

Notice of meeting and agenda

The City of Edinburgh Council

10.00 am, Thursday, 25 August 2016

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 30 June 2016 (circulated) – submitted for approval as a correct record

5. Questions

- 5.1 By Councillor Corbett – Stair Lighting Repairs – for answer by the Convener of the Health, Social Care and Housing Committee
- 5.2 By Councillor Burgess – Bin Collection Complaints – for answer by the Convener of the Transport and Environment Committee
- 5.3 By Councillor Main – Meadows Investment Income – for answer by the Convener of the Transport and Environment Committee
- 5.4 By Councillor Mowat – Weed Spraying – for answer by the Convener of the Transport and Environment Committee

6. Leader's Report

- 6.1 Leader's report

7. Appointments

- 7.1 Appointments to Committees – report by the Chief Executive (circulated)
- 7.2 Appointments to the Boards of Edinburgh International Festival Society and Transport for Edinburgh – report by the Executive Director of Place (circulated)

8. Reports

- 8.1 Governance: Operational Governance Framework – Annual Review 2016:
 - (a) report by the Chief Executive (circulated)
 - (b) referral report from the Finance and Resources Committee (circulated)
- 8.2 Treasury Management: Annual Report 2015/16 – referral from the Finance and Resources Committee (circulated)
- 8.3 Revenue Monitoring 2015/16 – Outturn Report – referral from the Finance and Resource Committee (circulated)
- 8.4 Revenue Monitoring 2016/17 – Month Three Position - referral from the Finance and Resources Committee (circulated)
- 8.5 Strategic Development Plan 2 – Proposed Plan and Action Programme – referral from the Planning Committee (circulated)

9. Motions

- 9.1 If any

Kirsty-Louise Campbell

Interim Head of Strategy and Insight

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 30 June 2016

Present:-

LORD PROVOST

The Right Honourable Donald Wilson

COUNCILLORS

Elaine Aitken
Nigel Bagshaw
Jeremy R Balfour
Gavin Barrie
Angela Blacklock
Chas Booth
Mike Bridgman
Steve Burgess
Andrew Burns
Ronald Cairns
Steve Cardownie
Maureen M Child
Bill Cook
Nick Cook
Gavin Corbett
Cammy Day
Denis C Dixon
Marion Donaldson
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
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
Lewis Ritchie
Keith Robson
Cameron Rose
Frank Ross
Jason G Rust
Alastair Shields
Stefan Tymkewycz
David Walker
Iain Whyte

1. Minutes

Decision

To approve the minute of the Council of 2 June 2016 as a correct record.

2. Questions

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

3 Leader's Report

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

- Jo Cox - condolences
- EU Referendum result
- EU Funding

The following questions/comments were made:

- | | |
|----------------------|---|
| Councillor Rose | - Jo Cox - condolences |
| | - EU Referendum result |
| | - Council interaction with refugees |
| | - Redeployment figures within the Council |
| Councillor Burgess | - Jo Cox - condolences |
| | EU Referendum |
| | - Social and economic damages on leaving the EU |
| Councillor Edie | - Jo Cox - condolences |
| | - Hate crime |
| | - EU Referendum |
| | - Parliamentary Labour Party |
| Councillor Ritchie | - Quality of life for Edinburgh citizens |
| Councillor Cardownie | - Tom Gilzean – best wishes for a speedy recovery |
| Councillor Aitken | - Jo Cox - condolences |
| | Hate crime/racism |
| | Awfy Huge Fantastic SHow |

Councillor Lunn	- Jo Cox - condolences Comitment for dealing with hate crime/racism
	- New Town Management Plan - consultation
Councillor Redpath	- Craigroyston High School success rate for positive outcomes
Councillor Blacklock	- Pride Edinburgh – 21 year anniversary
Councillor Heslop	- Jeremy Corbyn – damage to Labour Party
Councillor Lewis	- UK Government
Councillor Jackson	- 100 th Anniversary of the Battle of the Somme – involvement of 16 th Batallion the Royal Scots
Councillor Tymkewycz	- European Football Championship - Leadership issues within the Labour Party - EU Referendum
Councillor Day	- Hate crime
Councillor Dixon	- Hate crime - The Big Project – award for volunteering - congratulations
Councillor McVey	- IT Transfer – corporate view
Councillor Bridgman	- Racism
Councillor Howat	- English football

4. City of Edinburgh Performance Overview 2016

Details were provided on a strategic overview of performance drawing from insight and analysis from a range of performance reports which included the Council Performance Dashboard, the Edinburgh Partnership Annual Performance Report, and the bi-annual Coalition Pledges Progress report. These showed a number of areas where good progress had been made and highlighted areas for improvement.

