,133	-	-	1,133
Non-Domestic rates	851	-	-	851
General Fund Services	797,796	5,500	3,094	806,390
Non-Department Specific				
Carbon tax	1,200	-	-	1,200
Corporate budgets including contractual commitments	9,886	-	(2,000)	7,886
Loan charges	119,151	-	-	119,151
Net cost of benefits	1,814	-	-	1,814
Non-Domestic rates - discretionary relief	350	-	-	350
Pension lump sum	10,113	-	-	10,113
Auto enrolment	270	-	-	270
	142,784	-	(2,000)	140,784
Contributions to / (from) Reserves				
Net contribution from earmarked reserves	1,029	-	-	1,029
Total Contribution to Reserves	1,029	0	0	1,029
Total Expenditure	941,609	5,500	1,094	948,203
Spending through ring-fenced grants	299	-	-	299
Total Gross Expenditure	941,908	5,500	1,094	948,502
General Revenue Grant / Non-Domestic rates	712,287	-	-	712,287
Ring-fenced grants	299	-	-	299
Total AEF	712,586	-	-	712,586
Council Tax	236,158	-	-	236,158
Total Funding	948,744	-	-	948,744
Funding Gap / (Available Resources)	(6,836)	5,500	1,094	(242)

**COUNCIL TAX / RATING RESOLUTION
ANNEX 2 TO CAPITAL COALITION MOTION**

To recommend that in respect of the year to 31st March, 2016:

1. GENERAL FUND

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

Council Tax - estimated expenditure from Council Tax of £236.158m 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	10 July 2015
Hearing of Appeals by the Rating Authority	18 September 2015

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.

**CAPITAL BUDGET 2015-2020
ADDITIONS TO REVISED PROGRAMME
ANNEX 3 TO CAPITAL COALITION MOTION**

	Total £000
Available Additional Resources for Distribution	
Additional capital resources	
Unallocated - available from 2019-20	9,000
Capital Fund - subject to Council Approval	7,500
Additional funding from Scottish Government	5,819
Resources Available for Distribution	22,319

	2015-16	2016-17	2017-18	2018-19	2019-20	Total
	£000	£000	£000	£000	£000	£000
Additional Investment						
BOLD - ICT/channel shift infrastructure	1,000	-	-	-	-	1,000
Local Development Plan investment	900	-	-	-	-	900
Rising School Rolls	5,000	-	-	-	-	5,000
Carriageways and Footways	3,000	-	-	-	-	3,000
Property	3,419	-	-	-	-	3,419
Unallocated	-	-	-	-	9,000	9,000
	13,319	-	-	-	9,000	22,319

**PROPOSED CHANGES TO CHARGES
ANNEX 4 TO CAPITAL COALITION MOTION**

THE CITY OF EDINBURGH COUNCIL

The following schedules set out the principal fees and charges over which the Council has an element of discretion in either the level or scope. The list includes both charges where an uplift is recommended and a number remaining unchanged from the current year. A full listing, reflecting approved changes arising from this budget motion and including charges levied in accordance with statute, will be published on the Council's website by March 2015.

PROPOSED CHARGES, 2015/16

CHILDREN & FAMILIES		Current fee 2014/15	Proposed fee 2015/16	Effective from	Date of last increase
School Meals					
Primary Schools		£1.90	£1.95	1-Aug-15	August 2014
Secondary Schools		£2.30	£2.35	1-Aug-15	August 2013
Special Schools (Primary)		£1.90	£1.95	1-Aug-15	August 2014
Special Schools (Secondary)		£2.30	£2.35	1-Aug-15	August 2013
Nursery Schools		£1.90	£1.95	1-Aug-15	August 2014
Non Pupil/Staff Meals					
One Course		£1.90	£1.95	1-Aug-15	August 2014
Two Courses		£2.76	£2.85	1-Aug-15	August 2014
School Milk					
Primary Schools		£0.15	£0.15	n/a	August 2014
Special Schools (Primary)		£0.15	£0.15	n/a	August 2014
Nursery, Primary and Special Schools					
<u>Schools and School Related Organisations</u>					
<u>Open</u>					
Parent consultations, Parent Council/PA Meetings or any non fund-raising event relating to the school or the curriculum		No Charge (up to 9pm) (all schools)	No Charge (up to 9pm) (all schools)	n/a	n/a
Social events, fund-raisers or non-educational activities of schools, Parent Council or parent/school associations (16 hours per year free (runs Apr - Mar))	up to 3 hours per hall/room	£27.55	£28.50	1-Aug-15	August 2014
Non-profit playschemes, mother & toddler groups and After School Clubs	per hour	No Charge (up to 6pm)	No Charge (up to 6pm)	n/a	n/a
After School Club meetings or other activities after 6pm or at weekends	up to 3 hours per hall/room	£27.55	£28.50	1-Aug-15	August 2014
<u>Closed*</u>					
Parent consultations, Parent Council/PA Meetings or any non fund-raising event relating to the school or the curriculum	per hour	No Charge (up to 9pm) (all schools)	No Charge (up to 9pm) (all schools)	n/a	n/a
Social events, fund-raisers or non-educational activities of schools, Parent Council or parent/school associations (16 hours per year free (runs Apr - Mar))	up to 3 hours per hall/room	£28.55	£29.50	1-Aug-15	August 2014
Non-profit playschemes, mother & toddler groups and After School Clubs	per hour	n/a	n/a	n/a	n/a
After School Club meetings or other activities after 6pm or at weekends	up to 3 hours per hall/room	£28.55	£29.50	1-Aug-15	August 2014

Youth Registration Fee

Youth Rate Registration Fee (applied when groups qualify for reduced rates)	first 25 members	£41.30	£42.50	1-Aug-15	August 2014
Youth Rate Registration Fee (applied when groups qualify for reduced rates)	each additional member	£2.45	£2.50	1-Aug-15	August 2014

NB Youth Groups using the same premises 6+ days per week are entitled to 1/3 off all premises charges.

(There is no reduction in Youth Reg. Fee)

Reduced Rates - All Facilities (Eligible Youth Groups)

Open

Monday - Saturday

Use of gym hall, classrooms, GP rooms, playgrounds	up to 3 hours per hall/room	£11.20	£11.50	1-Aug-15	August 2014
Summer Schools (per room/hall)	per day	£40.80	£42.00	1-Aug-15	August 2014
Swimming Pool	per hour	£19.40	£20.00	1-Aug-15	August 2014
Football Pitch / Playing Field	per hour	£12.25	£12.50	1-Aug-15	August 2014
All Weather Pitch – (may be shared)	per hour	£29.58	£30.50	1-Aug-15	August 2014
Floodlighting (in addition to any of the above)	per hour	£6.10	£6.50	1-Aug-15	August 2014

Sunday

Use of gym hall, classrooms, GP rooms, playgrounds	up to 3 hours per hall/room	£11.20	£11.50	1-Aug-15	August 2014
Summer Schools (per room/hall)	per day	n/a	n/a	n/a	n/a
Swimming Pool	per hour	£36.75	£37.50	1-Aug-15	August 2014
Football Pitch / Playing Field	per hour	£18.90	£19.50	1-Aug-15	August 2014
All Weather Pitch – (may be shared)	per hour	£59.15	£60.50	1-Aug-15	August 2014
Floodlighting (in addition to any of the above)	per hour	£6.10	£6.50	1-Aug-15	August 2014

Closed*

Monday - Sunday

Use of gym hall, classrooms, GP rooms, playgrounds	per hour	£28.55	£29.50	1-Aug-15	August 2014
Summer Schools (per room/hall)	per day	£40.80	£42.00	1-Aug-15	August 2014
Swimming Pool	per hour	£39.30	£40.50	1-Aug-15	August 2014
Football Pitch / Playing Field	per hour	£28.55	£29.50	1-Aug-15	August 2014
All Weather Pitch – (may be shared)	per hour	£59.15	£60.50	1-Aug-15	August 2014
Floodlighting (in addition to any of the above)	per hour	£6.10	£6.50	1-Aug-15	August 2014

Standard Rates

Open

Meetings of recognised political parties, educational or recreational groups, residents' groups; community councils, gala or festival committees; ward consultancy for MPs or other councils; first-aid or ambulance classes; church services or activities.	up to 3 hours per hall/room	£31.60	£32.50	1-Aug-15	August 2014
Instructional classes for which participants pay a fee; local festivals or galas; events for which there is an entrance fee or which are revenue-earning; residents meetings organised by Factors/Agents; non-educational or non-recreational groups; use of playing areas for activities e.g. fetes, car-boot sales	per hour	£33.15	£34.00	1-Aug-15	August 2014
Use of Playgrounds for Car Parking	per hour	£20.90	£21.50	1-Aug-15	August 2014
Additional charge for Licensed Function	per event	£14.30	£15.00	1-Aug-15	August 2014

Closed*

Approved groups for people with learning/physical disabilities; senior citizens' or unemployed groups; Blood Transfusion Service; ward consultancy for CEC councillors; Trades Union Meetings for Children and Families employees.	per hour	£28.55	£29.50	1-Aug-15	August 2014
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Meetings of recognised political parties, educational or recreational groups, residents' groups; community councils, gala or festival committees; ward consultancy for MPs or other councils; first-aid or ambulance classes; church services or activities.	up to 3 hours per hall/room	£28.55	£29.50	1-Aug-15	August 2014
Instructional classes for which participants pay a fee; local festivals or galas; events for which there is an entrance fee or which are revenue earning; residents' meetings organised by Factors/Agents; non-educational or non-recreational groups; use of playing areas for activities e.g. fetes, car-boot sales	per hour	£33.15	£34.00	1-Aug-15	August 2014
Use of Playgrounds for Car Parking	per hour	£28.55	£29.50	1-Aug-15	August 2014
Additional charge for Licensed Function	per event	£14.30	£15.00	1-Aug-15	August 2014

Rates for Other Facilities

Open*

Monday- Saturday

Gym Hall	per hour	£21.40	£22.00	1-Aug-15	August 2014
Swimming Pool	per hour	£39.30	£40.50	1-Aug-15	August 2014
Football Pitch / Playing Field	per hour	£25.50	£26.50	1-Aug-15	August 2014
All Weather Pitch - Full Pitch (may be shared)	per hour	£59.15	£60.50	1-Aug-15	August 2014
Floodlighting (in addition to any of the above)	per hour	£12.25	£12.50	1-Aug-15	August 2014

Sunday

Gym Hall	per hour	£41.80	£43.00	1-Aug-15	August 2014
Swimming Pool	per hour	£78.55	£80.50	1-Aug-15	August 2014
Football Pitch / Playing Field	per hour	£36.70	£37.50	1-Aug-15	August 2014
All Weather Pitch - Full Pitch (may be shared)	per hour	£59.15	£60.50	1-Aug-15	August 2014
Floodlighting (in addition to any of the above)	per hour	£12.25	£12.50	1-Aug-15	August 2014

Closed*

Gym Hall	per hour	£28.55	£29.50	1-Aug-15	August 2014
Swimming Pool	per hour	£39.30	£40.50	1-Aug-15	August 2014
Football Pitch / Playing Field	per hour	£28.55	£29.50	1-Aug-15	August 2014
All Weather Pitch - Full Pitch (may be shared)	per hour	£59.15	£60.50	1-Aug-15	August 2014
Floodlighting (in addition to any of the above)	per hour	£12.25	£12.50	1-Aug-15	August 2014

Where any part of the let lies within a closed period, closed charges apply to that period.

In all cases where the normal rate exceeds the closed rate, the higher rate always prevails.

VAT will be charged where appropriate on the prices quoted.

Nursery Schools

Wraparound and Additional Hours - Hourly Rate		£4.10	£4.20	1-Aug-15	August 2014
Cowgate Under 5s Centre -					
Cost per session, excluding lunch					
- 3-5 year olds		£22.10	£24.30	1-Aug-15	August 2014
- 2-3 year olds		£22.10	£24.30	1-Aug-15	August 2014
- under 2 year olds		£22.25	£24.50	1-Aug-15	August 2014
Queensferry Early Years Centre -					
Cost per session, excluding lunch					
- 2-3 year olds (full day)		£35.90	£36.80	1-Aug-15	August 2014
- under 2 year olds (full day)		£37.40	£38.30	1-Aug-15	August 2014
- 0-3 year olds (half day)		£21.50	£22.00	1-Aug-15	August 2014

Adult Education Programme

Standard	per 20 hours	£61.20	£60.00	1-Aug-15	August 2014
Reduced Fee (students, 16/17 year olds, over 60's, retired and not in employment, people in receipt of Disability Allowance, PIP or Carer's Allowance)	per 20 hours	£30.60	£30.00	1-Aug-15	August 2014
Retired (60+)	per 20 hours	£24.50	n/a	1-Aug-15	August 2014
Concession (benefit recipient)	per 20 hours	£13.25	£15.00	1-Aug-15	August 2014

*The reduced fee applies to : 16 and 17 year olds; full time students; people over 60, retired and not in employment;

people in receipt of Disability Allowance, PIP or Carer's Allowance

The Concessionary rate applies to those in receipt of the following means tested benefits; Council Tax Reduction Scheme, Employment Support Allowance,

Housing benefit, Incapacity Benefit, Income Based Jobseekers allowance, Income Support, NASS support, Pension credit

Universal Credit, Working Tax Credit.

Proof of entitlement for Reduced or Concessionary Fees must be provided prior to commencement of a course

*The fees include an administration element of £10.00

*Classes of different length are charged pro-rata to the standard 20 hour class

*14 and 18 week classes include an administration element of £15.00

*High resource classes (i.e. those requiring additional resources compared to a standard class e.g. Life drawing, silver jewellery, pottery) will incur additional costs

*Weekend classes have two fees - Full and Reduced

Some courses do not qualify for reduced fees or concessionary fees e.g. Golf at Dalmahoy

Community Access to (Secondary) Schools (New)

Pool Hire per hour - 15m x 4 lanes	Standard	n/a	£29.00	1-Apr-15	New standardised rate
Pool Hire per hour - 15m x 4 lanes	Concession/Over 60 Retired/Youth Registration	n/a	£19.50	1-Apr-15	New standardised rate
Pool Hire per hour - 15m x 4 lanes	Commercial	n/a	£36.00	1-Apr-15	New standardised rate
Pool Hire per hour - 17m x 4 lanes	Standard	n/a	£33.00	1-Apr-15	New standardised rate
Pool Hire per hour - 17m x 4 lanes	Concession/Over 60 Retired/Youth Registration	n/a	£22.00	1-Apr-15	New standardised rate
Pool Hire per hour - 17m x 4 lanes	Commercial	n/a	£41.00	1-Apr-15	New standardised rate
Pool Hire per hour - 25m x 4 lanes	Standard	n/a	£37.00	1-Apr-15	New standardised rate
Pool Hire per hour - 25m x 4 lanes	Concession/Over 60 Retired/Youth Registration	n/a	£25.00	1-Apr-15	New standardised rate
Pool Hire per hour - 25m x 4 lanes	Commercial	n/a	£46.00	1-Apr-15	New standardised rate
2G Synthetic Pitch - Full Pitch per hour	Standard	n/a	£49.50	1-Apr-15	New standardised rate

2G Synthetic Pitch - Full Pitch per hour	Concession/Over 60 Retired/Youth Registration	n/a	£33.00	1-Apr-15	New standardised rate
2G Synthetic Pitch - Full Pitch per hour	Commercial	n/a	£62.00	1-Apr-15	New standardised rate
2G Synthetic Pitch - Half Pitch per hour	Standard	n/a	£30.00	1-Apr-15	New standardised rate
2G Synthetic Pitch - Half Pitch per hour	Concession/Over 60 Retired/Youth Registration	n/a	£20.00	1-Apr-15	New standardised rate
2G Synthetic Pitch - Half Pitch per hour	Commercial	n/a	£38.00	1-Apr-15	New standardised rate
2G Synthetic Pitch - Third Pitch per hour	Standard	n/a	£20.00	1-Apr-15	New standardised rate
2G Synthetic Pitch - Third Pitch per hour	Concession/Over 60 Retired/Youth Registration	n/a	£13.50	1-Apr-15	New standardised rate
2G Synthetic Pitch - Third Pitch per hour	Commercial	n/a	£25.00	1-Apr-15	New standardised rate
3G Synthetic Pitch - Full Pitch per hour *	Standard	n/a	£51.50	1-Apr-15	New standardised rate
3G Synthetic Pitch - Full Pitch per hour	Concession/Over 60 Retired/Youth Registration	n/a	£34.50	1-Apr-15	New standardised rate
3G Synthetic Pitch - Full Pitch per hour	Commercial	n/a	£64.00	1-Apr-15	New standardised rate
3G Synthetic Pitch - Half Pitch per hour	Standard	n/a	£32.00	1-Apr-15	New standardised rate
3G Synthetic Pitch - Half Pitch per hour	Concession/Over 60 Retired/Youth Registration	n/a	£21.50	1-Apr-15	New standardised rate
3G Synthetic Pitch - Half Pitch per hour	Commercial	n/a	£40.00	1-Apr-15	New standardised rate
3G Synthetic Pitch - Third Pitch per hour	Standard	n/a	£21.00	1-Apr-15	New standardised rate
3G Synthetic Pitch - Third Pitch per hour	Concession/Over 60 Retired/Youth Registration	n/a	£14.00	1-Apr-15	New standardised rate
3G Synthetic Pitch - Third Pitch per hour	Commercial	n/a	£26.00	1-Apr-15	New standardised rate
Grass Pitch - per Game 2 hour	Standard	n/a	£37.00	1-Apr-15	New standardised rate
Grass Pitch - per Game 2 hour	Concession/Over 60 Retired/Youth Registration	n/a	£25.00	1-Apr-15	New standardised rate
Grass Pitch - per Game 2 hour	Commercial	n/a	£46.00	1-Apr-15	New standardised rate
Sports Hall per hour - 4 x Badminton Court	Standard	n/a	£28.00	1-Apr-15	New standardised rate
Sports Hall per hour - 4 x Badminton Court	Concession/Over 60 Retired/Youth Registration	n/a	£19.00	1-Apr-15	New standardised rate
Sports Hall per hour - 4 x Badminton Court	Commercial	n/a	£35.00	1-Apr-15	New standardised rate

Large Gym per hour - 1 x Badminton Court	Standard	n/a	£20.00	1-Apr-15	New standardised rate
Large Gym per hour - 1 x Badminton Court	Concession/Over 60 Retired/Youth Registration	n/a	£13.50	1-Apr-15	New standardised rate
Large Gym per hour - 1 x Badminton Court	Commercial	n/a	£25.00	1-Apr-15	New standardised rate
Dance Studio per hour - as above with mirrors	Standard	n/a	£20.00	1-Apr-15	New standardised rate
Dance Studio per hour - as above with mirrors	Concession/Over 60 Retired/Youth Registration	n/a	£13.50	1-Apr-15	New standardised rate
Dance Studio per hour - as above with mirrors	Commercial	n/a	£25.00	1-Apr-15	New standardised rate
Badminton Court - per court / per hour	Standard	n/a	£13.50	1-Apr-15	New standardised rate
Badminton Court - per court / per hour	Concession/Over 60 Retired/Youth Registration	n/a	£9.00	1-Apr-15	New standardised rate
Badminton Court - per court / per hour	Commercial	n/a	£17.00	1-Apr-15	New standardised rate
Multi Function Room:					
Small room / Classroom per hour - up to 100m2	Standard	n/a	£10.00	1-Apr-15	New standardised rate
Small room / Classroom per hour - up to 100m2	Concession/Over 60 Retired/Youth Registration	n/a	£7.00	1-Apr-15	New standardised rate
Small room / Classroom per hour - up to 100m2	Commercial	n/a	£12.50	1-Apr-15	New standardised rate
Medium room per hour - up to 200m2	Standard	n/a	£20.00	1-Apr-15	New standardised rate
Medium room per hour - up to 200m2	Concession/Over 60 Retired/Youth Registration	n/a	£13.50	1-Apr-15	New standardised rate
Medium room per hour - up to 200m2	Commercial	n/a	£25.00	1-Apr-15	New standardised rate
Large room per hour - up to 300m2	Standard	n/a	£26.00	1-Apr-15	New standardised rate
Large room per hour - up to 300m2	Concession/Over 60 Retired/Youth Registration	n/a	£17.50	1-Apr-15	New standardised rate
Large room per hour - up to 300m2	Commercial	n/a	£32.50	1-Apr-15	New standardised rate
Extra Large room per hour - 300m2 +	Standard	n/a	£33.00	1-Apr-15	New standardised rate
Extra Large room per hour - 300m2 +	Concession/Over 60 Retired/Youth Registration	n/a	£22.00	1-Apr-15	New standardised rate
Extra Large room per hour - 300m2 +	Commercial	n/a	£41.00	1-Apr-15	New standardised rate

The above charges exclude VAT. VAT applies to certain let charges, customers will be informed if VAT is applicable when applying for a let.

In some cases, different charges may apply, customers will be informed when applying for a let.

Residential Care

Weekly standard unit cost (to other authorities):

Young People's Centres		£2,094	£2,146	1-Apr-15	April 2014
Close Support Units		£3,222	£3,302	1-Apr-15	April 2014
Edinburgh Families Project		£3,151	£3,230	1-Apr-15	April 2014
Edinburgh Secure Services (Secure Units)		£5,324	£5,457	1-Apr-15	April 2014
Edinburgh Secure Services (Close Support Units)		£4,593	£4,708	1-Apr-15	April 2014
Seaview Special Needs Unit		£2,603	£2,668	1-Apr-15	April 2014
Hillview		£4,277	£4,383	1-Apr-15	April 2014

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	£24,476	£25,088	1-Apr-15	April 2014
Gorgie Mills	per year	£21,680	£22,222	1-Apr-15	April 2014
Kaimes	per year	£18,278	£18,735	1-Apr-15	April 2014
Oaklands	per year	£29,081	£29,808	1-Apr-15	April 2014
Pilrig Park	per year	£13,508	£13,846	1-Apr-15	April 2014
Prospect Bank	per year	£17,727	£18,171	1-Apr-15	April 2014
Redhall	per year	£17,491	£17,929	1-Apr-15	April 2014
Rowanfield	per year	£24,704	£25,321	1-Apr-15	April 2014
St Crispin's	per year	£29,901	£30,648	1-Apr-15	April 2014
Woodlands	per year	£14,694	£15,061	1-Apr-15	April 2014

Hospital and Outreach Teaching

1-1 hospital teaching	per hour	£66.88	£68.55	1-Apr-15	April 2014
Small class outreach teaching	per hour	£26.76	£27.43	1-Apr-15	April 2014

Fostering

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

Mainstream placements

Age

0-4	per week	£343.79	£347.23	1-Apr-15	April 2014
5-10	per week	£367.23	£370.90	1-Apr-15	April 2014
11	per week	£399.27	£403.27	1-Apr-15	April 2014
12-13	per week	£460.08	£464.68	1-Apr-15	April 2014
14-15	per week	£464.65	£469.30	1-Apr-15	April 2014
16+	per week	£498.17	£503.15	1-Apr-15	April 2014

Specialist placements

Age

0-4	per week	£691.02	£697.93	1-Apr-15	April 2014
5-10	per week	£714.45	£721.60	1-Apr-15	April 2014
11-13	per week	£746.50	£753.97	1-Apr-15	April 2014
14-15	per week	£751.08	£758.59	1-Apr-15	April 2014
16+	per week	£784.60	£792.44	1-Apr-15	April 2014

Inter-Country Adoption

Charge to prospective adopters to undertake necessary services		£4,841.00	£7,300.00	1-Apr-15	April 2014
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Outdoor Centres

Benmore Outdoor Centre

Monday to Friday

1 April - 30 September	per person	£293.55	£300.89	1-Apr-15	April 2014
1 October - 30 November	per person	£269.86	£276.61	1-Apr-15	April 2014
1 December - 9 February	per person	£245.14	£251.27	1-Apr-15	April 2014
10 February - 31 March	per person	£273.98	£280.83	1-Apr-15	April 2014

<u>Friday - Sunday</u>					
1 April - 30 September	per person	£167.89	£172.09	1-Apr-15	April 2014
1 October - 30 November	per person	£144.20	£147.81	1-Apr-15	April 2014
1 December - 10 February	per person	£135.96	£139.36	1-Apr-15	April 2014
11 February - 31 March	per person	£148.32	£152.03	1-Apr-15	April 2014

Bernice Farmhouse / Cottage

- Pupils	per person	£15.45	£15.84	1-Apr-15	April 2014
- Staff / Adults	per person	£17.51	£17.95	1-Apr-15	April 2014
- Diesel Charge	per Hour	£3.86	£3.96	1-Apr-15	April 2014

Charges detailed for Benmore Outdoor Centre exclude VAT. VAT will be charged as appropriate.

Lagganlia Outdoor Centre

Fully Serviced Prices

Monday - Friday

30 January - 01 April	per person	£267.80	£274.50	1-Apr-15	April 2014
02 April - 14 October	per person	£288.40	£295.61	1-Apr-15	April 2014
15 October - 25 November	per person	£267.80	£274.50	1-Apr-15	April 2014
26 November - 29 January	per person	£216.30	£221.71	1-Apr-15	April 2014

Friday - Sunday

30 January - 01 April	per person	£164.80	£168.92	1-Apr-15	April 2014
02 April - 12 October	per person	£164.80	£168.92	1-Apr-15	April 2014
13 October - 25 November	per person	£164.80	£168.92	1-Apr-15	April 2014
26 November - 29 January	per person	£164.80	£168.92	1-Apr-15	April 2014

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

Note: As the Outdoor Centres are self-funding they set their own charges for self catering

THE CITY OF EDINBURGH COUNCIL

The following schedules set out the principal fees and charges over which the Council has an element of discretion in either the level or scope. The list includes both charges where an uplift is recommended and a number remaining unchanged from the current year. A full listing, reflecting approved changes arising from this budget motion and including charges levied in accordance with statute, will be published on the Council's website by March 2015.

PROPOSED CHARGES, 2015/16

CORPORATE GOVERNANCE

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	Current fee 2014/15	Approved fee 2015/16	Proposed 2016/17	Effective From
Auditorium concert	2,144	Full day 8am to midnight †	£5,950.00	£6,150.00	£6,150.00	1-Apr-15
Auditorium (recording, rehearsal, set up)	n/a	Per three hour session	£650.00	£750.00	£750.00	1-Apr-15
Conference Day	2,144	Full day 8am to midnight	£7,000.00	£7,500.00	£7,500.00	1-Apr-15
Hospitality Suite 1	53	Per session (am/pm/eve)	£165.00	£175.00	£175.00	1-Apr-15
Hospitality Suite 2	63	Per session (am/pm/eve)	£165.00	£175.00	£175.00	1-Apr-15
Hospitality Suites Combined	116	Per session (am/pm/eve)	£295.00	£320.00	£320.00	1-Apr-15
Hospitality Suite 3	20	Per session (am/pm/eve)	£100.00	£110.00	£110.00	1-Apr-15
Upper Circle Atrium	300	Per session (am/pm/eve)	£950.00	£975.00	£975.00	1-Apr-15
Café / bar	150	Per session (am/pm/eve)	£850.00	£900.00	£900.00	1-Apr-15
Resources	No.					
Steinway Piano	1.		£155.00	£160.00	£160.00	1-Apr-15
Norman and Beard Organ	1.		£335.00	£350.00	£350.00	1-Apr-15
City Organist	1.		£185.00	£195.00	£195.00	1-Apr-15
Spotlight	1.		£60.00	£65.00	£65.00	1-Apr-15
Merchandise space	1.	(Or 20% of merchandise income, whichever is greater)	£185.00	£195.00	£195.00	1-Apr-15
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.

Prices are reviewed on a two year cycle. Ongoing review in 2015/16.

Fees for the Usher Hall are set every two years, one year in advance

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 Ballroom

Capacity - max 400 (theatre style)

Half Day Hire	Either 8am - 1pm; 1pm - 6pm; or 6pm - 10pm	£845.00	£865.00	£890.00	1-Apr-15
Full Day Hire	8am - 5pm	£1,690.00	£1,730.00	£1,780.00	1-Apr-15
Full Evening Hire	5pm - 1am	£1,895.00	£1,935.00	£1,995.00	1-Apr-15

Music Hall

Capacity - max 778 (theatre style, including balcony)

Half Day Hire	Either 8am - 1pm; 1pm - 6pm; or 6pm - 10pm	£937.00	£955.00	£985.00	1-Apr-15
Full Day Hire	8am - 5pm	£1,875.00	£1,910.00	£1,970.00	1-Apr-15
Full Evening Hire	5pm - 1am	£2,086.00	£2,130.00	£2,195.00	1-Apr-15

West Drawing Room

Capacity - max 90 (theatre style)

Half Day Hire	Either 8am - 1pm; 1pm - 6pm; or 6pm - 10pm	£376.00	£385.00	£395.00	1-Apr-15
Full Day Hire	8am - 5pm	£752.00	£770.00	£790.00	1-Apr-15
Full Evening Hire	5pm - 1am	£953.00	£975.00	£995.00	1-Apr-15

East Drawing Room

Capacity - max 90 (theatre style)

Half Day Hire	Either 8am - 1pm; 1pm - 6pm; or 6pm - 10pm	£376.00	£385.00	£395.00	1-Apr-15
Full Day Hire	8am - 5pm	£752.00	£770.00	£790.00	1-Apr-15
Full Evening Hire	5pm - 1am	£953.00	£975.00	£995.00	1-Apr-15

		Current fee 2014/15	Approved fee 2015/16	Proposed 2016/17	Effective From
First Floor (all above rooms)					
Half Day Hire	Either 8am - 1pm; 1pm - 6pm; or 6pm - 10pm	£2,534.00	£2,585.00	£2,665.00	1-Apr-15
Full Day Hire	8am - 5pm	£5,069.00	£5,170.00	£5,325.00	1-Apr-15
Full Evening Hire	5pm - 1am	£5,887.00	£5,995.00	£6,175.00	1-Apr-15

Oval Room

Capacity - max 20 (boardroom style)

Half Day Hire	Either 8am - 1pm; 1pm - 6pm; or 6pm - 10pm	£175.00	£180.00	£185.00	1-Apr-15
Full Day Hire	8am - 5pm	£345.00	£360.00	£370.00	1-Apr-15
Full Evening Hire	5pm - 1am	£443.00	£455.00	£470.00	1-Apr-15

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	£270.00	£280.00	£290.00	1-Apr-15
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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

All hire charges are free of VAT

Additional charges (subject to type of event)

Cloakroom staff (per person, per hour; min 3.5 hrs)	£11.50	£12.00	£12.50	1-Apr-15
Stewards (per person, per hour; min 3.5 hrs)	£11.50	£12.00	£12.50	1-Apr-15
Security staff (per person, per hour; min 5 hrs)	£14.00	£14.50	£15.00	1-Apr-15
Technician (fee per full day 8am - 5pm or full evening 5pm - 1am)	£320.00	£330.00	£340.00	1-Apr-15
Production technical support (per person, per hour, min 5 hrs)	£30.00	£35.00	£36.00	1-Apr-15

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 11.30pm, 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.

Minimum charge of Four Hour hire charge 8am - 11pm Monday to Sunday for get-in / rehearsal.

Minimum charge for Get out at end of run 11.30pm - 12.30am charged at public

holiday rate

A minimum of three stewards are 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.

Professional and commercial groups

Matinee performance	£299.00	£350.00	£360.00	1-Apr-15
Evening performance	£556.00	£625.00	£645.00	1-Apr-15
Matinee performance on public holiday	£387.00	£445.00	£460.00	1-Apr-15
Evening performance on public holiday	£742.00	£820.00	£845.00	1-Apr-15
Mon - Sun: rehearsals; get-in/get out. Per hour. Min charge applies	£39.00	£85.00	£90.00	1-Apr-15
Public holidays: rehearsals; get-in/get-out. Per hour. Min charge applies	£52.00	£110.00	£115.00	1-Apr-15

Non-professional groups and charities

Matinee performance	£135.00	£180.00	£185.00	1-Apr-15
Evening performance	£263.00	£315.00	£325.00	1-Apr-15
Matinee performance on public holiday	£172.00	£260.00	£270.00	1-Apr-15
Evening performance on public holiday	£340.00	£410.00	£425.00	1-Apr-15
Mon - Sun: rehearsals; get-in/get out. Per hour. Min charge applies	£20.00	£40.00	£45.00	1-Apr-15

Public holidays: rehearsals; get-in/get-out. Per hour. Min charge applies	£31.00	£55.00	£60.00	1-Apr-15
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Additional get-in, get-out and rehearsal time - charges

Get-in/rehearsal: min charge of 4 hours between 8am - 11pm Mon - Sun

Get out at end of run 11.30pm - 12.30am charged at public holiday rate.

Get-out between 11pm and midnight (prof and comm groups)	£52.00	n/a	now included in prices noted above	1-Apr-15
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Get-out between 11pm and midnight (non-prof groups and charities)	£31.00	n/a		1-Apr-15
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THE STUDIO

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

These charges are free of VAT

	Current fee 2014/15	Approved fee 2015/16	Proposed 2016/17	Effective From
Professional and commercial groups - hourly rate				
Mon - Sun rate per hour	£39.00	£45.00	£50.00	1-Apr-15
Public holidays rate per hour	£52.00	£60.00	£65.00	1-Apr-15

Non-professional groups and charities

Mon - Sun rate per hour	£20.00	£35.00	£40.00	1-Apr-15
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Public holidays rate per hour	£31.00	£45.00	£50.00	1-Apr-15
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Minimum charges

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

Get out after 11.30pm - 12.30am charged at public holiday rate.

Get-out between 11pm and midnight (prof and comm groups)	£52.00	n/a	n/a	1-Apr-15
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Get-out between 11pm and midnight (non-prof groups and charities)	£31.00	n/a	n/a	1-Apr-15
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Failure to vacate the premises at the end of hire period

Professional and commercial groups:

Mon - Sun: rate charged per hour until the space is cleared				1-Apr-15
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Double the hourly rate relevant to the booking	Double the hourly rate relevant to the booking	Double the hourly rate relevant to the booking
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Public holidays: rate charged per hour until the space is cleared				1-Apr-15
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Non-professional groups and charities

Mon - Sun: rate charged per hour until the space is cleared				1-Apr-15
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Double the hourly rate relevant to the booking	Double the hourly rate relevant to the booking	Double the hourly rate relevant to the booking
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Public holidays: rate charged per hour until the space is cleared				1-Apr-15
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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)	£11.50	£12.00	£12.50	1-Apr-15
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VAT will be added to any staffing charges

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.

		Current fee 2014/15	Proposed fee 2015/16
Standard Hire			
Event Day	Rental	£3,500.00	£3,500.00
Event Day	Staffing	£30.00 per hour	£30.00 per hour
Set up day	Rental	£450.00	£450.00
Set up day	Staffing	£30.00 per hour	£30.00 per hour
Hourly rate	Rental	£450.00	£450.00
Hourly rate	Staffing	£30.00 per hour	£30.00 per hour
Charity/Amateur Event*			
Event Day	Rental	£500.00	£500.00
Event Day	Staffing	£30.00 per hour	£30.00 per hour
Set up day	Rental	£150.00	£150.00
Set up day	Staffing	£30.00 per hour	£30.00 per hour
Hourly rate	Rental	£85.00	£85.00
Hourly rate	Staffing	£30.00 per hour	£30.00 per hour

Reflects current usage levels and condition of facility

* 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.

		Current fee 2014/15	Proposed fee 2015/16	Effective From
Inspections and consultancy				
Section 89, Civic Government (Scotland) Act 1982 - raised temporary structures	per application	£255.00	£257.55	1-Apr-15
Where final inspection takes place outwith working hours	per application	£305.00	£308.05	1-Apr-15
Public safety of events – consultancy service.	per hour	£80.00	£82.00	1-Apr-15
Inspection of houses in multiple occupation.	per hour	£38.00	£38.95	1-Apr-15

Other licensing inspections:

Cinemas; Indoor Sports; Market Operators; Public Entertainment; Sex Shops; Skin Piercing / Tattoo Parlours; Street Traders; Theatres	per hour	£38.00	£38.95	1-Apr-15
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Hire of display infrastructure

Square or hex concrete block	per week	£70.00	£71.75	1-Apr-15
Galvanised pole for use with concrete block	per week	£35.00	£35.88	1-Apr-15
Flagpole for use with concrete block	per week	£35.00	£35.88	1-Apr-15
Banner arm and fixing	per week	£15.00	£15.38	1-Apr-15
Use of socket in High Street	per week	£15.00	£15.38	1-Apr-15
Galvanised pole or flagpole to fit socket in High Street	per week	£35.00	£35.88	1-Apr-15

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	£51.25	1-Apr-15
5-pole indoor flagstand with flags and poles to fit	per week	£50.00	£51.25	1-Apr-15
3-pole indoor flagstand with flags and poles to fit	per week	£30.00	£30.75	1-Apr-15
2-pole indoor flagstand with flags and poles to fit	per week	£20.00	£20.50	1-Apr-15
Bunting (per length of 200m)	per week	£10.00	£10.25	1-Apr-15
Hire of heraldic banner and clan standards	per week	£30.00	£30.75	1-Apr-15

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	£30.75	1-Apr-15
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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.

Admission charges

Nelson Monument	£4.00	£4.00	n/a
Scott Monument	£4.00	£4.00	n/a

Admission charges are inclusive of VAT

Hire of Nelson and Scott Monuments for filming or other uses	<i>by negotiation</i>	<i>by negotiation</i>	
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MUSEUMS AND GALLERIES PUBLIC PROGRAMMES

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.

The Museums and Galleries Service offers a range of workshops, lectures and events. Many of these are free; for the remainder costs are recovered by applying a sliding scale of charges up to a maximum of £100. Additional workshops and events can be arranged on request. Depending on the content, duration and expertise required these may attract a higher charge, which will be subject to negotiation.

max £100 max £110 1-Apr-15

Museum of Edinburgh

Admission Charges

Museum of Edinburgh - Foundation - Story of Edinburgh - Visual History of the City Per viewing of video installation

Adults - £4,
Concessions - £3, Child - £2, Family - £10

Adults - £4,
Concessions - £3, Child - £2, Family - £10

n/a

Travelling Gallery Tour Fees

Travelling Gallery Exhibition Tour Hires

£700.00 per week

£800.00 per week

1-Jan-15

MUSEUMS AND GALLERIES IMAGE REPRODUCTION CHARGES

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 fee 2014/15	Proposed 2015/16	Effective from
Reproduction Fees				
Website use - Educational	per image	£25.00 - £80.00	£27.50 - £88.00	1-Apr-15
Website use - Editorial	per image	£75.00 - £200.00	£82.50 - £220.00	1-Apr-15
Website use - Commercial	per image	£150.00 - £400.00	£165.00 - £440.00	1-Apr-15
CD / DVD Use - per image		£75.00 - £250.00	£82.50 - £275.00	1-Apr-15
Hire of transparencies	per month	£21.00	£23.00	1-Apr-15
Web-site image	less than one month	£25.00	£27.50	1-Apr-15
Web-site image	depending on use and time, 1 month - 5 years	to £400.00	£440.00	1-Apr-15
CD-ROM		£100.00	£110.00	1-Apr-15
Filming Facility Fee	for first hour	£200.00	£220.00	1-Apr-15
Filming Facility Fee	each extra hour	£100.00	£110.00	1-Apr-15
Filming Facility Fee	per hour	£50.00 minimum	£55.00 minimum	1-Apr-15
Filming Facility Fee	Fixed fee for filming from the Monuments	£100.00	£110.00	1-Apr-15

Talks to outside groups	Staff speakers to ask for a donation when asked to visit groups	£10.00 min	£20.00 minimum	1-Apr-15
General Accommodation Rentals	All are for a three-hour minimum booking, each extra hour charged at 33% of the basic rate.			
Museum of Edinburgh - Lecture Room or Huntly Room	- Daytime (Monday to Saturday)	£26.00 per hour	£30.00 per hour	1-Apr-15
Museum of Edinburgh - Lecture Room or Huntly Room	- Evening / Sunday	£45.00 per hour	£50.00 per hour	1-Apr-15
Museum of Edinburgh - Pottery or Silver Galleries	- Evening / Sunday	£110.00 per hour	£120.00 per hour	1-Apr-15
Museum of Edinburgh - Private view or corporate function (whole museum)	- Evenings (weekdays) - 5.30 - 8.30 p.m.	£815.00	£835.00	1-Apr-15
Museum of Edinburgh - Private view or corporate function (whole museum)	- Evenings (weekends) - 5.30 - 8.30 p.m.	£1,100.00	£1,130.00	1-Apr-15
Museum of Childhood - Activity Area	Daytime (Mon - Sat)	£26.00 per hour	£30.00 per hour	1-Apr-15
Museum of Childhood - Activity Area	Evenings / Sunday	£45.00 per hour	£50.00 per hour	1-Apr-15
Museum of Childhood - Activity Area + Gallery 2	Evenings / Sunday Morning	£70.00 per hour	£80.00 per hour	1-Apr-15
Museum of Childhood - Private view or corporate function (whole museum)	- Evenings (weekdays) - 5.30 - 8.30 p.m.	£815.00	£855.00	1-Apr-15
Museum of Childhood - Private view or corporate function (whole museum)	- Evenings (weekends) - 5.30 - 8.30 p.m.	£1,100.00	£1,200.00	1-Apr-15
Writers Museum - Meeting Room	Daytime (Mon - Sat)	£26.00 per hour	£30.00 per hour	1-Apr-15
Writers Museum - Meeting Room	Evenings / Sunday	£45.00 per hour	£50.00 per hour	1-Apr-15
Writer's Museum - Private view or corporate function (whole museum)	- Evenings (weekdays) - 5.30 - 8.30 p.m.	£540.00	£555.00	1-Apr-15
Writer's Museum - Private view or corporate function (whole museum)	- Evenings (weekends) - 5.30 - 8.30 p.m.	£815.00	£835.00	1-Apr-15
People's Story - Video Room	Daytime (Mon - Sat)	£26.00 per hour	£30.00 per hour	1-Apr-15
People's Story - Video Room	Evenings / Sunday	£45.00 per hour	£50.00 per hour	1-Apr-15
People's Story - Private view or corporate function (whole museum)	- Evenings (weekdays) - 5.30 - 8.30 p.m.	£540.00	£555.00	1-Apr-15
People's Story - Private view or corporate function (whole museum)	- Evenings (weekends) - 5.30 - 8.30 p.m.	£815.00	£835.00	1-Apr-15
Queensferry Museum - Private view or corporate function (whole museum)	- Evenings (weekdays) - 5.30 - 8.30 p.m.	£840.00	£860.00	1-Apr-15
Queensferry Museum - Private view or corporate function (whole museum)	- Evenings (weekends) - 5.30 - 8.30 p.m.	£814.00	£835.00	1-Apr-15
Lauriston Castle (Ground Floor)	- Daytime (mon - Sat) - Community / Educational	£65.00 per hour	£65.00 per hour	n/a
		Current fee 2014/15	Proposed 2015/16	Effective from
Lauriston Castle (Ground Floor)	- Evenings / Sundays - Community / Educational	£108.00 per hour	£108.00 per hour	n/a

Lauriston Castle (Greenhouse)	- Daytime (Mon - Sat) - Community / Educational	£65.00 per hour	£65.00 per hour	n/a
Lauriston Castle (Greenhouse)	- Evenings / Sundays - Community / Educational	£108.00 per hour	£108.00 per hour	n/a
Lauriston Castle - Castle and Greenhouse	- Daytime (Mon - Sat) - Corporate Functions	£130.00 per hour	£145.00 per hour	1-Apr-15
Lauriston Castle - Castle and Greenhouse	- Evenings / Sundays - Corporate Functions	£215.00 per hour	£235.00 per hour	1-Apr-15
City Art Centre Education Floor - The Gallery	- Daytime (Monday to Saturday)	£105.00 per hour	£125.00 per hour	1-Apr-15
City Art Centre Education Floor - The Gallery	- Evening / Sunday	£160.00 per hour	£190.00 per hour	1-Apr-15
City Art Centre Education Floor - The Seminar Room	- Daytime	£65.00 per hour	£70.00 per hour	1-Apr-15
City Art Centre Education Floor - The Seminar Room	- Evening / Sunday / Commercial	£80.00 per hour	£85.00 per hour	1-Apr-15
City Art Centre Education Floor - Conference Room	- Daytime	£22.00 per hour	£25.00 per hour	1-Apr-15
City Art Centre Education Floor - Conference Room	- Evening / Sunday / Commercial	£55.00 per hour	£60.00 per hour	1-Apr-15
City Art Centre Education Floor - Conference Room	- Private View 5.30 - 8.30 p.m. - all floors	£1,360.00	£1,500.00	1-Apr-15
City Art Centre Education Floor - Conference Room	- Private View 5.30 - 8.30 p.m. - 3-4 floors	£930.00	£1,000.00	1-Apr-15
Evening Visits - Monday to Saturday	up to 20 people	£79.00	£85.00	1-Apr-15
Evening Visits - Monday to Saturday	up to 40 people	£126.00	£135.00	1-Apr-15
Archaeology Fees				
Archaeological Specialist Advice and Reporting	- One Hour	£71.00	£75.00	1-Apr-15
Archaeological Specialist Advice and Reporting	- Subsequent Hours	£47.00	£50.00	1-Apr-15
Archaeological Specialist Advice and Reporting	- Half a Day	£175.00	£180.00	1-Apr-15
Archaeological Specialist Advice and Reporting	- Whole Day	£290.00	£305.00	1-Apr-15
Archaeological Specialist Advice and Reporting	Planning application archaeological assessment - per hour	£24.00	£25.00	1-Apr-15
Archaeological Specialist Advice and Reporting	Planning application archaeological evaluation	£495.00	£505.00	1-Apr-15
Group Visits	Evenings - weekdays only up to 20	£81.00	£85.00	1-Apr-15
Group Visits	6pm - 8 pm - up to 40	£130.00	£130.00	1-Apr-15
Touring Exhibitions	Hire fees for Showrooms exhibitions, four weeks	£412.00	£412.00	1-Apr-15
BOOKS UP TO 10,000 PRINT RUN				
One language, one country - half page		£65.00	£66.63	1-Apr-15
One language, one country – full page		£90.00	£92.25	1-Apr-15
One language, one country – double page spread		£135.00	£138.38	1-Apr-15
One language, one country – front cover		£220.00	£225.50	1-Apr-15

One language, one country – back cover		£115.00	£117.88	1-Apr-15
One language, world rights – half page		£100.00	£102.50	1-Apr-15
One language, world rights – full page		£150.00	£153.75	1-Apr-15
One language, world rights – double page spread		£200.00	£205.00	1-Apr-15
One language, world rights – front cover		£320.00	£328.00	1-Apr-15
One language, world rights – back cover		£184.00	£188.60	1-Apr-15
Multiple languages, world rights – half page		£124.00	£127.10	1-Apr-15
Multiple languages, world rights – full page		£180.00	£184.50	1-Apr-15
Multiple languages, world rights – double page spread		£230.00	£235.75	1-Apr-15
Multiple languages, world rights – front cover		£350.00	£358.75	1-Apr-15
Multiple languages, world rights – back cover		£230.00	£235.75	1-Apr-15

MUSEUMS AND GALLERIES PICTURE

LOANS

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.