Motion

- 1) To note the report by the Chief Executive, particularly the areas of good progress and the areas requiring further improvement.

- 2) To agree to the proposals for further development of the Performance Management Framework.

- moved by Councillor Burns, seconded by Councillor Ross

Amendment

- 1) To note the report by the Chief Executive and note the previous Conservative amendments regarding the Capital Coalition Pledges and their monitoring which had sought to improve both the Pledges and the reporting process.
- 2) To note with concern the serious issues with performance within the health and wellbeing section of the Edinburgh Partnership Progress Report.
- 3) To condemn the failure of the Administration to address issues with the waste collection service highlighted in the Complaints Analysis Annual Report.
- 4) To note the reduction in numbers of residents who “feel that they can have a say” – a major failing for an Administration set up on the basis of a “co-operative capital” aiming specifically to address this issue.
- 5) To therefore agree that in light of a lack of improvements the current Pledge and reporting process were flawed and instruct the Chief Executive to report further on how the issues addressed above could be remediated.

- moved by Councillor Whyte, seconded by Councillor Nick Cook

Voting

The voting was as follows:

For the motion	-	40 votes
For the amendment	-	11 votes

Decision

To approve the motion by Councillor Burns.

(Reference – report by the Chief Executive, submitted)

5 Council Companies

Details were provided on the internal audit findings and recommendations alongside corresponding management actions, following a review of Council companies. Approval was sought for an amendment to the Committee Terms of Reference and Delegated Functions to implement one of the proposed management actions.

Decision

- 1) To agree that Governance, Risk and Best Value Committee scrutinise Council companies and remits be adjusted appropriately within Committee Terms of Reference and Delegated Functions.
- 2) To note the management action taken in regard to the Internal Audit recommendations on Annual Assurance in paragraph 3.23 of the report by the Chief Executive.
- 3) To note the management action taken in regard to the Internal Audit recommendations on the Council observer role outlined in paragraphs 3.27 to 3.30 of the report.
- 4) To agree that elected members who were directors of Council companies undertake mandatory training on their duties under the Companies Act.
- 5) To agree to create a Council Companies Hub, chaired by the Chief Executive, as outlined in paragraphs 3.31 to 3.34 of the report.
- 6) To note that an annual report on the work of the Council Companies Hub would be submitted to the Council.

(Reference – report by the Chief Executive, submitted.)

6. Unaudited Annual Accounts 2015-16

The unaudited annual accounts for 2015/16 were submitted for the Council's consideration.

Decision

- 1) To note that the unaudited annual accounts for 2015/16 would be submitted to the external auditor by the required date.
- 2) To note that a detailed report on the outturn would be reported to the Finance and Resources Committee in August 2016.
- 3) To note that the audited annual accounts and the auditor's report would be submitted to the Governance, Risk and Best Value Committee and the Finance and Resources Committee at the conclusion of the audit in September 2016, and thereafter to Council in October 2016.

(Reference – report by the Acting Executive Director of Resources, submitted.)

7. Lothian Pension Fund, Lothian Buses Pension Fund and Scottish Homes Pension Fund Annual Report 2016 (and Financial Statements) Unaudited – referral from the Pensions Committee

The Pensions Committee had referred a report on the unaudited Annual Report for the year ended 31 March 2016 for the Lothian Pension Fund, Lothian Buses Pension Fund and Scottish Homes Pension Fund.

Decision

To note the unaudited Annual Report for the year ended 31 March 2016 for the Lothian Pension Fund, the Lothian Buses Pension Fund and the Scottish Homes Pension Fund.

(References – Pensions Committee 27 June 2016 (item 5); referral report from the Pensions Committee, submitted.)

8 The City of Edinburgh Council Charitable Trusts – Unaudited Trustee’s Annual Report and Accounts 2015-16

The Charitable Trusts Unaudited Trustee’s Annual Report and Accounts for 2015/16 were presented.

Decision

- 1) To note that the unaudited Trustee’s Annual Report and Accounts for 2015/16 would be submitted to the External Auditor by 30 June 2016.
- 2) To note that the audited Trustee’s Annual Report and Accounts would be submitted to the Finance and Resources Committee at the conclusion of the audit in September 2016 and the auditor’s report would be submitted to the Governance, Risk and Best Value Committee in September 2016 and thereafter to Council in October 2016.
- 3) To delegate authority to the Acting Executive Director of Resources for the Charitable Trusts investments to be reinvested in a suitable fund, as outlined in paragraphs 3.6 to 3.9 of the report by the Acting Executive Director.

(Reference – report by the Acting Executive Director of Resources, submitted.)

9. Common Good Asset Register

The Council had previously noted a progress report on the development of a Common Good Asset Register.

An update was provided on the current position in regard to the involvement of community groups, higher education and historical societies and the previous instruction for the Council Leader to write to COSLA requesting that Common Good be put on a future agenda.

Decision

- 1) To note the report by the Acting Executive Director of Resources.
- 2) To note that progress with completion of the Common Good Asset Register would be reported to the Finance and Resources Committee on a bi-annual basis.

(References: Act of Council No 10 of 2 June 2016; report by the Acting Executive Director of Resources, submitted.)

10. The Edinburgh and South East Scotland City Region (ESESCR) Deal

The Corporate Policy and Strategy Committee had noted a report on the progress in developing an outline business case for an Edinburgh and South East Scotland City Region City Deal.

Following the statement in the 2016 Budget from the Chancellor of the Exchequer on pursuing a City Region Deal for Edinburgh and South East Scotland, details were provided on negotiations which were underway on the scope, scale and timing of the City Region Deal.

Decision

- 1) To note the progress of the City Region Deal since the previous update in May 2015.
- 2) To approve the proposed formation of a Joint Committee for the City Region Deal programme.
- 3) To note ongoing discussions on the opportunity for a reformed approach to policy integration under a new cross-sector partnership model.
- 4) To agree the priorities for the City Region Deal that formed the basis of negotiations with the UK and Scottish Governments.

- 5) To note that a contribution would be required from the City of Edinburgh Council of around £100m towards a City Region Deal (assuming a deal in the order of £2bn and confirmation of the final projects included).

(References – Corporate Policy and Strategy Committee 12 May 2015 (item 15); report by the Executive Director of Place, submitted)

11. West Princes Street Gardens and the Ross Bandstand - Update

The Corporate Policy and Strategy Committee had agreed a number of recommendations in relation to proposals to replace the Ross Bandstand, refurbish the Ross Fountain and provide investment into other elements of West Princes Street Gardens including better pedestrian and vehicular access, landscaping, signage and visitor facilities.

Details were provide on a potential benefactor who had formed a steering group and offered to support the Council to undertake a substantial programme of work in relation to these significant assets, taking into account the requirements of relevant legislation and risks inherent in the location, and had offered to raise the necessary funds in order that the work could be carried out.

Decision

- 1) To welcome the ongoing cooperation with the Council, on a voluntary basis, by a potential benefactor and an independent steering group to develop an outline proposal to refurbish elements of West Princes Street Gardens, including the redevelopment of the Ross Bandstand and the building of an associated visitor centre.
- 2) To note that the independent steering group would set up a Scottish Charitable Incorporated Organisation (SCIO) to implement the various elements of the project.
- 3) To note that the SCIO would be responsible for carrying out:
 - a) the design competition for the Bandstand and associated visitor centre, and that the Council would have representation on the selection panel and would have final approval on the design;
 - b) the tender process for the capital works, and oversight of their delivery; and
 - c) in the Council's name, the tender for the concession contract to manage the Bandstand and visitor centre post-construction.

- 4) To authorise the Executive Director of Place to enter into a contract with the SCIO in order to enable the project to progress, provided that the SCIO was granted charitable status by the Scottish Charity Regulator (OSCR).
- 5) To authorise the Executive Director of Place to take the action necessary to allow a private bill to be brought before the Scottish Parliament to amend the City of Edinburgh District Council Order Confirmation Act 1991 to permit the construction of a visitor centre as per the design competition, on the understanding that this would be subject to Parliamentary approval.
- 6) To authorise the Executive Director of Place to take any action necessary to ensure that the change in use in the Council's common good land was permitted through procedures under the Land Reform (Scotland) Act 2016, the relevant provision of which was anticipated to come into effect in late June 2016, on the understanding that this would be subject to Parliamentary and/or Court approval.
- 7) To note that the overall project timescale was difficult to predict, but that the process relating to the private bill could itself take between 18 months and two years, and it was likely to take a minimum of three years from now to the point when one or more operators took over the management of the new Bandstand and associated visitor centre.