Paintings, drawings, sculptures, tapestries	First year of loan	£221.00	£226.53	1-Apr-15
	Each subsequent year	£111.00	£113.78	1-Apr-15
Prints and photographs	First year of loan	£155.00	£158.88	1-Apr-15
	Each subsequent year	£83.00	£85.08	1-Apr-15

Discounts: 5+, 20%; 10+, 40%. Inter-Council loans at same rate

THE CITY OF EDINBURGH COUNCIL

The following schedules set out the principal fees and charges over which the Council has an element of discretion in either the level or scope. The list includes both charges where an uplift is recommended and a number remaining unchanged from the current year. A full listing, reflecting approved changes arising from this budget motion and including charges levied in accordance with statute, will be published on the Council's website by March 2015.

PROPOSED CHARGES, 2015/16

		Current fee 2014/15	Proposed fee 2015/16	Effective from	Date of last increase
HEALTH AND SOCIAL CARE					
Day Care - Older People	per session	£7.00	£7.00	n/a	April 2014
Care in your Home	max per hour	£13.50	£15.50	1-Apr-15	April 2014
Care Homes	per week	Economic Rate	Economic Rate		

THE CITY OF EDINBURGH COUNCIL

The following schedules set out the principal fees and charges over which the Council has an element of discretion in either the level or scope. The list includes both charges where an uplift is recommended and a number remaining unchanged from the current year. A full listing, reflecting approved changes arising from this budget motion and including charges levied in accordance with statute, will be published on the Council's website by March 2015.

PROPOSED CHARGES, 2015/16

SERVICES FOR COMMUNITIES

	Current fee 2014/15	Proposed fee 2015/16	Effective from	Date of last increase
COMMUNITY SAFETY				
Pest Control Charges				
Private and Domestic Treatment				
Wasps	£55.08	£56.46	1-Apr-15	April 2014
Rats and Mice	£74.46	£76.32	1-Apr-15	April 2014
Fleas	£74.46	£76.32	1-Apr-15	April 2014
Bed Bugs - per room	£102.00	£104.55	1-Apr-15	April 2014
Hide Beetles, Ants, Woodlice, Silverfish	£62.22	£63.78	1-Apr-15	April 2014
Commercial Rates based on multiples of	£102.00	£104.55	1-Apr-15	April 2014
Cockroaches	£80.58	£82.59	1-Apr-15	April 2014
Squirrels	£154.02	£157.87	1-Apr-15	April 2014
Moles - Trapping	£154.02	£157.87	1-Apr-15	April 2014
Moles - Gassing - 1 Treatment	£102.00	£104.55	1-Apr-15	April 2014
Water Ingress				
Fee per emergency visit				
Officer time - all emergencies	£122.40	£125.46	1-Apr-15	April 2014
Administration charge	£30.00	£30.75	1-Apr-15	new 2014
Call out fee - if call out not an emergency	£30.00	£30.75	1-Apr-15	new 2014
Burial Charges				
Burial Ground Fees				
Purchase of Exclusive Right of Burial (incl. Certificate of Right of Burial)	£1,124.00	£1,152.10	1-Apr-15	April 2014
Duplicate Certificate of Right of Burial	£72.00	£73.80	1-Apr-15	April 2014
Transfer of Certificate of Right of Burial	£72.00	£73.80	1-Apr-15	April 2014
Adult Interment	£986.00	£1,010.65	1-Apr-15	April 2014
Exhumation including Screening (VAT to be added)	£3,156.00	£3,234.90	1-Apr-15	April 2014
Saturday Interment - Adult	£1,185.00	£1,214.63	1-Apr-15	April 2014
Sunday or Public Holiday Interment - Adult	£1,446.00	£1,482.15	1-Apr-15	April 2014
Purchase of exclusive Right of Burial (Woodland) (incl. Certificate of Right of Burial)	£1,190.00	£1,219.75	1-Apr-15	April 2014
Double Adult Interment	£1,478.00	£1,514.95	1-Apr-15	April 2014
Double Adult Interment - Saturday	£1,676.00	£1,717.90	1-Apr-15	April 2014
Double Adult Interment - Sunday	£1,938.00	£1,986.45	1-Apr-15	April 2014
Test dig a grave for depth	£315.00	£322.88	1-Apr-15	April 2014

Cremated Remains Charges

Purchase of Exclusive Right of Burial (incl. Certificate of Right of Burial)	£664.00	£680.60	1-Apr-15	April 2014
Duplicate Certificate of Right of Burial	£72.00	£73.80	1-Apr-15	April 2014
Adult Interment	£209.00	£214.23	1-Apr-15	April 2014
Exhumation (Vat to be added)	£422.00	£432.55	1-Apr-15	April 2014
Saturday Interment - Adult	£297.00	£304.43	1-Apr-15	April 2014
Sunday or Public Holiday Interment - Adult	£340.00	£348.50	1-Apr-15	April 2014
Double Adult Interment	£315.00	£322.88	1-Apr-15	April 2014
Double Adult Interment - Saturday	£375.00	£384.38	1-Apr-15	April 2014
Double Adult Interment - Sunday	£446.00	£457.15	1-Apr-15	April 2014

Monuments and Memorials (VAT to be added)

Burials				
- Provision of concrete foundation	£288.40	£295.61	1-Apr-15	April 2014
- Preparation where memorials require no foundation (including Mortonhall)	£78.28	£80.24	1-Apr-15	April 2014
Erecting a standard headstone	£103.00	£105.58	1-Apr-15	April 2014
Baby Memorial Plaque	£49.44	£50.68	1-Apr-15	April 2014

Genealogical Searches

Per Hour (Minimum Charge - 1 Hour)	£15.45	£15.84	1-Apr-15	April 2014
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Cremation Charges

Mortonhall Crematorium

Adult Cremation (Main and Pentland Chapel)	£663.00	£679.58	1-Apr-15	April 2014
Adult Cremation (without use of either Chapel)	£342.00	£350.55	1-Apr-15	April 2014
Memorial Service (Main and Pentland Chapel)	£315.00	£322.88	1-Apr-15	April 2014
Additional Time - (Main and Pentland Chapel)	£229.00	£234.73	1-Apr-15	April 2014
Storage of a Coffin Prior to Day of Service	£67.00	£68.68	1-Apr-15	April 2014
Department of Anatomy Subjects	£319.00	£326.98	1-Apr-15	April 2014
Disposal of Cremated Remains from other Crematoria	£196.00	£200.90	1-Apr-15	April 2014
Postage of Cremated Remains via Datapost (UK only)	£94.76	£97.13	1-Apr-15	April 2014
Burial of Cremated Remains within the Garden of Remembrance, with family in attendance, including Mortonhall Crematorium, Monday to Friday (12 noon)	£186.43	£191.09	1-Apr-15	April 2014
Organist's fee	£30.90	£31.67	1-Apr-15	April 2014

Book of Remembrance (VAT to be added)

2 line entry	£82.00	£84.05	1-Apr-15	April 2014
5 line entry	£123.00	£126.08	1-Apr-15	April 2014
8 line entry	£165.00	£169.13	1-Apr-15	April 2014
Badges	£118.00	£120.95	1-Apr-15	April 2014

Remembrance Cards, Maximum 8 Lines (VAT to be added)		£28.84	£29.56	1-Apr-15	April 2014
Miniature Book of Remembrance, Maximum 8 Lines (VAT to be added)		£81.00	£83.03	1-Apr- 15	April 2014
Baby Book of Remembrance (VAT to be added)					
5 Line Entry		£26.00	£26.65	1-Apr-15	April 2010
Motif		£35.00	£35.88	1-Apr-15	April 2010
Memorial Walkway Plaque					
Memorial Plaque with Lettering - 5 Year Lease		£410.00	£420.25	1-Apr-15	April 2014
Memorial Plaque with Lettering - 10 Year Lease		£615.00	£630.38	1-Apr-15	April 2014
Memorial Plaque with Lettering - 20 Year Lease		£845.00	£866.13	1-Apr-15	April 2014
Renewal of Plaque lease (VAT to be added)		£226.00	£231.65	1-Apr-15	April 2014
Columbarium					
Columbarium with Lettering - 5 Year Lease		£575.00	£589.38	1-Apr-15	April 2014
Columbarium with Lettering - 10 Year Lease		£905.00	£927.63	1-Apr-15	April 2014
Columbarium with Lettering - 20 Year Lease		£1,130.00	£1,158.25	1-Apr-15	April 2014
Renewal of Columbarium lease (VAT to be added)		£226.00	£231.65	1-Apr-15	April 2014
Niche Wall					
Niche Wall with Lettering - 5 Year Lease		£685.00	£702.13	1-Apr-15	April 2014
Niche Wall with Lettering - 10 Year Lease		£1,130.00	£1,158.25	1-Apr-15	April 2014
Niche Wall with Lettering - 20 Year Lease		£1,700.00	£1,742.50	1-Apr-15	April 2014
Renewal of Niche Wall lease (VAT to be added)		£400.00	£410.00	1-Apr-15	April 2014
Mortuary					
Defence Post Mortems (VAT to be added)		£455.00	£466.38	1-Apr-15	April 2014
Trading Standards Service					
General	per hour	£59.50	£60.98	1-Apr-15	April 2014
Special Weighing and Measuring Equipment (Excluded from Tables B - G below)					
Special Weighing and Measuring Equipment					
Weights	per hour	£59.50	£60.98	1-Apr-15	April 2014
Measures	per hour	£59.50	£60.98	1-Apr-15	April 2014
Weighing Instruments	per hour	£59.50	£60.98	1-Apr-15	April 2014
Measuring Instruments for Intoxicating Liquor	per hour	£59.50	£60.98	1-Apr-15	April 2014
Measuring Instruments for Liquid Fuel and lubricants	per hour	£59.50	£60.98	1-Apr-15	April 2014
Road Tanker Fuel Measuring Equipment (above 100 litres)	per hour	£59.50	£60.98	1-Apr-15	April 2014

Library Service

			£0.15 -		
Overdue library item per day	per item	£0.16	£0.20	1-Apr-15	n/a
CD hire per item (concession 50%)	per item	£0.62	£0.65	1-Apr-15	April 2014
CD hire per double set (concession 50%)	per item	£1.24	£1.30	1-Apr-15	April 2014
DVD hire per item (concession 50%) (free to under 16s)	per item	£1.24	£1.25	1-Apr-15	April 2014
DVD hire per double set (concession 50%) (free to under 16s)	per item	£2.47	£2.50	1-Apr-15	April 2014
Audio-books per item (concession 50%) (free to under 16s, people with disabilities & housebound members)	per item	£0.62	£0.65	1-Apr-15	April 2014
Inter-library loans per item (free to housebound members)	per item	£5.15	£5.30	1-Apr-15	April 2014
Replacement library card (free to under 16s)	per card	£1.55	£1.60	1-Apr-15	April 2014
Replacement items of stock (except picture and board books)	per page	at cost	at cost	1-Apr-15	n/a
Photocopies (black & white) A4	per page	£0.15	£0.15	n/a	April 2010
Photocopies (black & white) A3	per page	£0.31	£0.31	n/a	April 2014
Computer print-outs A4 (CEC information is free)	per page	£0.21	£0.21	n/a	April 2014
Faxes - sending within UK & Europe	per fax	£1.55	£1.60	1-Apr-15	April 2014
Faxes - sending outside Europe	per fax	£3.09	£3.20	1-Apr-15	April 2014
Receiving a fax (plus £0.20 per sheet)	per fax	£1.55	£1.60	1-Apr-15	April 2014
USB memory stick	per item	£7.73	£7.95	1-Apr-15	April 2014
Sale of withdrawn stock - adult hardback	per item	£1.03	£1.05	1-Apr-15	April 2014
Sale of withdrawn stock - adult paperback	per item	£0.52	£0.55	1-Apr-15	April 2014
Sale of withdrawn stock - children's book	per item	£0.21	£0.25	1-Apr-15	April 2014
Sale of withdrawn stock - audio item	per item	£1.03	£1.05	1-Apr-15	April 2014
Cotton library bag (inclusive of VAT)	per bag	£2.06	£2.10	1-Apr-15	April 2014

Interpretation and translation service (ad hoc requests)

Interpretation - commercial	per hour	£51.50	£51.50	n/a	April 2014
Interpretation - public sector organisations	per hour	£41.20	£41.20	n/a	April 2014
Interpretation - third sector organisations	per hour	£40.00	£41.20	1-Apr-15	April 2014
Translation - commercial	per unit	£40.00	£40.00	n/a	April 2006
Translation - voluntary / public bodies	per unit	£40.00	£40.00	n/a	April 2014

Central Reference Library

Edinburgh Reads Events (inclusive of VAT)

Non Library members	per event	£4.12	£4.30	1-Apr-15	April 2014
Library members	per event	£3.09	£3.10	1-Apr-15	April 2014
Concessions/concession members	per event	£2.06	£2.05	1-Apr-15	April 2014

Non Library Events - Room Hire of Reference Library (up to 150 seats / people) - Exclusive of VAT

All organisations; Admin charge (setting up, dismantling etc) Times by negotiation	per event	£150.00	£155.00	1-Apr-15	April 2014
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Plasma screens (Central, Portobello, Piershill, Craigmillar) - Plus VAT, where applicable (Commercial rates only)

Per Individual Screen

One month rental	per month	£51.50	£52.50	1-Apr-15	April 2014
Three month rental	per month	£46.35	£47.50	1-Apr-15	April 2014
Six month rental	per month	£43.78	£44.50	1-Apr-15	April 2014
Twelve month rental	per month	£41.20	£42.00	1-Apr-15	April 2014

Discount rate where six screens are taken in all four libraries at same time

One month rental	per month	£278.10	£285.00	1-Apr-15	April 2014
Three month rental	per month	£250.29	£255.00	1-Apr-15	April 2014
Six month rental	per month	£235.87	£240.00	1-Apr-15	April 2014
Twelve month rental	per month	£222.48	£225.00	1-Apr-15	April 2014

Community Room Only Hire (Excluding VAT)

Central Library, McDonald Road and Stockbridge Libraries, Craigmillar and Drumbrae Library Hubs

Non-community / commercial	3 hour block	£82.40	£85.00	1-Apr-15	April 2014
Community	3 hour block	£25.00	£25.50	1-Apr-15	April 2014

Blackhall, Currie, Fountainbridge, Leith, Morningside, Muirhouse, Oxfangs, Piershill, Portobello and Westerhailes Libraries

Non-community / commercial	3 hour block	£51.50	£53.00	1-Apr-15	April 2014
Community	3 hour block	£20.00	£20.50	1-Apr-15	April 2014

Learning Centres - Blackhall, Fountainbridge, Gilmerton, Granton, McDonald Road, Morningside, Muirhouse, Oxfangs, Piershill, Stockbridge & Wester Hailes

Room hire as above plus per PC 3 hour block - commercial		£5.15	£5.30	1-Apr-15	April 2014
Room hire as above plus per PC 3 hour block - non-commercial		£2.06	£2.10	1-Apr-15	April 2014

Town Halls

Thomas Morton Hall (excluding VAT)

Conferences, Meetings and Rehearsals

Community/Private/Charity	per Hour	£20.00 - £25.00	£20.60 - £25.75	1-Apr-15	April 2013
Commercial/Business	per Hour	£40.00 - £47.00	£41.25 - £48.50	1-Apr-15	April 2013

Catered Functions

Community/Private/Charity	4pm-12am	£254.00 - £308.00	£262.00 - £318.00	1-Apr-15	April 2013
Commercial/Business	4pm-12am	£400.00 - £440.00	£410.00 - £452.00	1-Apr-15	April 2013

Performances

Community/Private/Charity	4pm-12am	£185.00 - £233.00	£190.00 - £240.00	1-Apr-15	April 2013
Commercial/Business	4pm-12am	£303.00 - £343.00	£312.00 - £355.00	1-Apr-15	April 2013

Other Charges

Additional hours before midnight	per hour	£28.50	£29.25	1-Apr-15	April 2013
Additional hours after midnight	per hour	£40.50	£41.75	1-Apr-15	April 2013
Security	per hour	£17.00	£17.50	1-Apr-15	April 2013
Late fee	per hour	£53.00 - £88.00	£54.50 - £91.00	1-Apr-15	April 2013

Portobello Town Hall (Excluding VAT)

Conferences, Meetings and Rehearsals

Commercial	per Hour	£50.50 - £57.00	£52.00 - £58.50	1-Apr-15	April 2012
Community	per Hour	£26.00 - £33.00	£26.75 - £34.00	1-Apr-15	April 2012

Catered Functions

Commercial	per block	£430.50 - £475.00	£445.00 - £490.00	1-Apr-15	April 2012
Community	per block	£274.00 - £330.00	£282.00 - £340.00	1-Apr-15	April 2012

Performances

Commercial	per block	£318.00 - £360.00	£327.00 - £370.00	1-Apr-15	April 2012
Community	per block	£201.00 - £253.00	£207.00 - £260.00	1-Apr-15	April 2012

Lesser Hall

Commercial	per hour	£32.00 - £38.00	£33.00 - £39.00	1-Apr-15	April 2012
Community	per hour	£15.00 - £20.00	£15.50 - £20.50	1-Apr-15	April 2012

Other Charges

Additional hours before midnight	per hour	£32.00	£33.00	1-Apr-15	April 2012
Additional hours after midnight	per hour	£44.00	£45.50	1-Apr-15	April 2012
Security	per hour	£17.00	£17.50	1-Apr-15	April 2012
Late fee	per hour	£57.00 - £94.00	£59.00 - £97.00	1-Apr-15	April 2012

REGISTRAR'S FEES FOR ATTENDING CIVIL CEREMONIES OUT WITH THE REGISTRAR'S OFFICES

Monday to Friday	£210.00	£215.00	1-Apr-15	April 2014
Saturday	£305.00	£315.00	1-Apr-15	April 2014
Sunday and Public Holidays	£325.00	£330.00	1-Apr-15	April 2014

Accommodation Fees for Lothian Chambers

City of Edinburgh Room Monday-Friday	£130.00	£135.00	1-Apr-15	April 2014
Melbourne / McIntyre Room Monday-Friday	£100.00	£100.00	n/a	April 2014
City of Edinburgh Room Saturday	£185.00	£190.00	1-Apr-15	April 2014
Melbourne / McIntyre Room Saturday	£155.00	£160.00	1-Apr-15	April 2014

NATIONALITY CHECKING SERVICE

Adult Fee	£72.00	£75.00	1-Apr-15	April 2014
Couple	£132.00	£136.00	1-Apr-15	April 2014
Family	£180.00	£185.00	1-Apr-15	April 2014
Child under 18	£40.00	£45.00	1-Apr-15	April 2014
Settlement Service	£150.00	£155.00	1-Apr-15	April 2014

ENVIRONMENT

Parks and Green Spaces

Film Charges

Standard Filming	Per Day - from	£850.00	£875.00	1-Apr-15	April 2014
Wedding Photography	Per Day - from	£60.00	£65.00	1-Apr-15	April 2014

(Dependent on numbers and vehicles)

Event Charges (excluding VAT, where applicable)

All Subject to 10% Administration Charge

Community Gala Events exempt from charges

Major Events to be Negotiated by Management

	Per Day				
	Per Day - from				
Princes Street Gardens	Per Day - from	£660.00	£680.00	1-Apr-15	April 2014
The Meadows (Large Event)	Per Day - from	£500.00	£515.00	1-Apr-15	April 2014
The Meadows (Small Event)	Per Day - from	£330.00	£340.00	1-Apr-15	April 2014
Calton Hill	Per Day - from	£320.00	£330.00	1-Apr-15	April 2014
Leith Links	Per Day - from	£280.00	£290.00	1-Apr-15	April 2014
Inverleith Park	Per Day - from	£380.00	£390.00	1-Apr-15	April 2014
Wedding Ceremonies (no marquee etc) dependent on size	Per Day - from	£115.00	£120.00	1-Apr-15	April 2014
All other Parks	Per Day - from	£210.00	£215.00	1-Apr-15	April 2013

Commemorative Benches

Wrought Iron, including Plaque and Placement

per Bench £1,600.00 £1,645.00 1-Apr-15 April 2014

Tropical Hardwood, including Plaque and Placement

per Bench £3,200.00 £3,300.00 1-Apr-15 April 2014

Allotment Rentals (excluding VAT, where applicable)

Full Plot	per Year	£100.00	£100.00	n/a	April 2014
Half Plot	per Year	£50.00	£50.00	n/a	April 2014
Elderly, Students and Unemployed - Full Plot	per Year	£50.00	£50.00	n/a	April 2014
Elderly, Students and Unemployed - Half Plot	per Year	£25.00	£25.00	n/a	April 2014

Garden Aid (Charges below exclude VAT)

Grass cutting up to 100 m2	per Year	£77.00	£80.00	1-Apr-15	April 2014
Hedge trimming up to 50 m2 (max 1.8m high)	per Year	£43.00	£45.00	1-Apr-15	April 2014
Grass cutting 101 - 500 m2	per Year	£108.00	£110.00	1-Apr-15	April 2014
Hedge trimming 51 - 200 m2 (max 1.8m high)	per Year	£54.00	£55.00	1-Apr-15	April 2014
Additional grass cutting over 500 m2 (rate / m2)	per Year	£0.22	£0.25	1-Apr-15	April 2014
Additional hedge trimming over 200 m2 (rate / m2)	per Year	£0.55	£0.60	1-Apr-15	April 2014

Special Uplifts

Special Uplift of Domestic Bulky Items (charge applies to all domestic uplifts)		£21.00	£25.00	1-Apr-15	April 2014
Waste Charges					
Charge for providing second and subsequent garden waste bins		£29.80	£29.80	n/a	April 2014
Charge for delivering bins to new developments		£27.50	£27.50	n/a	April 2014
Larger capacity recycling bin - Delivery and Handling		n/a	£15.00	1-Apr-15	new
Public Conveniences					
Public Conveniences (City Centre)	per visit	£0.30	£0.30	n/a	April 2013
Trade Waste - Community Recycling Centres					
	per tonne				
Chip & Pin Payment Invoice		n/a	£135.00	1-Apr-15	new
Payment		n/a	£146.50	1-Apr-15	new

HOUSING HRA

Communal Heating

- Cables Wynd House	per fortnight	£15.00	£15.00	n/a	new 2014
Greendykes & Wauchope *NEW	per fortnight	n/a	£15.00	1-Apr-15	new

Maidencraig Court:

Gas fired heating (previously reported per week - previous year's figures now shown as per fortnight)	per fortnight	£16.40	£16.81	1-Apr-15	April 2013
Owner-Occupier's boiler service charge per year (previously reported as boiler maintenance - per Month)	per year	£17.85	£18.30	1-Apr-15	April 2014

Westfield Court:

Gas fired heating and hot water

1 Apartment - (previously reported per Week - 12/13 & 13/14 figures recalculated as per fortnight)	per fortnight	£9.62	£9.86	1-Apr-15	April 2012
2 Apartment - (previously reported per Week - 12/13 & 13/14 figures recalculated as per fortnight)	per fortnight	£12.57	£12.88	1-Apr-15	April 2013
4 Apartment - (previously reported per Week - 12/13 & 13/14 figures recalculated as per fortnight)	per fortnight	£19.65	£20.14	1-Apr-15	April 2013
Owner occupiers' annual Boiler service (previously reported as monthly boiler maintenance - charge now shown as per year					
1 Apartment - per year	per year	£8.52	£8.73	1-Apr-15	April 2013
2 Apartment - per year	per year	£8.52	£8.73	1-Apr-15	April 2013
4 Apartment - per year	per year	£8.52	£8.73	1-Apr-15	April 2013

Ferniehill Drive (Sheltered) - (previously reported per Week - previous year's figures now shown as per fortnight)	per fortnight	£16.40	£12.89	1-Apr-15	April 2014
Saughton Mains Terrace (Sheltered) - (previously reported per Week previous year's figures now shown as per fortnight))	per fortnight	£19.65	£12.89	1-Apr-15	April 2014
- 22 Wauchope Terrace	per fortnight	£16.40	£12.89	1-Apr-15	new 2014
Heat -with-Rent Scheme (Scottish Power ComfortPlus White Meter)					
1 Apartment - per Fortnight		£9.62	£9.86	1-Apr-15	April 2014
2 Apartment - per Fortnight		£12.57	£12.88	1-Apr-15	April 2014
3 Apartment - per Fortnight		£16.40	£16.81	1-Apr-15	April 2014
4 Apartment - per Fortnight		£19.65	£20.14	1-Apr-15	April 2014
Service Charges (New Council Homes)					
Flat/Apartment					
- Cleaning	per week	£1.65	£1.65	n/a	April 2013
- Grounds Maintenance	per week	£0.72	£0.72	n/a	April 2013
House/Maisonette					
- Grounds Maintenance	per week	£0.72	£0.72	n/a	April 2013
Furnished Tenancy					
- 2 Apt (single occupant) (previously reported per week, previous years now shown as per fortnight)	fortnight	£171.82	£171.82	n/a	April 2013
- 3 Apt (single occupant) (previously reported per week previous years now shown as per fortnight)	fortnight	£174.50	£174.50	n/a	April 2013
Homeless Temporary Accommodation					
- Dispersed flats - Rent 0 APT	per week	£80.22	£80.22	n/a	April 2012
- Dispersed flats - Rent 1 APT	per week	£88.26	£88.26	n/a	April 2012
- Dispersed flats - Rent 2 APT	per week	£100.97	£100.97	n/a	April 2012
- Dispersed flats - Rent 3 APT	per week	£113.68	£113.68	n/a	April 2012
- Dispersed flats - Rent 4 APT	per week	£120.36	£120.36	n/a	April 2012
- Dispersed flats - Service Charge	per week	£345.70	£345.70	n/a	April 2012
Dispersed flats (Leased to HRA) - Rent 1 APT	per week	£103.84	£103.84	n/a	April 2012
Dispersed flats (Leased to HRA) - Rent 2 APT	per week	£135.00	£135.00	n/a	April 2012
Dispersed flats (Leased to HRA) - Rent 3 APT	per week	£183.81	£183.81	n/a	April 2012
Dispersed flats (Leased to HRA) - Service Charge	per week	£60.00	£60.00	n/a	April 2012
- Oxgangs - Rent (3 room Flat)	per week	£32.58	£32.58	n/a	April 2012
- Oxgangs - Rent (2 room Flat)	per week	£44.87	£44.87	n/a	April 2012
- Oxgangs - Service Charge	per week	£325.18	£325.18	n/a	April 2012
- Broomhouse - Rent	per week	£36.54	£36.54	n/a	April 2012
- Broomhouse - Service Charge	per week	£364.38	£364.38	n/a	April 2012
- Crewe Road - Rent Ground Floor	per week	£30.55	£30.55	n/a	April 2012
- Crewe Road - Rent All Other Flats	per week	£29.16	£29.16	n/a	April 2012
- Crewe Road - Service Charge	per week	£368.12	£368.12	n/a	April 2012
- West Pilton View (Leased to HRA) - Rent	per week	£103.84	£103.84	n/a	April 2012
- West Pilton View (Leased to HRA) - Service Charge	per week	£60.00	£60.00	n/a	April 2012
- West Pilton Park (Single Occupancy) - Rent	per week	£42.50	£42.50	n/a	April 2012
- West Pilton Park (Single Occupancy) - Service Charge	per week	£528.83	£528.83	n/a	April 2012
- West Pilton Park (Family Occupancy) -	per week	£654.02	£654.02	n/a	April 2012

Service Charge					
- Bruntsfield (Leased to HRA) - Rent	per week	£103.84	£103.84	n/a	April 2012
- Bruntsfield (Leased to HRA) - Service Charge	per week	£60.00	£60.00	n/a	April 2012
- Bingham - Rent	per week	£50.07	£50.07	n/a	April 2012
- Bingham - Service Charge	per week	£504.54	£504.54	n/a	April 2012
- Leith Street - Service Charge	per week	£504.54	£504.54	n/a	April 2012
- Core Furniture	per fortnight	£20.00	£20.00	n/a	April 2012
- Castlecliff Hostel (Leased to HRA) - Rent	per week	£103.84	£103.84	n/a	April 2012
- Castlecliff Hostel - Service Charge	per week	£60.00	£60.00	n/a	April 2012
- Randolph Hostel - Rent	per week	£324.64	£324.64	n/a	April 2012
- Randolph Hostel - Service Charge	per week	£0.00	£0.00	n/a	April 2012
Stair Cleaning charge - Tenants	per fortnight	£4.38	£4.38	n/a	April 2011
Tenement Management Scheme					
Admin Fee - For costs associated with raising bills when recovering costs for owners' share of maintenance costs in Low Rise blocks	Ad-hoc	15.00%	15.00%	n/a	new 2012/13
Travelling People's Site	per fortnight	£163.34	£167.42	1-Apr-15	April 2014
Launderette Charges					
Washing machine/dryer (Main)		£2.55	£2.61	1-Apr-15	April 2014
Washing machine/dryer (Sheltered)		£1.08	£1.11	1-Apr-15	April 2014
Tumble dryer (Main)		£0.70	£0.72	1-Apr-15	April 2014
Tumble dryer (Sheltered)		£0.50	£0.52	1-Apr-15	April 2014
Guest rooms (Sheltered Housing)					
Standard Charge	per night	£10.61	£10.87	1-Apr-15	April 2014
Persons in receipt of state pension	per night	£10.61	£10.87	1-Apr-15	April 2014
Hire of Community Rooms					
Full day hire		£23.19	£23.77	1-Apr-15	April 2014
Morning hire		£8.69	£8.91	1-Apr-15	April 2014
Afternoon hire		£8.69	£8.91	1-Apr-15	April 2014
Evening hire		£8.69	£8.91	1-Apr-15	April 2014
Lunchtime hire		£11.60	£11.89	1-Apr-15	April 2014
Garage Rents					
West	per year	£434.66	£445.53	1-Apr-15	April 2014
South West - Charge 1	per year	£434.66	£445.53	1-Apr-15	April 2014
South West - Charge 2	per year	£477.92	£489.87	1-Apr-15	April 2014
City Centre	per year	£601.52	£616.56	1-Apr-15	April 2014
North - Charge 1	per year	£434.66	£445.53	1-Apr-15	April 2014
North - Charge 2	per year	£601.52	£616.56	1-Apr-15	April 2014
East - Charge 1	per year	£434.66	£445.53	1-Apr-15	April 2014
East - Charge 2	per year	£601.52	£616.56	1-Apr-15	April 2014
South - Charge 1	per year	£477.92	£489.87	1-Apr-15	April 2014
South - Charge 2	per year	£540.75	£554.27	1-Apr-15	April 2014
South - Charge 3	per year	£601.52	£616.56	1-Apr-15	April 2014
South - Charge 4	per year	£724.09	£742.19	1-Apr-15	April 2014
Blue Badge Rate	per year	£261.62	£268.16	1-Apr-15	April 2014
Stair Cleaning - Owner Occupiers mixed tenure	per fortnight	£4.38	£4.38	n/a	April 2011
Stair cleaning - owner occupiers private stairs	per year	£81.41	£81.41	n/a	April 2014

Property Conservation

Minimum Charge for emergency jobs

Fewer than 20 properties	ad hoc	£28.75	£28.75	n/a	April 2011
More than 20 properties	ad hoc	£14.62	£14.62	n/a	April 2011

Shared Repairs Service

Minimum Charge for emergency jobs

Fewer than 20 properties	ad hoc	£28.75	£28.75	n/a	April 2011
More than 20 properties	ad hoc	£14.62	£14.62	n/a	April 2011

Transport

Road Services

Temporary Traffic Regulation Order

< 5 days	per permit	£295.00	£303.00	1-Apr-15	April 2014
> 5 days	per permit	£448.00	£460.00	1-Apr-15	April 2014

Road Occupation - Scaffolding

- Initial Permit duration 1-28 Days	per permit	£119.00	£122.00	1-Apr-15	April 2014
- Fee per Additional 1-28 days applied for	per month	£66.00	£68.00	1-Apr-15	April 2014

Site or Desktop Meeting Charge	per meeting	£109.00	£112.00	1-Apr-15	April 2014
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Other Permits

Access Tower

- initial permit for first day	per permit	£56.00	£58.00	1-Apr-15	April 2014
- fee per additional day applied for	per day	£12.00	£13.00	1-Apr-15	April 2014

Bus Shelter

- initial permit for up to 28 days	per permit	£126.00	£130.00	1-Apr-15	April 2014
- fee per additional period up to 28 days applied for	per month	£49.00	£51.00	1-Apr-15	April 2014

Cabin

- initial permit for up to one month	per permit	£126.00	£130.00	1-Apr-15	April 2014
- fee per additional month applied for	per month	£49.00	£51.00	1-Apr-15	April 2014

Container

- initial permit for up to one month	per permit	£126.00	£130.00	1-Apr-15	April 2014
- fee per additional month applied for	per month	£49.00	£51.00	1-Apr-15	April 2014

Crane for erecting a crane tower

- initial permit for first day	per permit	£81.00	£84.00	1-Apr-15	April 2014
- fee per additional day applied for	per day	£28.00	£29.00	1-Apr-15	April 2014

Crane

- initial permit for first day	per permit	£56.00	£58.00	1-Apr-15	April 2014
- fee per additional day applied for	per day	£28.00	£29.00	1-Apr-15	April 2014

Excavation

- per location	per location	£208.00	£215.00	1-Apr-15	April 2014
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Footway Crossing

- per location	per location	£93.00	£96.00	1-Apr-15	April 2014
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Hoarding

- initial permit for up to 28 days	per permit	£190.00	£195.00	1-Apr-15	April 2014
- fee per additional period up to 28 days applied for	per month	£99.00	£102.00	1-Apr-15	April 2014

Hoist

- initial permit for first day	per permit	£56.00	£58.00	1-Apr-15	April 2014
- fee per additional day applied for	per day	£12.00	£13.00	1-Apr-15	April 2014

Materials

- initial permit for up to 28 days	per permit	£126.00	£130.00	1-Apr-15	April 2014
- fee per additional period up to 28 days applied for	per month	£56.00	£58.00	1-Apr-15	April 2014

Site Hut

- initial permit for up to 28 days	per permit	£126.00	£130.00	1-Apr-15	April 2014
- fee per additional period up to 28 days applied for	per month	£56.00	£58.00	1-Apr-15	April 2014

Skip					
- initial permit for up to one week	per permit	£23.00	£24.00	1-Apr-15	April 2014
- fee per additional week applied for	per week	£18.00	£19.00	1-Apr-15	April 2014
Use of Street Lighting Columns (Package 3 Proposal) Excluding VAT					
Housing Development Signs (Temporary Directional Signs to New Housing Developments)	per development	£478.00	£490.00	1-Apr-15	April 2014
Access Protection Markings					
New Marking	per marking	£96.00	£99.00	1-Apr-15	April 2014
Repainted marking	per marking	£64.00	£66.00	1-Apr-15	April 2014
Table & Chair Permits					
World Heritage Site	per square metre	£93.00	£96.00	1-Apr-15	April 2014
Non-world Heritage Site	per square metre	£71.00	£74.00	1-Apr-15	April 2014

Parking

On Street Parking

George St, St Andrew Square, Charlotte Square, Queen St, Market St, Cockburn St	per hour	£3.20	£3.50	1-Apr-15	April 2014
Stafford St and Melville St area, Morrison St to Shandwick Place, Old Town (including E Market St)	per hour	£2.60	£2.60	n/a	April 2014
West End (Palmerston Place area), Moray Place, South Side/ Nicholson St, Tollcross/Fountainbridge, Heriot Row	per hour	£2.20	£2.40	1-Apr-15	April 2014
New Town – Northumberland St to St Stephen St and Royal Crescent	per hour	£2.00	£2.20	1-Apr-15	April 2013
Bruntsfield, Sciennes, St Leonard's, Dumbiedykes, Stockbridge, Dean	per hour	£1.60	£1.60	n/a	April 2014
Extended Controlled Zone	per hour	£1.00	£1.20	1-Apr-15	April 2011

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

Central Zone 1-4 - Permit 1	12 month permit	£63.00	£69.30	1-Apr-15	April 2014
Central Zone 1-4 - Permit 2	12 month permit	£80.00	£88.00	1-Apr-15	April 2014
All Other Zones - Permit 1	12 month permit	£31.50	£34.65	1-Apr-15	April 2014
All Other Zones - Permit 2	12 month permit	£39.50	£43.45	1-Apr-15	April 2014

Band 2 (Engine Size 1001-1800cc)

Central Zone 1-4 - Permit 1	3 month permit	£50.50	£55.55	1-Apr-15	April 2014
	6 month permit	£95.00	£104.50	1-Apr-15	April 2014
	12 month permit	£177.50	£195.25	1-Apr-15	April 2014
Central Zone 1-4 - Permit 2	3 month permit	£61.50	£67.65	1-Apr-15	April 2014
	6 month permit	£118.00	£129.80	1-Apr-15	April 2014
	12 month permit	£223.00	£245.30	1-Apr-15	April 2014
All Other Zones - Permit 1	3 month permit	£28.00	£30.80	1-Apr-15	April 2014
	6 month permit	£50.50	£55.55	1-Apr-15	April 2014
	12 month permit	£89.00	£97.90	1-Apr-15	April 2014
All Other Zones - Permit 2	3 month permit	£34.00	£37.40	1-Apr-15	April 2014
	6 month permit	£61.50	£67.65	1-Apr-15	April 2014
	12 month permit	£111.00	£122.10	1-Apr-15	April 2014

Band 3 (Engine Size 1801-2500cc)

Central Zone 1-4 - Permit 1	3 month permit	£57.00	£62.70	1-Apr-15	April 2014
	6 month permit	£108.00	£118.80	1-Apr-15	April 2014
	12 month permit	£204.00	£224.40	1-Apr-15	April 2014
Central Zone 1-4 - Permit 2	3 month permit	£70.00	£77.00	1-Apr-15	April 2014
	6 month permit	£133.50	£146.85	1-Apr-15	April 2014
	12 month permit	£254.00	£279.40	1-Apr-15	April 2014
All Other Zones - Permit 1	3 month permit	£32.00	£35.20	1-Apr-15	April 2014
	6 month permit	£57.00	£62.70	1-Apr-15	April 2014
	12 month permit	£102.00	£112.20	1-Apr-15	April 2014
All Other Zones - Permit 2	3 month permit	£38.00	£41.80	1-Apr-15	April 2014
	6 month permit	£70.00	£77.00	1-Apr-15	April 2014
	12 month permit	£127.00	£139.70	1-Apr-15	April 2014

Band 4 (Engine Size 2501-3000cc)

Central Zone 1-4 - Permit 1	3 month permit	£70.00	£77.00	1-Apr-15	April 2014
	6 month permit	£133.50	£146.85	1-Apr-15	April 2014
	12 month permit	£254.00	£279.40	1-Apr-15	April 2014
Central Zone 1-4 - Permit 2	3 month permit	£86.00	£94.60	1-Apr-15	April 2014
	6 month permit	£165.00	£181.50	1-Apr-15	April 2014
	12 month permit	£319.00	£350.90	1-Apr-15	April 2014
All Other Zones - Permit 1	3 month permit	£38.50	£42.35	1-Apr-15	April 2014
	6 month permit	£70.00	£77.00	1-Apr-15	April 2014
	12 month permit	£127.00	£139.70	1-Apr-15	April 2014
All Other Zones - Permit 2	3 month permit	£46.00	£50.60	1-Apr-15	April 2014
	6 month permit	£86.00	£94.60	1-Apr-15	April 2014
	12 month permit	£159.00	£174.90	1-Apr-15	April 2014

Band 5 (Engine Size 3000+cc)

Central Zone 1-4 - Permit 1	3 month permit	£108.50	£119.35	1-Apr-15	April 2014
	6 month permit	£210.50	£231.55	1-Apr-15	April 2014
	12 month permit	£408.00	£448.80	1-Apr-15	April 2014
Central Zone 1-4 - Permit 2	3 month permit	£133.50	£146.85	1-Apr-15	April 2014
	6 month permit	£261.00	£287.10	1-Apr-15	April 2014
	12 month permit	£509.00	£559.90	1-Apr-15	April 2014
All Other Zones - Permit 1	3 month permit	£57.00	£62.70	1-Apr-15	April 2014
	6 month permit	£108.00	£118.80	1-Apr-15	April 2014
	12 month permit	£204.00	£224.40	1-Apr-15	April 2014
All Other Zones - Permit 2	3 month permit	£70.00	£77.00	1-Apr-15	April 2014
	6 month permit	£133.50	£146.85	1-Apr-15	April 2014
	12 month permit	£255.00	£280.50	1-Apr-15	April 2014

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

Permit 1	12 month permit	£10.00	£11.00	1-Apr-15	April 2014
Permit 2	12 month permit	£12.50	£13.75	1-Apr-15	April 2014

Band 2 (Engine Size 1001-1800cc)

Permit 1	3 month permit	£12.50	£13.75	1-Apr-15	April 2014
	6 month permit	£19.50	£21.45	1-Apr-15	April 2014
	12 month permit	£28.50	£31.35	1-Apr-15	April 2014
Permit 2	3 month permit	£19.50	£21.45	1-Apr-15	April 2014
	6 month permit	£28.50	£31.35	1-Apr-15	April 2014
	12 month permit	£35.50	£39.05	1-Apr-15	April 2014

Band 3 (Engine Size 1801-2500cc)

Permit 1	3 month permit	£13.50	£14.85	1-Apr-15	April 2014
	6 month permit	£21.50	£23.65	1-Apr-15	April 2014
	12 month permit	£32.50	£35.75	1-Apr-15	April 2014
Permit 2	3 month permit	£20.50	£22.55	1-Apr-15	April 2014
	6 month permit	£31.00	£34.10	1-Apr-15	April 2014
	12 month permit	£41.00	£45.10	1-Apr-15	April 2014

Band 4 (Engine Size 2501-3000cc)

Permit 1	3 month permit	£15.50	£17.05	1-Apr-15	April 2014
	6 month permit	£26.00	£28.60	1-Apr-15	April 2014
	12 month permit	£40.50	£44.55	1-Apr-15	April 2014
Permit 2	3 month permit	£24.00	£26.40	1-Apr-15	April 2014
	6 month permit	£36.00	£39.60	1-Apr-15	April 2014
	12 month permit	£51.00	£56.10	1-Apr-15	April 2014

Band 5 (Engine Size 3000+cc)

Permit 1	3 month permit	£21.50	£23.65	1-Apr-15	April 2014
	6 month permit	£38.00	£41.80	1-Apr-15	April 2014
	12 month permit	£65.00	£71.50	1-Apr-15	April 2014
Permit 2	3 month permit	£31.50	£34.65	1-Apr-15	April 2014
	6 month permit	£51.50	£56.65	1-Apr-15	April 2014
	12 month permit	£82.00	£90.20	1-Apr-15	April 2014

Bus Station

Locker Charges

- Small	up to 12 hours	£5.00	£5.00	n/a	April 2011
- Medium	up to 12 hours	£6.50	£6.50	n/a	April 2013
- Large	up to 12 hours	£8.00	£8.00	n/a	April 2013
Toilet charges	per visit	£0.30	£0.30	n/a	April 2010