(References –Corporate Policy and Strategy Committee 12 April 2016 (item 8); report by the Executive Director of Place, submitted)

12 Report of Pre-Determination Hearing – South East Wedge Site, Old Dalkeith Road, Edinburgh – referral from the Development Management Sub-Committee

The Development Management Sub-Committee had referred a report on an application for planning permission in principle submitted by Sheratan Limited for a proposed residential development, community parkland and a primary school on Land at Edmonstone, the Wisp at Old Dalkeith Road Edinburgh (South East Wedge Development Site), for decision.

Decision

To continue consideration of the application to a future meeting for further discussions to take place between the Council and the developers.

(References – Development Management Sub-Committee 22 June 2016 (item 3); referral report from the Development Management Sub-Committee, submitted.)

Declaration of Interests

Councillor Nick Cook declared a non-financial interest as he had spoken publicly about the application and left the meeting during the Council's consideration of the above item.

13 Best Band – Motion by Councillor Burgess

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

“Council:

Congratulates Edinburgh-based ska band Bombskare for winning the prodigious ‘UK Best Part-Time Band’ award;

Notes the BBC competition received more than 1,200 applications from bands across the UK playing all kinds of popular music, culminating in a BBC2 Grand Finale on 17 June;

Welcomes that the competition is part of a campaign to inspire and encourage music lovers, amateur musicians and lapsed players to pick up instruments and recognises the contribution of such part-time musicians to Edinburgh’s vibrant music scene;

Requests that on behalf of the Council the Lord Provost acknowledges the band’s success in an appropriate manner.”

Decision

To approve the motion by Councillor Burgess.

14 Boroughmuir High School – Consumer Champions – Motion by Councillor Aitken

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

“Council

1. Congratulates Boroughmuir High School pupils, Jessica McGhee, Clara Wilson, Henry Speir, Calum Mackay, Maya Ferrugia (reserve) being named as Britain’s top young consumers.
2. Notes the pupils won the UK finals of the Young Consumers of the Year Competition earlier this month after winning the Scottish Finals during a gathering at the Scottish Parliament in March this year.

3. Notes in winning this competition the pupils have demonstrated a real awareness of consumer rights and issues which will assist them in preparing for adult life.
4. Requests that the Lord Provost recognises this achievement in the appropriate manner.”

Decision

To approve the motion by Councillor Aitken.

15 EU Referendum – Emergency Motion by Councillor Corbett

The Lord Provost ruled that the following item, notice of which had been given at the start of the meeting, be considered as a matter of urgency to allow the Council to give early consideration to this matter.

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

“This Council:

1. Notes the result of the referendum on membership of the European Union, on 23 June, in which 74% of those voting in Edinburgh expressed support for the UK to stay within the EU, but which, as a result of the overall voting pattern in the UK, means that negotiations to end membership of the EU are on the immediate horizon;
2. Reaffirms that it takes pride in our city which welcomes people from across Europe and across the world, who choose to work here, make their home here, raise families here and that their contribution to our society is as valued as much as ever;
3. Notes, with deep concern, reports of an increase in incidents of alleged racist abuse or hate crime, in different parts of the UK, since the EU referendum result was announced; and therefore reiterates its determination that racism and hate crime are completely unacceptable and that it will continue to work with Police Scotland and any other relevant agencies to provide reassurance to all Edinburgh's citizens who were born outside the UK, and to the BME community in Edinburgh, that all agencies take extremely seriously any reports of racism or hate crime;
4. Agrees, in light of the referendum result, and fast-moving events since that date, that there are significant questions posed for Edinburgh, as Scotland's capital city, in relation to our relationships with European neighbours, our ambitions to develop a low-carbon economy, our protection of the

environment, our role as a city with internationally renowned universities, our cultural diversity, and many other aspects of life in the city; and

5. Therefore calls for a report to the next Corporate Policy and Strategy Committee setting out the risks to the city posed by the UK leaving the EU and ways in which those risks can be addressed or reduced and the views of the overwhelming majority of citizens of Edinburgh recognised.”

Decision

- 1) To note the result of the referendum on membership of the European Union, on 23 June, in which 74% of those voting in Edinburgh expressed support for the UK to stay within the EU, but which, as a result of the overall voting pattern in the UK, meant that negotiations to end membership of the EU were on the immediate horizon.
- 2) To reaffirm that the Council took pride in our City which welcomed people from across Europe and across the world, who chose to work, make their home here and raise families here and celebrate the contribution of migrants to our City and acknowledge that their contribution to our society was as valued as much as ever.
- 3) To note, with deep concern, reports of an increase in incidents of alleged racist abuse or hate crime, in different parts of the UK, since the EU referendum result was announced; and therefore reiterated its determination that racism and hate crime were completely unacceptable and that it would continue to work with Police Scotland and any other relevant agencies to provide reassurance to all Edinburgh's citizens who were born outside the UK, and to the BME community in Edinburgh, that all agencies took extremely seriously any reports of racism or hate crime.
- 4) To acknowledge that all Council Departments would continue to work tirelessly in combating hate crime; and agree that the Council Leader and Depute Leader should meet, at the earliest opportunity, with Police Scotland to confirm that all necessary actions were being undertaken to reassure local communities.
- 5) To further acknowledge that all Council Departments would continue to provide support and reassurance to partners that key priorities of investment, low carbon infrastructure, environmental protection and knowledge exchange remain as high as ever.
- 6) Given all of the above; therefore calls for a report to go to the Corporate, Policy and Strategy Committee – in two cycles – outlining the potential implications for the Council, of the UK leaving the European Union.

16 Edinburgh Tram Inquiry – Legal Representation Funding

The Council, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of the following item of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraphs 1, 4, 6 and 12 of Part 1 of Schedule 7(A) of the Act.

An update was provided on the Council's position in relation to the funding of legal advice/representation for former directors and/or employees of tie Ltd (now CEC Recovery Ltd) ("tie") at the Edinburgh Tram Inquiry.

Decision

- 1) To note the Council's continued willingness to assist and fully cooperate with the Edinburgh Tram Inquiry.
- 2) To acknowledge that authority was delegated to officers by the full Council on 20 August 2015 to take all decisions or actions in relation to the Council's involvement in the Inquiry (with the stated provisos).
- 3) To note that, notwithstanding the decision taken by the Council in August 2015 not to fund the provision of legal advice and/or representation of former employees or consultants of tie at the Inquiry, the Council was under an obligation to fund such legal advice and/or representation where contractually obliged to do so.

(References – Act of Council No 6 of 20 August 2015; report by the Chief Executive, submitted)

Declarations of Interest

Councillors Jackson and Perry declared a non-financial interest in the above item as former members of tie Ltd.

17 Monitoring Officer Investigation

The Council, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of the following item of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraph 8 of Part 1 of Schedule 7(A) of the Act.

Details were provided on the findings of a Monitoring Officer investigation in relation to allegations made by a whistleblower and the treatment of a whistleblower.

Decision

To approve the report's recommendations, subject to noting that steps to improve the Council's governance and whistleblowing arrangements had been taken in recent years. Full details of the decision are contained in a confidential statement signed by the Lord Provost with reference to this minute item.

(Reference - report by the Monitoring Officer, submitted)

Declaration of Interests

Councillor Rose declared a non-financial interest in the above item as he was personally acquainted with an individual mentioned in the report.

18 Sir William Y Darling Award for Good Citizenship

The Council, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of the following item of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7(A) of the Act.

Details were given of nominations for the Sir William Y Darling Award for Good Citizenship for the municipal year 2015/2016.

Decision

To make the Sir William Y Darling Award for Good Citizenship for the municipal year 2015/2016 to Tracy Rendall.

(Reference – report by the Chief Executive, submitted.)

Appendix 1

(As referred to in Act of Council No 2 of 30 June 2016)

QUESTION NO 1

By Councillor Corbett for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 30 June 2016

Question

What action is being taken to assist the Crown Office and Health and Safety Executive to ensure that full details are published into the outbreak of legionnaire's disease in Gorgie-Dalry in summer 2012?

Answer

On 6 August 2015, NHS Lothian, on behalf of the multi-agency Incident Management Team (IMT), published their final report into the 2012 Legionnaires' outbreak which affected the south west of Edinburgh.