Departure Charges

Code A		£2.17	£2.23	1-Apr-15	April 2014
Code B		£5.79	£5.96	1-Apr-15	April 2014
Code C		£11.89	£12.25	1-Apr-15	April 2014
Code E	per hour or part thereof	£6.89	£7.10	1-Apr-15	April 2014
Code F	Per removal	£192.05	£200.00	1-Apr-15	April 2014

Additional bus service less than 4hrs prior departure

£29.06 £30.00 1-Apr-15 April 2014

New or altered services (codes A and B) outwith Traffic Commissioner timescales but within 20 days of commencement

£46.53 £46.53 1-Apr-15 April 2014

Failure to switch off engine or break speed limit

£30.00 £35.00 1-Apr-15 new 2014

Bus Parked longer than 10mins allotted time on stance without permission

£10.00 £12.00 1-Apr-15 new 2014

Parking/Layover

Codes A, B, C & D	Up to 2hrs 59 mins	£20.66	£21.30	1-Apr-15	April 2014
	Up to 3hrs 59 mins	£27.55	£28.40	1-Apr-15	April 2014
	Up to 4hrs 59 mins	£34.46	£35.50	1-Apr-15	April 2014
	Up to 5hrs 59 mins	£41.32	£42.60	1-Apr-15	April 2014
	Up to 6hrs 59 mins	£48.20	£49.70	1-Apr-15	April 2014
	Up to 7hrs 59 mins	£55.09	£56.80	1-Apr-15	April 2014
	Up to 8hrs 59 mins	£61.74	£63.90	1-Apr-15	April 2014
	Up to 9hrs 59 mins	£68.96	£71.00	1-Apr-15	April 2014
	Up to 10hrs 59 mins	£75.72	£78.10	1-Apr-15	April 2014
	Up to 11hrs 59 mins	£82.64	£85.20	1-Apr-15	April 2014

	Each hour over				
	12hrs	£6.89	£7.10	1-Apr-15	April 2014
Code A-B	30-59 minutes	£1.55	£1.59	1-Apr-15	April 2014
	Up to 1hr 59				
	mins	£2.76	£2.84	1-Apr-15	April 2014
Code C-D	11-30 minutes	£6.89	£7.10	1-Apr-15	April 2014
	30-59 minutes	£6.89	£7.10	1-Apr-15	April 2014
	Up to 1hr 59				
	mins	£13.77	£14.20	1-Apr-15	April 2014
Overnight Parking	23:00 to 07:00	£20.00	£20.00	n/a	new 2014
Fuel/oil spillages	per incident	£100.00	£100.00	n/a	new 2014

Planning & Building Standards

Plan Store

Plan Store Fees

Plans (up to 3 on same address)	£51.50	£53.00	1-Apr-15	April 2014
Completion Certificate & Warrant	£51.50	£53.00	1-Apr-15	April 2014
Copy Property Inspection Letter	£51.50	£53.00	1-Apr-15	April 2014
Microfiche Records	£50.00	£51.00	1-Apr-15	April 2014

Plan Copy Charges

A4	£0.55	£0.55	n/a	April 2014
A3	£1.10	£1.15	1-Apr-15	April 2014
A2	£2.10	£2.15	1-Apr-15	April 2014
A1	£3.10	£3.20	1-Apr-15	April 2014
A0	£5.20	£5.35	1-Apr-15	April 2014

Street Naming

Naming a New Street	£190.00	£195.00	1-Apr-15	April 2014
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Numbering of New Properties

1 Property	£45.00	£45.00	n/a	April 2014
2 - 5 Properties	£90.00	£95.00	n/a	April 2014
6 - 10 Properties	£120.00	£125.00	1-Apr-15	April 2014
11 - 25 Properties	£160.00	£165.00	1-Apr-15	April 2014
26 - 50 Properties	£260.00	£270.00	1-Apr-15	April 2014
51 - 100 Properties	£400.00	£410.00	1-Apr-15	April 2013
101 - 150 properties	£750.00	£770.00	1-Apr-15	April 2013
151 - 200 properties (new category)	£900.00	£925.00	1-Apr-15	April 2014
	£1,000.			
201+ properties (new category)	00	£1,025.00	1-Apr-15	April 2014

Renumbering of application subsequent to issue of Statutory Notices

£110.00	£113.00	1-Apr-15	April 2014
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Confirmation of single address to Solicitors / Occupiers or Owners (including copy statutory notice if available)

£30.00	£31.00	1-Apr-15	April 2014
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Confirmation of development addresses (Map and schedule of development addresses where available)

£60.00	£62.00	1-Apr-15	April 2014
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Street Sign Costs (New Developments Only)

Sign Type

Wall Fixing	£200.00	£205.00	1-Apr-15	April 2014
Freestanding	£200.00	£205.00	1-Apr-15	April 2010
No Through Road Wall Fixing	£200.00	£205.00	1-Apr-15	April 2014
No Through Road Freestanding	£200.00	£205.00	1-Apr-15	April 2014

Advert in Local Press

£200.00

£205.00

1-Apr-15

April 2014

Note

Fees for explosives storage, poisons act and petroleum storage are set nationally

Licences fees are approved by the Regulatory Committee in February

Registrars fees are set nationally

City Fleet Maintenance Services - MOT tests to the public are set nationally by VOSA

**PRUDENTIAL INDICATORS
ANNEX 5 TO CAPITAL COALITION MOTION**

PRUDENTIAL INDICATORS

Indicator 1 - Estimate of Capital Expenditure

The actual capital expenditure that was incurred in 2013/14 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 -----						
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000	£000
Children and Families	15,670	15,843	68,556	31,060	15,543	4,531	0
Corporate Governance	4,211	5,885	3,895	2,089	165	165	165
Economic Development	1	52	0	0	0	0	0
Health and Social Care	4,160	4,646	7,171	1,514	114	0	0
Services for Communities (SFC)	108,953	79,854	79,371	45,736	20,417	16,776	17,835
SFC - Asset Management Programme	17,082	14,191	22,545	13,657	14,000	14,000	14,000
Other Capital Projects	923	797	0	0	0	0	0
Unallocated General Capital Grant funding	0	0	5,819	0	0	0	0
Unallocated - indicative 5 year plan 2019-2023 funding	0	0	0	0	0	0	9,000
Sub Total General Services Capital Expenditure	151,000	121,268	187,357	94,056	50,239	35,472	41,000
Trams Project as approved by Council in Sept 2011 (not detailed in CIP)	53,198	5,385	0	0	0	0	0
Additional investment made available from capital fund draw down per budget motion	0	0	7,500	0	0	0	0
Fleet Vehicle Replacement programme	0	0	2,987	0	0	0	0
National Housing Trust Phase 3 (to be approved in Feb 2015)	0	0	0	22,850	27,562	4,585	0
Total General Services Capital Expenditure	204,198	126,653	197,844	116,906	77,801	40,057	41,000

Note that the 2015-2020 CIP includes slippage / acceleration brought forward based on projected capital expenditure reported at the nine month stage.

	----- Capital Expenditure Housing Revenue Account -----						
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000	£000
Housing Revenue Account	39,206	34,135	49,830	48,693	51,485	44,375	40,347

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 2013/14 are:

	Ratio of Financing Costs to Net Revenue Stream						
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	%	%	%	%	%	%	%
General Services	11.60	12.11	12.56	12.42	12.29	N/A	N/A
HRA	36.01	37.30	39.61	41.51	43.05	44.49	45.16

Note: Figures for 2016/17 onwards are indicative as neither the Council or HRA has set a budget for these years. The figures for General Services are based on the budget framework to the end of the current coalition Council and so figures for 2018/19 and 2019/20 have been excluded.

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 2014 are:

----- Capital Financing Requirement -----

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£m	£m	£m	£m	£m	£m	£m
General Services	1,359	1,306	1,326	1,305	1,257	1,179	1,103
HRA	369	372	390	400	409	414	418

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						
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£m	£m	£m	£m	£m	£m	£m
Gross Debt	1,618	1,590	1,567	1,555	1,515	1,443	1,371
Capital Financing requirements	1,728	1,678	1,717	1,705	1,665	1,593	1,521
(Over) / under limit by:	110	88	150	150	150	150	150

The Council's Capital Financing Requirement (CFR) is projected to reduce by £50m during 2014/15 as repayments for previous capital advances are higher than the new prudential borrowing undertaken during 2014/15. At 31/03/14, the authority was under borrowed by £110.147m. Current projections suggest that the authority will be under borrowed by approximately £88m at 31/03/15, although this may vary in light of actual capital expenditure and market conditions. This movement is a result of the reduction in CFR, partially offset by maturing external debt.

As demonstrated above, 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.

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 five 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				
	2015/16	2016/17	2017/18	2018/19	2019/20
	£m	£m	£m	£m	£m
Borrowing	1,580	1,637	1,636	1,607	1,542
Other long term liabilities	191	182	173	165	157
	1,771	1,818	1,809	1,772	1,699

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				
	2015/16	2016/17	2017/18	2018/19	2019/20
	Estimate	Estimate	Estimate	Estimate	Estimate
	£m	£m	£m	£m	£m
Borrowing	1,559	1,611	1,610	1,580	1,515
Other long term liabilities	191	182	173	165	157
	1,750	1,793	1,783	1,745	1,672

The Council's actual external debt at 31st March 2014 was £1,452.582m, comprising borrowing (including sums repayable within 12 months). Of this sum, £24.818m relates to borrowing carried out by the Council on behalf of the Police and Fire Joint Boards.

In taking its decisions on this budget report, the Council is asked to note that the estimate of capital expenditure determined for 2014/15 (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

2015/16	2016/17	2017/18	2018/19	2019/20
£	£	£	£	£
0.29	4.14	10.19	N/A	N/A

b) for average weekly housing rents

2015/16	2016/17	2017/18	2018/19	2019/20
£	£	£	£	
0.21	0.69	0.52	-0.05	0.52

In calculating the incremental impact of capital investment decisions on the band "D" Council Tax, investment decisions relating to National

Housing Trust Phases have been omitted. As agreed with the Scottish Government, the borrowing and associated interest costs related to this expenditure are directly rechargeable to developers at agreed periods in the future. As such, there is no cost to the Council in relation to this element of borrowing and therefore it has been omitted in calculating the incremental impact of capital investment decisions.

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 / House Rents;
- 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 / rents, and the Council could consider different options for its capital investment programme in relation to their differential impact on the Council Tax / rents.

Indicators included in Treasury Management Strategy

The Council's treasury management strategy and annual plan for 2015/16 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 2015/16, 2016/17, 2017/18, 2018/19 and 2019/20 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 2015/16, 2016/17, 2017/18, 2018/19 and 2019/20 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 3 of 12 February 2015)

REVENUE BUDGET 2015- 2016

CAPITAL INVESTMENT PROGRAMME 2015-2020

HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME 2015-
2016

CONSERVATIVE GROUP AMENDMENT

Council:

Considers there has been a failure by the current and previous Administrations to maximise efficiency and effectiveness of Council Services. Notes that this failure means increasing pressure on services that are facing further financial restrictions and that, without greater efficiencies, investment in technology and improved productivity the Council will be unable to sustain service levels and improve service performance in future years.

- 1) Regrets the rejection of the proposed Alternative Business Model Programme (ABM) in 2011/12 which would have delivered £40m of additional savings in comparison to the Public Sector Comparator and notes that this shortfall has now increased to at least £65m. Notes that the iPFM programme is projecting a shortfall of £4m in 2014/15 against planned savings and that, to date, this programme has delivered negligible savings against the estimated annual savings of £8m which were underpinned by contractual commitments within the partnership arrangements which were recommended to the Council.
- 2) Agrees that the Council must give absolute priority to ensuring that savings identified are both achievable and delivered. Notes the risks involved in the Administration's future savings plans and their poor track record of delivery to date with missed targets and under achievement of cost reductions in programmes including Priority Based Planning; Procurement; iPFM; Environment; and Customer Services.
- 3) Agrees that a comprehensive workforce strategy is essential in enabling the Council to manage and plan its required savings. Acknowledges the recent Audit Scotland assessment that the Administration has failed to develop a comprehensive workforce strategy and that this critical issue has been outstanding since 2007.
- 4) Agrees that, in the challenging circumstances facing the Council, the leadership of elected members and confidence of staff in decision-making and change management of Chief Officers will be critical. Notes the extremely disappointing

results of the Employee Survey 2014 with only 30% of staff agreeing that change is managed well and only 35% having confidence in senior management decision-making.

- 5) Notes that the failure by the current and previous Administrations to maximise efficiency and effectiveness of Council Services means increasing pressure on services with an estimated residual shortfall of £5.5m in Health and Social Care for 2015/16 and a risk that the Council may need to draw down from general reserves in order to balance the budget in 2014/15 and 2015/16.

Budget 2015/16

Considers that there has been a failure by the Administration to provide leadership in the development of a comprehensive transformation and change plan to address the financial challenges over the medium term and regrets that once again the Council is presented with a piecemeal one-year budget plan for 2015/16.

Council:

- 6) Rejects the proposals for allotment charges, garden waste and festive lights which were contained within the budget framework.
- 7) Amends the budget framework proposals to reduce the savings required in Additional Support for Learning and Family Mediation services by £295,000 and £35,000 respectively. Notes that, following more in-depth consideration, certain proposals (totalling £242,000) for reductions to grants and contract funding are no longer assessed to be achievable and instructs the Director of Children and Families to identify alternative savings to address the resulting shortfall.
- 8) Adjusts the budget framework proposal for the review of the taxicard proposal. Instructs the Acting Director of Services for Communities to identify alternative savings to address the resulting shortfall.
- 9) Rejects the Administration's proposals for a new shared repairs service and agrees to continue with the emergency repairs service currently in place. Instructs the Director of Corporate Governance to investigate new methods of providing information and advice to owners on legal and other mechanisms to achieve property repairs and to further investigate mechanisms to ensure residents pay for their own professional advice in relation to their properties. This with a view to reducing the unrecoverable burden on the general taxpayer over the coming years.
- 10) Rejects the Administration's proposals for above inflation parking charges which will have a damaging effect on city centre retail and commerce. Agrees to maintain permit and on-street parking fees at current levels.
- 11) Rejects the Administration's proposals to implement savings of £300,000 for 2015/16 through closure of around 10 public toilets and reduction in opening

hours of the remaining facilities. Instructs the Acting Director of Services for Communities to report on all alternative options to modernise and redesign services including outsourcing.

- 12) Amends the Administration's proposals for reduced opening hours in libraries to maintain a greater level of service than proposed by limiting the saving required from this service to £135,000.
- 13) Rejects the Administration's current proposed network of 20mph roads and agrees that there are other road safety measures which should be prioritised in the meantime such as fixing potholes and broken pavements which would improve safety for pedestrians, cyclists and public transport and other vehicle drivers.
- 14) Agrees that as the cost of Stair lighting falls through investment of spend to save resources in more energy efficient lighting the cost of this should be passed to owners providing equity between factored and non-factored properties and making a saving in the Council budget by relieving the general taxpayer of this burden benefiting the few.
- 15) Agrees to close the cooperative development unit.
- 16) Agrees to terminate the Council's membership of the Convention of Scottish Local Authorities.

Priority Areas

- 17) Approves £2.5m of additional revenue funding for effective and efficient repair of potholes to prolong the life of the repairs delivered (including reprioritisation of £0.5m of dividend income from Shawfair Land Ltd for preventative "right first time" repair of potholes). Further, approves £3.6m of additional capital investment in roads and pavements.
- 18) Approves £2m of additional revenue funding for effective and efficient repair of property to prolong the life of the repairs delivered. Further, approves £3.4m of additional capital investment in property.
- 19) Approves £5m of additional capital investment to address the implications of rising school rolls. Defers confirmation of funding for preliminary design fees for a new high school in Craigmillar with this position to be kept under review as requirements become clearer.
- 20) Acknowledges the Joint Director of Health and Social Care's assessment that there is a residual shortfall of £5.5m in funding for 2015/16. Approves a contribution of £2m towards addressing the financial pressures arising from growth in care at home to meet demographic and unscheduled care pressures. In light of the significant additional resources allocated to NHS Lothian on 9th February instructs the Chief Executive and Joint Director of Health and Social

Care to seek to secure additional resources from NHS and Scottish Government partners to fully address the financial pressures arising from growth in care at home. Further instructs the Chief Executive and Joint Director of Health and Social Care to develop a balanced and Integrated Joint budget for 2015/16 in partnership with NHS Lothian with agreed proposals to significantly shift the balance of care (and associated financial resources) from acute care to primary, community and social care this in advance of the full integrated joint service in 2016/17.

- 21) Approve additional funding of £1.5m in 2015/16 to support community policing through a strengthened Service Level Agreement with Police Scotland.
- 22) Approves additional expenditure of £25,000 for compacting bins to improve street cleanliness and achieve greater efficiency in refuse collection. Further approves one-off revenue expenditure of £15,000 to instigate a gull de-nesting service.
- 23) Notes the Administration's pledge to commit 5% of the roads and transport budget to cycling has risen to 7% and recognises that the estimated backlog of £260m in road and footway works makes this commitment unaffordable and rejects the Administration's proposal to ring-fence further uplifts for cycling, these resources to be committed to roads and pavements repairs which will be prioritised to improve safety for all road and pavement users.

Risks and Reserves

Council:

- 24) notes the report by the Director of Corporate Governance setting out the significant risks associated with the Administration's budget proposals including:
 - assumptions on the delivery of major projects, savings proposals and internal improvement plans;
 - on-going risks including those associated with shared repairs and tram operations;
 - the adequacy of funding to deliver transformational change including reserves to meet staff severance costs;
 - assumptions on Financial Settlements and wider fiscal policy considerations;
 - emerging risks including the ability to deliver Health & Social Care services within the baseline level of available resources.
- 25) Accepts that, at a time of increasing risk, significant budget reductions and implementation of transformational change, the Council should increase reserves to reflect the greater volatility of its budget and agrees to allocate

£2.5m of dividend income from Shawfair Land Ltd to Unallocated General Fund reserves.

Budget 2016/17 – Development of a Sustainable Financial Strategy

Council:

- 26) 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 high quality services at the best possible price.
- 27) Notes that potential gross annual savings reported to date from BOLD and other service change initiatives are £49m by 2019/20. Notes that over the five-year period to 2019/20, the Council's overall estimated savings requirement is over £100m and that, on that basis, the BOLD proposals, would address, at best, half of this requirement.
- 28) Recognises that it is the quality of service that is important not whom it is delivered by and commits to considering all methods of service delivery to improve quality and reduce cost to the taxpayer thus maintaining and improving services in times of financial austerity.
- 29) Agrees to remove the self imposed political restrictions of the Administration with a view to creating a far more impactful change plan that will deliver greater channel shift and new and efficient partnership ways of working. This, coupled with a workforce plan that reduces staffing numbers and shifts staffing resource to the frontline, will aim to deliver £100m of savings over five years thus maintaining services and addressing the demographic pressures we face. This to avoid the only alternative of cuts in service to the public.
- 30) Council agrees to develop a comprehensive transformation and change plan to address the financial challenges over the medium term including:-
- Development and implementation of a comprehensive Workforce Strategy enabling the Council to plan and deliver the required savings and transformational change.
 - Prioritisation of the Commercial Excellence programme to market test Facilities Management, Roads and Environmental services to provide quality services at the best possible price, delivering significant savings from 2016/17.
 - Implementation of a budget development process with genuine prioritisation of available resources.

- Allocation of £2.9m from the ICT efficiency fund to meet Transformation Plan implementation costs
- Commitment of £2m from the Spend to Save Fund to meet upfront capital costs of an enhanced Channel Shift business case showing greater shift than BOLD's predicted 50% and aiming to achieve closer to the Cabinet Office aspirations of 80%

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

Conclusions

Council notes:

- The reports by the Director of Corporate Governance setting out the revenue and capital investment frameworks
- The report by the Acting Director of Services for Communities setting out the proposals for the Housing Revenue Account budget
- The report by the Director of Corporate Governance setting out the main potential equality and rights impacts of the proposals associated with the revenue budget framework

Council approves:

- The revenue budget set out in the reports, subject to the amendments set out in Annex 1 to this motion
- A band D Council Tax of £1,169 for 2015/16;
- The Council Tax and Rating resolution as set out in Annex 2 to this motion;
- The 2015/20 Capital Investment Programme as set out in the report by the Director of Corporate Governance, subject to the amendments set out in Annex 3 to this motion;

The recommendations contained in the report by the Acting Director of Services for Communities to increase rents by 2% in 2015/16 and the outline 5 year Housing Revenue Account Capital programme for 2015/20.

REVENUE BUDGET 2015/16
ANNEX 1 TO CONSERVATIVE GROUP AMENDMENT

	2015/16	£000
Expenditure to be Funded		
- Resource Allocation Totals	941,609	
- Add: Expenditure funded through Specific Grants	299	
		941,908
- General Revenue Funding and Non Domestic Rates	-712,287	
- Ring Fenced Funding	-299	
		-712,586
To be Funded by Council Tax		229,322
Council Tax at Band D		£ 1,169.00
Increase on Previous Year		£ -
- Percentage Increase		0.0%
<hr/>		
Funding Requirement		229,322
Council Tax Income		236,158
Funding Excess at Council Tax increase above as reported to Finance and Resources Committee September 2014		-6,836
Changes to budget framework assumptions		
Teachers' superannuation - employer contributions increase from September 2015	1,800	
Savings in loans charge expenditure	-1,800	
Lothian Buses - additional dividend	-2,000	
		-2,000
Service investment (see Appendix 1)		6,540
Additional savings (see Appendix 1)		-580
Amendments to Corporate Governance proposals (see Appendix 1)		0
Add / Less: amendments to draft revenue budget framework		
Service-wide reductions to grant and contract funding for third parties - reduced proposal (CF16)	330	
Reduce provision of festive lights and trees - withdraw proposal (CG7)	130	
Reform Parking Charges Structure - withdraw proposal (SfC 3)	750	
Increase allotment charges - withdraw proposal (SfC 4)	150	
Closure of some public conveniences outside the city centre - withdraw proposal (SfC 11); continue revenue funding to modernise public conveniences	600	
Reduce third sector / partner agency grants - reduced proposal (SfC 17)	400	
Review of Libraries Opening hours - reduced proposal (SfC 18)	115	
Review of garden waste collection - withdraw proposal (SfC 21)	100	
Review Taxi Card provision - reduced proposal (SfC 26)	300	
		2,875
Balance of Available Resources		-1

REVENUE BUDGET 2014/15
ANNEX 1 (APPENDIX) 1 TO CONSERVATIVE GROUP AMENDMENT

SERVICE INVESTMENT	£000
Preventative Roads Repairs and Maintenance	2,000
Emergency Repairs Service	500
Preventative Property Repairs and Maintenance	2,000
Health and Social Care - Joint Integrated Budget	2,000
Compacting Bins	25
Gulls de-nesting	15
	<hr/>
TOTAL SERVICE INVESTMENT	<u>6,540</u>
ADDITIONAL SAVINGS	£000
Neighbourhood Grants	-250
Cooperative Development Unit	-30
Services for Communities - Replacement Savings	-300
	<hr/>
TOTAL ADDITIONAL SAVINGS	<u>-580</u>
AMENDMENTS TO CORPORATE GOVERNANCE PROPOSALS	
Merchandising - modified proposal (CG 1)	75
Website advertising - withdrawn proposal (CG 2)	150
Replaced by:	
Re-align Risk Management service	-25
Additional income - Council Tax Fraud Team	-50
Customer Services - channel shift	-50
Additional workforce savings proposed	-100
	<hr/>
	<u>0</u>

**COUNCIL TAX / RATING RESOLUTION
ANNEX 2 TO CONSERVATIVE GROUP AMENDMENT**

To recommend that in respect of the year to 31st March, 2016:

1. GENERAL FUND

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

Council Tax - estimated expenditure from Council Tax of £236.158m 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 10 July 2015

Hearing of Appeals by the Rating Authority 18 September
2015

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.

**CAPITAL BUDGET 2015-2020
ADDITIONS TO REVISED PROGRAMME
ANNEX 3 TO CONSERVATIVE GROUP AMENDMENT**

	Total £000
Available Additional Resources for Distribution	
Additional capital resources	
Unallocated - available from 2019-20	9,000
Capital Fund	7,500
Additional funding from Scottish Government	5,819
Resources Available for Distribution	22,319

	2015-16	2016-17	2017-18	2018-19	2019-20	Total
	£000	£000	£000	£000	£000	£000
Additional Investment						
BOLD - ICT/channel shift infrastructure	1,000	-	-	-	-	1,000
Local Development Plan Investment	900	-	-	-	-	900
Rising School Rolls	5,000	-	-	-	-	5,000
Carriageways and Footways	3,000	-	618	-	-	3,618
Property	3,419	-	-	-	-	3,419
New high school for Craigmillar	-	-	(618)	-	-	(618)
Unallocated	-	-	-	-	9,000	9,000
	13,319	-	-	-	9,000	22,319

Appendix 3

(As referred to in Act of Council No 3 of 12 February 2015)

REVENUE BUDGET 2015- 2016

CAPITAL INVESTMENT PROGRAMME 2015-2020

HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME 2014- 2015

GREEN GROUP AMENDMENT

Introduction

1. The Green Group welcomes the Capital Coalition's reform of the budget process as a work in progress and we recognise the hard work of staff in increasing public engagement in the budget this year.
2. The Green Group acknowledges many of the priorities in the final Budget papers and supports those changes in the Capital Coalition budget motion which reflect public feedback and which mitigate pressures on budgets: including grants to voluntary sector partners and access to transport for disabled citizens. We also support investment in developing an energy services company and devolution of further budgets to neighbourhoods.
3. However, it is also the case the majority of proposals in the draft budget remain in place, with consequent risks to the scale and quality of services being provided.
4. In making that observation, the Green Group believes that local government funding is at an important crossroads in 2015. We welcome Edinburgh Labour's acknowledgement that local government funding is "broken" and we welcome the Scottish Government's setting up of a Commission on alternatives to Council Tax. The centralisation of business rates over a long period and the centrally-imposed freezing of council tax since 2008-09 have done a great disservice to local accountability and the proper funding of local services. The council tax is a poorly-designed, regressive tax and the freeze simply makes a bad tax worse: we urge the Council to make a detailed and imaginative submission to the Commission at the appropriate time, with a thorough appraisal of the merits of Land Value Tax as a replacement for business rates and council tax.
5. The budget context – of requiring to address a shortfall of over £22 million – is a product of that broken system of finance. The Green Group has shown that even the most modest application of powers which other European cities take for granted could yield additional income of £25.7 million next year, enough to address the budget gap and more.

Green themes

6. However, in the absence of these powers, the Green Group has sought to prioritise its budget plans according to three themes:
 - Investing in the future Edinburgh
 - Sharing the city's wealth
 - Strengthening local services

Investing in the Future Edinburgh

7. In 2015-16 the Council continues to preside over a massive gap between available resources and the outstanding cost of investing in our physical infrastructure. Over the last year it has become even more apparent that we collectively need to call time on years of under-funding of basic maintenance and improvement.
8. Our budget seeks to make inroads into that backlog by allocating resources for additional capital programmes and dealing with repairs plus additional funds from earmarked reserves to enhance the city's approach to energy supply and efficiency:
 - Over £5 million for school and other public building improvements.
 - £3 million from revenue budgets to fund higher levels of day to day maintenance in schools and other public buildings.
 - £3m million capital plus £2 million revenue to focus on footway repairs and to improve road conditions and junctions where there are particular risks for pedestrians and cyclists.
 - Levering in £4 million of Heritage Lottery funding by investing £860,000 in the transformation of Saughton Park.
 - £5 million for meeting the challenge of rising school rolls.
 - £1 million earmarked towards the total costs of reprovisioning Duncan Place Resource Centre, subject to a report in Spring 2015 outlining costs and funding options.
9. We note the ongoing discussions about the replacement of Meadowbank stadium and sports facility. We support the development of a centre commensurate with Edinburgh's capital city status but note that the funding shortfall and funding models are still in flux so look forward to that clarity to inform future capital programmes.

10. We welcome the Capital Coalition's intention to use the central energy efficiency fund to the tune of £150,000 for the development of an Energy Services Company (ESCo) and note that, even with that investment, £869,000 remains in the fund: we support further investment in an ESCo from that source if appropriate.

Sharing the City's Wealth

Edinburgh is a wealthy city, scarred by inequality, and, as the rising number of foodbanks shows, by acute poverty.

11. We welcome political consensus on the need to end the bedroom tax and note the funding arrangements now in place to mitigate the effect; however, we note that the arrangements do not cover the year 2013-14 when the bedroom tax was introduced and that, as a result, tenants have unavoidable rent arrears from that time. Therefore we authorise a one-off transfer of £500,000 to the Discretionary Housing Payments fund, with the aim of covering those outstanding arrears in full for council tenants; coupled with dialogue with RSLs as to how best to reflect their tenants' circumstances.
12. The Green Group has been a consistent supporter of Living Wage for a number of years now and welcome its application for council staff and a new pilot to apply it through procurement, as proposed in our budget motion of February 2014. We note that Living Wage is uprated each November and see no reason why our lowest-paid staff should have to wait until the following April to benefit; hence our budget motion seeks to accelerate 2016's Living Wage payment to 1 January 2016.
13. We welcome the recommendation to peg council house rent rises at inflation-only but note that the 2% rent rise is still above the 1.2% CPI rate used to uprate benefits in 2015-16. At the same time, we cannot see the case for the recommended 6% rise in management overheads at a time when management costs generally across the council are under increased scrutiny. So we propose that rents and management costs are both pegged at 1.2% with savings in the one funding the other.
14. Finally, we recognise the increase in foodbanks as a sign of the compassion and commitment of many of Edinburgh's citizens towards fellow citizens who are struggling most. That is why we have allocated a modest sum towards a "Beyond Foodbanks" initiative, seeking to build on existing work which confers greater empowerment over food choices.

Strengthening Local Services

The Green Group welcomes many of the revisions made since the publication of the draft budget in September 2014. In particular, we welcome and have adopted in our own budget the reversal or reduction of changes to voluntary sector grants, allotments, public toilets and transport for disabled people.

15. However, we seek to further sustain frontline budgets in the following areas:
- Edinburgh Leisure to continue assisted access programmes for a full year and part-cover the reduced general grant
 - Community learning and development – at the same time as reviewing arrangements for delivering programmes and maintaining centres
 - Supported bus services – while also recognising the case for better understanding how best the subsidy is directed
 - Library hours in recognition of Edinburgh as UNESCO’s first city of literature.
 - Sporting pitches maintenance
16. We welcome the Coalition’s intention to re-distribute a further £100,000 for decision by each neighbourhood and seek to ensure that this is accompanied by a step change in the application of participatory budgeting in each neighbourhood: putting local people in the driving seat on which local priorities should be funded. To this end we have added funding in our budget for two one-year posts to champion participatory budgeting and drive implementation of the action plan.
17. However, we also recognise the case for people to see practical action at neighbourhood level on matters which affect day to day quality of life – dog-fouling and littered streets – and so seek to invest in eight additional environmental wardens, targeted on those localities where the problems are most acute and with the further aim of developing partnerships with community groups in tackling the problems.

Savings

18. Our savings and income package is detailed in annex 1 – and includes savings on consultants, marketing, Lord Provost costs, communications, waste costs and charges; and catering.
19. We reject in entirety any new cuts to organisations helping homeless people. However, we believe that there remains a case for challenging Police Scotland to deliver savings from its council grant, given widespread concern about the model of community policing adopted and the opportunities for the police to reprioritise community police work over widespread stop and search methods. We have allocated a £500,000 saving to the Police Scotland grant for 2015-16, echoing the draft proposal put forward in 2014-15.

Recommendations

Council notes:

The reports by the Director of Corporate Governance setting out the revenue and capital budget framework.

The report by the Director of Corporate Governance setting out the potential equality and rights risks associated with the revenue budget framework; and the report on carbon emissions impact assessment, with more refined assessment tools expected in future years.

The evolving relationship with the voluntary sector and the need for that relationship to be underpinned by a funding arrangement which is based on an in-depth understanding of the role the sector plays in the city's service landscape.

The development of business cases within the Bold and Organise to Deliver workstreams and the need for these business cases to be focused on improved service-user experience and empowering frontline staff.

Council approves:

The revenue budget set out in the reports, subject to the amendments set out in Annex 1 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 2015 to 2020 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 further report to be submitted to seek approval of revised charges for Council services, the outcomes of which are contained in Annex 1 to this amendment

The recommendations contained in the Housing Revenue Account report by the Acting Director of Services for Communities, subject to the amendment to increase rents by 1.2%, rather than 2%, and the outline 5 year HRA capital programme for 2015 to 2020.

**REVENUE BUDGET 2015/16
ANNEX 1 TO GREEN GROUP AMENDMENT**

	2015/16	
	£000	£000
Expenditure to be Funded		
- Resource Allocation Totals	941,609	
- Add: Expenditure funded through Specific Grants	<u>299</u>	
		941,908
- General Revenue Funding and Non Domestic Rates	-712,287	
- Ring Fenced Funding	<u>-299</u>	
		-712,586
To be Funded by Council Tax		<u>229,322</u>
Council Tax at Band D		£ 1,169.00
Increase on Previous Year		£ -
- Percentage Increase		0.0%
<hr/>		
Funding Requirement		229,322
Council Tax Income		<u>236,158</u>
Funding Excess at Council Tax increase above as reported to Finance and Resources Committee September 2014		-6,836
Changes to budget framework assumptions		
Teachers' superannuation - employer contributions increase from September 2015	1,800	
Savings in loans charge expenditure	-1,800	
Lothian Buses - additional dividend	<u>-2,000</u>	
		-2,000
Service investment		
Detail, if required, included in "Changes Sheet"	6,934	
		<u>6,934</u>
Add / Less: amendments to draft revenue budget framework		
Detail, if required, included in "Changes Sheet"		
Reduction or withdrawal of current proposals	4,152	
Increase in current proposals	-445	
New Savings proposals	<u>-1,805</u>	
		1,902
Amendments to Corporate Governance proposals		

Merchandising - modified proposal (CG 1)	75	
Website advertising - withdrawn proposal (CG 2)	150	
Replaced by:		
Re-align Risk Management service	-25	
Additional income - Council Tax Fraud Team	-50	
Customer Services - channel shift	-50	
Additional workforce savings proposed	-100	
		0
Balance of Available Resources		0

REVENUE BUDGET 2014/15
ANNEX 1 (APPENDIX 1) TO GREEN GROUP AMENDMENT

SERVICE INVESTMENT	£000
Road Repairs	2,000
Shared Repair Service	1,000
School and Other Building Repairs	3,000
Accelerate Living Wage new rate	75
Participatory budgeting champions: one year posts	80
Beyond foodbanks	79
Increase Discretionary Housing Payments	500
Additional Environmental Warden numbers	200
	<hr/>
TOTAL SERVICE INVESTMENT	<u>6,934</u>

PROPOSED AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK 2015/16

Withdraw Community Learning and Development service review	CF10	510
Reduce Service-wide reductions for grants and contract funding for third parties	CF16	614
Remove 2015-16 reduction in Edinburgh Leisure service payment	CG5	500
Refine festive lights and trees to focus on community schemes	CG7	50
Reduce City Car Club saving	SfC10	78
Withdraw closure of some public conveniences outside the city centre	SfC11	300
Remove efficiencies in sports pitch maintenance	SfC12	100
Reduce saving third party grants leaving only element for Police Scotland	SfC17	1,000
Withdraw review of library opening hours	SfC18	250
Withdraw review of approach to garden waste collection	SfC21	100
Reduce saving from review of taxi card funding	SfC26	300
Remove reduction in supported bus funding	SfC27	200
Withdraw increase allotment charges	SfC4	<u>150</u>
		4,152
Further savings from Members' Services	CG3	-25
Further reduction in Lord Provosts Costs	CG4	-100
Additional Savings from Marketing Edinburgh	ED7	-150
Additional trade waste income	SfC8	<u>-170</u>
		-445
TOTAL AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK		<u>3,707</u>

ADDITIONAL SAVINGS	£000
Additional Parking Charges - higher on-street parking charges, higher 2nd permit charges & higher emissions vehicle rises	-680
Staff Travel costs, decrease in unnecessary travel	-100
Landfill Tax reduction, diversion of higher volumes	-500
Estate temperature control	-100
Removal of Councillors' catering budget	-25
Review of Corporate Communications costs	-200
Reduction in Consultants' costs	-200
	-
TOTAL ADDITIONAL SAVINGS	1,805

**COUNCIL TAX / RATING RESOLUTION
ANNEX 2 TO GREEN GROUP AMENDMENT**

To recommend that in respect of the year to 31st March, 2016:

1. GENERAL FUND

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

Council Tax - estimated expenditure from Council Tax of £236.158m 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	10 July 2015 18 September 2015
Hearing of Appeals by the Rating Authority	

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.

**CAPITAL BUDGET 2015-2020
ADDITIONS TO REVISED PROGRAMME
ANNEX 3 TO GREEN GROUP AMENDMENT**

	Total £000
Available Additional Resources for Distribution	
Additional capital resources	
Unallocated - available from 2019-20	9,000
Capital Fund	10,000
Additional funding from Scottish Government	5,819
Resources Available for Distribution	24,819

	2015-16	2016-17	2017-18	2018-19	2019-20	Total
	£000	£000	£000	£000	£000	£000
Redistribution from Existing Projects						
City dressing programme	(50)	(167)	-	-	-	-217
Winter Festivals Lighting	(44)	-	-	-	-	-44
St Andrew Square public realm	(300)	-	-	-	-	-300
Charlotte Square Refurbishment	(960)	-	-	-	-	-960
Additional Investment						
ICT Infrastructure	1,000	-	-	-	-	1,000
Local Development Plan Investment	900	-	-	-	-	900
Rising School Rolls	5,000	-	-	-	-	5,000
Road Condition Safety and Footways	3,000	-	-	-	-	3,000
Schools and Public Buildings	5,580	-	-	-	-	5,580
Park Investment	860	-	-	-	-	860
Duncan Place	-	1,000	-	-	-	1,000
Unallocated	-	-	-	-	9,000	9,000
	14,986	833	-	-	9,000	24,819

Appendix 4

(As referred to in Act of Council No 3 of 12 February 2015)

REVENUE BUDGET 2015- 2016

CAPITAL INVESTMENT PROGRAMME 2015-2020

HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME 2015-2016

LIBERAL DEMOCRAT GROUP AMENDMENT

1. Context

Council notes the balanced budget position presented for 2015/16 but regrets the Labour/SNP administration's past decisions which have exacerbated the current financial difficulties. The Labour/SNP administration inherited a stable financial situation with increased reserves and balanced budget but have not maintained this. There have been missed opportunities to secure financial stability by avoiding tough decisions on ABM Environmental Services, which projected to deliver £27m of savings over seven years. The level of savings foregone could have managed current pressures and led to service improvements.

Not making tough decisions has left the Council in a compromised financial position and made it increasingly difficult to support the most vulnerable and in need.

2. Budget process

Consultation

Council welcomes the improvements to the budget consultation process, in particular the online Budget Planner and the three month timeframe to enable residents to express their views, enabling residents to gain an insight into the challenges the Council is facing and the range and complexity of the service provision. Council would encourage a more participative approach to budget setting for future years.

Financial planning

Council regrets the short term approach taken in setting the budget for 2015/16, with savings targeting vulnerable groups and not taking a more radical approach through the BOLD programme.

Council welcomes the improved transparency around procurement and instructs a similar level of scrutiny in tracking progress within the BOLD projects, given the importance of the level of savings towards the Council's overall financial strategy.

3. Budget proposals

Maximising resources for frontline services and the city's priorities

In considering the Labour/SNP administration's budget proposals for 2015/16, Council acknowledges the substantial saving plans due to be delivered through the BOLD programme, however regrets that they are not more ambitious or realistic.

Council rejects the Labour/SNP administration blanket policy of no compulsory redundancies in a city with low unemployment, as this imposes restrictions on the flexibility and extent of the BOLD proposals. This policy does not promote the best use of resources, having the right staff in the right jobs and breeds inefficiency. The principles of BOLD include transformational change which cannot be achieved without significant workforce changes; there is a danger of designing the structure around the past rather than a future vision.

Council views a significant number of the Labour/SNP administration's budget savings proposals to be out of alignment with Council's priorities, adversely affecting frontline services and vulnerable groups. Council rejects in whole or in part several savings proposals and plans to utilise the headroom to continue supporting those services and groups most in need.

Council furthermore again regrets the Labour/SNP administration's decision not to close Castlebrae High School and the consequent reduction in investment available for schools, care services and roads and pavements, as well as poorer likely outcomes for the pupils directly affected.

Council regrets the Labour/SNP administration's decision not to progress with the ABM proposals and the subsequent failure to achieve the promised service and savings targets from the In-house Environmental Services model.

Additional targeted and sustainable investment

Council welcomes the delivery of a number of capital projects, including the Water of Leith – phase 2 flood prevention works, the gym hall extensions at East Craigs and Cramond, along with additional investment in the roads and pavements, all of which align with Liberal Democrat priorities identified in previous budget proposals.

Future prospects

Council raises concerns over the continued commitment to balancing of the 2015/16 budget in a sustainable manner and recognises that there is still reliance on utilisation of reserves and one-off savings and therefore questions the sustainability of this approach.

Continued pressures in Service Areas, in particular those highlighted by Health and Social Care, emphasise the need to progress the BOLD savings initiatives with more ambition and continue to focus on more radical approaches to service delivery.

4. Recommendations

Council notes:

- The reports by the Director of Corporate Governance setting out the revenue and capital budget framework;
- The report by the Director of Corporate Governance setting out the potential equality and rights risks and estimated carbon impacts associated with the revenue budget framework;
- The Risks and Reserves report by the Director of Corporate Governance setting out the planned use of reserves and the current and emerging risks facing the revenue and capital budget framework;
- The report by the Acting Director of Services for Communities setting out the Housing Revenue Account budget;

Council approves:

- The revenue budget set out in the reports, subject to the amendments outlined in Appendix 1 to this motion;
- 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;
- The 2015/16 to 2019/20 capital budget as set out in the report by the Director of Corporate Governance, subject to the amendment set out in Annex 2 to this motion;
- A band D Council Tax of £1,169;
- The Council Tax and Rating resolution as set out in Annex 3 to this motion;
- The recommendations contained in the report by the Director of Services for Communities to increase rents by 2% and approve the outline five-year HRA capital programme for 2015/20.