This report is available to the public. See:

<http://www.nhslothian.scot.nhs.uk/OurOrganisation/KeyDocuments/Documents/2015%20Final%20Report%20-%20Master%202015%20Final%2020082015.pdf>

The IMT report highlights the locally co-ordinated public health, environmental health, scientific and clinical response which helped protect the health of people living and working in south west Edinburgh and had a positive impact in preventing more people becoming seriously ill. The Council contributed significantly during the outbreak response and subsequently to the preparation of the IMT report.

Police Scotland and the Health and Safety Executive, under the direction of the Crown Office and Procurator Fiscal Service Health and Safety Division, carried out a full investigation into the cause. All relevant information the Council holds has been provided to the IMT and the Crown Office and Procurator Fiscal Service Health and Safety Division.

Where further information has been requested from the Council by the Health and Safety Executive or the Crown

Office and Procurator Fiscal Service to assist their investigation, this has been provided fully and in a timely manner. There are no outstanding requests to the Council in relation to the investigation by either the Health and Safety Executive and Crown Office and Procurator Fiscal Service. There have been no requests made to the Council for assistance or information in the period following the Crown Office announcement of its decision not to bring criminal proceedings.

The Council supports the position that a Fatal Accident Inquiry (FAI) should be held as quickly as practicable. The decision on a FAI rests solely with the Crown Office and Procurator Fiscal Service.

**Supplementary
Question**

For the benefit of the webcast, the question I asked was “What action is being taken to assist the Crown Office and Health and Safety Executive to ensure that full details are published into the outbreak of legionnaire’s disease in Gorgie-Dalry in summer 2012?”

I thank the Convener very much for the answer and also the assurance that the Council both has done whatever it can to support the process and indirectly support a Fatal Accident Inquiry. The members will remember the outbreak affected almost 100 people in the area and sadly, 4 people lost their lives during that outbreak, and I know Lord Provost, as one of the local Councillors for that area, you’ll be acutely aware of the impact that it had at the time and particularly for those families who still don’t really know in detail what the cause was and have that feeling that information is held which would give them that reassurance but can’t currently be divulged.

So I think it is important that we signal as a Council that first of all we have been doing all that we can, and that’s very much part of the answer, and that we haven’t forgotten about those families that were most immediately affected. I know that one of the feelings is that the open-endedness of the process is the most frustrating thing and even if the conclusion were to be that a Fatal Accident Inquiry wasn’t going to be held, and I know obviously that the Council

believes that it should be held, but even if it wasn't going to be held, at least the information could be divulged to the families which is currently held pending a potential inquiry.

So I guess I'm just inviting the Convener to agree to recognise again that that's a source of frustration to the families and we'll continue to do what we can to bring it to a conclusion.

**Supplementary
Answer**

Of course I would agree with you in terms of the families and information but you have got an answer to your question which says that all relevant information the Council hold has been provided to the INT and the Crown Office Procurator Fiscal's Service Health and Safety Division and where further information has been requested the Council has provided fully and in a timely manner and there are no outstanding requests to the Council in relation to the investigation via the Health and Safety and Crown Office and Procurator Fiscal Service, and there's been no request made to the Council for assistance or information in the period following the Crown Office announcement of its decision not to bring criminal proceedings. As you said the Council supports the position that the Fatal Accident Inquiry should be held as quickly as practical and the decision of the FAI rests solely with the Crown Office and Procurator Fiscal's Office.

So I think we've made our views very clear as a Council, we've passed all the information we can as quickly and as timely as possible and that we do support a Fatal Accident Inquiry and as quickly as possible. Obviously our thoughts are to the families who have lost loved ones and anything we can do to make information available and to be as co-operative as possible and to make it publicly accessible we will do.

QUESTION NO 2

By Councillor Booth for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 30 June 2016

Question How many hand-pushed litter barrows are in operation by the Council and what is the location/ route and hours of operation of each of these barrow beats?