REVENUE BUDGET 2015/16
APPENDIX 1 TO LIBERAL DEMOCRAT GROUP AMENDMENT

	2015/16	£000
Expenditure to be Funded		
- Resource Allocation Totals	941,609	
- Add: Expenditure funded through Specific Grants	<u>299</u>	
		941,908
- General Revenue Funding and Non Domestic Rates	(712,287)	
- Ring Fenced Funding	<u>(299)</u>	
		(712,586)
To be Funded by Council Tax		<u>229,322</u>
Council Tax at Band D		£ 1,169.00
Increase on Previous Year		£ -
- Percentage Increase		0.0%
<hr/>		
Funding Requirement		229,322
Council Tax Income		236,158
Funding Excess at Council Tax increase above as reported to Finance and Resources Committee September 2014		(6,836)
Changes to budget framework assumptions		
Teachers' superannuation - employer contributions increase from September 2015	1,800	
Savings in loans charge expenditure	(1,800)	
Lothian Buses - additional dividend	<u>(2,000)</u>	
		(2,000)
Service Investment (see appendix 1)		2,517
Add/Less: Amendments to Draft Revenue Budget Framework (see appendix 1)		6,819
Less: Additional Savings (see appendix 1)		(500)
Amendments to Corporate Governance proposals		
Merchandising - modified proposal (CG 1)	75	
Website advertising - withdrawn proposal (CG 2)	150	
Replaced by:		
Re-align Risk Management service	(25)	
Additional income - Council Tax Fraud Team	(50)	
Customer Services - channel shift	(50)	
Additional workforce savings proposed	<u>(100)</u>	
		0
Balance of Available Resources		<u><u>0</u></u>

REVENUE BUDGET 2015-16
ANNEX1 (APPENDIX 1) TO LIBERAL DEMOCRAT GROUP AMENDMENT

SERVICE INVESTMENT	£000
Shared Repairs Service (emergency service only)	500
Roads and Pavement repairs	<u>2,017</u>
TOTAL SERVICE INVESTMENT	2,517

PROPOSED AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK 2015/16	£000
Third Sector and partner agency grants (Proposal SFC17)	1,500
Review taxi card provision (Proposal SFC26)	800
Edinburgh Leisure (Proposal CG5)	500
Service-wide reductions to grant and contract funding for third parties (Proposal CF16) (reduce proposal to 1% on smaller groups)	500
Learning Disability Accommodation services – cost reductions (Proposal HSC21)	400
Addictions and blood borne virus (Proposal HSC11)	346
Review of Libraries opening hours (Proposal SFC18)	250
Night-time staffing element (Proposal HSC13)	235
Supported bus services (Proposal SFC27)	200
Family Solutions service efficiencies (Proposal CF2)	200
Reduced staffing ratios in day services for people with disabilities (Proposal HSC22)	200
Closure of some public conveniences outside the city centre (Proposal SFC11) (closures restricted to ensure that those in most remote areas are not affected)	200
Reduction in Third Party Payments (Proposal ED3)	167
Reduce use of City Car Club (Proposal SFC10)	160
Increase allotment charges (Proposal SFC4)	150
Increase in charges for Council care homes for older people (Proposal HSC3)	147
Reform parking charge structure (Proposal SFC3) (Restrict Permit pricing increase to 5%)	115
New approach to delivery of mediation service (Proposal SFC16)	113
Review approach to garden waste collection (Proposal SFC21)	100
Reduction in operational services for Community Services (Proposal CF13) (reduced to exclude Arts Awards and International Unit options)	94
Reduce Education Welfare Officer Posts (Proposal CF5)	69
Social Strategy - Grants (Proposal HSC17)	58
Review weekend services - disability (Proposal CF15)	50
Review day care services (Proposal CF20)	50

Members' Services Staffing Review (Proposal CG3) (reduce by 50%)	50	
Review Throughcare Service (Proposal CF18)	42	
Young People's offending services (Proposal CF11) (reduced to exclude staffing element)	40	
Increase charges for home care (Proposal HSC4) (reduce increase in charges by 50%)	40	
Grants reduction (10% over 3 years) (Proposal HSC16)	33	
Volunteer Support (Proposal HSC24)	10	
TOTAL AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK		6,819
ADDITIONAL SAVINGS	£000	
Contracting-out of festival postering and management of vacant sites on arterial routes	(350)	
Corporate Policy and Strategy Staff Savings	(150)	
TOTAL ADDITIONAL SAVINGS		(500)

CAPITAL BUDGET 2015-20
ADDITIONS TO PROGRAMME
ANNEX 2 TO LIBERAL DEMOCRAT GROUP AMENDMENT

	Total £000
Available Additional Resources for Distribution	
Additional capital resources	
Unallocated - available from 2019-20	9,000
Capital Fund	7,500
Additional funding from Scottish Government	5,819
Resources Available for Distribution	22,319

	2015-16	2016-17	2017-18	2018-19	2019-20	Total
	£000	£000	£000	£000	£000	£000
Additional Investment						
BOLD - ICT/channel shift investment	1,000	-	-	-	-	1,000
Local Development Plan investment	900	-	-	-	-	900
Rising school rolls	5,000	-	-	-	-	5,000
Carriageways and footways	3,000	-	-	-	-	3,000
Property (Asset Management Works)	3,419	-	-	-	-	3,419
Unallocated	-	-	-	-	9,000	9,000
	-	-	-	-	-	-
	13,319	-	-	-	9,000	22,319

**COUNCIL TAX / RATING RESOLUTION
ANNEX 3 TO LIBERAL DEMOCRAT GROUP AMENDMENT**

To recommend that in respect of the year to 31st March, 2016:

1. GENERAL FUND

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

Council Tax - estimated expenditure from Council Tax of £236.158m 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	10 July 2015
Hearing of Appeals by the Rating Authority	18 September 2015

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.

Item no 5.1

QUESTION NO 1

By Councillor Balfour for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 12 March 2015

Question (1) What consultants have been hired in the last 5 years?

Answer (1)

Question (2) What have each been employed to do?

Answer (2)

Question (3) What have each been paid?

Answer (3)

Question (4) Is there a measure of their success ie demonstrable evidence of successful outcomes?

Answer (4)

Item no 5.2

QUESTION NO 2

By Councillor Balfour for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 12 March 2015

Question (1) In the last 12 months how much has each Convener billed to the internal catering service for refreshments, tea/coffee, biscuits and other foods?

Answer (1)

Question (2) In the last 12 months how much has each Political party billed to the internal catering service for refreshments, tea/coffee, biscuits and other foods?

Answer (2)

Question (3) In the last 12 months how much has been billed to the internal catering service for refreshments, tea/coffee, biscuits and other foods for external meetings organised and attended by Councillors?

Answer (3)

Question (4) In the last 12 months how much has each Director, including the Chief Executive billed to the internal catering service for refreshments, tea/coffee, biscuits and other foods?

Answer (4)

Item no 5.3

QUESTION NO 3

By Councillor Mowat for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 12 March 2015

- Question** (1) How many agency staff are employed by the Council?
Please show by division
- Answer** (1)
- Question** (2) What is the cost of these staff to date?
- Answer** (2)
- Question** (3) How many are performing core functions?
- Answer** (3)
- Question** (4) How much greater is this cost to employing staff directly?
- Answer** (4)
- Question** (5) Please provide details of contract lengths?
- Answer** (5)



March 2015

School attainment



Top marks to our schools who have once again achieved really encouraging exam results.

A [report](#) at this week's Education, Children & Families Committee showed significant improvements since 2009 and, in many cases, our young people are now performing above the national average.

What makes these figures even more impressive is that they have been achieved against the backdrop of new exams coming on board. As a parent I know first hand what a challenge that has been and it's credit to the hard work of both staff and pupils that these results have been so good.

I'm also pleased to see that the attainment gap between schools in areas of deprivation and other parts of the city is closing. Tackling disadvantage is a key priority for us and I know that everyone is collectively committed to reducing this gap even further.

Dame Sue Bruce

Our chief executive, Dame Sue Bruce, advised me earlier this week that she is to retire from local government service on reaching her 60th birthday in October.

Sue has successfully tackled some key challenges during her time as Chief Executive and has achieved real progress for the Council. Of particular note was her leadership in resolving the tram dispute, paving the way for the completion of the project and successful launch of passenger services last May, and her decisive yet sensitive handling of the Mortonhall baby ashes investigation.

From the outset, she has worked tirelessly and well beyond the normal expectations of the role, particularly in relation to charity work and improving the job prospects of young people across Edinburgh, and I have no doubt that she will continue to play her part in public life.

Restoring stability to Lothian Buses

As majority shareholder in Lothian Buses, the Council is duty-bound to ensure that Lothian Buses can continue to build on its many successes.

Recent troubles at management level have been a concern but we are encouraged by the progress being made by Interim Chair Tony Depledge to restore stability. I am confident that the [changes](#) announced this week will help Lothian Buses make further strides towards better and more effective management.

Last week, we announced the [appointment of KPMG](#) to carry out a review into recent events at Lothian Buses, including the Council's involvement. We look forward to receiving their report in the coming weeks before it's considered by the Governance, Risk & Best Value Committee.

Towards a City Deal

Manchester was in the news recently having secured more spending powers, or 'Devo Manc', from Westminster. And closer to home Glasgow has successfully negotiated their own 'City Deal', unlocking millions of pounds of potential infrastructure investment.

So, I am pleased to report that we, in partnership with our five neighbouring local authorities, have signed up to pursue a deal for the Edinburgh City Region.

Our next step will be to seek UK and Scottish Government agreement on the development of a detailed proposition; one that we believe will ensure continued growth and reduction in inequality across one of Europe's most successful city region economies.

This is Edinburgh

I was delighted that the '[This is Edinburgh](#)' campaign won the award for Creative Marketing at the Edinburgh Chamber of Commerce Annual Awards earlier this week.

The campaign, a joint initiative between the Council, Marketing Edinburgh and Essential Edinburgh with the creative concept having been developed by Edinburgh based The Lane Agency, has played a key role in helping to drive footfall to our city centre and the award was in recognition of the significant impact this campaign has had – and continues to have.

The latest element of the campaign, [Edinburgh Fashion Week](#), launches this weekend in the shape of the marquee on the Mound, hosted by the city's leading retailers and independent stores, followed by a full programme of events and offers running throughout the week.

Hans Rissmann

Finally, I would like to take this opportunity to wish the outgoing Chief Executive of Edinburgh International Conference Centre, Hans Rissmann, all the very best for his retirement, which officially begins this month.

Hans hosted over 3,000 events, shook hands with the Queen, and most members of the Royal Family, and had champagne with Nelson Mandela during his 22 years at the helm of the EICC.

His will be a hard act to follow but, having met his replacement, Marshall Dallas, I have every confidence in the ongoing success of this world class venue.

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10.00a.m., Thursday, 12 March 2015

Pension Committee Appointments

Item number	7.1
Report number	
Executive/routine	
Wards	All

Executive summary

Council is asked to appoint two non-councillor members to the Pensions Committee as part of the implementation of governance changes required to accommodate the introduction of new arrangements for the Local Government Pension Scheme. The appointments are being made after having sought nominations from the members and employer bodies within the pension funds.

Links

Coalition pledges

Council outcomes

[CO26](#)

Single Outcome Agreement

Pension Committee Appointments

Recommendations

Council is asked to:

- 1.1 Approve the appointment of Darren May and John Anzani as members of the Pension Committee, being nominated from the employer and member groups respectively; and
- 1.2 Note that the new Pension Board will be established on 1 April 2015 with 5 trade union representatives and 5 employer representatives.

Background

- 2.1 The Pensions Committee is appointed under Section 57 of the Local Government (Scotland) Act 1973 to exercise all functions of the pension funds administered by the City of Edinburgh Council within the terms of the legislation.
- 2.2 The Pensions Committee is made up of 5 City of Edinburgh elected members and 2 external members offered to pension fund stakeholders, one employer representative and one member representative.
- 2.3 External members were introduced onto the Pensions Committee for the first time in November 2012 and will continue when the Local Government Pension Scheme Regulations change on 1 April 2015.

Main report

- 3.1 The nomination process to place members on to the Pensions Committee took place from 23 December 2014 to 14 February 2015. The two candidates that applied for the roles, one employer representative and one member representative, are the existing external members of the Pension Committee. These are:
 - Darren May, HR Manager, Scottish Water (employer representative).
 - John Anzani, Business Advisor, HR, Midlothian Council (member representative).
- 3.2 The Employer and Member Representatives will serve a maximum term of two consecutive years, whereupon they will either stand down or require to submit themselves as a candidate for a further election.
- 3.3 Further to the paper to Council on 5 February 2015 noting the new governance arrangements for the pension funds, the regulations have now been finalised. A Pension Board will be established on 1 April 2015 with 5 trade union

representatives and 5 employer representatives. A nomination and appointment procedure is currently in process to appoint these representatives and establish the Pension Board. The first formal meeting of the Pension Board will take place concurrently with the Pension Committee meeting in June.

Measures of success

- 4.1 The interests of pension funds are served by ensuring our governance arrangements remain open, transparent and continue to actively seek full participation from key stakeholder representatives.

Financial impact

- 5.1 There are no direct financial implications arising from this report.

Risk, policy, compliance and governance impact

- 6.1 The appointment of external members to the Pension Committee ensures continued effective governance of the pension funds.

Equalities impact

- 7.1 There are no adverse equalities impacts arising from this report.

Sustainability impact

- 8.1 There is no sustainability impact arising from this report.

Consultation and engagement

- 9.1 Approval by the City of Edinburgh Council will ensure the Lothian Pension Fund continues to engage and consult with partners and stakeholders.

Background reading / external references

Not applicable.

Alastair Maclean

Director of Corporate Governance

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Links

Coalition pledges

Council outcomes CO26 - The Council engages with stakeholders and works in partnerships to improve services and deliver agreed objectives.

Single Outcome

Agreement

Appendices

10.00am, Thursday, 12 March 2015

Appointment to the Board of the Village Pub Theatre

Item number	7.2
Report number	
Executive	
Wards	All

Executive summary

The purpose of this report is to ask Council to appoint a representative for the first time to the Board of the Village Pub Theatre, which is an evolving community-led theatre project based at The Village, South Fort Street, Leith.

Links

Coalition pledges	P43
Council outcomes	CO4, CO10, CO20, CO23
Single Outcome Agreement	SO2, SO3

Appointment to the Board of the Village Pub Theatre

Recommendations

- 1.1 It is recommended that the Council appoint one elected member for the first time to the Board of the Village Pub Theatre, subject to the usual due diligence checks.

Background

- 2.1 The [Village Pub Theatre](#) is a new writing theatre collective based in the Village Pub at 16 South Fort Street, Leith, Edinburgh.

Main report

- 3.1 The Village Pub Theatre works to increase community engagement and participation in theatre. For their regular events they stage new short works in the form of monthly rehearsed readings in an informal pub setting.
- 3.2 Founded in June 2012, the company consists of six Edinburgh-based playwrights with an artistic director and they are joined each month by a cast of actors. The company is also involved in developing full length scripts and presenting new writing in other venues and contexts such as at the Traverse and Lyceum Theatres.
- 3.3 The organisation is in the process of formally applying for charitable status through OSCR.

Measures of success

- 4.1 Appointment of an elected member to the Board of The Village Pub Theatre.

Financial impact

- 5.1 Not applicable.

Risk, policy, compliance and governance impact

- 6.1 The Culture and Sport Service will undertake due diligence checks.

Equalities impact

7.1 Not applicable.

Sustainability impact

8.1 Not applicable.

Consultation and engagement

9.1 Not applicable.

Background reading/external references

None.

Alastair D Maclean

Director of Corporate Governance

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Links

Coalition pledges	P43 Invest in healthy living and fitness advice for those most in need
Council outcomes	CO4 Our children and young people are physically and emotionally healthy CO10 Improved health and reduced inequalities CO20 – Culture, sport and major events – Edinburgh continues to be a leading cultural city where culture and sport play a central part in the lives and futures of citizens. 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	S02 – Edinburgh’s citizens experience improved health and wellbeing, with reduced inequalities in health. S03 Edinburgh’s children and young people enjoy their childhood and fulfil their potential
Appendices	None.

The City of Edinburgh Council

10am, Thursday, 12 March 2015

Edinburgh Prison Visiting Committee - Appointment

Item number	7.3
Report number	
Executive/routine	
Wards	All

Executive summary

Council is asked to approve the appointment of one additional member to the Edinburgh Prison Visiting Committee, and confirm the appointment of the remaining members until the replacement of visiting committees with a new prison monitoring system.

Links

Coalition pledges

Council outcomes [CO25](#)

Single Outcome Agreement

Edinburgh Prison Visiting Committee - Appointment

Recommendations

- 1.1 To agree the appointment of Mr Robyn Murray as a member of the Edinburgh Prison Visiting Committee until the Visiting Committee's replacement by a prison monitoring system and subject to the usual checks.
- 1.2. To continue the terms of office of the remaining Edinburgh appointed members of the Visiting Committee for a similar period.
- 1.3 To note that Edinburgh's appointments to the Visiting Committee will therefore comprise:-
 - Gregor McNie
 - Marie McQuillan
 - Robyn Murray
 - Mickey Piper
 - Fergus West

Main report

- 2.1 The Council has previously been advised of the Scottish Government's intention to transfer the responsibilities for voluntary Visiting Committees to a new prison monitoring service.
- 2.2 The initial timescale for the transfer was March 2013. Current indications are that this will now take place in late summer 2015, although there may also be a three-month handover to the new agency.
- 2.3 Four additional members were appointed to the Visiting Committee by the Council in May 2013, in the expectation that this would sustain the Committee until the formal transfer.
- 2.4 The Chair of the Visiting Committee recently received a number of resignations and indicated that should there be any more it might be unable to fulfil its statutory duties. Given the approaching transfer of responsibilities, and the lead-in time for compulsory training, it was agreed that public advertisement for new members would not be appropriate. Instead, soundings were made of neighbouring visiting committee members to establish whether they would be prepared to assist Edinburgh. One member of the Glenochil Visiting Committee, Robyn Murray, agreed to be considered for appointment.

- 2.5 Following assessment of this application by Council officials and the Chair of the Visiting Committee, the Council is recommended to agree Mr Murray's appointment for the remaining life of the Edinburgh Prison Visiting Committee, and to re-appoint the remaining Edinburgh members for the same period.
- 2.6 A second application was received at the same time from a member of the public. This application was similarly assessed, and it was felt that the candidate did not meet the necessary criteria. The transfer timetable required any appointee to be able to commence prison visiting duties immediately, without the need for supplementary training. The unsuccessful applicant did not meet this criteria, and has been advised to apply for membership of the new service.

Measures of success

- 3.1 The Edinburgh Prison Visiting Committee is able to continue its statutory activity, with two Visitors visiting every two weeks, until such time as these are transferred to a new prison monitoring system.

Financial impact

- 4.1 Prison Visiting Committee members are entitled to claim limited subsistence and travel costs from the Council.

Risk, policy, compliance and governance impact

- 5.1 The risk of not appointing the additional member is that the Council could fail to meet its statutory duties to form a Prison Visiting Committee in terms of the Prisons and Young Offenders Institutions (Scotland) Amendment Rules 2012.

Equalities impact

- 6.1 Not applicable.

Sustainability impact

- 7.1 Not applicable.

Consultation and engagement

- 8.1 Not applicable

Background reading / external references

[Report to June 2013 Council - Edinburgh Prison Visiting Committee - Appointment of Members](#)

[City of Edinburgh Council minute of 27 June 2013](#)

[Report to May 2012 Council - Edinburgh Prison Visiting Committee - Appointment of Members](#)

[City of Edinburgh Council minute 24 May 2012](#)

Alastair D Maclean

Director of Corporate Governance

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Links

Coalition pledges

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

Single Outcome Agreement

Appendices None

City of Edinburgh Council

10.00am, Thursday, 12 March 2015

Health and Social Care Integration Scheme: Final for Submission.

Item number	8.1
Report number	
Executive/routine	
Wards	All

Executive summary

The report presents the Final Integration Scheme between NHS Lothian and the City of Edinburgh Council in line with the requirements of the Public Bodies (Joint Working) (Scotland) Act 2014.

It outlines:

- The consultation process and responses;
- A summary of the changes to the Integration Scheme; and
- The Final Integration Scheme for submission to the Scottish Government.

Links

Coalition pledges	P12 and P43
Council outcomes	CO10, CO11, CO12, CO13, Co14, Co15
Single Outcome Agreement	SO2

Health and Social Care Integration Scheme: Final for Submission.

Recommendations

- 1.1 Note the responses to the consultation and the approach taken due to the timescale for submission.
- 1.2 Note the requirement to review the terms of reference and membership of some Council committees and other governance arrangements in light of the creation of the IJB and the Scottish Government expectations about its operational role.
- 1.3 Approve the Final Integration Scheme for submission to Scottish Government.
- 1.4 Agree that any minor changes required by Scottish Government following submission to secure approval will be delegated to the Council's Chief Executive in consultation with the Leader of the Council.

Background

- 2.1 The report presents the Final Integration Scheme between NHS Lothian and the City of Edinburgh Council in line with the requirements of the Public Bodies (Joint Working) (Scotland) Act. It outlines the consultation process that has been undertaken and the approach to considering responses.

Main report

Public Bodies (Joint Working) (Scotland) Act.

- 3.1 The Public Bodies Act received Royal Assent at the start of April 2014. It requires that NHS Lothian and City of Edinburgh create a new Integration Authority for the area of Edinburgh with responsibility for delivering the national Health and Wellbeing Outcomes.
- 3.2 Policy and Strategy Committee approved the 'body corporate' model for the creation of the Integration Authority in Edinburgh in August 2014 as agreed with NHS Lothian. As a result the plan is for Edinburgh to have an Integration Joint Board (IJB).
- 3.3 The Integration Scheme is the document which sets out how the Integration Authority will be established. The Scottish Government requires:
 - a Draft Scheme to be prepared and agreed by NHS Lothian and City of Edinburgh Council;
 - the Draft Scheme to be consulted upon publicly;

- the Draft Scheme to be amended, as appropriate, from the consultation; and
- a Final Scheme be submitted to Scottish Government for approval by 31 March 2015.

Consultation Process

- 3.4 The Draft Integration Scheme was approved for consultation by Policy and Strategy Committee on 20 February 2015. The timescale for the consultation was five weeks. The short period was due to a delay to the planned consultation timetable triggered by a lack of clarity around the late release of Scottish Government guidance in December 2014.
- 3.5 The consultation process followed the Council's 'Consulting Edinburgh' framework and the Draft Scheme was made available to a very wide range of individuals and organisations. A list of those to be consulted was provided in Annex 4 of the Draft Scheme. (This was not exhaustive). A Consultation and Communications Plan was prepared in support of the work.
- 3.6 It has been a challenge to make the consultation meaningful for respondents, as many of the elements of the Draft Scheme are specified in legislation or regulations and therefore cannot be altered, irrespective of consultation comments.
- 3.7 A summary of the Integration Scheme was prepared which identified areas where it was within 'the control' of the Council and NHS Lothian to make local changes and also asked a number of questions related to other elements of integration which will be useful for those developing the IJB.
- 3.8 The Draft Integration Scheme was also submitted to Scottish Government for informal guidance on improving the content of the Scheme.
- 3.9 In order to maximise the time available for the consultation, the period between the close of the consultation and the deadlines for Council and NHS Board meetings was reduced to less than one week. This has necessitated a two stage approach to handling responses. Details of the consultation responses and process are provided below.

Consultation Responses

- 3.10 Responses to the consultation were accepted up to 1pm on 23 February.
- 3.11 There were 23 responses to the consultation. Eleven on behalf of organisations and twelve from individuals.
- 3.12 Due to the tight 'turn-around' time all submissions were reviewed on the basis of a 2 stage process. Stage 1 responses: matters material to the content, or submission of the Integration Scheme and Stage 2 responses: matters affecting other elements of integration.

- 3.13 Matters material to the content, or submission of the Integration Scheme (Stage 1 responses), have been collated and presented to the Integration Joint Chief Officers Oversight Group for review. This included legal input from the Council's external solicitors.
- 3.14 Stage 1 matters were reviewed by the Group and changes were accepted / rejected based on joint decision and legal advice. The Integration Scheme has been updated with the accepted changes. Appendix 1 contains a summary of the comments, the decision and the rationale.
- 3.15 Matters affecting other elements of integration (Stage 2 responses) will be collated and reviewed for the next Joint Chief Officers Oversight Group for action and response.
- 3.16 A combined response on Stage 1 and Stage 2 responses will be prepared and reported to Council within one cycle and published. This will also be shared with the Shadow Health and Social Care Partnership in its role as shadow Integration Joint Board.
- 3.17 The main themes emerging from the overall consultation were:
- The need for strong representation from a range of stakeholders on the IJB and Strategic Planning Groups and for a truly collaborative approach which the IJBs will need to consider, once established;
 - Support for the approach to use existing structures for clinical and care governance structures, but also concern that this may not deliver an integrated approach to governance. This section of the Scheme has been refined to respond to the consultation process;
 - Support for the delegation of additional functions, but some concerns about the impact on the relationship with functions that will not be delegated which the IJBs will need to manage, once established; e.g. criminal justice;
 - Difficulty in understanding a complex legal document and some complaints on the short length of the consultation which was driven by the national process.

Operational Oversight of the Integration Joint Board

- 3.18 The expectation of Scottish Government is that the Integration Joint Board will be fully responsible for the carrying out of functions that have been delegated to it. However as it cannot employ or contract staff, it requires to direct the Health Board and the Council to deliver services on its behalf. The Health Board and the Council will therefore always be responsible in law for the delivery of services. The effect of this is that the operational governance of integration functions will be a combination of the governance activities of the Integration Joint Board and the governance activities of the Health Board and the Council.

- 3.19 This means that governance responsibility lies across three organisations (the Health Board, the Council and the Integration Joint Board). In preparing the Scheme, cognisance has been made of this arrangement, whilst seeking to minimise duplication of governance functions. Therefore the principle followed in developing the Integration Scheme has been that existing governance structures will be amended to provide governance for the IJB and that the IJB will have the authority to develop additional governance committees if these are required.
- 3.20 The integration scheme sets out detailed measures on the governance of integration functions throughout the text. Over and above those measures, the parties will ensure that the IJB members are involved in overseeing the carrying out of integration functions through the following measures:
- The terms of reference and membership of the relevant committees of Lothian Health Board and the Council will be reviewed, and the IJB will be consulted as part of this process (and all future reviews); and
 - In order to develop a sustainable long term solution for the oversight of the integration functions by the IJBs, a working party will be convened, with membership from all four Lothian IJBs and the parties. This working party will develop recommendations for approval by each Lothian IJB.

Final Integration Scheme

- 3.21 The Final Integration Scheme has been prepared. This includes; resolution of all outstanding matters within the Draft Scheme; changes made following receipt of informal advice from Scottish Government; and all accepted changes arising from Stage 1 of the review of consultation responses.
- 3.22 The Council is requested to approve the Final Scheme for submission to Scottish Government.
- 3.23 NHS Lothian approved the Edinburgh Integration Scheme on 4 March 2015.
- 3.24 Providing the Council approves the Integration Scheme it will be submitted to Scottish Government before the 1st April 2015, the deadline set in the Regulations.
- 3.25 Scottish Government has advised that the process to approve the Integration Schemes will take 12 weeks. During this period Scottish Government will review the schemes and liaise with partnerships to obtain information or clarity. The Cabinet Secretary will sign-off the Integration Scheme at week 8 and then the Order will be laid in Parliament for 28 days. After this the IJB can be legally constituted.
- 3.26 There may be further changes required to the Integration Scheme as a result of the Scottish Government process. Any changes are likely to be minor because Scottish Government has been informally advising on the content of the draft Scheme. In order to facilitate this process, it is recommended that the Council

delegate authority for any minor changes to the Chief Executive in consultation with the Leader of the Council.

Measures of success

- 4.1 The Scottish Government has issued final National Outcomes for the delivery of integrated Health and Social Care as part of the final Regulations. These are as expected.
- 4.2 The Strategic (Commissioning) Plan work stream is tasked with planning for the delivery of these outcomes for the services in scope. The Programme Sub Group on Performance and Quality is tasked with establishing local outcomes for measuring the success of the new Integrated Joint Board (Shadow Health and Social Care Partnership) in relation to the national outcomes. A joint baseline has been developed and work is continuing on a joint framework for the future.
- 4.3 The approach to performance is set out in Section 5 of the Integration Scheme.

Financial impact

- 5.1 It is estimated that the Integration Joint Board will encompass a combined budget of around £590 million; c£200 million of Council funds, c£300million of NHS Lothian funds, and an early estimate of acute related 'set-aside' funds of c£90 million.
- 5.2 The resources for the functions in scope will be delegated to the IJB for governance, planning and resourcing purposes. The Strategic Plan will identify how the resources are to be spent to deliver on the national outcomes and how the balance of care will be shifted from institutional to community-based settings.
- 5.3 The arrangements for financing the Integration Authority are set out in Section 9 of the Integration Scheme.
- 5.4 The plan is to prepare an integrated budget to commence from 1 April 2016.

Risk, policy, compliance and governance impact

- 6.1 A detailed risk log is maintained for the integration programme and reported through the status reporting process to the Shadow Health and Social Care Partnership (the shadow IJB) and through the Council's CPO Major Projects reporting procedure.
- 6.2 Enterprise level risks for integration are also identified on Corporate Management Team, Health and Social Care and NHS Lothian risk registers.

6.3 The approach to risk management for the IJB is set out in Section 14 of the Integration Scheme.

Equalities impact

7.1 The integration of health and social care services aims to overcome some of the current 'disconnects' within and between existing health and social care services for adults, to improve pathways of care, and to improve outcomes.

7.2 Furthermore, the intention is to improve access to the most appropriate health treatments and care. This is in line with the human right to health.

7.3 A combined EqHRIA procedure between NHS Lothian and Health and social Care Services has been developed. This will be used for all EqHR impact assessments as required across the joint service once the Integrated Joint Board is fully established.

7.4 An impact assessment of all four Lothian Draft Schemes was completed on February 10th by representatives from NHS Lothian the four Local Authorities in Lothian. The impact assessment will be published on the NHS Lothian website. The main negative impacts identified from the EQIA were:

- The objective to reduce use of hospital-based services will increase the burden of care in the community. This may have a negative impact on carers and especially women who make up a higher proportion of informal carers in Lothian.
- The ambition to reduce inequalities is unlikely to be achieved by IJBs alone because of the wider determinants of ill health. Community Planning will have a much greater influence in reducing inequalities so the relationship between the CPP and the IJB will be important. This issue will be raised by NHS Lothian with the IJBs with the recommendation that IJB members ensure there is a robust and effective relationship between the IJB, its Strategic Planning Group and the Community Planning Partnership.

Sustainability impact

8.1 The proposals in this report will help achieve a sustainable Edinburgh because:

- joint health and social care resources will be used more effectively to meet and manage the demand for health and care services
- they will promote personal wellbeing of older people and other adults in needs of health and social care services; and
- they will promote social inclusion of and care for a range of vulnerable individuals.

Consultation and engagement

- 9.1 Consultation and engagement form a key work stream in the programme. A number of events have taken place and mechanisms are being established to ensure the Shadow Health and Social Care Partnership is engaging at all levels. This includes the recruitment of service users and carers as members of the Shadow Health and Social Care Partnership with the express purpose of bringing their own perspective to the discussions. A comprehensive engagement programme is also underway to engage with a range of staff and practitioners across health and social care services.
- 9.2 This report provides an update on the consultation on the Draft Integration Scheme, the approach taken with responses and the changes that will be made to the scheme as a result of responses received. A full report on the consultation will be provided to Council within one cycle.
- 9.3 Finally, the Strategic Commissioning Plan process will adopt a co-production approach to developments to ensure timely and productive engagement with key stakeholders. Work is well-advanced for the establishment of the shadow Strategic Planning Group.

Background reading/external references

Corporate Management Team – 18 February 2017, Health and Social Care Integration – General Update.

Finance and Resources Committee – 3 February 2015, Draft Integration Scheme for Consultation

Health, Social Care and Housing Committee - 27 January 2015, Draft Integration Scheme for Consultation

Corporate Policy and Strategy Committee – 20 January 2015, Draft Integration Scheme for Consultation

Finance and Resources Committee – 15 January 2015, Health and Social Care Integration - Update

Corporate Management Team – 7 January 2017, Health and Social Care Integration – General Update.

Finance and Resources Committee – 28 November 2014, Health and Social Care Integration - Update

Finance and Resources Committee – 30 October 2014, Health and Social Care Integration - Update

Finance and Resources Committee – 30 September 2014, Health and Social Care Integration - Update

Finance and Resources Committee – 28 August 2014, Health and Social Care Integration - Update

Corporate Policy and Strategy Committee- 5 August 2014, Health and Social Care Integration – Options Analysis of Integration Models.

Corporate Policy and Strategy Committee- 5 August 2014, Response to Draft Regulations relating to the Public Bodies (Joint Working) (Scotland) Act 2014.

Finance and Resources Committee – 30 July 2014, Health and Social Care Integration Update

Finance and Resources Committee 5 June 2014, Health and Social Care Integration Update

Corporate Policy and Strategy Committee- 13 May 2014, Health and Social Care Integration Update

Finance and Resources Committee - 7 May 2014, Health and Social Care Integration Update.

Corporate Management Team – 19 March 2014, Health and Social Care Integration – General Update.

Corporate Management Team – 5 February 2014, Health and Social Care Integration – General Update.

Corporate Management Team - 8 January 2014, Health and Social Care Integration, Progress on the Public Bodies (Joint Working) (Scotland) Bill.

See reports above for earlier reporting.

Sue Bruce

Chief Executive

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Links

Coalition pledges	Ensuring Edinburgh and its residents are well cared for.
Council outcomes	Health and Wellbeing are improved in Edinburgh and there is a high quality of care and protection for those who need it.
Single Outcome Agreement	Edinburgh’s citizens experience improved health and wellbeing, with reduced inequalities in health
Appendices	Appendix 1: Summary of Responses material to Integration Scheme Submission and action taken Appendix 2: Final Integration Scheme

Appendix 1

Responses to Edinburgh Draft Integration Scheme for Consultation (v2.7)

Please note:

This Appendix contains only those matters raised through Stage 1 of the analysis of responses, i.e. matters with a material effect on the content or submission of the Draft Scheme. All matters related to other aspects of the process towards integration will be collated separately. A full analysis of the responses and joint NHS Lothian and Council response will be prepared.

Total Responses received – 23: 11 Organisations and 12 Individuals. Matters material to Scheme received from 17: 11 Organisations and 6 individuals

There are regulations which set out in detail what must be covered within an Integration Scheme, and we have been advised by Scottish Government to avoid including matters additional to what is required under the regulations, wherever possible. The comments below include advice from our external solicitors. Matters relevant to IJB decisions will be forwarded to the shadow Health and Social Care Partnership prior to the IJB being established.

Matters material to Integration Scheme Submission.

Comments	Decision and Rationale
Aims and Vision	
<ul style="list-style-type: none">• expand the planning principles to include a stated commitment to fair treatment of staff and commitments to the protection and development of public services, adequately resourced and free at the point of need.• a need for more service user focused outcomes with a focus on social model of care and the Integration scheme needs to be underpinned by principles of human rights, independent living and citizenship.• Bullet Point c) Could it be reworded to ‘working collaboratively a shared vision will be embedded within staff teams via joint development and training, putting the needs of people we work with first’• Bullet point d) could something be added about efficiencies in terms of	<ul style="list-style-type: none">• We are not able to change the Integration Planning Principles as these are set down in statute.• It is not within the power of the Council to sign up to a commitment to ‘the protection and development of public services adequately resourced and free at the point of need’. Matters such as charging for certain services and the local government/NHS financial settlements constrain the Council and NHS Lothian.• Almost all of the remaining proposals have been incorporated into a revised version of Aims and Vision Section of the Scheme.

<p>coordination of care.</p> <ul style="list-style-type: none"> could this reference 'very best practice' in terms of delivering on consultation, partnership working and working with communities. Does IJB have an ambition to be an exemplar? 	
<p>Model to be implemented</p>	
<ul style="list-style-type: none"> There should be one IJB for NHS and all four Council areas. 	<ul style="list-style-type: none"> NHS Lothian Board and the four Councils in the Lothian area made decisions on their preferred model in 2014. The decision for Edinburgh was taken in public in August 2014 (Council Committee and NHSL Board meeting) following a detailed analysis of the options. It is not intended to revisit the decision at this stage.
<p>Local Operational Delivery</p>	
<ul style="list-style-type: none"> Should para 6.1.3 also include other stakeholder info? Should the performance core group have a collaborative approach with wider membership? Lothian Hospital Strategic plan. Should this say that this plan will be widely consulted upon? Working Group on Prof, Tech Admin services – Should this include wider membership? It would be helpful to clarify how performance information will be handled and where in the performance management system information of a confidential nature may be handled – e.g. CHP performance management group receiving prescribing information with caveats re commercially sensitive data. 	<ul style="list-style-type: none"> Many of the proposals have been incorporated into a revised version of Local Operational Delivery Section of the Scheme. As regards the Professional, Technical and Administrative services, it is clear that it is for the Council and NHS Board to determine the support arrangements to the IJB (as all relevant staff are employed by these two organisations). The point about confidential management information is noted, but does not require an amendment to the Scheme. It will be picked up in Standing Orders and other governance arrangements of the IJB which will be developed once the body is established.
<p>Delegation of Functions</p>	
<ul style="list-style-type: none"> An opportunity has been missed to delegate under 18s functions. Opportunity missed to delegate Criminal Justice functions and NHS prisons health care arrangements and the potential to move to 	<ul style="list-style-type: none"> The Council and NHS Lothian are proposing to enter into voluntary arrangements (outwith the framework set up by this Scheme) for the integrated management of Children's Services in Edinburgh. A number

<p>rehabilitation based approaches.</p>	<p>of reports have been issued to the Council Children’s and Families Committee outlining the proposed approach and a consultation has been undertaken recently.</p> <ul style="list-style-type: none"> • An internal paper was prepared considering the options for additional services within the Council to be delegated to the IJB. The recent changes to Criminal Justice governance and the extent of partnership working beyond health functions were deciding factors for retaining these within the Council at the moment. • NHS Lothian decided, during the consultation period, to delegate prison healthcare within HMP Edinburgh and HMP Addiewell to the Edinburgh IJB.
<p><i>Representativeness across different groups - IJB Membership</i></p>	
<ul style="list-style-type: none"> • The balance of NHS and Social Care professionals should be improved in the non-voting arrangements of the IJB – specifically OTs. Is clarification required on how the voice of OT and other Council therapy professionals are communicated? • More professional membership is required of such an important committee. • The arrangements for clinical engagement are medical and nursing dominated. ACF would seek assurance on mechanisms to engage ALL professional groups including other independent practitioners, dentists, community pharmacy, ophthalmologists • Third sector role is referred to only in passing. Whilst this is a reflection of SG/Act requirement for Scheme it is an opportunity to weave in much of the partnership working that everybody says they want to see into the formal document. • How will the public (in its widest sense) have a statutory right to influence the IJB. Are IJB meetings to be public or held in public? • Many concerns expressed that the presences of the Third Sector and service/carer reps in leadership positions on the IJB and in the Strategic Plan process is not strong enough.(Changeworks, ECIL, individuals). 	<ul style="list-style-type: none"> • The integration Scheme regulations specify what must be included within this section, and – as noted above – the Scottish Government have cautioned against including matters which are not strictly required under the regulations. • The IJB itself will have the power to broaden representation across professional groups within its membership and to establish additional professional governance mechanisms, once it is established. These comments will be shared with the IJB for future consideration. • A third sector representative, a service user and a carer representative are all required on the IJB as specified in the regulations. It will be up to the IJB to develop this representation; the regulations do not require the Scheme to provide further detail on this aspect.. The comments will be forwarded to the IJB for consideration in these matters. • The regulations state specifically that only (a) the councillors nominated by the local authority and (b) the individuals (normally non-executive directors of the Health Board) nominated by the Health Board will have voting rights – so there is no scope to depart from that approach. The Scottish Government have, however, indicated strongly in guidance that they expect the IJB to work on the basis of consensus and to rarely resort

	<p>to voting.</p> <ul style="list-style-type: none"> • The IJB will develop its own standing orders – and again, it would not be possible, from a legal point of view, for the Scheme to prescribe these. Given the approaches currently being taken within the Council and NHS Lothian, it is likely that IJB meetings will be held in public. The IJB will also develop an Engagement Strategy. The comments will be forwarded to the IJB for consideration in these matters. • Again, details of the composition of the Strategic Planning Group are cannot be included in the Integration Scheme, given that they are not part of the content required uer the regulations (see above). The comments will be forwarded to the IJB for consideration once the IJB has been established.
<p><i>Clinical and Care Governance – General</i></p> <ul style="list-style-type: none"> • it would be helpful to agree a principle re health and care governance that although there may be some duplication initially, that within an agreed timescale and plan, that this duplication will be reduced. • it may be worth being explicit that there should be no duplication and that is an existing group /structure is retained there must be a clear rationale for doing so – to avoid the assumption that everything is ‘business as usual’ • Existing Committees – assumed includes NHS Lothian Pharmacy Senior management Team, Area Drug and Therapeutic Committee(ADTC) and sub committees and the Lothian Area Pharmaceutical Committee (LAPC). • correct the info on professional registration for OTs. (This is now amended in V1 of Final Scheme) • Clinical and social care governance should work together rather than be separate. • Strong professional leadership is vital to support uni-professional and multi-professional working. 	<ul style="list-style-type: none"> • The issue of duplication is recognised as a real concern in these new arrangements. The IJB can rely on existing mechanisms, and it may also establish additional or alternative mechanisms. Revisions have been made to the Integration Scheme to note this complexity, to make provision for the role of the IJB in existing governance arrangements, and to review existing arrangements in the Council and NHS Lothian in order to minimise bureaucracy. • All existing NHS Lothian and Council Committees that have a role in clinical and care governance are included within the existing arrangements. Officer/management groups may change depending on the management arrangements which flow from the IJB directions. • The reference to OT registration has been amended in the Scheme. • The IJB has the option to establish an integrated professional clinical and care governance group. This is referenced within the Scheme. It will be a decision for the IJB on whether and how this is taken forward. The comments will be forwarded to the IJB once established.

<ul style="list-style-type: none"> • There is a need for clarity regarding management and leadership responsibilities within teams is paramount and difference between the two clearly acknowledged. • The opportunity for an integrated professional group would be welcomed – The Integration Scheme could go further in defining this. • How will OT standards be overseen and how will OT views be communicated into the Strategic Plan. Unison proposes that a non-voting seat on the IJB be filled by a senior occupational therapist, and that the H&SC senior occupational therapy group be added to the list of senior professionals in 7.3.5. 	<ul style="list-style-type: none"> • The IJB will determine its own non-voting membership and arrangements for representation on the Strategic Planning Group. The comments will be forwarded to the IJB once established.
<p>Finance</p>	
<ul style="list-style-type: none"> • request that the paragraphs on set-aside are made explicit with respect to the expected apportionments changing over time as the balance of care shifts. • Section 10.4 of v2.7 process for addressing variance re prescribing budget. It is unlikely that any prescribing savings will be fortuitous as they are mostly driven by local Prescribing Action Plan. The wording of this section could effectively see the IJB retain all prescribing under spends as a consequence of local delivery to the detriment of other Lothian IJBs despite the overall prescribing budget being determined on a health board population basis. The current approach is a risk sharing one across all 4 CHPs. • there is a need to clarify language around Internal Audit and Financial Audit. 	<ul style="list-style-type: none"> • The Council and NHS Lothian cannot explicitly note that there will be a shift in the balance of care in the set-aside budgets as this will be a matter for consideration by the IJB once established. • The prescribing budget will be determined on a health board basis and will then be delegated to each IJB according to the agreed budget process. Under and overspends will be managed through the budget setting process and redetermination arrangements involving NHS Lothian, the Council and IJB as outlined in the Scheme. • The section on internal audit has been removed from the Scheme on the advice of the Scottish Government, on the basis that it is not strictly required under the regulations (see above). It will be for the IJB to establish the internal audit arrangements and this cannot be specified by the Council or NHS Lothian. This should aid clarity.

<p><i>Claims and Liability</i></p> <ul style="list-style-type: none"> • A separate paper was prepared on all the matters related to claim and liabilities and insurance cover. The major matter relates to ensuring the statements in the Scheme do not prejudice future choices for the Council for the management of additional risks and liabilities that arise from integration. 	<ul style="list-style-type: none"> • Amendments have been made to this section of the Integration Scheme
<p><i>Participation and Engagement</i></p> <ul style="list-style-type: none"> • importance of improving participation and engagement rather than relying on existing. • need to include lay people in participation • PPF are listed but these are now abolished. Need to make clearer how community participants will be consulted. • Is an enabling reference required in the Scheme for collaboration, consultation/involvement to underpin the very best practice in relation to how the IJB performs its functions? Participation should also extend to monitoring and evaluation arrangements /measures/KPIs. 	<ul style="list-style-type: none"> • Amendments have been made to this section of the Scheme and to the Annex to reflect all these comments.
<p><i>Dispute Resolution</i></p> <ul style="list-style-type: none"> • Disputes could arise within IJB, between IJB and main parties and also with neighbouring IJBs. The dispute process needs to recognise this and make provision form resolution. 	<ul style="list-style-type: none"> • The comment is accepted – but the regulations relating to the content of an integration scheme state that the Scheme must include a dispute resolution mechanism covering disputes between the Council and the Health Board; it is therefore not possible (see above) to extend the provisions so as to include disputes involving the IJB. There would be scope for the Council, the Health Board and the IJB to develop a protocol for dispute resolution, and this or another protocol might also cover disputes between neighbouring IJBs.

Material comments to Scheme received from

Organisations: 11

Area Clinical Forum

Changeworks

Council's Insurers and Insurance Manager

Cyrenians

Edinburgh Centre for Independent Living

Enable

EVOC

Marie Curie

Professional Advisory Committee

Shadow Health and Social Care Partnership

Unison

Individuals x6

**Final Integration Scheme
(Body Corporate)**

Edinburgh Integration Joint Board

26 February 2014

Final Version for submission to Scottish Government

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Preamble: Aims of the Scheme and Vision for the IJB

The vision of the Parties for the IJB is to work together for a caring, healthier, safer Edinburgh.

The work of the IJB will be guided by the integration delivery principles as stated in the Act, and will contribute to the achievement of agreed health and wellbeing outcomes.

The Parties' ambition for the IJB is as follows:

- (a) In Edinburgh, the successful integration of health and social care will mean that people experience improved health and wellbeing; and that inequalities, including health inequalities, are reduced.
- (b) Services will become more focused on outcomes for individuals and will always be planned with and around people and local communities, who will be active partners in the design, delivery and evaluation of these services.
- (c) The Parties will work collaboratively to embed the shared vision within staff teams, to develop, train and support staff from all organisations to work together to respond appropriately and to put the needs of people we work with first.
- (d) The Parties will deploy their shared resources in the most cost effective way to achieve better outcomes for people, to maximise the efficiencies from coordination of care and to allow public funds to go further to meet demand.
- (e) The IJB will work in partnership with each of the Parties and their staff, with third sector organisations, independent sector providers and most importantly people and communities themselves, using best practice approaches in engagement and involvement, to deliver improved and fully-integrated health and social care services for the people of Edinburgh.
- (f) The IJB will respect the principles of equality, human rights, and independent living, and will treat people fairly.

The provisions within this preamble are not intended to create legally binding obligations.

Integration Scheme

between

The City of Edinburgh Council, constituted under the Local Government etc (Scotland) Act 1994 and having its principal office at Waverley Court, 4 East Market Street, Edinburgh EH8 8BG (“**CEC**”);

and

Lothian Health Board, established under section 2(1) of the National Health Service (Scotland) Act 1978 (operating as “NHS Lothian”) and having its principal offices at Waverley Gate, Waverley Gate, 2-4 Waterloo Place, Edinburgh EH1 3EG (“**NHS Lothian**”)

(together the “**Parties**”, and each a “**Party**”)

Background

- A. The Parties are required to comply with either subsection (3) or (4) of section 2 of the Act, and have elected to comply with subsection (3) such that the Parties must jointly prepare an integration scheme (as defined in section 1(3) of the Act) for the Edinburgh Area.
- B. In preparing this Scheme, the Parties (a) have had regard to the integration planning principles set out in section 4(1) of the Act and the national health and wellbeing outcomes prescribed by the Public Bodies (Joint Working)(National Health and Wellbeing Outcomes)(Scotland) Regulations 2014, (b) have complied with the provisions of section 6(2) of the Act and (c) have followed the guidance issued by the Scottish Ministers regarding the governance arrangements that are considered by Scottish Ministers to provide the requisite degree of integration; and in finalising this Scheme, the Parties have taken account of any views expressed by virtue of the consultation processes undertaken under section 6(2) of the Act.

The Parties agree as follows:

1. Definitions and Interpretation

- 1.1 The following definitions shall apply throughout this integration scheme and the preamble, except where the context otherwise requires:

“Act” means the Public Bodies (Joint Working) (Scotland) Act 2014;

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“Edinburgh Area” means the local authority area served by CEC;

“IJB” means the Integration Joint Board for the City of Edinburgh Council area, to be established by Order under section 9 of the Act;

“IJB Budget” means the total funding available to the IJB in the relevant financial year as a consequence of:

- a) the payment for delegated functions from NHS Lothian under Section 1(3) (e) of the Act;
- b) the payment for delegated functions from CEC under Section 1(3) (e) of the Act; and
- c) the amount “set aside” by NHS Lothian for use by the IJB for functions carried out in a hospital and provided for the areas of two or more local authorities under Section 1(3)(d) of the Act;

“Integration Joint Boards Order” means the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014;

“Integration Scheme Regulations” means the Public Bodies (Joint Working) (Integration Scheme) (Scotland) Regulations 2014;

“Lothian IJBs” means the integration joint boards to which functions are delegated in pursuance of the integration schemes in respect of the local authority areas served by CEC, East Lothian Council, Midlothian Council and West Lothian Council respectively;

“Neighbouring IJBs” means the Lothian IJBs excluding the IJB;

“Operational Budget” means the amount of the payment made from the IJB to a Party in order to carry out delegated functions;

“Outcomes” means the health and wellbeing outcomes prescribed by the Scottish Ministers in Regulations under section 5(1) of the Act;

“Relevant Date” means the date on which the IJB is established by order under section 9 of the Act;

“Scheme” means this integration scheme;

“Standing Orders” means the standing orders for the regulation of the procedure and business of the IJB prepared in accordance with the Integration Joint Boards Order;

“Strategic Plan” means the plan which an integration joint board is required to prepare, in accordance with section 29 of the Act, in relation to the functions delegated to that integration joint board in pursuance of an integration scheme in respect of the relevant local authority area; and, except in its application to a strategic plan prepared or under preparation by one of the Neighbouring IJBs, means the strategic plan which the IJB is required to prepare in respect of the Edinburgh Area;

1.2 Words and expressions defined in the Act shall bear the same respective meanings in the Scheme, unless otherwise defined in the Scheme.

1.3 References to Sections are to the sections of this Scheme.

1.4 References to Annexes are to the annexes to this Scheme and references to Parts are to parts of the relevant Annex.

2. The Model to be Implemented

2.1 The integration model set out in section 1(4)(a) of the Act will apply in relation to the Edinburgh Area, namely the delegation of functions by each of the Parties to a body corporate (an “integration joint board”) that is to be established by Order under section 9 of the Act.

2.2 This Scheme comes into effect on the Relevant Date.

3. Local Governance Arrangements

3.1 Membership

3.1.1 The IJB shall have the following voting members:

- a. 5 councillors nominated by CEC
- b. 5 members nominated by NHS Lothian in compliance with articles 3(4) and 3(5) of the Integration Joint Boards Order.

3.1.2 The Parties may determine their own respective processes for deciding who to nominate as voting members of the IJB.

3.1.3 Non-voting members of the IJB will be appointed in accordance with regulation 3 of the Integration Joint Boards Order.

3.1.4 The term of office of members shall be as prescribed by regulation 7 of the Integration Joint Boards Order.

3.2 Chairperson and vice chairperson

3.2.1 The IJB shall have a chairperson and a vice-chairperson who will both be voting members of the IJB.

3.2.2 The term of office for the chairperson and the vice-chairperson will be two years.

3.2.3 The right to appoint the chairperson and vice-chairperson respectively shall alternate between each of the Parties on a two-year cycle, on the basis that during any period when the power to appoint the chairperson is vested in one Party, the other Party shall have power to appoint the vice-chairperson.

3.2.4 NHS Lothian shall appoint the chairperson, and CEC the vice-chairperson for the initial two year period from the Relevant Date.

3.2.5 The chairperson shall not have a casting vote.

3.2.6 Each Party may change its appointment as chairperson (or, as the case may be, vice chairperson) at any time; and it is entirely at the discretion of the Party which is making the appointment to decide who it shall appoint.

3.3 Disqualification, Resignation, Removal, Voting and other matters

The provisions of articles 8 to 19 (but excluding article 14) of the Integration Joint Boards Order shall apply in relation to the IJB.

4. Delegation of Functions

4.1 The functions that are to be delegated by NHS Lothian to the IJB (subject to the exceptions and restrictions specified or referred to in Parts 1A and 1B of Annex 1) are set out in Parts 1A and 1B of Annex 1. For indicative purposes only, the services currently provided by NHS Lothian in carrying out these functions are described in Part 2 of Annex 1.

4.2 The functions that are to be delegated by CEC to the IJB (subject to the restrictions and limitations specified or referred to in Part 1 of Annex 2) are set out in Part 1 of Annex 2. For

indicative purposes only, the services which are currently provided by CEC in carrying out these functions are described in Part 2 of Annex 2.

5. Local operational delivery arrangements

Operational Role of IJB

- 5.1.1 The IJB must direct the Parties to carry out each of the functions delegated to the IJB. A direction in relation to a given function may be given to one or other of the Parties, or to both Parties. The primary responsibility for delivering capacity (that is to say, activity and case mix) in respect of the services associated with the carrying out of a given function shall lie with the IJB, and shall be reflected in the directions issued from time to time by the IJB. Subject to the provisions of the Act and the Scheme, the Parties are required to follow those directions.
- 5.1.2 The IJB shall oversee delivery of the services associated with the functions delegated to it by the Parties. The Integration Joint Board is the only forum where health and social care functions for the Edinburgh Area are governed by members of both NHS Lothian and CEC. Accordingly NHS Lothian and CEC agree that the primary focus for performance management in respect of delivery of the delegated functions will be at the Integration Joint Board.
- 5.1.3 NHS Lothian and CEC will provide performance information so that the IJB can develop a comprehensive performance management system.
- 5.1.4 The IJB performance management reports will be available to both NHS Lothian and CEC for their use in their respective performance management systems. However it is expected that the voting members of the IJB will take responsibility for performance management at the IJB, and will provide an account of highlights and/or exceptional matters to meetings of NHS Lothian and CEC.
- 5.1.5 In the interests of efficient governance, the relevant committees of NHS Lothian and CEC will continue to discharge their existing remits for assurance and scrutiny of the carrying out of NHS Lothian and CEC functions, regarding matters such as internal control, quality and professional standards, and compliance with the law. The Integration Joint Board will not duplicate the role carried out by those committees other than in exceptional circumstances where the IJB considers that direct engagement by the IJB (or by a committee established by the IJB) is appropriate in order to secure the proper discharge by the IJB of its statutory responsibilities.

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- 5.1.6 Each of the Parties shall use reasonable endeavours to procure that in the event that one of its committees identifies an issue which is of direct and material relevance to the Integration Joint Board, the chair of that committee will advise the Chair of the Integration Joint Board and the Chief Officer of that matter and will co-operate with the IJB (liaising as appropriate with any relevant committee established by the IJB) in supplying such further information and evidence in respect of that matter as the IJB may reasonably request.
- 5.1.7 The Parties shall ensure that their respective standing orders, schemes of delegation and other governance documents are amended (if and in so far as required) to reflect the IJB's powers and remit, and its place as a common decision-making body within the framework for delivery of health and social care within the Edinburgh Area.
- 5.1.8 The voting members of the Integration Joint Board are councillors of CEC and non-executive directors (or other board members) of NHS Lothian. In their capacity as councillors and non-executive directors, they will be engaged in the governance of their respective constituent bodies, and it is likely that they will be members of one or more committees of those constituent bodies.
- 5.1.9 Given the overall vision as outlined in the preamble to the Scheme, it is the intention that the interests of NHS Lothian, CEC, and the Integration Joint Board should be integrated. In all matters associated with the work of the Integration Joint Board, the voting members of the Integration Joint Board will be expected by the Parties to play a crucial role in:
- (a) communicating, and having due regard to, the interests of NHS Lothian or (as the case may be) CEC, but on the understanding that, in carrying out their role as a member of the Integration Joint Board, their primary duties and responsibilities are those which attach to them in that capacity;
 - (b) communicating, and having due regard to, the interests of the Integration Joint Board whilst discharging their role as a councillor or (as the case may be) as a non-executive director, but on the understanding that, in carrying out their role as a councillor or non-executive director, their primary duties and responsibilities are those which attach to them in that capacity.
- 5.1.10 Without prejudice to the role of the voting members of the Integration Joint Board (as specified above) in relation to oversight of operational delivery of services in accordance with directions issued to either or both of the Parties by the Integration Joint Board, the Integration Joint Board will, through the Chief Officer, have an

appropriate role in the operational delivery of services by the Parties in the carrying out of integration functions. The Parties acknowledge that the Chief Officer's role in operational delivery will represent an important means by which closer integration of services, in accordance with the integration delivery principles specified in the Act, can be achieved. For the avoidance of doubt, the Chief Officer's role in operational delivery shall not displace

- (a) the responsibilities of each Party regarding compliance with directions issued by the Integration Joint Board; or
- (b) the principle that each Party's governance arrangements must allow that Party to manage risks relating to service delivery.

5.1.11 In addition to the measures specified above, the Parties will use all reasonable endeavours to ensure that the members of the IJB are fully involved in overseeing the carrying out of integration functions through the following measures:

- (a) The terms of reference, membership and reporting arrangements of the relevant committees of the Parties shall be reviewed shortly after the establishment of the IJB and periodically thereafter, with a view to reinforcing the principles of integration and reflecting the role of the IJB and its members; and the IJB will be consulted in the context of each of such reviews;
- (b) In order to develop an optimum solution for the oversight of integration functions by the members of the IJB, a working party will be convened, with membership drawn from all four Lothian IJBs and from the Parties; the working party will develop recommendations in this regard for approval by the IJB.

5.1.12 In addition to the specific commitments set out above and the obligations regarding provision of information attaching to the Parties under the Act, each of the Parties will use reasonable endeavours to provide the Integration Joint Board with any information which the Integration Joint Board may reasonably require from time to time to support its responsibilities regarding strategic planning, performance management, and public accountability.

Support for Strategic Planning

- 5.1.13 The Parties will provide the IJB with all information that it may reasonably require to prepare its Strategic Plan, including information that is pertinent specifically to localities.
- 5.1.14 The Parties will advise the IJB of any intention to change service provision where that change would have a significant impact on the Strategic Plan.
- 5.1.15 The Parties will support the IJB in ensuring that the consultation process associated with the preparation of each Strategic Plan for the Edinburgh Area includes other integration authorities likely to be affected by the Strategic Plan. The integration authorities that are most likely to be affected by the Strategic Plan for the Edinburgh Area are:
- (a) East Lothian integration joint board
 - (b) Midlothian integration joint board
 - (c) West Lothian integration joint board.
- 5.1.16 NHS Lothian will procure that reciprocal provisions to those set out in Sections 5.1, 5.2 and to 5.3 are contained in the integration schemes of the Neighbouring IJBs.
- 5.1.17 The Parties will provide appropriate support (through the measures specified in Section 5.1.18) with a view to ensuring that the IJB can:
- (a) effectively engage in all of the planning processes and support the Neighbouring IJBs in discharging their role, including contributing to the work of the Strategic Planning Groups for the Neighbouring IJBs as required;
 - (b) provide such information and analysis as Neighbouring IJBs reasonably require for the production of their Strategic Plans
 - (c) inform Neighbouring IJBs as to how the services, facilities and resources associated with the functions delegated to the IJB by the Parties are being or are intended to be used with respect to carrying out of those functions in line with these planning processes;

- (d) in a situation where Strategic Plans in one area are likely to have an impact on the plans in another area, ensure that these matters are raised with other relevant integration joint boards and resolved in an appropriate manner.
- (e) in a situation where Strategic Plans in another area are likely to have an impact on the Edinburgh Area, ensure that these matters are raised and any associated risks are mitigated for the benefit of service users.
- (a)

5.1.18 The measures referred to in Section 5.1.17 are as follows:

- (a) The Chief Officers for the Lothian IJBs sharing information and working collaboratively, taking reasonable steps to ensure that each of the Lothian IJBs is aware of emerging proposals intended to be described in any of the Strategic Plans which are under preparation by the Lothian IJBs;
- (b) Regular meetings between the Chief Officers for the Lothian IJBs and relevant managers of NHS Lothian to provide the Chief Officers with an opportunity to communicate any proposed changes likely to be required by their integration joint boards which will impact on service provision for the population served by another integration joint board and to allow NHS Lothian managers to make the Chief Officers of the Lothian IJBs aware of any new developments which could have a bearing on Strategic Plans.
- (c) Regular meetings between the Chief Officer of the IJB and relevant senior officers of CEC to provide the Chief Officer with an opportunity to communicate any proposed changes likely to be required by the IJB which may impact on service provision for other services delivered by CEC, and to allow CEC senior officers to make the Chief Officer aware of any developments which could have a bearing on the Strategic Plan.

5.1.19 In addition, a template will be introduced for the IJB, with the support of each of the Parties, to help to ensure that all major strategic matters are considered in light of the potential impact on Neighbouring IJBs, and on services provided by the Parties which are not delivered in the course of carrying out functions delegated to the IJB.

5.2 Lothian Hospitals Strategic Plan

- 5.2.1 NHS Lothian will develop a plan (the “**Lothian Hospitals Strategic Plan**”) to avoid destabilisation of hospital provision and to support the Lothian IJBs to achieve their purpose. The Lothian Hospitals Strategic Plan will encompass both functions delegated to the Lothian IJBs and functions that are not so delegated.
- 5.2.2 The Lothian Hospitals Strategic Plan will be developed in partnership with the Lothian IJBs where integration functions are delivered by NHS Lothian in a hospital. It will reflect the relevant provisions of the Strategic Plans prepared by the respective Lothian IJBs, as well as NHS Lothian plans for non delegated functions. The first Lothian Hospitals Strategic Plan will be published by 1 December 2015
- 5.2.3 The purpose of the Lothian Hospitals Strategic Plan is to ensure that planning for hospital functions and use of hospital facilities is:
- (a) responsive to and supports each Strategic Plan prepared by the Lothian IJBs for delegated functions; and
 - (b) supports the requirement of NHS Lothian to deliver hospital services required by the IJB and other hospital services that are not the responsibility of the Lothian IJBs (e.g. tertiary, trauma, surgical, planned and children’s services).
- 5.2.4 The Lothian Hospitals Strategic Plan will be a plan developed jointly by NHS Lothian and the Lothian IJBs. The elements of the Lothian Hospitals Strategic Plan addressing non delegated functions can only be agreed by the NHS Lothian Board after the four Lothian IJBs have been consulted and their views and requirements appropriately considered. Elements of the Lothian Hospitals Strategic Plan which cover functions delegated to the respective Lothian IJBs will be signed off by relevant Lothian IJBs in consultation with NHS Lothian and all Lothian IJBs.
- 5.2.5 The Lothian Hospitals Strategic Plan will be updated at least every three years; the process to update the plan (which will include appropriate consultation) will be led by NHS Lothian.

5.3 Professional, technical or administrative support services

- 5.3.1 In the short term, the Parties will continue to use the arrangements that have already been put in place to provide professional, technical and administrative support to

Community Health Partnerships, social care services and joint working more generally.

5.3.2 In order to develop a sustainable long term solution, a working party will be convened, with membership from NHS Lothian and the four local authorities which prepared integration schemes for the Lothian IJBs. This working party will develop recommendations for approval by NHS Lothian, the four local authorities, and the Lothian IJBs.

5.3.3 Key matters that the working party will address are:

- (a) understanding the needs of the Lothian IJBs (in relation to functions delegated to them), as well as the continuing needs of the Parties (for non-delegated functions);
- (b) defining what is meant by “professional, technical or administrative services”;
- (c) systems to appoint the Chief Officer and Chief Finance Officer, as well as addressing their requirements for support;
- (d) bringing all these elements together and devising a pragmatic and sustainable solution.

5.3.4 The working party will link in with any ongoing initiatives that are pertinent to its agenda, so that all relevant work is co-ordinated. Any changes will be taken forward through the existing systems in NHS Lothian and CEC for consultation and managing organisational change.

5.3.5 As soon as the proposals have been finalised by the working party and agreed by NHS Lothian and the four local authorities which prepared the integration schemes for the Lothian IJBs, a draft agreement will be prepared reflecting the agreed proposals. The draft agreement will be adjusted in line with discussions among the parties, and, as soon as the terms have been finalised, it is intended that the agreement will then be formally executed by NHS Lothian, the four local authorities, and the Lothian IJBs (including the IJB).

5.4 Performance targets, improvement measures and reporting arrangements

5.4.1 All national and local outcomes, improvement measures and performance targets which are connected exclusively with the functions delegated by the Parties to the IJB

under the Scheme will become the responsibility of the IJB to deliver; and the IJB will also be responsible for providing all such information regarding integration functions which is required by either of the Parties to enable each of them to fulfil its obligations regarding reporting arrangements in respect of those functions.

- 5.4.2 Where particular national or local outcomes, measures or targets (and associated reporting arrangements) relate to services which are associated with both integration functions and functions which are not delegated by a Party to the IJB, the responsibility for the outcomes, measures or targets (and associated reporting arrangements) will be shared between the IJB and the Party or Parties which exercise those functions, and the IJB will be responsible for providing all such information regarding those integration functions as is required by the relevant Party to enable it to fulfil its obligations regarding reporting arrangements.
- 5.4.3 A set of shared principles will be developed and agreed between the Parties for targets and measurement based on existing best practice.
- 5.4.4 A core group of senior managers and relevant support staff from each Party will develop the performance framework for the IJB, taking account of relevant national guidance. In addition, a collaborative approach will be adopted with wider partners involved in the strategic planning group to develop a holistic approach to performance across the whole system. The framework will be underpinned by the Outcomes and will be developed to drive change and improve effectiveness. The framework will be informed by an assessment of current performance arrangements across the whole system and the development of a set of objectives which the framework will be intended to achieve.
- 5.4.5 A core set of indicators and measures will be identified by the Parties from publicly accountable and national indicators and targets which relate to services delivered in carrying out the functions delegated to the IJB.
- 5.4.6 An integration dataset ("**Integration Dataset**") will be created for the IJB. This will include information on the data gathering, reporting requirements and accountability for each of these measures and targets and including, in relation to each target, the extent to which responsibility is to transfer to the IJB. This work will be shared with and reviewed by the IJB and amended as appropriate following such review.
- 5.4.7 Indicators will be aligned with the priority areas identified in the joint strategic needs assessment and the Strategic Plan and will be refined as these documents are reviewed and refreshed. These priority areas will be aligned with all the indicators

within the Integration Dataset and will be linked to the Outcomes to demonstrate progress in delivering these.

5.4.8 The Parties have obligations to meet targets for functions which are not delegated to the IJB, but which are affected by the performance and funding of integration functions. Therefore, when preparing performance management information, the Parties agree that the effect on both integration and non-integration functions must be considered and details must be provided of any targets, measures and arrangements for the IJB to take into account when preparing the Strategic Plan. Where responsibility for performance measures and targets is shared, this will be set out clearly for agreement by the relevant Parties.

5.4.9 The Integration Dataset will include information on functions which are not delegated to the IJB. Either one of the Parties, or the IJB, will be able to reasonably require information of that nature to be included within the Integration Dataset.

5.4.10 The principles for an Integration Dataset will be prepared by the Parties by 1 April 2015 and this will be reviewed and developed into the Integration Dataset during the strategic planning process in 2015. A final Integration Dataset will be submitted for approval by the IJB and the Parties before 1 March 2016.

5.4.11 The Integration Dataset will be reviewed on at least an annual basis, through a process similar to that outlined above.

6. Clinical and Care Governance

6.1 Introduction

6.1.1 The Parties are to delegate certain of their respective clinical and care functions to the IJB in accordance with Section 4 of the Scheme. The Parties have had regard to their continuing duties regarding clinical and care governance as well as the integration planning principles (as set out in the Act) and the Outcomes when preparing the Scheme .

6.1.2 This section of the Scheme sets out the arrangements that will be put in place to allow the IJB to fulfil its role with professional advice and with appropriate clinical and care governance in place.

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- 6.1.3 The Parties have well established governance systems (including committees of NHS Lothian and Committees of CEC, to provide governance oversight in terms of clinical and care governance, as well as assurance for professional accountabilities. Those existing systems will continue following the establishment of the IJB and their scope will be extended so as to support the IJB in fulfilling its clinical and care governance responsibilities.
- 6.1.4 Continuous improvement and the quality of service delivery (and its impact on outcomes) will be addressed through the development of the IJB's performance management framework pursuant to Section 5 of the Scheme.
- 6.1.5 The arrangements for local operational oversight by the IJB as Specified in section 5 will also apply to clinical and care governance.
- 6.1.6 Within its existing governance framework, NHS Lothian has:
- (a) a healthcare governance committee, the remit of which is to provide assurance to the Board of NHS Lothian that the quality of all aspects of care in NHS Lothian is person-centred, safe, effective, equitable and maintained to a high standard and to provide assurance to the Board of NHS Lothian that NHS Lothian meets its responsibilities with respect to:-
 - i. NHS Lothian participation standards
 - ii. Volunteers/Carers
 - iii. information governance
 - iv. Protection of vulnerable people including children, adults, offenders
 - v. Relevant statutory equalities duties;
- and
- (b) a staff governance committee, the remit of which is to support and maintain a culture within NHS Lothian where the delivery of the highest possible standard of staff management is understood to be the responsibility of everyone working within NHS Lothian and is built upon partnership and collaboration. The staff governance committee must ensure that robust arrangements to implement the (NHS Scotland) Staff Governance Standard are in place and monitored.
- 6.1.7 The staff governance committee has the primary role on staff governance matters, but can and does refer matters of relevance to the healthcare governance committee.

- 6.1.8 The healthcare governance committee can request assurance from the staff governance committee on matters of direct relevance to its remit, e.g. quality of recruitment, learning and development, completion of mandatory training.
- 6.1.9 Within CEC, the Chief Social Work Officer has overall responsibility for the professional standards of CEC's social work and social care staff. The workforce is also regulated by the Scottish Social Services Council (SSSC), and all social work professional staff must by law be registered with the SSSC. This registration requirement will, in due course, extend to all social care staff employed by CEC and the voluntary and independent sectors. Allied health professionals are required to register with their relevant professional body.
- 6.1.10 The Chief Social Work Officer reports annually to CEC on the registration of the workforce and on training, including mandatory training and post-qualifying learning and development. The Chief Social Work Officer will provide a copy of this annual report to the IJB.
- 6.1.11 The Chief Social Work Officer also reports annually to CEC on standards achieved, governance arrangements and volume/quantity of statutory functions discharged. This report must comply with national guidance issued by the Scottish Government. The Chief Social Work officer will provide a copy of this annual report to the IJB.
- 6.1.12 For the avoidance of doubt, the rationale for using the relevant existing NHS Lothian and CEC committees (and associated arrangements) as a primary source of assurance for the IJB regarding clinical and care governance is that, following the establishment of the IJB, the Parties will have continuing governance responsibilities for both delegated and non-delegated functions and, against that background, the use of existing NHS Lothian and CEC committees avoids unnecessary bureaucracy. The IJB will be engaged through its membership on these committees and its relationship with the chairs of these committees. The IJB will be in a position to holistically consider the information and assurance received from the Parties in exercising its functions. If at any time the IJB is not satisfied with the information or assurance that it receives from the Parties, or with the effectiveness of the Parties' committees, it may address the issues of concern (a) by requesting a Party to take appropriate steps to revise its clinical and care governance systems, or (b) by revising its own clinical and care governance systems.

6.2 Professional advice

There is a risk that a Strategic Plan and/or a direction issued by the IJB could have a negative impact on clinical and care governance and/or on professional accountabilities. This section of the Scheme sets out the arrangements that will be put in place to avoid this.

- 6.2.1 NHS Lothian's Board has within its executive membership three clinical members (referred to below as "**Executive Clinical Directors**"): a Medical Director, a Nurse Director, and a Director of Public Health. Their roles include responsibility for the professional leadership and governance of the clinical workforce (medical, nursing, allied health professionals, healthcare scientists, psychology, pharmacy), as well as clinical governance within NHS Lothian generally. The creation of the IJB does not change their roles in respect of professional leadership, and they remain the lead and accountable professionals for their respective professions.
- 6.2.2 CEC has a Chief Social Work Officer who reports to the Chief Executive and councillors. The Chief Social Work Officer monitors service quality and professional standards in social care and social work, for staff employed in both adult and children's services, together with standards in relation to the protection of people at risk. The Chief Social Work Officer role also includes quality assurance of decision-making with regard to adult social care, mental health, criminal justice and children's services, in particular in relation to public protection and the deprivation of liberty.
- 6.2.3 The creation of an IJB does not change the Chief Social Work Officer's role in respect of professional leadership, and he or she will remain the lead and accountable professional for his or her profession.
- 6.2.4 The Chief Social Work Officer must be a non-voting member of the IJB
- 6.2.5 The IJB may elect to appoint one or both of the Medical Director and Nurse Director as additional non-voting members of the IJB.
- 6.2.6 The Integration Joint Boards Order requires NHS Lothian to fill the following non-voting membership positions on the IJB:
- (a) a registered medical practitioner whose name is included in the list of primary medical services performers prepared by the Health Board in accordance with Regulations made under Section 17P of the National Health Service (Scotland) Act 1978;

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- (b) a registered nurse who is employed by the Health Board or by a person or body with which the Health Board has entered into a general medical services contract; and
 - (c) a registered medical practitioner employed by the Health Board and not providing primary medical services.

- 6.2.7 NHS Lothian will consider the advice of the Executive Clinical Directors, and of any other relevant officer it deems fit, before making appointments to fill the membership positions referred to in Section 7.2.6. The appointees will be professionally accountable to the relevant Executive Clinical Director.

- 6.2.8 NHS Lothian will develop a role description for the appointments referred to in Section 7.2.6, to ensure that their role on the IJB with regard to professional leadership and accountability is clearly defined and understood.

- 6.2.9 The three health professional representatives referred to in Section 7.2.6 will each also be:
 - (a) a member of an integrated professional group (should it be established), and/or
 - (b) a member of an NHS Lothian Board committee, and/or
 - (c) a member of a consultative committee established by NHS Lothian.

- 6.2.10 If a new 'integrated professional group' is established, then the Chief Social Work Officer must also be a member.

- 6.2.11 The three health professional representatives set out in Section [7.2.6] and the Chief Social Work Officer will be expected by the Parties to play a lead role in:
 - (a) communicating and having regard to their duties to NHS Lothian or CEC as the case may be whilst discharging their role as a member of the IJB;
 - (b) communicating and having regard to the interests of the IJB whilst discharging their duties as professionals employed by NHS Lothian or (as the case may be) CEC.

- 6.2.12 The members will be expected to communicate regularly with the Executive Clinical Directors, and CEC's Chief Executive as and when appropriate.

- 6.2.13 The presence of these four members will ensure that the decisions of the IJB are informed by professional advice from within the membership of the IJB.
- 6.2.14 As noted in Section 7.1.10, the Chief Social Work Officer reports annually to CEC on the registration of the workforce and on training, including mandatory training and post-qualifying learning and development.
- 6.2.15 NHS Lothian includes a governance statement in its annual accounts, the content of which is informed by the annual reports of its governance committees (such as healthcare governance and staff governance) and certificates of assurance from its Executive Clinical Directors. The IJB may place reliance on these existing processes, and the Parties will provide any such reports from those processes as the IJB may require.
- 6.2.16 The Executive Clinical Directors shall be entitled to raise issues directly with the IJB in writing. The IJB shall be required to respond in writing when issues are raised in this way. The Chief Social Work Officer will be a non-voting member of the IJB, and can therefore raise any issues directly at the IJB.
- 6.2.17 The engagement of professionals throughout the process to develop and consult on the Strategic Plan, is intended to ensure that the IJB has all the required information to prepare a Strategic Plan which will not compromise professional standards.
- 6.2.18 In the unlikely event that the IJB issues a direction to NHS Lothian which is reasonably likely to compromise professional standards, then in the first instance the relevant Executive Clinical Director will write to the IJB.
- 6.2.19 If the issue is not resolved to his/her satisfaction, he/she must inform the Board of NHS Lothian before it takes action to implement the direction, and the following measures will apply:
- (a) the relevant Executive Clinical Director must ensure that appropriate advice is tendered to the Board of NHS Lothian on all matters relating to professional standards;
 - (b) the relevant Executive Clinical Director must set out in writing to the Board of NHS Lothian any objections he/she may have on a proposal that may compromise compliance with professional standards;

- (c) the Board of NHS Lothian will inform the IJB that it has received such objections, along with a statement of the views of the Board of NHS Lothian on those objections;
- (d) if the Board of NHS Lothian decides to proceed with a proposal despite those objections, then the relevant Executive Clinical Director must obtain written authority from the Board of NHS Lothian to act on the proposal. The Board of NHS Lothian must inform the Scottish Government Health & Social Care Directorate if a request for such a written authority is made. A copy of that authority must be sent to the appropriate regulatory body, e.g. General Medical Council;
- (e) once the relevant Executive Clinical Director has received that written authority, then he/she must comply with it;

6.2.20 Regardless of whether written authority has been given, the Executive Clinical Directors, in their capacity as members of the board of NHS Lothian, should always vote against a proposal that they cannot endorse as accountable officers. It is not sufficient to abstain from a decision.

6.2.21 The three professional clinical members on the IJB (two medical practitioners, one nurse) are non-voting members. They will be expected by the Executive Clinical Directors to raise any concerns in relation to matters which may compromise professional standards with the IJB.

6.2.22 If any of the three professional clinical members becomes aware of a matter arising from the conduct of IJB business which may compromise professional standards, he/she must immediately notify the Chief Officer of the IJB of his/her concerns, and if his/her concerns are not resolved by the Chief Officer to his/her satisfaction, must then raise the matter with the Chief Executive of NHS Lothian.

6.2.23 The Chief Social Work Officer will be a non-voting member of the IJB, and as such, will contribute to decision-making, and will provide relevant professional advice to influence service development.

6.2.24 In the event that the IJB issues an instruction to a Party which in the view of the Chief Social Work Officer compromises professional social work standards or the discharge of statutory functions, the Chief Social Work Officer must immediately notify the Chief Officer of the IJB of his/her concerns, and if his/her concerns are not resolved by the Chief Officer to his/her satisfaction, must then raise the matter with the Chief Executive of CEC.

6.3 Professionals Informing the IJB Strategic Plan

6.3.1 With regard to the development and approval of its Strategic Plan, the IJB is required by the Act to:

- (a) establish a strategic planning group (which will review the draft Strategic Plan). This strategic planning group must include a nominee from each Party in its membership, as well as representation from health professionals and social care professionals. The Parties will make recommendations to the IJB with regard to the representation from health professionals and social care professionals;
- (b) formally consult both Parties on its Strategic Plan, and take into account their views before it finalises the Strategic Plan.

6.3.2 There will be three opportunities within these arrangements for professional engagement in the planning process;

- (a) at the IJB
- (b) in the context of the work of the strategic planning group; and
- (c) as part of the consultation process with the Parties associated with the Strategic Plan.

6.3.3 The membership of the IJB will not be the only source of professional advice available to the IJB, In advance of the establishment of the IJB, the Parties agree that the chairs of all appropriate committees and groups will be informed that they are able to, and expected to, directly provide advice to the IJB. Those committees and groups may also advise an integrated professional group that provides advice to the IJB. Those committees and groups include, but are not limited to:

- (a) Area Clinical Forum
- (b) Local consultative committees that have been established under Section 9 of the National Health Service (Scotland) Act 1978.
- (c) Managed Clinical/ Care Networks

- (d) Edinburgh Public Protection Committees (adult and child protection, drug and alcohol, violence against women, offender management etc). The IJB will consult these committees on any plans that may impact on the protection of children or vulnerable adults or people who are assessed as posing a risk
- (e) any integrated professional group which may be established.

6.3.4 The shadow arrangements established within the Shadow Edinburgh Health and Social Care Partnership will be reviewed in light of the legislation and guidance, in order to determine whether any new professional committees need to be established.

6.3.5 The Parties will ensure that the draft Strategic Plan is sent to the following senior professionals in order to secure their input and advice:

- (a) NHS Lothian Medical Director
- (b) NHS Lothian Nurse Director
- (c) NHS Lothian Director of Public Health & Health Policy
- (d) NHS Lothian Allied Health Professions Director
- (e) Chief Social Work Officer.

6.3.6 The engagement of CEC professionals will not be limited to social work staff, but will extend to related professionals within social care, such as, but not exclusively, occupational therapists, home care and social care staff.

6.3.7 The approach to locality planning and delivery including the arrangements for clinical and social care governance will be developed through the strategic planning process in a collaborative manner and determined by the IJB.

6.4 External scrutiny of clinical and care functions

6.4.1 NHS Lothian seeks assurance for internal control/quality through its Healthcare Governance Committee, which includes reports by external bodies such as Healthcare Improvement Scotland.

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6.4.2 The Care Inspectorate (Social Care and Social Work Improvement Scotland) regulates, inspects and supports improvement of adult and children's social work and social care, and its reports feed into CEC's system of governance.

6.4.3 The IJB will consequently be informed of any relevant issues from external scrutiny, as a consequence of drawing from the systems already established by the Parties.

6.5 Service User and Carer Feedback

6.5.1 The Parties have a range of systems already in place to capture and respond to service users' experience, and these will continue to be used as the Parties implement the directions of the IJB.

6.5.2 As part of the wider strategic planning process, (particularly the joint strategic needs assessment process) and the performance management framework, existing work streams on (a) standards and quality improvement and (b) service user feedback will be used to inform how the IJB can address the integration delivery principles and deliver on the Outcomes.

7. Chief Officer

7.1 The Chief Officer will be appointed by the IJB; he/she will be employed by one of the Parties and will be seconded to the IJB. .

7.2 The Chief Officer will provide a strategic leadership role as principal advisor to and officer of the IJB and will also have an appropriate role in the operational delivery of services by the Parties in the carrying out of integration functions. The Chief Officer will lead the development and delivery of the Strategic Plan for the IJB and will be accountable to the IJB for the content of the directions issued to the Parties by the IJB and for monitoring compliance by the Parties with directions issued by the IJB. The Chief Officer's role in operational delivery will represent an important means by which closer integration of services, in accordance with the integration delivery principles specified in the Act, can be achieved.

7.3 The Chief Officer will be jointly managed by both Parties in respect of operational delivery and will report directly to the Chief Executive of NHS Lothian and the Chief Executive of CEC. There will be a joint process for regular performance reviews, support and supervision with both Chief Executives. Some delegated functions are to be operationally managed on a hosted basis within the area served by the Lothian IJBs. Annex 3 provides an illustrative view of how these may be operationally managed, including the relationship to the respective Chief Officers of the Lothian iJBs.

- 7.4 Annual objectives for the Chief Officer will be agreed and the process will involve the chairperson of the IJB agreeing objectives with the Chief Officer relevant to his/her role with the IJB as well as the Chief Executives of CEC and NHS Lothian. The Chief Officer's performance against those annual objectives will be monitored through an agreed performance management framework established by the Party which is his/her employer.
- 7.5 If an interim replacement for the Chief Officer of the IJB is required, in accordance with a request from the IJB to that effect (on the grounds that the Chief Officer is absent or otherwise unable to carry out his/her functions), the Chief Executives of CEC and NHS Lothian will initiate a joint selection process, identifying a list of potential replacements; and selection of a suitable candidate will be undertaken against a set of agreed criteria. The interim replacement will be employed by one of the Parties and will be seconded to the IJB on an interim basis.

8. Workforce

- 8.1 A human resources and organisational development working group established by the Parties has prepared a work plan for integrating the health and social care workforce in Edinburgh. This group includes NHS Lothian partnership representatives and trade union representatives from CEC. The work plan guiding the work of the group includes a number of work streams, two of which focus on the implementation of an integrated senior management model and an organisational development plan respectively.
- 8.2 The organisational development plan, agreed between the Parties, is currently being implemented. This is a comprehensive plan which covers staff communication, staff engagement, staff and team development, leadership development and the training needs for those staff members who will be responsible for managing integrated teams. In particular, it includes procurement of team and leadership development programmes.
- 8.3 A workforce plan will be developed for the IJB to support the implementation of the Strategic Plan. The workforce plan will take into account the workforce supply and demand challenges that will need to be addressed in order to be able to implement the Strategic Plan.
- 8.4 Both the organisational development plan and workforce plan will be finalised following completion of the first Strategic Plan and will be refreshed annually to ensure that they take account of the Strategic Plan and the development needs of staff engaged in the delivery of integrated functions.
- 8.5 The Lothian-wide work plan for 2014 / 2015 guiding the group referred to in Section 9.1 is already agreed by the Parties. It will be reviewed in April 2015 and annually thereafter.

9. Finance

9.1 Financial Governance

Appointment of a Chief Finance Officer

- 9.1.1 The IJB will make arrangements for the proper administration of its financial affairs. This will include the appointment of a Chief Finance Officer with this responsibility.
- 9.1.2 The IJB will have regard to the current CIPFA guidance on the role of the chief financial officer in local government when appointing to this finance role. A job description will be developed with due regard to Scottish Government guidance in terms of financial functions.
- 9.1.3 The Chief Finance Officer will be employed by CEC or NHS Lothian and seconded to the IJB.
- 9.1.4 In the event that the Chief Finance Officer position is vacant, the Chief Officer shall secure, through agreement with both the CEC Section 95 officer and the NHS Lothian Director of Finance, an appropriate interim dedicated resource to discharge the role.

Financial Management of the IJB

- 9.1.5 The IJB will determine its own internal financial governance arrangements; and the Chief Finance Officer will be responsive to the decisions of the IJB, and the principles of financial governance set out in this Scheme.

Principles of Financial Governance

- 9.1.6 The following principles of financial governance shall apply:
- (a) The Parties have agreed to establish the IJB as a “joint operation” as defined by IFRS 11;
 - (b) The Parties will work together in a spirit of openness and transparency.

Financial Governance

- 9.1.7 CEC and NHS Lothian agree to the establishment of an IJB Budget (as defined in Section 1 of the Scheme). The Chief Officer will manage the IJB Budget. .
- 9.1.8 The Parties are required to implement the directions of the IJB in carrying out a delegated function in line with the Strategic Plan, provided that the costs incurred by the relevant Party in implementing a direction shall be met in full by the IJB.
- 9.1.9 The Parties will apply their established systems of financial governance to the payments they receive from the IJB. The NHS Lothian Accountable Officer and the CEC Section 95 Officer have legally defined responsibilities and accountability for the financial governance of their respective bodies.
- 9.1.10 The Chief Officer in his/her operational role within NHS Lothian and CEC is responsible for the financial management of any Operational Budget, and is accountable for this to the NHS Lothian Chief Executive and CEC Section 95 officer.
- 9.1.11 The IJB will develop its own financial regulations. The Chief Finance Officer will periodically review these financial regulations and present any proposed changes to the IJB for its approval.
- 9.1.12 CEC will host the IJB financial accounts and will be responsible for recording the IJB financial transactions through its existing financial systems, including the ability to establish reserves.
- 9.1.13 The IJB's Chief Finance Officer will be responsible for preparing the IJB's accounts and ensuring compliance with statutory reporting requirements as a body under the relevant legislation.
- 9.1.14 The IJB's Chief Finance Officer will also be responsible for preparing a medium-term financial plan to be incorporated into the Strategic Plan. The IJB's Chief Finance Officer will also be responsible for preparing the annual financial statement that the IJB must publish under Section 39 of the Act, which sets out what the IJB intends to spend in implementation of the Strategic Plan.

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9.1.15 The Chief Finance Officer will be responsible for producing finance reports to the IJB, ensuring that those reports are comprehensive.

9.1.16 The Chief Finance Officer will liaise closely with the CEC Section 95 officer and the NHS Lothian Director of Finance and their teams in order to discharge all aspects of his/her role. Section 6 of the Scheme sets out the process the Parties will undertake to determine how professional, technical and administrative services (including, without limitation, finance support) will be provided to the IJB.

9.2 Payments to the IJB (made under Section 1(3) (e) of the Act)

9.2.1 The Parties will agree annually a schedule of payments (covering their respective calculated payments for the financial year in accordance with the Strategic Plan) to the IJB . This schedule of payments will be agreed within the first 30 working days of each new financial year.

9.2.2 It is expected that the net difference between payments into and out from the IJB will result in a balancing payment between CEC and NHS Lothian which reflects the effect of the directions of the IJB in accordance with the Strategic Plan.

Payments to the IJB

9.2.3 The Parties will apply their respective financial planning processes to arrive at a core baseline Operational Budget for each function delegated to the IJB; this will be used to calculate their respective payments to the IJB for the financial year in question.

Hosted Services

9.2.4 Some of the functions that will be delegated by NHS Lothian to all four Lothian IJBs are currently provided as part of a single Lothian-wide service, (referred to below as “**Hosted Services**”). As such there is not currently a separately identifiable budget for Hosted Services allocated to each local authority area.

9.2.5 In order to identify the core baseline budget for each of the Hosted Services in each local authority area, NHS Lothian will initially determine which of the following methodologies is the most appropriate in representing the distribution of the delivery of those services in each local authority area and their respective populations at a given point in time:

- (a) local activity and cost data for each service within each local authority area;
- (b) population distribution across the local authority areas;
- (c) patient level activity and cost data;
- (d) historically applied and recognised percentages.

9.2.6 CEC and the IJB will review the proposals from NHS Lothian referred to above, as part of a due diligence process, and the core baseline budget will be jointly agreed.

Due Diligence

9.2.7 The Parties will share information on the financial performance over the previous two financial years of the functions which will be delegated to the IJB (and the services associated with the carrying out of those functions). This will allow the Parties to undertake appropriate reviews to gain assurance that the services are currently being delivered sustainably within approved resources, and that the anticipated initial payments will be sufficient for the IJB to fund the carrying out of the functions delegated to it.

9.2.8 Where a Party reasonably believes in relation to a function which it is to delegate to the IJB, that there is potential for the actual expenditure to vary significantly from projections, it will identify that function, and will ensure that sufficient information is provided to the IJB so that it may build up its working knowledge of the issues, and focus on those functions within their systems for risk management and financial reporting..

9.2.9 This process of due diligence will be applied in future years, and this will be informed by, amongst other things, the intelligence within the financial performance reports covering all integration functions that the IJB will routinely receive.

Determining the schedules for the Initial Payments

9.2.10 The CEC Section 95 officer and the NHS Lothian Director of Finance are responsible for preparing the draft schedules for their respective constituent authorities setting out the initial payment to the IJB. The CEC Section 95 officer and the NHS Lothian

Director of Finance will consult with the Chief Officer (designate) and officers of both Parties as part of this process.

9.2.11 The CEC Section 95 officer and the NHS Lothian Director of Finance will each prepare a draft schedule outlining the detail and total value of the proposed payment from each Party, and the underlying methodology and assumptions behind that payment. These draft schedules will identify any amounts included in the payments that are subject to separate legislation or subject to restrictions stipulated by third party funders. The draft schedules will also contain the detail and total value of set aside resources for hospital services, made under Section 1(3) (d) of the Act.

9.2.12 The CEC Section 95 officer and the NHS Lothian Director of Finance will refer the draft schedules to the Chief Officer (designate) so that he/she has an opportunity to formally consider it. This draft schedule must be agreed by the Director of Finance of NHS Lothian, the CEC Section 95 Officer and the Chief Officer (designate). The CEC Section 95 officer and the NHS Lothian Director of Finance will thereafter present the final draft schedules to CEC and NHS Lothian for approval in line with their respective governance procedures.

Subsequent Section 1(3) (e) Payments to the IJB

9.2.13 The calculation of payments in each subsequent financial year will follow the same processes as are described above for the initial payment subject to the following:

- (a) the starting position will be the payments made to the IJB in the previous financial year;
- (b) the Parties will then review the payments, having due regard to any known factors that could affect core baseline budgets, available funding, their existing commitments, the results of their own financial planning processes, the previous year's budgetary performance for the functions delegated to the IJB, the IJB's performance report for the previous year, and the content of the Strategic Plan;
- (c) the Parties will also have due regard to the impact of any service re-design activities that have been a direct consequence of IJB directions;
- (d) the Parties will engage the IJB, Chief Officer, and Chief Financial Officer in the process of calculating payments for subsequent financial years through the following arrangements:

- (e) both Parties will provide indicative three year allocations to the IJB, subject to annual approval through their respective budget setting processes;
- (f) the Parties will ensure that the Chief Officer and Chief Finance Officer are actively engaged in their financial planning processes. The Chief Officer will be expected to feed into the respective planning processes of the Parties with any intelligence that is relevant, such as the effect of previous directions on activity and expenditure, and projected changes in activity and expenditure.

The set-aside of resources for use by the IJB under Section 1(3) (d) of the Act

9.2.14 In order to identify the core baseline budget for each of the set aside functions in each local authority area, NHS Lothian will initially determine which of the following methodologies is the most appropriate in representing the distribution of the delivery of those services in each local authority area and their respective populations at a given point in time:

- (a) local activity and cost data for each service within each local authority area;
- (b) population distribution across the local authority areas;
- (c) patient level activity and cost data;
- (d) historically applied and recognised percentages.

9.2.15 CEC and the IJB will review the proposals from NHS Lothian referred to above, as part of a due diligence process, and the core baseline budget for the set-aside functions will be jointly agreed by CEC, NHS Lothian and the IJB.

Process to agree payments from the IJB to NHS Lothian and CEC

9.2.16 The IJB will determine and approve, in accordance with the Strategic Plan, the payments to the Parties which will accompany its directions to them for carrying out functions delegated to the IJB. The Party receiving a direction from the IJB shall implement it to the extent its costs in doing so are met by the payment received from the IJB.

9.2.17 Each direction from the IJB to a Party will take the form of a letter from the Chief Officer referring to the arrangements for delivery set out in the Strategic Plan and will include information on:

- (a) the delegated function(s) that are to be carried out;
- (b) the outcomes to be delivered for those delegated functions;
- (c) the amount of and method of determining the payment to be made, in respect of the carrying out of the delegated functions.

9.2.18 Once issued, directions can be amended by a subsequent direction by the IJB.

9.2.19 Where amounts paid to the IJB are subject to separate legislation or subject to restrictions stipulated by third party funders, the IJB must reflect these amounts in full, in determining the level of the payments to be made to CEC and/or NHS Lothian in respect of the carrying out of the relevant function or functions. However, the IJB is not precluded from increasing the resource allocated to the relevant services.

9.3 Financial Reporting to the IJB

9.3.1 Budgetary control and monitoring reports (in such form as the IJB may reasonably request from time to time) will be provided to the IJB as and when reasonably required. The reports will set out the financial position and outturn forecast against the payments by the IJB to each Party in respect of the carrying out of integration functions and against the amount set aside by NHS Lothian for hospital services. These reports will present the actual and forecast positions of expenditure for delegated functions and highlight any financial risks and areas where further action is required by the IJB to manage its budget pressures.

9.3.2 NHS Lothian will provide reports to the IJB on the set aside budget in accordance with Section 9.3.1 above.

9.3.3 Through the process of reviewing the professional, technical and administrative support to the IJB, and the development of accounting for the set-aside, the Parties will devise a sustainable model to support financial reporting to the new IJB. Until that model is in place, both Parties will provide the required information from their respective finance systems, and this will be co-ordinated and consolidated by the

Chief Finance Officer to provide reports to the IJB on all the IJB's integration functions.

9.4 Process for addressing variance in the spending of the Integration Joint Board

Treatment of forecast over- and under-spends against the Operational Budget

- 9.4.1 The Integration Joint Board is required to deliver its financial outturn for a given financial year within the IJB Budget applicable to that financial year...
- 9.4.2 The Parties will ensure that their respective budget monitoring and management systems will be applied to monitor and manage their expenditure in relation to delivery of integrated functions in accordance with directions issued to them by the IJB.
- 9.4.3 Where financial monitoring reports indicate that an overspend is forecast on the Operational Budget, the Chief Officer should take immediate and appropriate remedial action to endeavour to prevent the overspend.
- 9.4.4 In the event that such remedial action will not prevent the overspend, the IJB Chief Finance Officer will develop a proposed recovery plan to address the forecast overspend. The Chief Finance Officer will then present that recovery plan to the IJB as soon as practically possible. The recovery plan will be subject to the approval of the IJB.

Additional Payments by the Parties to the Integration Joint Board

- 9.4.5 Where such a recovery plan is projected to be unsuccessful and an overspend occurs at the financial year end, and there are insufficient reserves to meet the overspend, then the Parties may consider making additional payments to the Integration Joint Board.
- 9.4.6 NHS Lothian and CEC will consider making interim funding available on a basis to be agreed between the Parties, with repayment in future years on the basis of the revised recovery plan by the IJB. If the revised plan cannot be agreed by NHS Lothian and CEC or is not approved by the IJB, the dispute resolution arrangements provided for in the Scheme will apply.

Underspends

9.4.7 In the event of an underspend in the Operational Budgets, the following shall apply:

- (a) if the underspend is fortuitous, and unrelated to any direction by the IJB, then the underspend shall be returned to the relevant Party (through a corresponding reduction in the payments to be made by it to the IJB);
- (b) the IJB will retain all other underspends.

9.4.8 The IJB can hold reserves. It is a matter for the IJB to determine what its reserves strategy will be.

Treatment of variations against the amounts set aside for use by the IJB

9.4.9 A process will be agreed between NHS Lothian and the IJB to manage any variations within the set-aside budget. This process will reflect any variations in the activity that was used to establish the set-aside budget. Any cost variations will be managed in the same way as overspends and underspends within the Operational Budgets as specified above.

9.4.10 The Parties agree that the primary responsibility for providing the capacity required in terms of the relevant direction issued by the IJB within the resources allocated by the IJB (being the amount of the set-aside amount specified in the relevant direction) shall lie with NHS Lothian.

9.5 Redetermination of payments (made under Section 1(3)(e)) to the IJB

9.5.1 Redeterminations of payments made by CEC and NHS Lothian for the carrying out of integration functions would apply under the following circumstances:

- (a) additional one off funding is provided to a Party or Parties by the Scottish Government, or some other body, for expenditure in respect of a function delegated to the IJB;
- (b) the Parties agree that an adjustment to the payment is required to reflect changes in demand and/or activity levels;

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- (c) there is a transfer of resources between set aside hospital resources and integrated budget resources delegated to the IJB and managed by the Chief Officer.

9.5.2 The Parties and the IJB would be required to agree to the redetermination. The Parties would apply the process used to calculate the payment to the IJB to the affected functions and the Strategic Plan would require to be amended accordingly.

9.5.3 Any agreed additional payments shall be added to the schedule of payments for the financial year in question.

9.6 Redetermination of payments (made under Section 1(3)(d)) to the IJB

A process will be agreed between NHS Lothian and the IJB to manage any redetermination of payments within the set-aside budget. This process will reflect any variations in the activity that was used to establish the set-aside budget. Any cost variations will be managed in the same way as overspends and underspends within the Operational Budgets as specified above.

9.7 Use of Capital Assets

9.7.1 The IJB, NHS Lothian and CEC will identify all capital assets which will be used in the delivery of the Strategic Plan. Further to this, the associated revenue and future capital liabilities will be identified for each asset

9.7.2 An agreement will be developed which specifies and regulates the use (in relation to integration functions) of capital assets belonging to one Party by the other Party, or jointly by both Parties. A similar agreement will specify and regulate the use by the IJB, in the carrying out of its functions, of assets belonging to the Parties. These agreements will be updated as required.

9.7.3 Changes in use of capital assets will flow from the Strategic Plan and the directions issued by the IJB to the Parties. The Strategic Plan process will outline any implications or requirements for capital assets.

9.7.4 The Parties will ensure that their respective capital asset planning arrangements take due cognisance of the above implications and requirements.

9.7.5 The Chief Officer of the IJB will consult with CEC and NHS Lothian to identify the specific need for improvements/changes to assets owned by each which may be

required in connection with the carrying out of integration functions. Where a capital investment need is identified, the Chief Officer will present a business case to CEC and NHS Lothian to make best use of existing resources and develop capital programmes. Any business case will set out how the investment will meet the strategic objectives set out in the Strategic Plan and identify the ongoing revenue costs/savings associated with implementation of the proposals.

- 9.7.6 The IJB, CEC and NHS Lothian will work together to ensure that assets required in connection with the carrying out of integration functions are used as effectively as possible and in compliance with the relevant legislation relating to use of public assets.

Financial Statements and External Audit

- 9.7.7 The legislation requires that the IJB is subject to the audit and accounts provisions of a body under Section 106 of the Local Government (Scotland) Act 1973 (Section 13). This will require audited annual accounts to be prepared with the reporting requirements specified in the relevant legislation and regulations (Section 12 of the Local Government in Scotland Act 2003 and regulations under section 105 of the Local Government (Scotland) Act 1973). These will be proportionate to the limited number of transactions of the IJB whilst complying with the requirements for transparency and true and fair reporting in the public sector.
- 9.7.8 The reporting requirements for the annual accounts are set out in legislation and regulations and will be prepared following the CIPFA Local Authority Code of Practice.
- 9.7.9 The Chief Finance Officer of the IJB will supply any information required to support the development of the year-end financial statements and annual report for both NHS Lothian and CEC. Both NHS Lothian and CEC will need to disclose their interest in the IJB as a joint arrangement under IAS 31 and comply in their annual accounts with IAS 27. Both NHS Lothian and CEC will report the IJB as a related party under IAS 24.
- 9.7.10 The IJB financial statements must be completed to meet the audit and publication timetable specified in the regulations (Regulations under section 105 of the Local Government (Scotland) Act 1973). The Parties will agree a timetable for the

preparation of the IJB's annual accounts, which will incorporate a process to agree any balances between the Parties and the IJB.

9.7.11 The Accounts Commission will appoint the external auditors to the IJB.

9.7.12 The financial statements will be signed in line with the governance arrangements for the IJB and as specified in the Regulations under section 105 of the Local Government (Scotland) Act 1973.

9.7.13 In all forms of audit, the Parties are expected to comply with related requests and to aid the audit process.

10. Participation and Engagement

10.1 Consultation in the development of the Scheme

10.1.1 The development of the Scheme has involved consultation with:

- (a) the groups represented on the shadow strategic planning group (the "SPG") established by the Parties as set out in the regulations issued under the Act. (further details of such groups being set out in Annex 4);
- (b) the service user and carer members of the shadow Integration Joint Board established by the Parties, and their wider networks; and
- (c) groups and fora that represent a combination of staff (practitioners and clinicians) service users and service providers (further details of such groups and fora being set out in Annex 5).

10.1.2 A collaborative three stage approach was adopted:

- (d) Stage 1 – officers of NHS Lothian and CEC produced a first draft in line with guidance and in discussion with a range of professionals
- (e) Stage 2 – a wide consultation was undertaken, following the framework for 'Consulting Edinburgh' with the groups and fora referred to in Section 10.1.1(c) above, including members of the Shadow Strategic Planning Group.

- (f) Stage 3 – a second draft was prepared by NHS Lothian and CEC (which included adjustments to reflect points arising from the consultation process) for submission to the Scottish Ministers.

10.2 Participation and engagement strategy in relation to decisions about carrying out integration functions

10.2.1 The Parties recognise the importance of building on existing approaches of engagement and participation and will support the IJB to produce a strategy for engagement with, and participation by members of the public, representative groups or other organisations in relation to decisions about the carrying out of integration functions as set out in this Section 10.2.

10.2.2 A draft of the IJB's participation and engagement strategy has been produced for consultation with key stakeholders, and with the public, using the 'Consulting Edinburgh' electronic portal.

10.2.3 The draft participation and engagement strategy will be amended following consultation and submitted to the IJB for approval.

10.2.4 The ongoing development of the participation and engagement strategy will be achieved using a collaborative approach, involving the membership of the strategic planning group and will be underpinned by the very best practice in participation and involvement approaches.

10.2.5 It is envisaged that the strategic planning group will take both an advisory and active role in the undertaking of future participation and engagement around the implications of service development and re-design.

10.2.6 The action plan for delivering the strategy will be reviewed at regular meetings of the strategic planning group and if necessary, changes will be recommended for approval by the IJB, to take account of new audiences or service design and re-design.

10.2.7 CEC's 'Consulting Edinburgh' framework will be used for engagement; and NHS Lothian has contributed to the development of the consultation framework that supports the approach and has agreed to follow the framework and make use of the consultation hub (a digital platform) to launch future consultations. Further details are set out in Annex 6.

10.2.8 The IJB Participation and Engagement Strategy will be produced before the date when the IJB approves the Strategic Plan. When the IJB approves the Strategic Plan, the members of the IJB must be satisfied that the Strategic Plan has had sufficient consultation and that the Participation and Engagement Strategy has been followed.

11. Information-Sharing and Data Handling

- 11.1 There is an existing and long standing Pan-Lothian and Borders General Information Sharing Protocol, to which NHS Lothian, CEC, East Lothian Council, Midlothian Council and West Lothian Council are all signatories. This is currently being reviewed by a sub group on behalf of the Pan-Lothian Data Sharing Partnership for any minor modifications required to comply with the Integration Scheme Regulations. The final Protocol, following consultation, will be recommended for signature by Chief Executives of the respective organisations, and the Chief Officers of the Lothian IJBs, on behalf of the Data Sharing Partnership.
- 11.2 The Pan-Lothian and Borders General Information Sharing Protocol update will be agreed by 31 March 2015.
- 11.3 Procedures for sharing information between the relevant local authority, Health Board, and, where applicable, the relevant integration joint board will be drafted as Information Sharing Agreements and procedure documents. This will be undertaken by a sub group on behalf of the Pan-Lothian Data Sharing Partnership, who will detail the more granular purposes, requirements, procedures and agreements for each of the Lothian IJBs and the functions respectively delegated to them.
- 11.4 CEC and NHS Lothian will continue to be Data Controller for their respective records (electronic and manual), and will detail arrangements where these are jointly controlled by agreement. The IJB may require to be Data Controller for personal data if it is not held by either CEC or NHS Lothian.
- 11.5 Procedures will be based on a single point of governance model. This allows data and resources to be shared; with governance standards and their implementation being the separate responsibility of each organisation.
- 11.6 Following consultation, Information Sharing Protocols and procedure documents will be recommended for signature by the Chief Executives of the respective organisations, and by the Chief Officers of the Lothian IJBs(once established).
- 11.7 Once established, Agreements and Procedures will be reviewed bi-annually by the sub group of the Pan-Lothian Data Sharing Partnership, or more frequently if required.

11.8 The Information Sharing Agreements and procedures applicable to the IJB will be agreed by 31 March 2015.

12. Complaints

12.1 People who use services provided in pursuance of integration functions will continue to make complaints either to CEC or to NHS Lothian. Both organisations have in place well publicised, clearly explained and accessible complaints procedures that allow for timely recourse and signpost independent advocacy services, where relevant.

12.2 Complaints about the delivery of an integration function may be made to, and dealt with by, the Party which is required to deliver that function in pursuance of a direction issued by the IJB or (in a case where the direction is issued in respect of a given function to both constituent authorities jointly) to either of those constituent authorities.

12.3 When responding to complaints about a service which is delivered jointly, officers responsible for complaints handling within CEC and NHS Lothian will discuss the complaint, and identify which elements that are the subject of the complaint will be investigated by each Party, and agree which Party will prepare the written response at the end of the investigation. Failing agreement, the Chief Officer acting reasonably will decide which of the constituent authorities should prepare the written response and this will be signed by the Chief Officer.

12.4 Any investigation will be carried out in line with the published complaints procedure of the relevant Party, mindful of any statutory complaints handling arrangements that might apply. It will be the responsibility of the Party preparing the written response to ensure that the complainant is correctly signposted to the options open to him/her to progress his/her complaint if he/she remains dissatisfied.

12.5 On completion of the complaints procedure, complaints about specific social work functions may be referred to a Complaints Review Committee (CRC) at the complainant's request and thereafter the Scottish Public Services Ombudsman. At the end of the complaints process, complainants are entitled to take their complaint to the Scottish Public Services Ombudsman. Where appropriate, complainants will also be advised of their right to complain to the Care Inspectorate.

12.6 The Chief Officer will have an overview of complaints made about integration services and subsequent responses. Complaints about integration services will be recorded and reported to the Chief Officer on a regular and agreed basis. Regular trend analysis of complaints and complaint outcomes will also be carried out as part of a wider quality assurance framework.

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- 12.7 Responsibility for responding to Scottish Public Services Ombudsman complaints enquiries will lie with the Party that dealt with the original complaint.
- 12.8 Where necessary, officers responsible for complaints handling within CEC and NHS Lothian will work together to provide a full response to any Scottish Public Services Ombudsman enquiry that covers both health and social care functions.
- 12.9 All independent contractors involved in the delivery of services associated with an integration function will be required to have a complaints procedure. Where complaints are received about the service provided by an independent contractor, the relevant Party will refer the complaint to the independent contractor in the first instance, either providing contact details or by passing the complaint on, depending on the preferred approach of the complainant. Complaints received about independent contractors will be recorded for contract monitoring purposes.
- 12.10 Complaints about the IJB should be made to the chairperson of the IJB. Staff within CEC and NHS Lothian will support the Chief Officer with the investigation and written response to the complainant, which will be signed by the Chief Officer.
- 12.11 The Parties will work together to align their complaints processes in as far as reasonably practicable and put in place a joint working protocol to adopt an integrated approach to complaints handling, so that the process of making a complaint is as simple as possible for service users and complaints about services associated with integration functions are responded to clearly, thoroughly and timeously. This joint working protocol will identify the lead organisation for each service which is delivered jointly and will include the contact details of officers responsible for managing any complaints received.
- 12.12 For the avoidance of doubt:
- 12.12.1 the Parties and the IJB shall use all reasonable endeavours, in implementing their respective complaints processes, to avoid taking any step which could prejudice the ability of either Party (or the IJB, where applicable) to access the benefit of any relevant insurance policy or, as the case may be, the CNORIS scheme in the event of any claim associated with the event or circumstances which are the subject of the complaint;
- 12.12.2 any claim for compensation shall be dealt with in accordance with the provisions of Section 13, and not in accordance with the provisions of this Section 12.

13. Claims Handling, Liability & Indemnity

13.1 The liability of either or both Parties and/or the IJB in respect of any claim that may be made by a third party in relation to any matter connected with the carrying out of integration functions shall be determined in accordance with principles of common law and/or any applicable legislation.

13.2 Where a claim by a third party is received by either of the Parties or the IJB in relation to any matter connected with the carrying out of integration functions (the body receiving such a claim being referred to as the "Claim Recipient"), the Claim Recipient, shall, as soon as reasonably practicable, notify the other Party and the IJB (or, in the case of a claim received by the IJB, both Parties); and the Parties and the IJB (each being bound to act reasonably in this respect) shall then jointly assess:

13.2.1 which of them could be held to be liable (whether wholly or partly) in relation to the claim were it to be upheld by the court; and

13.2.2 (where two or more of them could potentially be liable) which of them is more likely to carry the primary liability.

13.3 For the avoidance of doubt, in the circumstances referred to in Section 13.2:

13.3.1 the Claim Recipient may acknowledge receipt of the claim, but shall avoid taking any step (without the prior written consent of the other Party and the IJB; or, in the case of a claim received by the IJB, the prior written consent of both Parties) which could prejudice the defence of the claim, pending completion of the assessment referred to in that Section; and

13.3.2 the Claim Recipient shall provide such information available to it as may be required to facilitate any formal intimation or other steps which either Party or the IJB may require to take under the terms of any relevant insurance policy or (as the case may be) the CNORIS scheme.

13.4 Where, on the basis of the assessment carried out in pursuance of Section 13.2, it is considered that only the Claim Recipient could be held to be liable in relation to the claim should it be upheld by the court, the Claim Recipient may conduct the defence of the claim and any associated negotiations as it sees fit, but shall continue to keep the others informed in that regard.

13.5 Where, on the basis of the assessment carried out in pursuance of Section 13.2, it is considered that the other Party and/or the IJB (or, in the case of a claim received by the IJB,

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both Parties) could be held to be liable in relation to the claim should it be upheld by the court, the Claim Recipient shall, following that assessment:

13.5.1 provide the other body or bodies which (on the basis of that assessment) could be liable in respect of the claim, with all such information in relation to the claim as is available to the Claim Recipient;

13.5.2 allow that other body or bodies (and/or its or their insurers or, as the case may be, the relevant officers acting under the CNORIS scheme) to conduct the defence of the claim and any associated negotiations, subject to that other body or bodies indemnifying the Claim Recipient in relation to any loss or liability (including legal expenses on a solicitor-client basis, and any award of expenses) which the Claim Recipient might thereby incur; and

13.5.3 avoid taking any step which could prejudice the defence of the claim without the prior written consent of that other body or bodies.

13.6 Where, on the basis of the assessment carried out in pursuance of Section 13.2, it is considered that the Claim Recipient could be held to be liable along with another Party and/or the IJB (or, where the Claim Recipient is the IJB, along with either or both Parties) in relation to the relevant claim were it to be upheld by the court:

13.6.1 the Claim Recipient and the other body or bodies (and/or their respective insurers or, as the case may be, the relevant officers acting under the CNORIS scheme) shall conduct the defence of the claim and any associated negotiations; and

13.6.2 the costs of defending the claim (and any associated negotiations) shall be shared between the bodies (including the Claim Recipient) who (on the basis of the assessment carried out in pursuance of Section 13.2) could be held to be liable in respect of the claim, and the indemnity by the other body or bodies referred to in Section 13.5.2 shall be qualified accordingly.

13.7 Where two or more bodies are to conduct the defence of any claim (and any associated negotiations) under Section 13.5.2 or 13.6.1, the body which is considered (on the basis of the assessment carried out in pursuance of Section 13.2) to be more likely to carry the primary liability shall have overall control of the conduct of the defence (and any associated negotiations), subject to liaising closely with the other relevant body or bodies and taking due account of the requirements of its or their insurers (and/or, as the case may be, any requirements associated with the CNORIS scheme).

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- 13.8 If both Parties, or if either or both Parties and the IJB, receive a claim relating to the same matter, the procedures set out in Sections 13.1 to 13.7 shall (subject to Section 13.9) apply, subject to such adjustments (as agreed among the relevant bodies) as may be appropriate to facilitate the efficient handling of the claims.
- 13.9 If both Parties, or if either or both Parties and the IJB, are parties to the same court proceedings arising out of a claim, each of them (and/or its or their insurers or, as the case may be, the relevant officers acting under the CNORIS scheme) may conduct its own defence of the claim against it (and any associated negotiations) in such manner as it may see fit and at its own expense; and the liability of each body in respect of the claim shall be as determined by the court (or, if the claim is settled outwith the court proceedings) as agreed by each body in the context of the negotiations regarding settlement of the claim.
- 13.10 If a claim by a third party in relation to any matter connected with the carrying out of integration functions relates to services delivered in an area served by a Neighbouring IJB, or relates to services delivered within the Edinburgh Area under arrangements involving a Neighbouring IJB, each of the Parties, and the IJB, will liaise with each other and with the Neighbouring IJB in order to reach agreement as to how the claim is to be handled; the IJB and Neighbouring IJBs shall jointly develop and agree a protocol for the handling of claims of that nature.
- 13.11 The Parties and the IJB shall use all reasonable endeavours to operate the procedures set out in Sections 13.1 to 13.10 as rapidly as possible, and in a manner which complies with the requirements from time to time of relevant insurers and/or (as applicable) the CNORIS scheme; each of them undertakes to the others:
- 13.11.1 to provide all such information and render all such co-operation as may be reasonably required from time to time in connection with any such claim; and
- 13.11.2 if and to the extent that any matter which cannot be agreed between them requires to be dealt with under the dispute resolution procedure set out in Section 16, to operate the dispute resolution procedure as rapidly as possible so as to minimise any prejudice to (a) the efficient defence of the claim and/or (b) the ability of any body to access the benefit of any insurance policy or (as the case may be) the CNORIS scheme.
- 13.12 Where payment is made by either Party or by the IJB in settlement of a claim by a third party in relation to any matter connected with the carrying out of integration functions, the body which made payment (if that body is not wholly liable, on the basis of principles of common law and/or any applicable legislation, in respect of the matter which gave rise to the claim) shall be entitled to be indemnified by the other Party and/or the IJB (or, in a case where

payment was made by the IJB, by either or both Parties) to the extent of its or their liability (as determined in accordance with principles of common law and/or any applicable legislation) in respect of the matter which gave rise to the claim; but due account shall be taken of any prejudice to the indemnifying body or bodies (including its/their ability to access the benefit of any insurance policy or, as the case may be, the CNORIS scheme) arising from any failure to comply with the other provisions of this Section 13.

13.13 For the avoidance of doubt, the principles set out in Section 13.12 shall also apply in respect of the expenses of defending any claim by a third party in relation to any matter connected with the carrying out of integration functions, and in respect of any award of expenses in connection with any such claim.

13.14 The arrangements set out in this Section 13 shall be subject to periodic review and adjustment, in order to reflect the requirements from time to time of insurers and the CNORIS scheme and to ensure efficiency in the handling of claims; any revised arrangements shall be recorded in a written agreement entered into by the Parties and the IJB.

14. Risk Management

14.1 IJB

14.1.1 The IJB will develop and agree a risk management strategy in relation to carrying out of integration functions by 31st March 2016 or the integration start date if sooner.

14.1.2 The risk management strategy will include:-

- (a) a statement of the IJB's risk appetite and associated tolerance measures;
- (b) a description of how the system of risk management will work in practice, including the procedures for identification, classification, recording and reporting of risk, and the respective roles of the IJB and its officers. This will explain how the output from the risk management systems within NHS Lothian and CEC will inform the IJB's system of risk management as well as ensuring that any risks associated with proposals from the Strategic Plan are captured, assessed and managed appropriately and shared with NHS Lothian and CEC;
- (c) a description of how the IJB system of risk management is informed by other related systems of NHS Lothian and CEC, such as complaints management, health & safety, adverse events management, emergency planning and business resilience;

- (d) an agreement between NHS Lothian and CEC on the resources to be made available to support risk management in the IJB and how this will work;
- (e) a description of how risk will be monitored by the IJB, the framework for reporting and frequency.

14.1.3 A group of officers from across NHS Lothian and CEC have worked collaboratively to develop a first draft risk register for the IJB. The IJB will update and amend its risk register should there be any emerging themes/risks which have a bearing on its activities.

14.2 NHS Lothian and CEC

14.2.1 Both Parties will continue to apply their existing policies and systems for risk management, and will implement any required restructuring of their risk registers to recognise the creation of the IJB.

14.2.2 NHS Lothian covers four local authority areas, and there will be some services delivered by NHS Lothian under directions from the Lothian IJBs which one operational Chief Officer will manage on a Lothian-wide basis. The identification and management of risk for those Hosted Services will reflect the differing directions of the Lothian IJBs.

15. Dispute Resolution

15.1 In the event of any dispute between the Parties in relation to any matter provided for in this Scheme or any of the duties, obligations, rights or powers imposed or conferred upon them by the Act (a "**Dispute**"), the provisions of this section 16 will apply.

15.2 Either Party shall give to the other written notice of the Dispute, setting out its nature and full particulars (a "**Dispute Notice**"), together with relevant supporting documents. The Party giving the Dispute Notice will provide a copy to the chairperson of the IJB. On service of the Dispute Notice, the Chief Executives of the Parties shall meet and attempt in good faith to resolve the Dispute.

15.3 Where the matter remains unresolved within 21 days of service of the Dispute Notice, the Parties shall inform the chairperson of the IJB and may proceed to mediation with a view to resolving the issue. Any mediator will be external to the Parties and will be identified and appointed with the agreement of the Chair of NHS Lothian and the Leader of CEC and failing

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agreement within 21 days shall be nominated by the Centre for Effective Dispute Resolution (CEDR) on the request of either Party.

- 15.4 The mediation will start not later than 21 days after the date of appointment of the mediator.
- 15.5 The Parties agree that the cost of the mediator will be met equally by NHS Lothian and CEC. The timeframe to resolve the issue will be agreed prior to the start of the mediation process by the Chair of NHS Lothian and the Leader of CEC and notified to the chairperson of the IJB.
- 15.6 The chairperson of the IJB will inform Scottish Ministers in writing of the Dispute and agreed timeframe to conclude the mediation process.
- 15.7 Where following mediation the issue remains unresolved, the chairperson of the IJB shall notify Scottish Ministers in writing. Scottish Ministers may then advise the Parties how to proceed.
- 15.8 The Parties shall cooperate with each other to mitigate any adverse effect on service delivery pending resolution of the Dispute.
- 15.9 Nothing in this Scheme shall prevent either of the Parties from seeking any legal remedy or from commencing or continuing court proceedings in relation to the Dispute.

Annex 1

Part 1A
Functions delegated by NHS Lothian to the IJB

Set out below is the list of functions that are to be delegated by NHS Lothian to the IJB, as required by the Public Bodies (Joint Working) (Prescribed Health Board Functions) (Scotland) Regulations 2014 (being the functions prescribed for the purposes of section 1(8) of the Act)

<i>Column A</i>	<i>Column B</i>
The National Health Service (Scotland) Act 1978	
All functions of Health Boards conferred by, or by virtue of, the National Health Service (Scotland) Act 1978	<p>Except functions conferred by or by virtue of—</p> <p>section 2(7) (Health Boards);</p> <p>section 2CB⁽¹⁾ (Functions of Health Boards outside Scotland);</p> <p>section 9 (local consultative committees);</p> <p>section 17A (NHS Contracts);</p> <p>section 17C (personal medical or dental services);</p> <p>section 17I⁽²⁾ (use of accommodation);</p> <p>section 17J (Health Boards' power to enter into general medical services contracts);</p> <p>section 28A (remuneration for Part II services);</p> <p>section 38⁽³⁾ (care of mothers and young children);</p> <p>section 38A⁽⁴⁾ (breastfeeding);</p> <p>section 39⁽⁵⁾ (medical and dental inspection, supervision and treatment of pupils and young persons);</p>

⁽¹⁾ Section 2CB was inserted by S.S.I. 2010/283, regulation 3(2).

⁽²⁾ Section 17I was inserted by the National Health Service (Primary Care) Act 1997 (c.46), Schedule 2 and amended by the Primary Medical Services (Scotland) Act 2004 (asp 1), section 4. The functions of the Scottish Ministers under section 17I are conferred on Health Boards by virtue of S.I. 1991/570, as amended by S.S.I. 2006/132.

⁽³⁾ The functions of the Secretary of State under section 38 are conferred on Health Boards by virtue of S.I. 1991/570.

⁽⁴⁾ Section 38A was inserted by the Breastfeeding etc (Scotland) Act 2005 (asp 1), section 4. The functions of the Scottish Ministers under section 38A are conferred on Health Boards by virtue of S.I. 1991/570 as amended by S.S.I. 2006/132.

section 48 (provision of residential and practice accommodation);

section 55⁽⁶⁾ (hospital accommodation on part payment);

section 57 (accommodation and services for private patients);

section 64 (permission for use of facilities in private practice);

section 75A⁽⁷⁾ (remission and repayment of charges and payment of travelling expenses);

section 75B⁽⁸⁾ (reimbursement of the cost of services provided in another EEA state);

section 75BA⁽⁹⁾ (reimbursement of the cost of services provided in another EEA state where expenditure is incurred on or after 25 October 2013);

section 79 (purchase of land and moveable property);

section 82⁽¹⁰⁾ (use and administration of certain endowments and other property held by Health Boards);

section 83⁽¹¹⁾ (power of Health Boards and local health councils to hold property on trust);

section 84A⁽¹²⁾ (power to raise money, etc., by appeals, collections etc.);

⁽⁵⁾ Section 39 was relevantly amended by the Self Governing Schools etc (Scotland) Act 1989 (c.39) Schedule 11; the Health and Medicines Act 1988 (c.49) section 10 and Schedule 3 and the Standards in Scotland's Schools Act 2000 (asp 6), schedule 3.

⁽⁶⁾ Section 55 was amended by the Health and Medicines Act 1988 (c.49), section 7(9) and Schedule 3 and the National Health Service and Community Care Act 1990 (c.19), Schedule 9. The functions of the Secretary of State under section 55 are conferred on Health Boards by virtue of S.I. 1991/570.

⁽⁷⁾ Section 75A was inserted by the Social Security Act 1988 (c.7), section 14, and relevantly amended by S.S.I. 2010/283. The functions of the Scottish Ministers in respect of the payment of expenses under section 75A are conferred on Health Boards by S.S.I. 1991/570.

⁽⁸⁾ Section 75B was inserted by S.S.I. 2010/283, regulation 3(3) and amended by S.S.I. 2013/177.

⁽⁹⁾ Section 75BA was inserted by S.S.I. 2013/292, regulation 8(4).

⁽¹⁰⁾ Section 82 was amended by the Public Appointments and Public Bodies etc. (Scotland) Act 2003 (asp 7) section 1(2) and the National Health Service Reform (Scotland) Act 2004 (asp 7), schedule 2.

⁽¹¹⁾ There are amendments to section 83 not relevant to the exercise of a Health Board's functions under that section.

⁽¹²⁾ Section 84A was inserted by the Health Services Act 1980 (c.53), section 5(2). There are no amendments to section 84A which are relevant to the exercise of a Health Board's functions.

section 86 (accounts of Health Boards and the Agency);

section 88 (payment of allowances and remuneration to members of certain bodies connected with the health services);

section 98 ⁽¹³⁾ (charges in respect of non-residents);

and

paragraphs 4, 5, 11A and 13 of Schedule 1 to the Act (Health Boards);

and functions conferred by—

The National Health Service (Charges to Overseas Visitors) (Scotland) Regulations 1989 ⁽¹⁴⁾;

NHS Lothians (Membership and Procedure) (Scotland) Regulations 2001/302;

The National Health Service (Clinical Negligence and Other Risks Indemnity Scheme) (Scotland) Regulations 2000/54;

The National Health Services (Primary Medical Services Performers Lists) (Scotland) Regulations 2004/114;

The National Health Service (Primary Medical Services Section 17C Agreements) (Scotland) Regulations 2004;

The National Health Service (Discipline Committees) Regulations 2006/330;

The National Health Service (General Ophthalmic Services) (Scotland) Regulations 2006/135;

The National Health Service (Pharmaceutical Services) (Scotland) Regulations 2009/183;

The National Health Service (General Dental Services) (Scotland) Regulations 2010/205; and

⁽¹³⁾ Section 98 was amended by the Health and Medicines Act 1988 (c.49), section 7. The functions of the Secretary of State under section 98 in respect of the making, recovering, determination and calculation of charges in accordance with regulations made under that section is conferred on Health Boards by virtue of S.S.I. 1991/570.

⁽¹⁴⁾ S.I. 1989/364, as amended by S.I. 1992/411; S.I. 1994/1770; S.S.I. 2004/369; S.S.I. 2005/455; S.S.I. 2005/572 S.S.I. 2006/141; S.S.I. 2008/290; S.S.I. 2011/25 and S.S.I. 2013/177.

The National Health Service (Free Prescription and Charges for Drugs and Appliances) (Scotland) Regulations 2011/55⁽¹⁵⁾.

Disabled Persons (Services, Consultation and Representation) Act 1986

Section 7

(Persons discharged from hospital)

Community Care and Health (Scotland) Act 2002

All functions of Health Boards conferred by, or by virtue of, the Community Care and Health (Scotland) Act 2002.

Mental Health (Care and Treatment) (Scotland) Act 2003

All functions of Health Boards conferred by, or by virtue of, the Mental Health (Care and Treatment) (Scotland) Act 2003.

Except functions conferred by—

section 22 (Approved medical practitioners);

section 34 (Inquiries under section 33: co-operation)⁽¹⁶⁾;

section 38 (Duties on hospital managers: examination notification etc.)⁽¹⁷⁾;

section 46 (Hospital managers' duties: notification)⁽¹⁸⁾;

section 124 (Transfer to other hospital);

section 228 (Request for assessment of needs: duty on local authorities and Health Boards);

section 230 (Appointment of a patient's responsible medical officer);

section 260 (Provision of information to patients);

⁽¹⁵⁾ S.S.I. 2011/55, to which there are amendments not relevant to the exercise of a Health Board's functions.

⁽¹⁶⁾ There are amendments to section 34 not relevant to the exercise of a Health Board's functions under that section.

⁽¹⁷⁾ Section 329(1) of the Mental Health (Care and Treatment) (Scotland) Act 2003 provides a definition of "managers" relevant to the functions of Health Boards under that Act.

⁽¹⁸⁾ Section 46 is amended by S.S.I. 2005/465.

section 264 (Detention in conditions of excessive security: state hospitals);
section 267 (Orders under sections 264 to 266: recall);
section 281⁽¹⁹⁾ (Correspondence of certain persons detained in hospital);
and functions conferred by—

The Mental Health (Safety and Security) (Scotland) Regulations 2005⁽²⁰⁾;

The Mental Health (Cross Border transfer: patients subject to detention requirement or otherwise in hospital) (Scotland) Regulations 2005⁽²¹⁾;

The Mental Health (Use of Telephones) (Scotland) Regulations 2005⁽²²⁾; and

The Mental Health (England and Wales Cross border transfer: patients subject to detention requirement or otherwise in hospital) (Scotland) Regulations 2008⁽²³⁾.

Education (Additional Support for Learning) (Scotland) Act 2004

Section 23

(other agencies etc. to help in exercise of functions under this Act)

Public Services Reform (Scotland) Act 2010

All functions of Health Boards conferred by, or by virtue of, the Public Services Reform (Scotland) Act 2010

Except functions conferred by—
section 31 (Public functions: duties to provide information on certain expenditure etc.); and
section 32 (Public functions: duty to provide information on exercise of functions).

Patient Rights (Scotland) Act 2011

⁽¹⁹⁾ Section 281 is amended by S.S.I. 2011/211.

⁽²⁰⁾ S.S.I. 2005/464, to which there are amendments not relevant to the exercise of the functions of a Health Board. Section 329(1) of the Mental Health (Care and Treatment) (Scotland) Act 2003 provides a definition of “managers” relevant to the functions of Health Boards.

⁽²¹⁾ S.S.I. 2005/467. Section 329(1) of the Mental Health (Care and Treatment) (Scotland) Act 2003 provides a definition of “managers” relevant to the functions of Health Boards.

⁽²²⁾ S.S.I. 2005/468. Section 329(1) of the Mental Health (Care and Treatment) (Scotland) Act 2003 provides a definition of “managers” relevant to the functions of Health Boards.

⁽²³⁾ S.S.I. 2008/356. Section 329(1) of the Mental Health (Care and Treatment) (Scotland) Act 2003 provides a definition of “managers” relevant to the functions of Health Boards.

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All functions of Health Boards
conferred by, or by virtue of, the
Patient Rights (Scotland) Act 2011

Except functions conferred by The Patient Rights
(Complaints Procedure and Consequential
Provisions) (Scotland) Regulations 2012/36⁽²⁴⁾.

But in each case, subject to the restrictions set out in article 3(3) of the Public Bodies (Joint Working)
(Prescribed Health Board Functions) (Scotland) Regulations 2014

⁽²⁴⁾ S.S.I. 2012/36. Section 5(2) of the Patient Rights (Scotland) Act 2011 (asp 5) provides a definition of “relevant NHS body” relevant to the exercise of a Health Board’s functions.

Annex 1

Part 1B

Additional functions delegated by NHS Lothian to the IJB

Set out below is the list of additional functions that are to be delegated by NHS Lothian to the IJB

- (A) The functions exercisable in relation to the following health services as they relate to provision for people under the age of 18:
- (a) Primary Medical Services and General Medical Services (including GP Pharmaceutical services)
 - (b) General Dental Services, Public Dental Services and the services provided by the Edinburgh Dental Institute
 - (c) General Ophthalmic Services
 - (d) General Pharmaceutical Services
 - (e) Out of Hours Primary Medical Services
 - (f) Services for people with Learning Disabilities.
- (B) The functions exercisable in relation to the prison health care service provided within HMP Edinburgh and HMP Addiewell

Annex 1

Part 2

Services associated with the functions delegated by NHS Lothian to the IJB

Set out below is an illustrative description of the services associated with the functions delegated by NHS Lothian to the IJB as specified in Parts 1A and 1B of Annex 1.

Interpretation of this Part 2 of Annex 1

In this Part 2—

“Allied Health Professional” means a person registered as an allied health professional with the Health Professions Council;

“general medical practitioner” means a medical practitioner whose name is included in the General Practitioner Register kept by the General Medical Council;

“general medical services contract” means a contract under section 17J of the National Health Service (Scotland) Act 1978;

“hospital” has the meaning given by section 108(1) of the National Health Service (Scotland) Act 1978;

“inpatient hospital services” means any health care service provided to a patient who has been admitted to a hospital and is required to remain in that hospital overnight, but does not include any secure forensic mental health services;

“out of hours period” has the same meaning as in regulation 2 of the National Health Service (General Medical Services Contracts) (Scotland) Regulations 2004⁽²⁵⁾; and

“the public dental service” means services provided by dentists and dental staff employed by a health board under the public dental service contract.

- a)** Accident and Emergency services provided in a hospital.
- b)** Inpatient hospital services relating to the following branches of medicine—
 - (a) general medicine;
 - (b) geriatric medicine;
 - (c) rehabilitation medicine;
 - (d) respiratory medicine; and
 - (e) psychiatry of learning disability.

⁽²⁵⁾ S.S.I. 2004/115.

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- c)** Palliative care services provided in a hospital.
- d)** Inpatient hospital services provided by General Medical Practitioners.
- e)** Services provided in a hospital in relation to an addiction or dependence on any substance.
- f)** Mental health services provided in a hospital, except secure forensic mental health services.
- g)** District nursing services.
- h)** Services provided outwith a hospital in relation to an addiction or dependence on any substance.
- i)** Services provided by allied health professionals in an outpatient department, clinic, or outwith a hospital.
- j)** The public dental service.
- k)** Primary medical services provided under a general medical services contract, and arrangements for the provision of services made under section 17C of the National Health Service (Scotland) Act 1978, or an arrangement made in pursuance of section 2C(2) of the National Health Service (Scotland) Act 1978⁽²⁶⁾.
- l)** General dental services provided under arrangements made in pursuance of section 25 of the National Health (Scotland) Act 1978⁽²⁷⁾.
- m)** Ophthalmic services provided under arrangements made in pursuance of section 17AA or section 26 of the National Health Service (Scotland) Act 1978⁽²⁸⁾.
- n)** Pharmaceutical services* and additional pharmaceutical services provided under arrangements made in pursuance of sections 27 and 27A of the National Health Service (Scotland) Act 1978⁽²⁹⁾.
- o)** Services providing primary medical services to patients during the out-of-hours period.
- p)** Services provided outwith a hospital in relation to geriatric medicine.

⁽²⁶⁾ Section 2C was inserted by the Primary Medical Services (Scotland) Act 2004 (asp 1), section 1(2) and relevantly amended by the National Health Service Reform (Scotland) Act 2004 (asp 7), schedule 1, and the Tobacco and Primary Medical Services (Scotland) Act 2010 (asp 3), section 37.

⁽²⁷⁾ Section 25 was relevantly amended by the Smoking, Health and Social Care (Scotland) Act 2005 (asp 13), section 15.

⁽²⁸⁾ Section 17AA was inserted by the National Health Service (Primary Care) Act 1997 (c.46), section 31(2) and relevantly amended by the Smoking, Health and Social Care (Scotland) Act 2005 (asp 13), section 25. Section 26 was relevantly amended by the Health and Social Security Act 1984 (c.48), Schedule 1, and the Smoking, Health and Social Care (Scotland) Act 2005 (asp 13) section 13.

⁽²⁹⁾ Section 27 was relevantly amended by the Health Services Act 1990 (c.53), section 20; the National Health Service and Community Care Act 1990 (c.19), Schedule 9; the Medicinal Products: Prescription by Nurses etc. Act 1992 (c.28), section 3; the National Health Service and Community Care Act 1997 (c.46), Schedule 2 and the Health and Social Care Act 2001 (c.15), section 44.

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- q) Palliative care services provided outwith a hospital.
- r) Community learning disability services.
- s) Mental health services provided outwith a hospital.
- t) Continence services provided outwith a hospital.
- u) Kidney dialysis services provided outwith a hospital.
- v) Services provided by health professionals that aim to promote public health.

In each case, subject to the exceptions set out in Parts 1A and 1B of Annex 1 and to the restrictions set out in article 3(3) of the Public Bodies (Joint Working) (Prescribed Health Board Functions) (Scotland) Regulations 2014.

In addition to the services (as set out above) associated with the carrying out of functions that must be delegated, NHS Lothian has chosen to delegate

- (A) the following health services as they relate to provision for people under the age of 18:
 - a) Primary Medical Services and General Medical Services (including GP Pharmaceutical services)
 - b) General Dental Services, Public Dental Services and the Edinburgh Dental Institute
 - c) General Ophthalmic Services
 - d) General Pharmaceutical Services
 - e) Out of Hours Primary Medical Services
 - f) Learning Disabilities
- (B) The functions exercisable in relation to the prison health care service provided within HMP Edinburgh and HMP Addiewell

Annex 2**Part 1****Functions delegated by CEC to the IJB**

Set out below is the list of functions that are to be delegated by CEC to the IJB (being the functions prescribed for the purposes of section 1(7) of the Public Bodies (Joint Working) (Scotland) Act 2014)

<i>Column A</i>	<i>Column B</i>
<i>Enactment conferring function</i>	<i>Limitation</i>
National Assistance Act 1948⁽³⁰⁾	
Section 48 (Duty of councils to provide temporary protection for property of persons admitted to hospitals etc.)	
The Disabled Persons (Employment) Act 1958⁽³¹⁾	
Section 3 (Provision of sheltered employment by local authorities)	
The Social Work (Scotland) Act 1968⁽³²⁾	

⁽³⁰⁾ 1948 c.29; section 48 was amended by the Local Government etc. (Scotland) Act 1994 (c.39), Schedule 39, paragraph 31(4) and the Adult Support and Protection (Scotland) Act 2007 (asp 10) schedule 2 paragraph 1.

⁽³¹⁾ 1958 c.33; section 3 was amended by the Local Government Act 1972 (c.70), section 195(6); the Local Government (Scotland) Act 1973 (c.65), Schedule 27; the National Health Service (Scotland) Act 1978 (c.70), schedule 23; the Local Government Act 1985 (c.51), Schedule 17; the Local Government (Wales) Act 1994 (c.19), Schedules 10 and 18; the Local Government etc. (Scotland) Act 1994 (c.49), Schedule 13; and the National Health Service (Consequential Provisions) Act 2006 (c.43), Schedule 1.

⁽³²⁾ 1968 c.49; section 1 was relevantly amended by the National Health Service (Scotland) Act 1972 (c.58), schedule 7; the Children Act 1989 (c.41), Schedule 15; the National Health Service and Community Care Act 1990 (c.19) ("the 1990 Act"), schedule 10; S.S.I. 2005/486 and S.S.I. 2013/211. Section 4 was amended by the 1990 Act, Schedule 9, the Children (Scotland) Act 1995 (c.36) ("the 1995 Act"), schedule 4; the Mental Health (Care and Treatment) (Scotland) Act 2003 (asp 13) ("the 2003 Act"), schedule 4; and S.S.I. 2013/211. Section 10 was relevantly amended by the Children Act 1975 (c.72), Schedule 2; the Local Government etc. (Scotland) Act 1994 (c.39), Schedule 13; the Regulation of Care (Scotland) Act 2001 (asp 8) ("the 2001 Act") schedule 3; S.S.I. 2010/21 and S.S.I. 2011/211. Section 12 was relevantly amended by the 1990 Act, section 66 and Schedule 9; the 1995 Act, Schedule 4; and the Immigration and Asylum Act 1999 (c.33), section 120(2). Section 12A was inserted by the 1990 Act, section 55, and amended by the Carers (Recognition and Services) Act 1995 (c.12), section 2(3) and the Community Care and Health (Scotland) Act 2002 (asp 5) ("the 2002 Act"), sections 8 and 9(1). Section 12AZA was inserted by the Social Care (Self Directed Support) (Scotland) Act 2013 (asp 1), section 17. Section 12AA and 12AB were inserted by the 2002 Act, section 9(2). Section 13 was amended by the Community Care (Direct Payments) Act 1996 (c.30), section 5. Section 13ZA was inserted by the Adult Support and Protection (Scotland) Act 2007 (asp 10), section 64. Section 13A was inserted by the 1990 Act, section 56 and amended by the Immigration and Asylum Act 1999 (c.33), section 102(2); the 2001 Act, section 72 and schedule 3; the

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<i>Column A</i>	<i>Column B</i>
<i>Enactment conferring function</i>	<i>Limitation</i>
Section 1 (Local authorities for the administration of the Act.)	So far as it is exercisable in relation to another integration function.
Section 4 (Provisions relating to performance of functions by local authorities.)	So far as it is exercisable in relation to another integration function.
Section 8 (Research.)	So far as it is exercisable in relation to another integration function.
Section 10 (Financial and other assistance to voluntary organisations etc. for social work.)	So far as it is exercisable in relation to another integration function.
Section 12 (General social welfare services of local authorities.)	Except in so far as it is exercisable in relation to the provision of housing support services.
Section 12A (Duty of local authorities to assess needs.)	So far as it is exercisable in relation to another integration function.
Section 12AZA (Assessments under section 12A - assistance)	So far as it is exercisable in relation to another integration function.
Section 12AA (Assessment of ability to provide care.)	
Section 12AB (Duty of local authority to provide information to carer.)	
Section 13 (Power of local authorities to assist persons in need in disposal of produce of their work.)	

2002 Act, schedule 2 and by S.S.I. 2011/211. Section 13B was inserted by the 1990 Act sections 56 and 67(2) and amended by the Immigration and Asylum Act 1999 (c.33), section 120(3). Section 14 was amended by the Health Services and Public Health Act 1968 (c.46), sections 13, 44 and 45; the National Health Service (Scotland) Act 1972 (c.58), schedule 7; the Guardianship Act 1973 (c.29), section 11(5); the Health and Social Service and Social Security Adjudications Act 1983 (c.41), schedule 10 and the 1990 Act, schedule 9. Section 28 was amended by the Social Security Act 1986 (c.50), Schedule 11 and the 1995 Act, schedule 4. Section 29 was amended by the 1995 Act, schedule 4. Section 59 was amended by the 1990 Act, schedule 9; the 2001 Act, section 72(c); the 2003 Act, section 25(4) and schedule 4 and by S.S.I. 2013/211.

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<i>Column A</i>	<i>Column B</i>
<i>Enactment conferring function</i>	<i>Limitation</i>
Section 13ZA (Provision of services to incapable adults.)	So far as it is exercisable in relation to another integration function.
Section 13A (Residential accommodation with nursing.)	
Section 13B (Provision of care or aftercare.)	
Section 14 (Home help and laundry facilities.)	
Section 28 (Burial or cremation of the dead.)	So far as it is exercisable in relation to persons cared for or assisted under another integration function.
Section 29 (Power of local authority to defray expenses of parent, etc., visiting persons or attending funerals.)	
Section 59 (Provision of residential and other establishments by local authorities and maximum period for repayment of sums borrowed for such provision.)	So far as it is exercisable in relation to another integration function.
The Local Government and Planning (Scotland) Act 1982⁽³³⁾	
Section 24(1) (The provision of gardening assistance for the disabled and the elderly.)	
Disabled Persons (Services, Consultation and Representation) Act 1986⁽³⁴⁾	
Section 2 (Rights of authorised representatives of disabled persons.)	
Section 3 (Assessment by local authorities of needs of disabled persons.)	

⁽³³⁾ 1982 c.43; section 24(1) was amended by the Local Government etc. (Scotland) Act 1994 (c.39), schedule 13.

⁽³⁴⁾ 1986 c.33. There are amendments to sections 2 and 7 which are not relevant to the exercise of a local authority's functions under those sections.

<i>Column A</i>	<i>Column B</i>
<i>Enactment conferring function</i>	<i>Limitation</i>
Section 7 (Persons discharged from hospital.)	In respect of the assessment of need for any services provided under functions contained in welfare enactments within the meaning of section 16 and which have been delegated.
Section 8 (Duty of local authority to take into account abilities of carer.)	In respect of the assessment of need for any services provided under functions contained in welfare enactments (within the meaning set out in section 16 of that Act) which are integration functions.
The Adults with Incapacity (Scotland) Act 2000⁽³⁵⁾	
Section 10 (Functions of local authorities.)	
Section 12 (Investigations.)	
Section 37 (Residents whose affairs may be managed.)	Only in relation to residents of establishments which are managed under integration functions.
Section 39 (Matters which may be managed.)	Only in relation to residents of establishments which are managed under integration functions.
Section 41 (Duties and functions of managers of authorised establishment.)	Only in relation to residents of establishments which are managed under integration functions
Section 42 (Authorisation of named manager to withdraw from resident's account.)	Only in relation to residents of establishments which are managed under integration functions
Section 43 (Statement of resident's affairs.)	Only in relation to residents of establishments which are managed under integration functions
Section 44 (Resident ceasing to be resident of	Only in relation to residents of establishments which are managed under integration

⁽³⁵⁾ 2000 asp 4; section 12 was amended by the Mental Health (Care and Treatment) (Scotland) Act 2003 (asp 13), schedule 5(1). Section 37 was amended by S.S.I. 2005/465. Section 39 was amended by the Adult Support and Protection (Scotland) Act 2007 (asp 10), schedule 1 and by S.S.I. 2013/137. Section 41 was amended by S.S.I. 2005/465; the Adult Support and Protection (Scotland) Act 2007 (asp 10), schedule 1 and S.S.I. 2013/137. Section 45 was amended by the Regulation of Care (Scotland) Act 2001 (asp 8), Schedule 3.

<i>Column A</i>	<i>Column B</i>
<i>Enactment conferring function</i>	<i>Limitation</i>
authorised establishment.)	functions
Section 45 (Appeal, revocation etc.)	Only in relation to residents of establishments which are managed under integration functions
The Housing (Scotland) Act 2001⁽³⁶⁾	
Section 92 (Assistance to a registered for housing purposes.)	Only in so far as it relates to an aid or adaptation.
The Community Care and Health (Scotland) Act 2002⁽³⁷⁾	
Section 5 (Local authority arrangements for of residential accommodation outwith Scotland.)	
Section 14 (Payments by local authorities towards expenditure by NHS bodies on prescribed functions.)	
The Mental Health (Care and Treatment) (Scotland) Act 2003⁽³⁸⁾	
Section 17 (Duties of Scottish Ministers, local authorities and others as respects Commission.)	
Section 25 (Care and support services etc.)	Except in so far as it is exercisable in relation to the provision of housing support services.
Section 26 (Services designed to promote well-being and social development.)	Except in so far as it is exercisable in relation to the provision of housing support services.
Section 27 (Assistance with travel.)	Except in so far as it is exercisable in relation to the provision of housing support services.

⁽³⁶⁾ 2001 asp 10; section 92 was amended by the Housing (Scotland) Act 2006 (asp 1), schedule 7.

⁽³⁷⁾ 2002 asp 5.

⁽³⁸⁾ 2003 asp 13; section 17 was amended by the Public Services Reform (Scotland) Act 2010 (asp 8), section 111(4), and schedules 14 and 17, and by the Police and Fire Reform (Scotland) Act 2012 (asp 8), schedule 7. Section 25 was amended by S.S.I. 2011/211. Section 34 was amended by the Public Services Reform (Scotland) Act 2010 (asp 8), schedules 14 and 17.

<i>Column A</i>	<i>Column B</i>
<i>Enactment conferring function</i>	<i>Limitation</i>
Section 33 (Duty to inquire.)	
Section 34 (Inquiries under section 33: Co-operation.)	
Section 228 (Request for assessment of needs: duty on local authorities and Health Boards.)	
Section 259 (Advocacy.)	
The Housing (Scotland) Act 2006⁽³⁹⁾	
Section 71(1)(b) (Assistance for housing purposes.)	Only in so far as it relates to an aid or adaptation.
The Adult Support and Protection (Scotland) Act 2007⁽⁴⁰⁾	
Section 4 (Council's duty to make inquiries.)	
Section 5 (Co-operation.)	
Section 6 (Duty to consider importance of providing advocacy and other.)	
Section 11 (Assessment Orders.)	
Section 14 (Removal orders.)	
Section 18 (Protection of moved persons property.)	
Section 22 (Right to apply for a banning order.)	
Section 40 (Urgent cases.)	

⁽³⁹⁾ 2006 asp 1; section 71 was amended by the Housing (Scotland) Act 2010 (asp 17) section 151.

⁽⁴⁰⁾ 2007 asp 10; section 5 and section 42 were amended by the Public Services Reform (Scotland) Act 2010 (asp 8), schedules 14 and 17 and by the Police and Fire Reform (Scotland) Act 2012 (asp 8), schedule 7. Section 43 was amended by the Public Services Reform (Scotland) Act 2010 (asp 8), schedule 14.

<i>Column A</i>	<i>Column B</i>
<i>Enactment conferring function</i>	<i>Limitation</i>
Section 42 (Adult Protection Committees.)	
Section 43 (Membership.)	
Social Care (Self-directed Support) (Scotland) Act 2013⁽⁴¹⁾	
Section 3 (Support for adult carers.)	Only in relation to assessments carried out under integration functions.
Section 5 (Choice of options: adults.)	
Section 6 (Choice of options under section 5: assistances.)	
Section 7 (Choice of options: adult carers.)	
Section 9 (Provision of information about self-directed support.)	
Section 11 (Local authority functions.)	
Section 12 (Eligibility for direct payment: review.)	
Section 13 (Further choice of options on material change of circumstances.)	Only in relation to a choice under section 5 or 7 of the Social Care (Self-directed Support) (Scotland) Act 2013 .
Section 16 (Misuse of direct payment: recovery.)	
Section 19 (Promotion of options for self-directed support.)	

⁽⁴¹⁾ 2013 asp 1.

APPENDIX 2

Functions, conferred by virtue of enactments, prescribed for the purposes of section 1(7) of the Public Bodies (Joint Working) (Scotland) Act 2014

<i>Column A</i>	<i>Column B</i>
<i>Enactment conferring function</i>	<i>Limitation</i>
The Community Care and Health (Scotland) Act 2002	
Section 4 ⁽⁴²⁾	
The functions conferred by Regulation 2 of the Community Care (Additional Payments) (Scotland) Regulations 2002 ⁽⁴³⁾	

In each case, so far as the functions are exercisable in relation to persons of at least 18 years of age.

⁽⁴²⁾ Section 4 was amended by the Mental Health (Care and Treatment) (Scotland) Act 2003 (asp 13), schedule 4 and the Adult Support and Protection (Scotland) Act 2007 (asp 10), section 62(3).

⁽⁴³⁾ S.S.I. 2002/265, as amended by S.S.I. 2005/445.

Annex 2

Annex 2 Part 2

Services currently associated with the functions delegated by CEC to the IJB

Set out below is an illustrative description of the services associated with the functions delegated by CEC to the IJB as specified in Part 1 of Annex 2.

Social work services for adults and older people

Services and support for adults with physical disabilities and learning disabilities

Mental health services

Drug and alcohol services

Adult protection and domestic abuse

Carers support services

Community care assessment teams

Support services

Care home services

Adult placement services

Health improvement services

Housing support/aids and adaptation in so far as they relate to adult with social care needs

Day services

Local area co-ordination

Respite provision

Occupational therapy services

Re-ablement services, equipment and telecare.

In each case, so far as the services are provided to persons of at least 18 years of age.

Annex 3

The provisions within this Annex 3 are not intended to create legally binding obligations. They are intended to be illustrative of the management arrangements which may be made in respect of the functions delegated to the IJB

The IJB will issue directions to the Parties via its Chief Officer. Those directions will in the main require that the Chief Officer take forward the development of the Strategic Plan, and leading on ensuring that the plan is delivered. As the Chief Officer will not be personally managing all of the integration functions, ensuring the Strategic Plan is being delivered will include getting assurance from the chief officers of Neighbouring IJBs (for hosted services – see below) and from other managers in Lothian NHS Board and CEC.

The Chief Officer will have direct management responsibility for the following services:

(A) all services described in Annex 2, Part 2, with the exception of the following:

The provision of aids and adaptations is an integrated service involving a number of CEC functions. The assessment of the need for aids or the adaptation of a property is carried out by Health and Social Care for adults with social care needs. Where an adaptation for a property is required these adaptations are project managed by the Housing Service. Where the adaption is to the home of a Council Tenant this adaptation is funded by the HRA Capital Programme. The HRA is a ring fenced account which is managed by CEC on behalf of tenants for the purpose of providing services to Council tenants. Adaptations required for homeowners and private tenants homes are supported by grant funding which is managed by the Housing Service. Funding for adaptations in the homes of RSL tenants is supported by Scottish Government grant. This is managed by the Housing Service as part of the wider delegated authority from Scottish Ministers for the management of the Affordable Housing Supply Programme (AHSP). The project management of adaptations for tenants and homeowners/private tenants will continue to be managed by CEC's Housing Service, as this primarily focuses on the project management of property-related work. It is more efficient and effective to manage all elements together. A clear reporting line from these management arrangements up to the IJB will be established.

(B) all services described in Annex 1, Part 2, with the exception of the following:

Hosted Services

There are Lothian NHS Board services for which it would not be suitable for the Chief Officer to have operational management responsibility. The factors contributing to determining these services are the degree of medical specialism of the service and scale of the service required

APPENDIX 2

for it to be safe, efficient and effective.

It is proposed that the following services will be managed at a pan-Lothian level by one of the Chief Officers of the Lothian IJBs in their role as Joint Director of Lothian NHS Board (area in brackets confirms the Chief Officer who would manage this service)

- Dietetics (Midlothian)
- Art Therapy (Midlothian)
- Lothian Unscheduled Care Service (East Lothian)
- Integrated Sexual and Reproductive Health service (Edinburgh)
- Clinical Psychology Services (West Lothian)
- Continence Services (Edinburgh)
- Public Dental Service (including Edinburgh Dental Institute (West Lothian)
- Podiatry (West Lothian)
- Orthoptics (West Lothian)
- Independent Practitioners (East Lothian via the Primary Care Contracting Organisation)
- SMART Centre (Edinburgh)
- Royal Edinburgh and Associated Services (Director of Mental Health accountable to the Chief Officer of Edinburgh and the Lothian NHS Board Chief Executive)
- Substance Misuse (only Ritson Inpatient Unit, LEAP and Harm Reduction (Director of Mental Health accountable to the Chief Officer of Edinburgh and the Lothian NHS Board Chief Executive)

Acute Hospitals

Services provided from the three acute hospitals in Lothian NHS Board (Western General Hospital, Edinburgh Royal Infirmary, St Johns Hospital) will be managed by the relevant Hospital Site Director.

Prison Healthcare

The Chief Officer of the IJB will have direct operational responsibility for prison healthcare in HMP Edinburgh and Addiewell. This responsibility will be discharged by the Director of Mental Health who is accountable to the Chief Officer of the IJB and the Lothian NHS Board Chief Executive.

Annex 4**Part 1: Shadow Strategic Planning Group Consultees**

The list of individuals and their wider constituency consulted on the Scheme is as follows:

Member	Wider constituency
Health care member of the Professional Advisory Committee	Professional Advisory Committee
Social care member of Professional Advisory Committee	Professional Advisory Committee
Social care member of Professional Advisory Committee	Professional Advisory Committee
Non-voting service user rep from Shadow Partnership Board (health care)	Patients Council
Non-voting service user rep from Shadow Partnership Board (adult social care)	Network of service users and carers
Non-voting carer rep from Shadow Partnership Board (health)	Carers' network
Non-voting carer rep from Shadow Partnership Board (adult social care)	Carers' network
Officer or member of Scottish Care	Scottish Independent care providers
Representative from a third sector provider of non-commercial providers of health care	EVOC Named charities
Representative from a third sector provider of social care	Third sector providers of social care
Member of Edinburgh Affordable Housing Partnership	Edinburgh Affordable Housing Partnership
Rep of Third sector organisations carrying out activities related to health or social care	EVOC
Representative from one neighbourhood partnership in each locality	Neighbourhood Partnerships
Commercial providers of health care	Internet

Annex 5 List of Consultees

Key Audience - Groups and Fora that represent a combination of staff, services users, service providers and Party governance arrangements

All Council members

All Health Board members

Edinburgh Partnership Board

Shadow Health and Social Care Partnership

Edinburgh Alcohol and Drugs Partnership

Reducing Re-offending Partnership

Providers:

Mental Health and Substance Misuse services providers

Disability services providers

Care at Home providers

Care home providers

Care at Home Providers

Scottish Care

Coalition Care Providers

Planning Fora and Groups:

Joint Mental Health planning forum *

Dementia Delivery Group

Older People's Management Group *

Carer Support Hospital Discharge Steering Group

Carers strategic planning group *

Planning and Commissioning Officers

Edinburgh (Learning Disability) Plan Advisory Group Health & Social Care *

*These groups also have service user representatives

Service Users and Carers Groups: (please note that all of these groups may be involved in the planning of services)

Autism Champions

Young Carers Action Group

VolunteerNet

APPENDIX 2

Edinburgh Carers Reference Group

Carers Network

Housing and Care Group

Network/Core Group (for Personalisation) of service users and carers

Mental Health & Wellbeing Forum

Health related groups of the Neighbourhood Partnerships Edinburgh Partnership Equality Network

LGBT Age Capacity

Staff and Management Groups:

General cascade briefing/email for all staff

Departmental Joint Consultative Committee

Council Partnership at work Forum

NHS Lothian Partnership Forum

Health & Social Care Senior Management Team

Black and Minority Ethnic Workers Forum

Discharge Hubs

Social work sector and hospital teams managers

Older People and Disabilities Managers

Integrated Carers Team

Mental Health Service Managers

Criminal Justice Service Managers

Quality and Standards Managers

Business Development Managers

Contracts Team

Joint Consultative Forum/ DJCC/Trade Unions

Open staff meetings at key sites – RIE/WGH/AAH/Liberton

Staff open sessions (perhaps one on each hospital site in Edinburgh)

Offer to attend other sessions.

Health Board and Council Governance:

Acute Hospitals Committee

General Practitioners Sub Committee

Lothian Medical Committee

CHP committees (e.g. Primary Care)

NHS Lothian Finance and Resources Committee

NHS Lothian Staff Governance Committee

NHS Lothian Healthcare Governance Committee

NHS Lothian Strategic Planning Committee

Council Finance and Resources Committee

APPENDIX 2

Council Health, Social Care and Housing Committee

Council Education, Children and Families Committee

Council Administration and opposition

Governance Review and Best Value Committee (Audit)

Internal Audit of Council and NHS Lothian

Corporate Programme Office of Council – and relevant programmes e.g. BOLD

Other External Audiences:

Other Local Authorities in Lothian

Criminal Justice Authority Board

MSPs and MPs

Community Planning Partnerships

Scottish Government Health Department

Third Sector via TSIs – EVOC, Compact

External Audit of NHS Lothian and Council

SSSC

Care Commission

Relevant professional clinical and care bodies

Annex 6 Consultation framework – ‘Consulting Edinburgh’

Main features of ‘Consulting Edinburgh’

Presents the Consultation Charter based on the principles of integrity, visibility, accessibility, transparency, disclosure, fair interpretation and publication.

- Provides ability to evidence how views have been sought.
- Supports staff on how to undertake consultations.
- Acts as a benchmark for consistency and robust process and practice
- Provides a definition of consultation that incorporates ‘deliberative dialogue, i.e. decisions are taken **after** consultation.
- Offers an e-learning tool for officers to assess if a consultation is appropriate.
- Guides officers and stakeholders who are launching a consultation through all stages, including: preparation; pre-consultation; consultation and post-consultation. (The guidance includes the development of a communications strategy.)
- Defines the roles and responsibilities of officers who provide communications, research, data collection and analysis, equalities and rights and stakeholder mapping support.

There is other guidance for:

- when the consultation is out-sourced to an external agency
- setting up a consultation on the electronic ‘hub’ (which is open to the public to view and interact with) monitoring and evaluation.

10am, Thursday 12 March 2015

Succession Planning - Chief Executive

Item number	8.2
Report number	
Executive/routine	
Wards	

Executive summary

It is the intention of the Chief Executive, Sue Bruce to retire from local government service in October 2015 on attaining the age of 60 years. This report outlines the process for the search and appointment of a successor Chief Executive, including indicative timescales for the process.

Links

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

Succession Planning - Chief Executive

Recommendations

- 1.1 It is recommended that members of the Council note the contents of the report and agree that a further report on the arrangements be brought forward to the Corporate Policy and Strategy Committee on 24 March 2015.

Background

- 2.1 The Chief Executive, Sue Bruce joined the Council on 1 January 2011. In October 2015 she will attain the age of 60 years and will be in her 40th year of service. The Chief Executive has intimated that she will retire from local government service at that time.

Main report

- 3.1 Whilst the Chief Executive is contractually bound to give three months notice, the longer period is offered to facilitate the search and appointment of a successor and an orderly handover in due course.
- 3.2 The timescale takes account of the pre election period for the May 2015 UK Government Elections, the summer recess and the potential notice period of a successor.
- 3.3 The Council's framework provider for search and recruitment is Aspen People. Aspen People will be asked to work with the Chief Executive and Acting Head of HR &OD in preparation of a recruitment pack for agreement with members.
- 3.4 A draft timetable for the recruitment will also be brought forward for members' consideration and agreement.

Measures of success

- 4.1 A successor Chief Executive is appointed within the timescale identified.

Financial impact

- 5.1 As described at paragraph 3.3, the Council's framework provider for search and recruitment is Aspen People.

Risk, policy, compliance and governance impact

6.1 The appointment process will comply with the Council's policies.

Equalities impact

7.1 The appointment process will comply with the relevant equalities legislation.

Sustainability impact

8.1 There is no direct sustainability impact arising from this report.

Consultation and engagement

9.1 The post will be advertised openly and transparently.

Background reading/external references

Sue Bruce

Chief Executive

Contact: Sue Bruce, Chief Executive

E-mail: sue.bruce@edinburgh.gov.uk ; Tel: 0131 469 3002

Links

Coalition pledges

Council outcomes

Single Outcome

Agreement

Appendices

10.00am, Thursday 12 March 2015

Annual Treasury Strategy 2015/16 – referral from the Corporate Policy and Strategy Committee

Item number	8.3
Report number	
Wards	All

Executive summary

The Corporate Policy and Strategy Committee on 24 February 2015 recommended that the Council consider the Treasury Management strategy for the Council for 2015/16.

Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report
Appendices	See attached report

Terms of Referral

Annual Treasury Strategy 2015/16

Terms of referral

- 1.1 On 24 February 2015, the Corporate Policy and Strategy Committee considered a report on the proposed Treasury Management strategy for the Council for 2015/16 which included an annual Investment Strategy and Debt Management strategy.
- 1.2 The Corporate Policy and Strategy Committee agreed:
 - 1.2.1 To approve the Treasury Management Strategy for 2015/16.
 - 1.2.2 To approve the revised Treasury Policy Statements.
 - 1.2.3 To refer the report to Council for its approval and remit to the Governance, Risk and Best Value Committee for scrutiny.

For Decision/Action

- 2.1 The Council is asked to approve the Treasury Management Strategy for 2015/16.

Background reading / external references

Corporate Policy and Strategy Committee 24 February 2015.

Carol Campbell

Head of Legal, Risk and Compliance

Contact: Louise Williamson, Assistant Committee Clerk

E-mail: louise.p.williamson@edinburgh.gov.uk | Tel: 0131 529 4264

Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report
Appendices	See attached report

Corporate Policy and Strategy Committee

10.00am, Tuesday 24 February 2015

Annual Treasury Strategy 2015/16

Item number	7.1
Report number	
Executive/routine	
Wards	

Executive summary

The report proposes a Treasury Management strategy for the Council for 2015/16, including an Annual Investment Strategy and a Debt Management strategy. It also discusses how failing financial institutions are likely to be resolved in the future and the implications which this has for the Council's strategy and Treasury Management Policy Statement.

Links

Coalition pledges	P30
Council outcomes	CO25
Single Outcome Agreement	SO1

Annual Treasury Strategy 2015/16

Recommendations

- 1.1 It is recommended that the Committee:
 - 1.1.1 approves the Treasury Management Strategy for 2015/16;
 - 1.1.2 approves the revised Treasury Policy Statements; and
 - 1.1.3 refers the report to Council for their approval and remit to the Governance, Risk and Best Value Committee for their scrutiny.

Background

- 2.1 This report sets out a Treasury Management Strategy for 2015/16 including estimates of funding requirements, an economic forecast and borrowing and investment strategies.
- 2.2 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:
 - 2.2.1 ensure that the Council has sufficient and appropriate facilities available to meet its short and long-term borrowing requirements and funding needs;
 - 2.2.2 secure new funding at the lowest cost; and
 - 2.2.3 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.

Main report

3.1 Introduction

- 3.1.1 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.

3.1.2 Treasury Management is undertaken with regard to CIPFA’s Code of Practice for Treasury Management in the Public Services and the Prudential Code. It also adheres to the statutory requirements in Scotland which require this report, including Capital Programme and Prudential Indicators to be approved by the full Council. Appendix 1 and Appendix 3 give details of the capital investment programme and prudential indicators which are being recommended as part of the budget process.

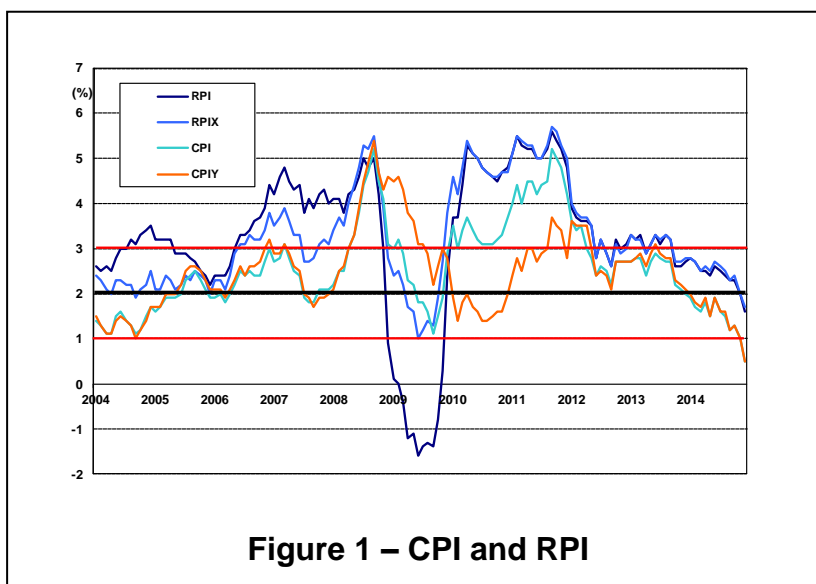
3.2 Economic and Market Outlook

Overview

3.2.1 The UK has been showing some signs of recovery, driven by household consumption. While it is likely that growth will continue into 2015, albeit at a more modest rate, there are significant headwinds. Global growth forecasts have been downgraded, UK household consumption has been on the back of the increase in house prices and increased debt, the state of the Eurozone economy is precarious, and the general election in the UK creates a further level of uncertainty for markets. In particular, the short term deflationary outlook in Europe, the continuing concerns over the outlook for European banks, and geo-political concerns are significant worries.

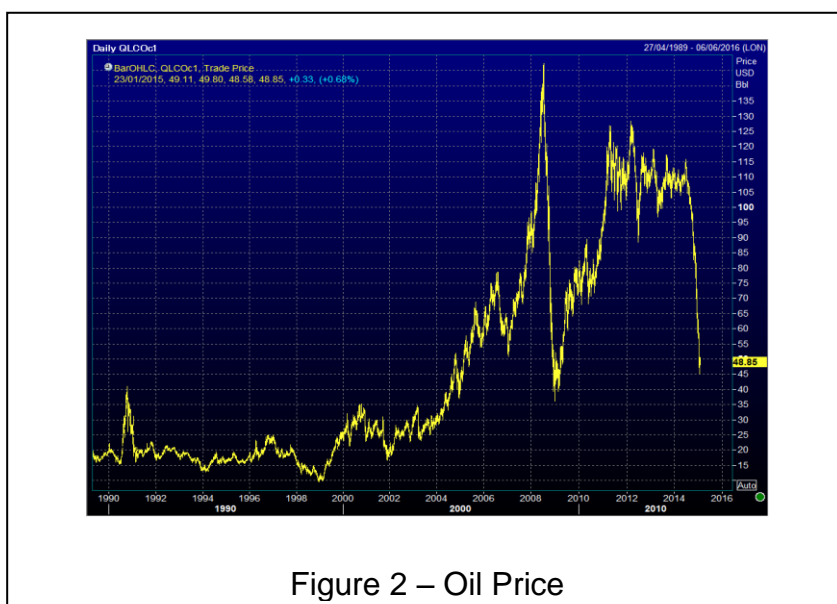
Inflation Outlook

3.2.2 Figure 1 below shows CPI (Consumer Price Index) and RPI (Retail Price Index) since March 2009.



3.2.3 CPI fell to 0.5% in December 2014, it’s lowest level since May 2000. This has meant that the Governor of the Bank of England will have written a letter to the Chancellor explaining why CPI has fallen below 1% and what the Bank of

England is going to do to ensure that it reverts to the target. The price of Crude Oil since 1990 can be seen in Figure 2 below.



3.2.4 Although the oil price has staged a modest recovery, the fall in oil and gas prices have led to energy companies announcing a drop in their prices. However, they have delayed the implementation date for the drop and so there is likely to be further dis-inflationary pressure as we go through 2015. While it is expected that inflation (CPI) is likely to turn negative during the first half of 2015, we anticipate that inflation will revert back to the target range over a two year horizon.

Interest Rate Outlook

3.2.5 We have consistently maintained a “much lower for much longer” stance in spite of market sentiment and forecasts given and see no reason to change this view any time soon, especially now that market consensus is closer to our position than any time in recent years.

3.2.6 Yet paradoxically, we consider that the deflationary pressure from oil and gas prices may in due course actually create pressure for an interest rate rise. If, and we believe it is a big if, the UK’s recovery is sustained, there is a danger that suppressed wage demands will surface. Further, as with all deflationary movements, the negative impact of the reduction in oil, gas and hence retail energy prices will fall out of the calculation by early to mid 2016. If oil and gas prices recover at the same time as demands for wage increases to recover some of the lost ground then there could be significant pressure to proactively increase UK interest rates.

3.2.7 However, we consider that this is not the most likely scenario. There are further substantial cuts to come in the public sector and any wage increases are likely to

continue to be very modest. It is also unlikely that the Eurozone in particular will be robust enough to sustain any revival in UK growth via increased exports.

3.2.8 We therefore consider that there is likely to be an increase in US Interest Rates, maybe as soon as June, but it is less likely that there will be any increase in UK Bank rate this year.

3.3 Treasury Management Strategy – Debt

3.3.1 The overall objectives of the Council's Strategy for Debt Management are to:

- forecast average future interest rates and borrow accordingly;
- secure new funding at the lowest cost in a manner that is sustainable in the medium term;
- ensure that the Council's interest rate risk is managed appropriately;
- ensure smooth debt profile with a spread of maturities; and
- reschedule debt to take advantage of interest rates.

3.3.2 Table 1 below shows the anticipated out-turn for the current year and summarises how much the Council needs to borrow for the following five years, based on the capital investment programme and Prudential Indicators proposed as part of the budget process. It is anticipated that the Council's capital expenditure to be financed by borrowing in 2014/15 will be £34.28million. However, an estimated £75.59million is due to be repaid by service departments for previous advances. Overall the Council's need to borrow reduced during the year by £44.67m. £27.78million of external Public Works Loans Board (PWLB) loans matured during the year, given the net position that the Council's under-borrowed position is anticipated to reduce from £110m to £88m at the end of 2014/15.

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	£(m)	£(m)	£(m)	£(m)	£(m)	£(m)
Debt b/fd	1,434.29	1,411.57	1,394.16	1,388.56	1,355.38	1,300.68
Cumulative Capital Expenditure b/fd	1,544.44	1,499.77	1,544.16	1,538.56	1,505.38	1,439.56
Over/underborrowed b/fd	-110.15	-88.20	-150.00	-150.00	-150.00	-138.88
Capital expenditure to be financed by borrowing	34.28	127.35	84.04	56.47	23.43	23.27
less scheduled repayments by borrowing committees	-75.59	-79.71	-86.67	-87.17	-87.68	-88.18
less scheduled repayments by Former Joint Boards	<u>-3.36</u>	<u>-3.25</u>	<u>-2.96</u>	<u>-2.48</u>	<u>-1.58</u>	<u>-0.52</u>
	-44.67	44.39	-5.59	-33.19	-65.82	-65.42
plus total maturing debt	27.78	40.88	50.72	53.09	54.70	53.32
Total Borrowing Requirement	-13.53	88.52	48.09	22.38	-9.55	-11.59
Planned PWLB or short borrowing for year	0.00	23.47	45.13	19.90	0.00	0.00
Actual Other Borrowing	5.06	0.00	0.00	0.00	0.00	0.00
Debt at end of the year	1,411.57	1,394.16	1,388.56	1,355.38	1,300.68	1,247.36
Cumulative Capital Expenditure	1,499.77	1,544.16	1,538.56	1,505.38	1,439.56	1,374.13
Cumulative Over/under Borrowed	-88.20	-150.00	-150.00	-150.00	-138.88	-126.77

Table 1 – Borrowing Requirement

3.3.3 The Council's last borrowing from the PWLB was undertaken in mid-December 2012. Since then, the Council's strategy has been to reduce its temporary investment balances to fund capital expenditure in the short term. Figure 3 below shows the interest rates for borrowing new maturity loans from the Government via the Public Works Loans Board since April 2005.

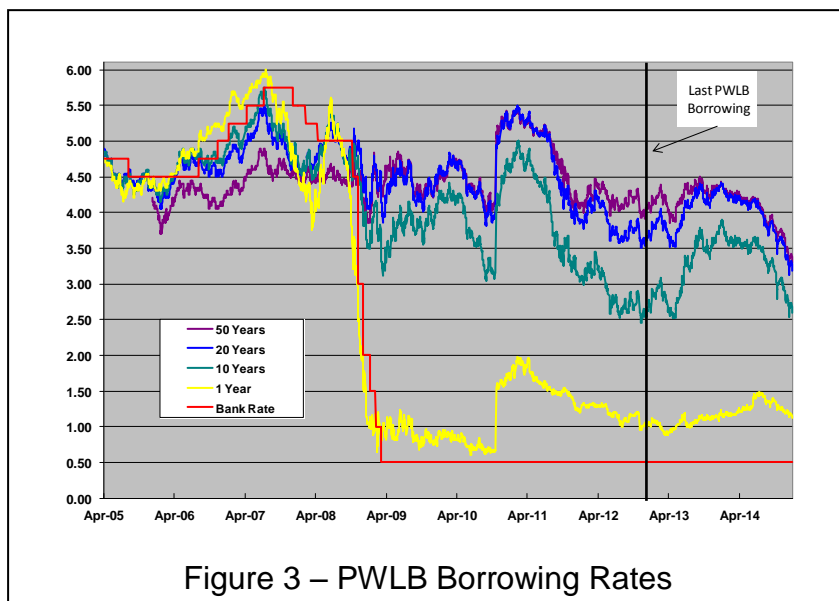


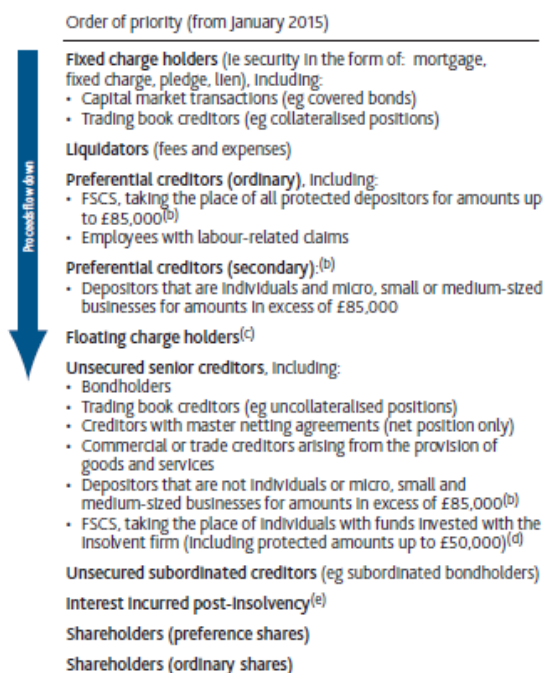
Figure 3 – PWLB Borrowing Rates

- 3.3.4 While interest rates, particularly for borrowing with longer maturity dates, have dropped significantly over the last year, it is intended to continue this strategy during 2015/16. However, depending on the exact level of reserves, working capital, and temporary cash flow during the year, the Head of Finance will continue to balance the need to undertake some borrowing for cash flow purposes, and the need for medium term borrowing against the cost of carrying that borrowing in light of the anticipated outlook for interest rates.
- 3.3.5 It is not intended to borrow in advance of need during the year. Appendix 2 lists the maturity of the Council's debt as of February 2015.

3.4 Resolution of Failing Financial Institutions

- 3.4.1 There are a number of legislative and regulatory changes which have been, or are in the process of being, made which we believe require changes to be made to the Council's investment arrangements.
- 3.4.2 Firstly, the Financial Service (Banking Reform) Act 2013 gave depositors protected under the Financial Services Compensation Scheme (FSCS) preference if a bank enters insolvency. It classed "insured deposits" – i.e. those eligible for compensation in the UK for deposits up to £85,000 as preferred creditors in event of an insolvency.
- 3.4.3 In May 2014, the EU issued the Bank Recovery and Resolution Directive (BRRD) which created a second category of preferred creditor – ranking below insured depositors but above senior creditors. This gave greater protection to deposits over £85,000 held by individuals and SMEs. This was implemented in the UK on 01 January 2015. Table 2 below shows the creditor hierarchy with effect from 01 January.
- 3.4.4 Additionally, from this July, all corporates (but not local authorities) will be insured for deposits up to the £85,000 limit regardless of the size of the corporate.
- 3.4.5 Therefore, in the event of an insolvency event, the shareholders are wiped out first, then the junior bond holders, then the unsecured senior creditors, including senior bond holders, trade creditors, non-SME deposits over £85,000 and local authority deposits. This is a substantially different regime for local authorities than before the financial crisis.

Figure 3 Insolvency creditor hierarchy^(a)



(a) Proceeds recovered through an insolvency are used to meet the claims of creditors in the top row first, with any excess being passed down to meet claims of creditors in the second row, and so on. Any losses arising from a shortfall between proceeds and creditor claims are incurred firstly by shareholders, and then pass up the creditor hierarchy until they are fully absorbed. Creditors within a row are treated equally (rank 'pari passu').

(b) Amendments to existing creditor hierarchy introduced by the Bank Recovery and Resolution Directive.

(c) Floating charges that constitute financial collateral arrangements or collateral security (pursuant to the UK Financial Collateral Arrangements Regulation and the Financial Markets and Settlement Finality Regulations) rank senior to preferential creditors and liquidators' fees and expenses.

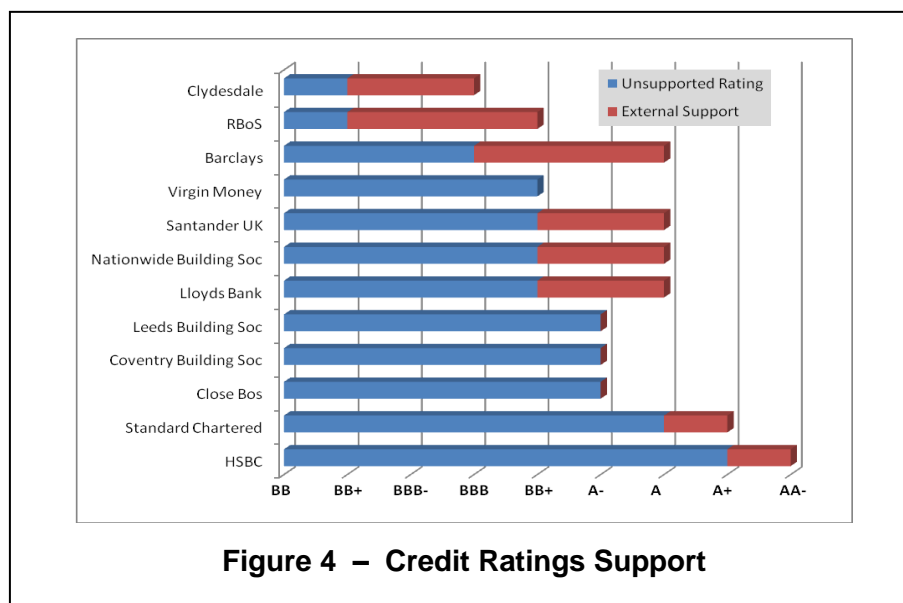
(d) Some smaller businesses are also protected by the FSCS for investment business up to £50,000.

(e) Ranking for all statutory interest from the date of the winding-up order until a final dividend is declared or all proved debts have been paid — unless otherwise specified by the terms of the debt contract. Statutory interest may rank ahead of unsecured subordinated creditors, depending on the precise circumstances, including the terms of the subordination.

Table 2 – Bank Insolvency Creditor Hierarchy

- 3.4.6 In the past governments had only two options to resolve banks which had a major credit event: either insolvency where the bank ceases to provide essential services such as bank accounts, ATM facilities, BACS payments, etc immediately with the further risk of financial instability, or alternatively the taxpayer stepping in to bail the bank out. In future credit events for banks and, subject to further regulations, building societies, it is likely that the resolution tool used to resolve a failing institution will be a 'bail in'. Bail-in involves shareholders of a failing bank being divested of their shares and creditors having their claims cancelled or reduced to the extent necessary to restore the bank to financial viability. It recapitalises the institution by reducing the losses on its balance sheet. The shares can be transferred to the affected creditors as compensation, or the shares can be transferred to third party buyer with the creditors instead receiving, where appropriate, some other form of compensation.
- 3.4.7 Where the regulatory authority steps in and "bails in" a bank, there are a number of categories of creditor that are exempt from being bailed in - 7 day interbank loans, covered bonds, repurchase agreements and derivatives. Otherwise the bail in is likely to follow the creditor hierarchy in Table 2 above.
- 3.4.8 A further consequence of the new bail in regime is that the credit ratings of some of the UK financial institutions are likely to be downgraded over the next few months. The requirement to 'bail in' bond holders and depositors before Government support can be provided will mean the Ratings Agencies will

remove the uplift they have given to the ratings of some institutions for the likelihood of support from the Government. The credit ratings of the institutions will therefore revert to the rating which the agency believes is appropriate for the institution's stand alone financial strength. Figure 4 below gives an indication of what the ratings of some UK institutions are currently and what they might be following the ratings changes.



3.4.9 It should be noted that the downgrades which we are anticipating do not reflect a deteriorating financial position of the banks, rather a change in the likelihood of government support in the event of a credit event. However, it is considered that the above issues have a number of implications for the Council's Investment Strategy and Treasury Management Policy Statement.

3.5 Treasury Management Policy Statement

3.5.1 The Treasury Management Policy Statement for the Treasury Cash Fund defines the counterparties with which the Council will invest its surplus funds. As a result of the regulatory and legislative changes on bank resolution, and the resultant likelihood of changes to credit ratings, a number of changes are proposed to the Policy.

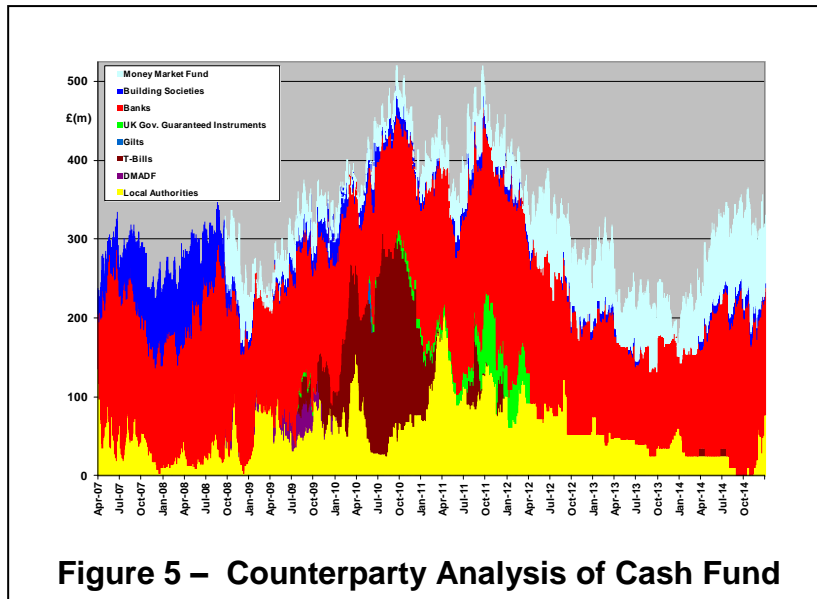
3.5.2 The key changes proposed are:

- the criteria relating to financial institutions are simplified, concentrating more on the longer term credit ratings, and removing the support ratings category from the matrix;
- separate categories are created for deposits or bonds with financial institutions where the deposits or bonds are secured against a specific pool of assets such as mortgages;

- the credit rating criteria are aligned with the changes anticipated to be made by the ratings agencies, while retaining Investment Grade as a minimum criteria;
 - remove the AAA requirement for Money Market Funds and Bond Fund as it is likely that these ratings will be withdrawn by the ratings agencies as part of the regulatory reviews;
 - addition of maximum time limits for investments; and
 - clarification is given to the use of the Council's bankers in the event that they don't meet the minimum investment criteria at some stage.
- 3.5.3 It is proposed to retain no limit to the percentage of funds which can be held with the UK Government or with other organisations which have pseudo-sovereign risk such as local authorities. This allows the option to place funds with the most secure counterparties in time of financial market stress.
- 3.5.4 The Head of Finance has used liquidity to manage Counterparty risk by keeping the duration of investment short and will continue to do so within the limits added to the Cash Fund Treasury Policy Statement. Appendix 5 gives the revised Treasury Management Policy Statement for the Investment of the Council's surplus funds.

3.6 Treasury Management Strategy – Investment of Surplus Funds

- 3.6.1 In line with CIPFA's Code of Practice, the overall objectives of the Council's Strategy for Investment Management are to:
- ensure the security of funds invested;
 - ensure that the Council has sufficient liquid funds to cover its expenditure commitments; and
 - pursue optimum investment return within the above two objectives.
- 3.6.2 The Council's cash balances are pooled and invested via the Treasury Cash Fund subject to the limits set out in the Treasury Management Policy Statement. The Cash Fund's Investment Strategy continues to be based around the security of the investments. Figure 5 below shows the distribution of Cash Fund deposits since inception.



- 3.6.3 The key change to the proposed strategy is that it is intended to move to a position where more of the Council’s investments are secured against some form of collateral. For these investments, it would mean that the Council would rank as Fixed Charge Holders, rather than Unsecured Senior Creditors, in Table 2 above in the event of an insolvency or bail in of the financial institution. The Council would therefore have ‘dual recourse’ having claims against both the institution’s assets and the specific ring-fenced pool of collateral.
- 3.6.4 This will allow the weighted average maturity of the funds to be increased while maintaining a high level of security of the Council’s investments.

Measures of success

- 4.1 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

- 5.1 The Council continues to manage its debt portfolio so as to minimise the medium term cost of funding its capital projects.
- 5.2 The Treasury Cash Fund has generated significant additional income for the Council.

Risk, policy, compliance and governance impact

6.1 The changes to the Treasury Management Policy Statement and strategy are designed to manage and mitigate the risk to which the Council is exposed.

Equalities impact

7.1 There are no adverse equality impacts arising from this report.

Sustainability impact

8.1 There are no adverse sustainability impacts arising from this report.

Consultation and engagement

9.1 Not applicable.

Background reading / external references

For a copy of the City of Edinburgh Council Treasury Cash Fund Investment Report Quarter 4 2014, please contact Innes Edwards innes.edwards@edinburgh.gov.uk

Alastair D Maclean

Director of Corporate Governance

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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	Appendix 1 – Capital Investment Programme Appendix 2 – Maturing Debt Profile as at February 2015 Appendix 3 – Prudential Indicators Appendix 4 – Treasury Management Policy Statement – The City of Edinburgh Council Appendix 5 – Treasury Management Policy Statement – Treasury Cash Fund

CAPITAL INVESTMENT PROGRAMME 2015-2020**SUMMARY OF EXPENDITURE AND RESOURCES - GENERAL SERVICES**

2014-2019	2015/16	2016/17	2017/18	2018/19	2019/20	Total
	£000	£000	£000	£000	£000	£000
Expenditure	187,357	94,056	50,239	35,472	41,000	408,124
Resources						
Capital receipts						
General asset sales	10,000	13,000	10,000	4,500	3,000	40,500
Less General asset sales for property rationalisation savings	(5,400)	-	-	-	-	(5,400)
Asset sales to reduce corporate borrowing	1,900	-	-	-	-	1,900
Ring-fenced asset sales	-	4,895	-	-	10,000	14,895
Developers and other contributions	6,100	869	209	-	-	7,178
Total receipts	12,600	18,764	10,209	4,500	13,000	59,073
Grants						
Specific Capital Grant	32,392	-	-	-	-	32,392
General Capital Grant	57,461	46,000	44,500	44,500	38,000	230,461
Total Grants	89,853	46,000	44,500	44,500	38,000	262,853
Borrowing						
Support brought forward	63,388	-	-	-	-	63,388
Prudential framework						

- Through council tax	4,458	120	-	-	-	4,578
- Departmentally supported	<u>7,692</u>	<u>9,452</u>	<u>-</u>	<u>-</u>	<u>-</u>	17,144
Total borrowing	<u>75,538</u>	<u>9,572</u>	<u>0</u>	<u>0</u>	<u>0</u>	85,110
Over / (under)-programming	9,366	19,720	(4,470)	(13,528)	(10,000)	1,088
Total Resources	<u>187,357</u>	<u>94,056</u>	<u>50,239</u>	<u>35,472</u>	<u>41,000</u>	<u>408,124</u>

Grant funding for 2016/17, 2017/18, 2018/2019 and 2019/20 is outside the current one year settlement and therefore the grant settlement figures for these years are based on prudent estimates.

Maturing Debt Profile – February 2015

Market						
Start Date	Type	Maturity Date	Principal Outstanding	Interest Rate	Annual Interest	
03/12/1990	M	04/12/2015	2,000,000.00	11	220,000.00	
12/12/1990	M	11/12/2015	2,000,000.00	11	220,000.00	
30/03/1992	M	30/03/2017	1,000,000.00	10.25	102,500.00	
21/08/1992	M	21/08/2017	500,000.00	9.75	48,750.00	
21/08/1992	M	21/08/2017	500,000.00	9.75	48,750.00	
12/11/1998	M	13/11/2028	3,000,000.00	4.75	142,500.00	
15/12/2003	M	15/12/2053	10,000,000.00	5.25	525,000.00	
18/02/2004	M	18/02/2054	10,000,000.00	4.54	454,000.00	
28/04/2005	M	28/04/2055	12,900,000.00	4.75	612,750.00	
01/07/2005	M	01/07/2065	10,000,000.00	3.86	386,000.00	
30/06/2005	M	30/06/2065	5,000,000.00	4.4	220,000.00	
07/07/2005	M	07/07/2065	5,000,000.00	4.4	220,000.00	
24/08/2005	M	24/08/2065	5,000,000.00	4.4	220,000.00	
07/09/2005	M	07/09/2065	10,000,000.00	4.99	499,000.00	
13/09/2005	M	14/09/2065	5,000,000.00	3.95	197,500.00	
03/10/2005	M	05/10/2065	5,000,000.00	4.375	218,750.00	
21/12/2005	M	21/12/2065	5,000,000.00	4.99	249,500.00	
28/12/2005	M	24/12/2065	12,500,000.00	4.99	623,750.00	
23/12/2005	M	23/12/2065	10,000,000.00	4.75	475,000.00	
03/04/2006	M	01/04/2066	10,000,000.00	4.875	487,500.00	
03/04/2006	M	01/04/2066	10,000,000.00	4.875	487,500.00	
03/04/2006	M	01/04/2066	10,000,000.00	4.875	487,500.00	
07/04/2006	M	07/04/2066	10,000,000.00	4.75	475,000.00	
06/03/2006	M	04/03/2066	5,000,000.00	4.625	231,250.00	
14/03/2006	M	15/03/2066	15,000,000.00	5	750,000.00	
18/08/2006	M	18/08/2066	10,000,000.00	5.25	525,000.00	
17/03/2006	M	17/03/2066	10,000,000.00	5.25	525,000.00	
05/06/2006	M	07/06/2066	20,000,000.00	5.25	1,050,000.00	
05/06/2006	M	07/06/2066	16,500,000.00	5.25	866,250.00	
01/02/2008	M	01/02/2078	10,000,000.00	3.95	395,000.00	
26/02/2010	M	26/02/2060	5,000,000.00	6.861	343,050.00	
26/02/2010	M	26/02/2060	10,000,000.00	6.861	686,100.00	
25/02/2011	M	25/02/2060	15,000,000.00	6.874	1,031,100.00	
25/02/2011	M	25/02/2060	10,000,000.00	6.874	687,400.00	
			280,900,000.00		14,711,400.00	
PWLB						
Start Date	Type	Maturity Date	Principal Outstanding	Interest Rate	Annual Interest	
15/06/1951	P	15/05/2031	3,866.97	3	116.01	
14/07/1950	P	03/03/2030	3,918.18	3	117.55	

23/02/1990	P	15/05/2015	8,000,000.00	10.875	870,000.00
06/11/1990	P	25/03/2016	10,000,000.00	11.375	1,137,500.00
17/01/1991	P	15/05/2016	15,000,000.00	11.25	1,687,500.00
17/05/1991	P	25/03/2016	10,000,000.00	11	1,100,000.00
15/08/1991	P	15/11/2016	10,000,000.00	10.875	1,087,500.00
27/09/1991	P	25/09/2016	2,736,307.00	10.5	287,312.24
27/03/1992	P	25/09/2017	10,000,000.00	10.625	1,062,500.00
03/04/1992	P	25/03/2018	30,000,000.00	10.875	3,262,500.00
17/09/1992	P	15/05/2018	8,496,500.00	9.75	828,408.75
17/09/1993	P	15/11/2018	5,000,000.00	7.875	393,750.00
20/09/1993	P	14/09/2023	2,997,451.21	7.875	236,049.28
20/09/1993	P	14/09/2023	584,502.98	7.875	46,029.61
18/10/1993	P	25/03/2019	5,000,000.00	7.875	393,750.00
14/03/1994	P	11/03/2019	2,997,451.21	7.625	228,555.65
23/03/1994	P	15/11/2018	5,000,000.00	8	400,000.00
23/03/1994	P	15/11/2019	5,000,000.00	8	400,000.00
28/04/1994	P	25/09/2021	5,000,000.00	8.125	406,250.00
16/08/1994	P	03/08/2021	2,997,451.21	8.5	254,783.35
21/10/1994	P	15/05/2020	5,000,000.00	8.625	431,250.00
21/10/1994	P	15/05/2021	10,000,000.00	8.625	862,500.00
07/12/1994	P	15/11/2019	10,000,000.00	8.625	862,500.00
07/12/1994	P	15/05/2020	5,000,000.00	8.625	431,250.00
09/12/1994	P	15/11/2020	5,000,000.00	8.625	431,250.00
15/02/1995	P	25/03/2020	5,000,000.00	8.625	431,250.00
16/02/1995	P	03/02/2023	2,997,451.21	8.625	258,530.17
10/03/1995	P	15/05/2021	11,900,000.00	8.75	1,041,250.00
31/03/1995	P	25/09/2022	6,206,000.00	8.625	535,267.50
24/04/1995	P	25/03/2023	10,000,000.00	8.5	850,000.00
12/06/1995	P	15/05/2022	10,200,000.00	8	816,000.00
12/06/1995	P	15/05/2021	10,000,000.00	8	800,000.00
16/08/1995	P	03/08/2020	2,997,451.21	8.375	251,036.54
28/09/1995	P	28/09/2024	2,895,506.10	8.25	238,879.25
05/12/1995	P	15/05/2023	5,200,000.00	8	416,000.00
05/12/1995	P	15/11/2023	10,000,000.00	8	800,000.00
21/12/1995	P	21/12/2025	2,397,960.97	7.875	188,839.43
08/05/1996	P	25/09/2023	10,000,000.00	8.375	837,500.00
29/08/1997	P	15/11/2026	5,000,000.00	7	350,000.00
23/01/2006	P	23/07/2046	10,000,000.00	3.7	370,000.00
23/01/2006	P	23/07/2046	10,000,000.00	3.7	370,000.00
27/01/2006	P	27/07/2051	1,250,000.00	3.7	46,250.00
19/05/2006	P	19/11/2046	10,000,000.00	4.25	425,000.00
16/01/2007	P	16/07/2052	40,000,000.00	4.25	1,700,000.00
30/01/2007	P	30/07/2052	10,000,000.00	4.35	435,000.00
13/02/2007	P	13/08/2052	20,000,000.00	4.35	870,000.00
20/02/2007	P	20/08/2052	70,000,000.00	4.35	3,045,000.00
22/02/2007	P	22/08/2052	50,000,000.00	4.35	2,175,000.00
08/03/2007	P	08/09/2052	5,000,000.00	4.25	212,500.00

30/05/2007	P	30/11/2052	10,000,000.00	4.6	460,000.00
11/06/2007	P	11/12/2052	15,000,000.00	4.7	705,000.00
12/06/2007	P	12/12/2052	25,000,000.00	4.75	1,187,500.00
05/07/2007	P	05/01/2053	12,000,000.00	4.8	576,000.00
25/07/2007	P	25/01/2053	5,000,000.00	4.65	232,500.00
10/08/2007	P	10/02/2053	5,000,000.00	4.55	227,500.00
24/08/2007	P	24/02/2053	7,500,000.00	4.5	337,500.00
13/09/2007	P	13/03/2053	5,000,000.00	4.5	225,000.00
12/10/2007	P	12/04/2053	5,000,000.00	4.6	230,000.00
05/11/2007	P	05/05/2057	5,000,000.00	4.6	230,000.00
10/12/2007	P	10/12/2037	10,000,000.00	4.49	449,000.00
07/01/2008	P	07/01/2048	5,000,000.00	4.4	220,000.00
15/08/2008	P	15/02/2058	5,000,000.00	4.39	219,500.00
09/10/2008	P	09/10/2017	5,000,000.00	4.39	219,500.00
12/11/2008	P	12/11/2019	2,540,803.99	3.96	100,615.84
01/12/2008	P	01/12/2019	2,520,023.77	3.65	91,980.87
10/12/2008	P	10/12/2016	5,000,000.00	3.61	180,500.00
30/03/2009	P	30/03/2015	5,000,000.00	2.84	142,000.00
30/03/2009	P	30/03/2019	5,000,000.00	3.46	173,000.00
21/04/2009	P	21/04/2019	10,000,000.00	3.4	340,000.00
21/04/2009	P	21/04/2020	10,000,000.00	3.54	354,000.00
23/04/2009	P	23/04/2016	5,000,000.00	2.96	148,000.00
23/04/2009	P	23/04/2018	15,000,000.00	3.24	486,000.00
23/04/2009	P	23/04/2019	5,000,000.00	3.38	169,000.00
23/04/2009	P	23/04/2022	5,000,000.00	3.76	188,000.00
12/05/2009	P	12/05/2020	10,000,000.00	3.96	396,000.00
12/05/2009	P	12/05/2015	10,000,000.00	3.08	308,000.00
09/06/2009	P	09/06/2016	5,000,000.00	3.37	168,500.00
09/06/2009	P	09/06/2018	5,000,000.00	3.75	187,500.00
13/10/2009	P	13/04/2016	5,000,000.00	2.95	147,500.00
13/10/2009	P	13/10/2023	5,000,000.00	3.87	193,500.00
01/12/2009	P	01/12/2019	5,000,000.00	3.77	188,500.00
01/12/2009	P	01/12/2025	11,203,753.09	3.64	407,816.61
14/12/2009	P	14/12/2019	10,000,000.00	3.91	391,000.00
14/12/2009	P	14/12/2024	7,249,741.49	3.66	265,340.54
10/05/2010	P	10/05/2024	10,000,000.00	4.32	432,000.00
10/05/2010	P	10/05/2025	5,000,000.00	4.37	218,500.00
10/05/2010	P	10/05/2021	3,155,846.94	3.09	97,515.67
02/06/2010	P	02/06/2021	5,000,000.00	3.89	194,500.00
14/06/2010	P	14/06/2022	10,000,000.00	3.95	395,000.00
06/09/2010	P	06/09/2028	10,000,000.00	3.85	385,000.00
06/09/2010	P	06/09/2031	20,000,000.00	3.95	790,000.00
14/07/2011	P	14/07/2029	10,000,000.00	4.9	490,000.00
14/07/2011	P	14/07/2030	10,000,000.00	4.93	493,000.00
09/08/2011	P	09/02/2046	20,000,000.00	4.8	960,000.00
08/09/2011	P	08/09/2038	10,000,000.00	4.67	467,000.00
15/09/2011	P	15/09/2036	10,000,000.00	4.47	447,000.00

15/09/2011	P	15/09/2039	10,000,000.00	4.52	452,000.00
22/09/2011	P	22/09/2036	10,000,000.00	4.49	449,000.00
06/10/2011	P	06/10/2043	20,000,000.00	4.35	870,000.00
21/11/2011	P	21/05/2020	15,000,000.00	2.94	441,000.00
02/12/2011	P	02/06/2017	5,000,000.00	2.28	114,000.00
02/12/2011	P	02/12/2061	5,000,000.00	3.98	199,000.00
15/12/2011	P	15/06/2032	10,000,000.00	3.98	398,000.00
14/05/2012	P	14/11/2024	10,000,000.00	3.36	336,000.00
16/11/2012	P	16/05/2025	20,000,000.00	2.88	576,000.00
13/12/2012	P	13/06/2027	20,000,000.00	3.18	636,000.00
17/10/1996	P	25/03/2025	10,000,000.00	7.875	787,500.00
13/02/1997	P	18/05/2025	10,000,000.00	7.375	737,500.00
20/02/1997	P	15/11/2025	20,000,000.00	7.375	1,475,000.00
21/05/1997	P	15/05/2026	10,000,000.00	7.125	712,500.00
28/05/1997	P	15/05/2026	10,000,000.00	7.25	725,000.00
24/06/1997	P	15/11/2026	5,328,077.00	7.125	379,625.49
07/08/1997	P	15/11/2026	15,000,000.00	6.875	1,031,250.00
13/10/1997	P	25/03/2027	10,000,000.00	6.375	637,500.00
22/10/1997	P	25/03/2027	5,000,000.00	6.5	325,000.00
13/11/1997	P	15/05/2027	3,649,966.00	6.5	237,247.79
17/11/1997	P	15/05/2027	5,000,000.00	6.5	325,000.00
12/03/1998	P	15/11/2027	8,677,693.00	5.875	509,814.46
			1,118,687,723.53		62,833,882.59

SPECIAL

Start Date	Type	Maturity Date	Principal Outstanding	Interest Rate	Annual Interest
07/01/2015	Z	01/09/2021	552,700.00	0	0.00
			552,700.00		0.00

Appendix 3

PRUDENTIAL INDICATORS

Indicator 1 - Estimate of Capital Expenditure

The actual capital expenditure that was incurred in 2013/14 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 -----						
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000	£000
Children and Families	15,670	15,843	68,556	31,060	15,543	4,531	0
Corporate Governance	4,211	5,885	3,895	2,089	165	165	165
Economic Development	1	52	0	0	0	0	0
Health and Social Care	4,160	4,646	7,171	1,514	114	0	0
Services for Communities (SFC)	108,953	79,854	79,371	45,736	20,417	16,776	17,835
SFC - Asset Management Programme	17,082	14,191	22,545	13,657	14,000	14,000	14,000
Other Capital Projects	923	797	0	0	0	0	0
Unallocated General Capital Grant funding	0	0	5,819	0	0	0	0
Unallocated - indicative 5 year plan 2019-2023 funding	0	0	0	0	0	0	9,000
Sub Total General Services Capital Expenditure	151,000	121,268	187,357	94,056	50,239	35,472	41,000
Trams Project as approved by Council in Sept 2011 (not detailed in CIP)	53,198	5,385	0	0	0	0	0
Additional investment made available from capital fund draw down per budget motion	0	0	7,500	0	0	0	0
Fleet Vehicle Replacement programme	0	0	2,987	0	0	0	0
National Housing Trust Phase 3 (to be approved in Feb 2015)	0	0	0	22,850	27,562	4,585	0
Total General Services Capital Expenditure	204,198	126,653	197,844	116,906	77,801	40,057	41,000

Note that the 2015-2020 CIP includes slippage / acceleration brought forward based on projected capital expenditure reported at the nine month stage.

	----- Capital Expenditure Housing Revenue Account -----						
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000	£000
Housing Revenue Account	39,206	34,135	49,830	48,693	51,485	44,375	40,347

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 2013/14 are:

	Ratio of Financing Costs to Net Revenue Stream						
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	%	%	%	%	%	%	%
General Services	11.60	12.11	12.56	12.42	12.29	N/A	N/A
HRA	36.01	37.30	39.61	41.51	43.05	44.49	45.16

Note: Figures for 2016/17 onwards are indicative as neither the Council or HRA has set a budget for these years. The figures for General Services are based on the budget framework to the end of the current coalition Council and so figures for 2018/19 and 2019/20 have been excluded.

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 2014 are:

	----- Capital Financing Requirement -----						
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£m	£m	£m	£m	£m	£m	£m

General Services	1,359	1,306	1,326	1,305	1,257	1,179	1,103
HRA	369	372	390	400	409	414	418

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						
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£m	£m	£m	£m	£m	£m	£m
Gross Debt	1,618	1,590	1,567	1,555	1,515	1,443	1,371
Capital Financing requirements	1,728	1,678	1,717	1,705	1,665	1,593	1,521
(Over) / under limit by:	110	88	150	150	150	150	150

The Council's Capital Financing Requirement (CFR) is projected to reduce by £50m during 2014/15 as repayments for previous capital advances are higher than the new prudential borrowing undertaken during 2014/15. At 31/03/14, the authority was under borrowed by £110.147m. Current projections suggest that the authority will be under borrowed by approximately £88m at 31/03/15, although this may vary in light of actual capital expenditure and market conditions. This movement is a result of the reduction in CFR, partially offset by maturing external debt.

As demonstrated above, 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.

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 five 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				
	2015/16	2016/17	2017/18	2018/19	2019/20
	£m	£m	£m	£m	£m
Borrowing	1,580	1,637	1,636	1,607	1,542
Other long term liabilities	191	182	173	165	157
	<u>1,771</u>	<u>1,818</u>	<u>1,809</u>	<u>1,772</u>	<u>1,699</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

	2015/16	2016/17	2017/18	2018/19	2019/20
	Estimate	Estimate	Estimate	Estimate	Estimate
	£m	£m	£m	£m	£m
Borrowing	1,559	1,611	1,610	1,580	1,515
Other long term liabilities	191	182	173	165	157
	1,750	1,793	1,783	1,745	1,672

The Council's actual external debt at 31st March 2014 was £1,452.582m, comprising borrowing (including sums repayable within 12 months). Of this sum, £24.818m relates to borrowing carried out by the Council on behalf of the Police and Fire Joint Boards.

In taking its decisions on this budget report, the Council is asked to note that the estimate of capital expenditure determined for 2014/15 (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

2015/16	2016/17	2017/18	2018/19	2019/20
£	£	£	£	£
0.29	4.14	10.19	N/A	N/A

b) for average weekly housing rents

2015/16	2016/17	2017/18	2018/19	2019/20
£	£	£	£	£
0.21	0.69	0.52	-0.05	0.52

In calculating the incremental impact of capital investment decisions on the band "D" Council Tax, investment decisions relating to National Housing Trust Phases have been omitted. As agreed with the Scottish Government, the borrowing and associated interest costs related to

this expenditure are directly rechargeable to developers at agreed periods in the future. As such, there is no cost to the Council in relation to this element of borrowing and therefore it has been omitted in calculating the incremental impact of capital investment decisions.

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 / House Rents;
- 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 / rents, and the Council could consider different options for its capital investment programme in relation to their differential impact on the Council Tax / rents.

Indicators included in Treasury Management Strategy

The Council's treasury management strategy and annual plan for 2015/16 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 2015/16, 2016/17, 2017/18, 2018/19 and 2019/20 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 2015/16, 2016/17, 2017/18, 2018/19 and 2019/20 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.

Treasury Management Policy Statement – The City of Edinburgh Council

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 Head of Finance 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
- (i) Investment in the Subordinated Debt of projects delivered via the "HubCo" model

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.*
- (f) *Subordinated debt of projects delivered via "HubCo" model up to a maximum of £1 million.*

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 Governance, Risk and Best Value 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 Head of Finance 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 & Pools.
c. Call account deposit accounts with financial institutions (banks and building societies) (Risk is dependent on credit rating)	<p>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.</p> <p>These will be used to provide the primary liquidity source for Cash Management</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>
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	<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>
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 local authority company	These are service investments which may exhibit market risk and are likely to be highly illiquid.	Each equity investment in a local authority 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.
j. Investment in the Subordinated Debt of projects delivered via the "Hubco" model	These are investments which are exposed to the success or failure of individual projects and are highly illiquid	The Council and Scottish Government (via the SFT) are participants in and party to the governance and controls within the project structure. As such they are well placed to influence and ensure the successful completion of the project's term

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) Reverse Repurchase Agreements
- (e) Money Market Funds and Bond 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, where not otherwise permitted under (k) below, up to a limit of £20m on an overnight only basis other than when funds are received into the Council's bank account without pre-notification.

- (e) 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) 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 of AA or above 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) Local Authority Collateralised deposits up to a maximum of £30 million or 15 percent of the fund per institution up to a maximum of 5 years 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 under the following criteria:

Credit Rating	Banks Unsecured	Banks Secured	B. Socs. Unsecured	B. Socs. Secured
AAA	20% or £60m	20% or £60m	20% or £60m	20% or £60m
AA+	15% or £30m	20% or £60m	15% or £30m	20% or £60m
AA	15% or £30m	20% or £60m	15% or £30m	15% or £30m
AA-	15% or £30m	20% or £60m	10% or £20m	15% or £30m
A+	10% or £20m	15% or £30m	10% or £20m	10% or £20m
A	10% or £20m	15% or £30m	10% or £20m	10% or £20m
A-	10% or £20m	15% or £30m	5% or £20m	15% or £30m
BBB+	5% or £10m	5% or £10m	n/a	n/a
BBB or BBB-	5% or £10m	5% or £10m	n/a	n/a
None	n/a	n/a	n/a	n/a

The credit ratings quoted in the above table are for the financial institution, instrument or security provided and are the lowest of the relevant long term ratings from the three main Credit ratings agencies, S&P, Moodys and Fitch.

Time Limits

In addition to the monetary limits above, the following maximum time limits will be placed on investments:

Category	Max. Time Limit
20% of Assets Under Management / £60m	5 Years
15% of Assets Under Management / £30m	1 Years
10% of Assets Under Management / £20m	6 months
5% of Assets Under Management / £10m	3 months

In addition to the above limits, no more than 25% of assets under management will have a maturity greater than 1 year.

In considering an investment, consideration is given to a wide range of information, not simply the credit ratings of the institution being considered. This will include financial information on the institution, relevant Credit Default Swaps and equity pricing data, and the general macro-economic, market and sector background. 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 Head of Finance 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 dependent on credit rating)	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 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 Pools. On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.

<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 Poors</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 Poors.</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 Poors.</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 Poors.</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</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</p>

	gilts. They do have an exposure to movements in market prices of assets held.	maturity.
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10.00am, Thursday, 12 March 2015

Integrated Children's Services – referral from the Education, Children and Families Committee

Item number	8.4
Report number	
Wards	All

Executive summary

The Education, Children and Families Committee on 3 March 2015 considered a progress report on the Integration of Children's Services in Edinburgh and a proposed model of governance for the process from April 2015 onwards. The Committee agreed to refer the report to Council for approval and to appoint the elected members to the Integrated Children's Services Board.

Terms of Referral

Integrated Children's Services

Terms of referral

- 1.1 On 3 March 2015, the Education, Children and Families Committee considered a progress report by the Director of Children and Families on the Integration of Children's Services in Edinburgh. A proposed model of governance for the process from April 2015 onwards was outlined, including the establishment of an Integrated Children's Services Board.
- 1.2 The Education, Children and Families Committee agreed:
 - 1.2.1 To note the significant progress which had been made in the development of Integrated Children's Services in Edinburgh.
 - 1.2.2 To note the proposed remit for the Integrated Children's Services Board and to request a review of its effectiveness in March 2016.
 - 1.2.3 To refer the Director's report to Council for approval and for appointment of the elected members to the Integrated Children's Services Board, subject to minor adjustments to the membership and structural relationships as detailed in Appendix 1 to the report.

For Decision/Action

- 2.1 The Council is asked to approve the arrangements for the Integrated Children's Services Board, as set out in Appendix 1 of the attached report, and to appoint three elected members to the Board.

Background reading / external references

[Integrated Children's Services - report to the Education, Children and Families Committee - 11 September 2014](#)

[Minute of the Education, Children and Families Committee - 11 September 2014](#)

Carol Campbell

Head of Legal, Risk and Compliance

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Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report
Appendices	Integrated Children's Services – report by the Director of Children and Families, including adjusted Appendix 1.

Education, Children and Families Committee

10am, Tuesday, 3 March 2015

Integrated Children's Services

Item number

Report number

Executive

Wards

All

Executive summary

This report provides a further update on the good progress made towards the Integration of Children's Services in Edinburgh and proposes a model of governance for the process from April 2015 onwards.

Links

Coalition pledges

[P1 – P6](#)

Council outcomes

[CO1 – CO6](#)

Single Outcome Agreement

[SO2, SO3](#)

Integrated Children's Services

Recommendations

- 1.1 The Committee is asked to note the significant progress which has been made in the development of Integrated Children's Services in Edinburgh.
- 1.2 The Committee is asked to note the proposed remit for the Integrated Children's Services Board and to request a review of its effectiveness in March 2016.
- 1.3 That this report is forwarded to Council for approval and for the appointment of elected members to The Integrated Children's Services Board.

Background

- 2.1 Since May of 2014, work has been underway to agree a shared approach, with NHS Lothian, to the delivery and management of Integrated Children's Services for the City of Edinburgh. The overall purpose of this is to enable senior management within children's health, education and social work in Edinburgh to improve outcomes for children, young people and their families in the city through the delivery of more efficient, effective and coherent services and resources.
- 2.2 Significant engagement with staff and service users (including children, young people, parents and carers) has taken place and was previously reported to [Committee in September 2014](#).
- 2.3 The principles and practice of Integrated Children's Services reflects feedback and learning from Total Craigroyston, Total Neighbourhood East and the Wester Hailes Healthy Living Centre as well as information gathered as part of the design of locality service delivery as part of the BOLD programme.

Main report

- 3.1 Over the last 9 months the variety of engagement activities which have been undertaken to gain feedback from staff and service users about the proposal to better integrate services have demonstrated clear support for this approach, considering it to be an appropriate and logical way to progress. This next step in integration complements the development of the Integrated Joint Board for adult health and social care services and is entirely consistent with the principles within "Organise to Deliver" and the associated business cases for locality working and shared services.
- 3.2 The **Integrated Children's Services Board (ICSB)** would operate on a consensual basis, similar to the former Joint Board of Governance for adult services in Edinburgh.

It would build on and support the work of the successful Children's Partnership and its associated Chief Officer Group and have oversight of all children's services within the city of Edinburgh in line with the Community Plan and Integrated Plan for Children and Young People.

- 3.3 With the impending dissolution of Edinburgh's Community Health Partnership, this paper proposes the establishment of an Integrated Children Services Board (Appendix 1). This Board will support the ongoing implementation of the integration process and the associated changes in reporting and accountability and oversee and monitor the implementation of the city's Integrated Plan for Children, Young People and their families. Whilst this Board will be established by April 1st 2015 it is not likely to meet until early June for the first time to for proper recruitment and preparation work to take place with members.
- 3.4 At a locality level, Integrated Children's Services will build on the effective work to date of multi-agency Children's Services Management Groups and respond to further changes which will occur as a result of the agreement between community planning partners to work within coterminous boundaries in the city and the current consultation by the BOLD team about resource distribution and locality management of CEC services. The principles which apply to this process will serve the further development of integrated services well and every effort will be made, going forward, to explore opportunities for collocation, shared learning and development, jointly funded posts and pooled budgets to facilitate collaborative working and achieve budget efficiencies.
- 3.5 Firm proposals for an Integrated Children's Service (including management structures for NHS Lothian staff formerly within the CHP) are currently being finalised and will be submitted to the Scottish Government along with the paper which sets out the integrated adult health and social care arrangements within the city.
- 3.6 Accountability for health visiting and school nursing services will rest with the General Manager of Women's and Children's Services within NHS Lothian.
- 3.7 It is anticipated that the Child and Adolescent Mental Health Service and Family Nurse Partnership – both Lothian wide resources – will sit within the same management structure although the details associated with this have to be finalised.
- 3.8 Any changes for CEC staff will take place as part of Organise to Deliver implementation and as part of the redesign work which will follow.

Measures of success

- 4.1 The Integrated Children's Plan, the Children and Families Service Plan and the NHS Lothian Children and Young People's Health and Wellbeing Strategy outline the areas of activity which will maintain and improve outcomes for children, young people and their families in Edinburgh. The existing performance framework which supports these plans will be reviewed and further developed to acknowledge Integrated

Services. The Board will monitor progress in all these key areas and would expect to see improvements in the identified priority areas. We would also expect that feedback from staff would demonstrate the added value of further integration through the introduction of greater co-location, shared infrastructure resources and improved communication and information sharing

Financial impact

- 5.1 The development of Integrated Services will be managed within existing Children and Families and NHS Lothian budgets and we would anticipate that efficiencies can be achieved through the development of more shared resources and business support functions.

Risk, policy, compliance and governance impact

- 6.1 A Risk Register will be developed to support the development of Integrated Services and highlight areas that the Integrated Children's Services Board needs to take account of, and monitor, during the development process

Equalities impact

- 7.1 An Integrated Impact Assessment of the proposed structure will be undertaken when the details of the first stages are formally agreed and by the end of March 2015 at the latest. This will be jointly led by NHS Lothian and CEC's equalities staff and we expect that this will provide both some objective scrutiny of the process and also identify areas of Equalities and Rights for particular attention as we move into the more detailed planning phase.
- 7.2 However, we believe that the development of better Integrated Services for children, young people and families should help us address the causes and impact of inequality more effectively and efficiently.

Sustainability impact

- 8.1 Developing models of collocation and shared services will have a positive effect in terms of property use and associated energy requirements and the development of more integrated working practices should produce more sustainable services in the longer term.

Consultation and engagement

- 9.1 This proposal to develop Integrated Children's Services builds on – and will be supported by - the very positive work of the multi-agency Edinburgh Children's Partnership and its Chief Officer group.
- 9.2 We expect to continue the process of information sharing, consultation and engagement that has already taken place and to use the feedback from children, young people, their families and our staff to develop a programme of continuous improvement as we take forward integration.

Background reading/external references

[Organise to Deliver](#)

[BOLD Business Cases; delivering a lean and agile Council](#)

Gillian Tee

Director of Children and Families

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Coalition pledges	<p>P1 – Increase support for vulnerable children, including help for families so that fewer go into care</p> <p>P2 – Hold the maximum P1 class size at 25 and seek to reduce class sizes in line with Scottish Government recommendations</p> <p>P3 – 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>P4 – Draw up a long-term strategic plan to tackle both over-crowding and under use in schools</p> <p>P5 – Seek to ensure the smooth introduction of the Curriculum for Excellence and that management structures within our schools support the new curriculum</p> <p>P6 – Establish city-wide co-operatives for affordable childcare for working parents</p>
Council outcomes	<p>CO1 – Our children have the best start in life, are able to make and sustain relationships and are ready to succeed</p> <p>CO2 – Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities</p> <p>CO3 – Our children and young people in need, or with a disability, have improved life chances</p> <p>CO4 – Our children and young people are physically and emotionally healthy</p> <p>CO5 – Our children and young people are safe from harm or fear of harm, and do not harm others within their communities</p> <p>CO6 – Our children’s and young people’s outcomes are not undermined by poverty and inequality</p>
Single Outcome Agreement	<p>SO2 - Edinburgh’s citizens experience improved health and wellbeing, with reduced inequalities in health</p> <p>SO3 – Edinburgh’s children and young people enjoy their childhood and fulfil their potential</p>
Appendices	<p>1. Draft remit – Integrated Children’s Services Board</p>

Integrated Children's Services Board

Purpose and Remit

The **Integrated Children's Services Board (ICSB)** would operate on a consensual basis, similar to the former Joint Board of Governance for adult services in Edinburgh. It would build on and support the work of the successful Children's Partnership and Partnership Chief Officer Group and have oversight of all children's services within the city of Edinburgh in line with the Community Plan and Integrated Plan for Children and Young People.

Through the development of appropriate management structures and reporting and monitoring processes, the ICSB will ensure a holistic view of all children's services in Edinburgh from universal to specialist and acute services and including transition arrangements for young people moving into adult services.

The ICSB will hold senior management within children's health, education and social work in Edinburgh accountable for the delivery of efficient and effective services and improved outcomes for children, young people and families in line with the requirements within the Children and Young People (Scotland) Act 2014

The work of the ICSB will strengthen existing partnership working arrangements by:

- Maintaining clear oversight of the shared vision for children's services and delivery of the Integrated Plan for Children and Young People
- Ensuring a corporate approach across CEC and NHS Lothian to the delivery of children's health, social work and education services in Edinburgh
- Ensuring compliance with the statutory responsibilities within the Children and Young People (Scotland) Act and fulfilling the expectations of the Care Commission and Joint Inspectorate
- Developing a reporting framework to ensure the accountability of senior managers for their leadership of integrated service delivery across children's health, social work and education services
- Propose and monitor resource allocation - within the budgetary resources available to NHS Lothian and CEC - to meet joint service targets and statutory responsibilities in accordance with the Integrated Plan and to meet the requirements of the Children and Young People (Scotland) Act 2014

- Building on – and extending - the important interface with adult treatment and care services in terms of improving transition for young people into adult services and better supporting families
- Ensuring effective and efficient co-production and joint commissioning processes are in place to support service delivery.

Membership:

Membership of the ICSB will be as follows:

City of Edinburgh Council:

- 3 x Elected Members
- Director of Communities and Families
- Chief Social Work Officer

NHS Lothian:

- 3 x Non-Executive Members
- General Manager for Women and Children's Services
- Child Health Commissioner

In attendance:

Voluntary Sector representative (through EVOC) (1)

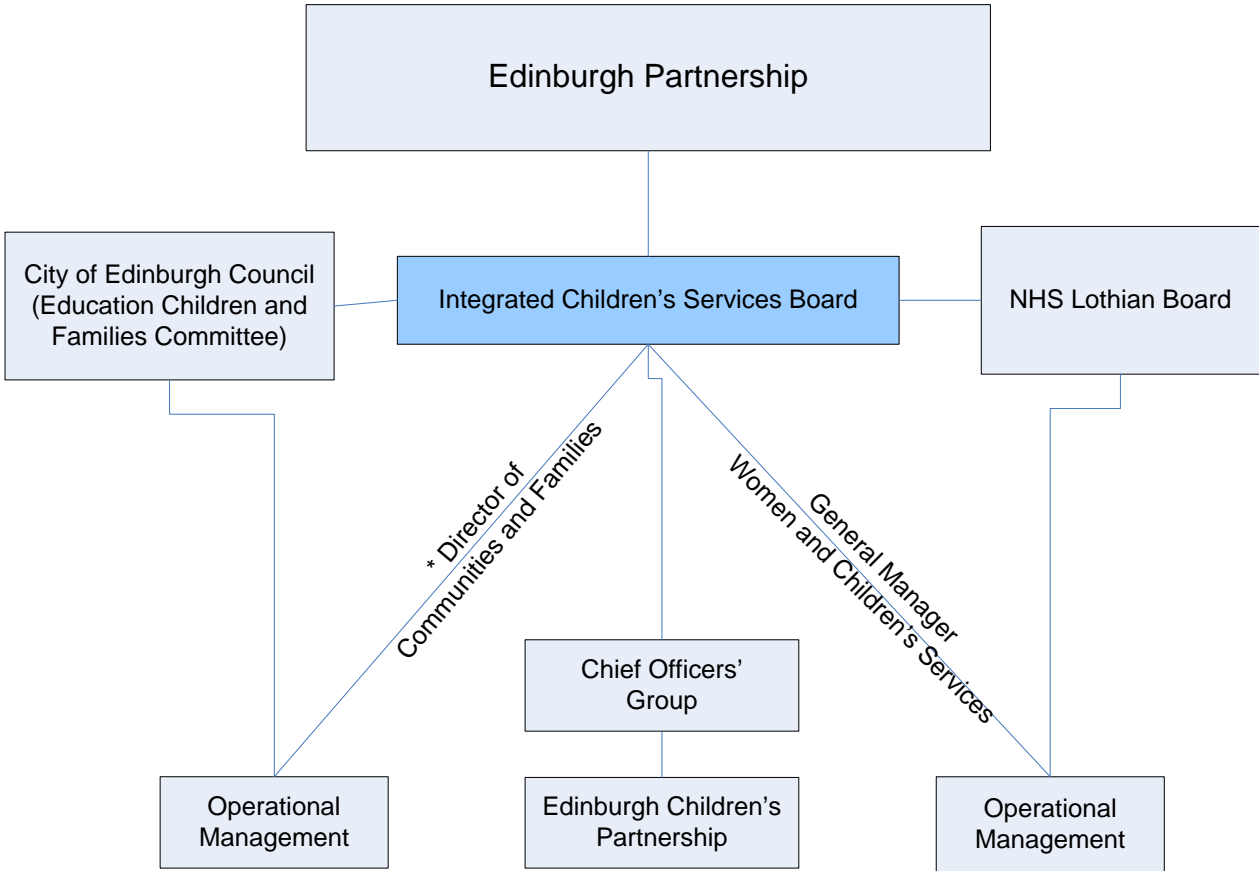
Police Scotland representative (1)

Lead Officers from NHS Lothian and CEC by agreement

Meeting Structure:

- The Chair will be agreed by the membership and will rotate annually between NHS Lothian and CEC
- Meetings will be held quarterly
- Secretariat functions will be jointly provided through CEC and NHS Lothian

Structural Relationships:



* See Organise to Deliver report on 11 December 2014