Answer 21

Barrow beat routes: June 2016

Location	Days	Hours
Dumiedykes area	Monday - Friday	07:00am to 15:00 pm
Viewforth area	Monday - Friday	07:00am to 15:00 pm
Tollcross area	Monday - Friday	07:00am to 15:00 pm
Sciences area	Monday - Friday	07:00am to 15:00 pm
West Nicholson area	Monday - Friday	07:00am to 15:00 pm
Pleasance area	Daily	06.15am to 17:07 pm
Morningside area	Daily (blue shift only)	06.15am to 17:07 pm
Leith (Pilrig Str, Pilrig Gdns, Pilrig Heights, Rossllyn Cres, Rossllyn Terr, Hawthornden Pl, Dryden Str, Dryden Gds)	Monday & Thursday	07:00am to 15:00 pm
Leith (Inchkeith Court, Shrub Place Lane, Balfour Pl, Cambridge Gdns, Cambridge Ave, Arthur Str)	Tuesday & Friday	07:00am to 15:00 pm
Leith (Dryden Gait, Spey Ter, Shaws Ter, Shaws Str, Shaws Pl, Spey Str, Middlefield)	Wednesday	07:00am to 15:00 pm

Leith (Great Junction Str, North Junction Str, Ferry Riad, Madeira Str, Madeira Place, Prince Regent Str)	Monday & Thursday	07:00am to 15:00 pm
Leith (Cromwell Pl, Couperfield, Couper Str, Citadel Str, Citadel Pl)	Tuesday & Friday	07:00am to 15:00 pm
Leith (Argyle Str, Portland Str, Portland Terr, Hamburgh Pl, North Fort Str)	Wednesday	07:00am to 15:00 pm
Leith (Great Junction Str, Taylor Gdns, King Str, Cables Wynd, Henderson Str, Yardheads, St Anthony Str, Sandport)	Monday & Thursday	07:00am to 15:00 pm
Leith (Chapel Ln, Broad Wynd, Water Str, Carpet Ln, Burgess Str, Maritime Str, Maritime Ln, Toolboth Wynd)	Tuesday & Friday	07:00am to 15:00 pm
Leith (St. Anthony Pl, Giles, Str, Speir Pl, Parliament Str, Mill Ln, Sheriff Brae)	Wednesday	07:00am to 15:00 pm
Leith (Duke Str, Academy Str, Laurie Str, St Andrews Pl, Wellington Pl, Duncan Pl, Constitution Str, Coatfield Ln)	Monday & Thursday	07:00am to 15:00 pm
Leith (Bernard Str, Baltic Str, Assembly Str, Cadiz Str, Elbe Str, Pattison Str, Mitchell Str, Queen Charlotte Str)	Tuesday & Friday	07:00am to 15:00 pm
Leith (Queen Charlotte St Ln, Maritime Str, Tolbooth Wynd Linksvie Front/ steps, Shore Place, Burgess Str, Water Str, Carpet Ln)	Wednesday	07:00am to 15:00 pm
Leith (Albert Str, Murano Pl, Elliot Str, Dickson Str)	Monday & Thursday	07:00am to 15:00 pm

Leith (Dalmeny Str, Jameson Place ,Drum Terrace)	Tuesday	07:00am to 15:00 pm
Leith (Iona Str, South Sloan Str, Sloan Str, Buchanan Str)	Wednesday	07:00am to 15:00 pm
Leith (Dalmeny Str, Jameson Place , South Sloan Str, Sloan Str, Iona Str)	Friday	07:00am to 15:00 pm
Leith (Leith Walk to Smiths Place, Crown Place, Crown Street, Smiths Street, Lorne Street, Lorne Place, Lorne Square)	Monday & Thursday	07:00am to 15:00 pm
Leith (Academy Pk/ Pathway to School, Thorntreeside, St. Clair Avenue, St. Clair Road, St. Clair Street, St. Clair Place)	Tuesday & Friday	07:00am to 15:00 pm
Leith (South Lorne Pl, Halmyre St, Thorntree St, Gordon St, Manderston Str, Manderston Court, Gordon Court)	Wednesday	07:00am to 15:00 pm
Leith (Easter Road Both Sides to Albion Road AM/PM, Rossie Place, Maryfield, Maryfield Place, Alva Place, Lady Menzies Place Regent Place, Waverley Place, Carlyle Place, Salmond Place, Norton Park, Edina Place)	Monday & Thursday	07:00am to 15:00 pm
Leith (Bothwell Street & Recreation Area & Pathway to Bridge Sunnyside, Albion Terrace, Albion Road, Albion Place to Hibs Gd, Albion Gardens)	Tuesday & Friday	07:00am to 15:00 pm

Leith (Spring Gardens Royal Park Terrace Waverley Park Terr Waverley Park Milton Street Tytler Court Tytler Gardens Croft-n-Righ)	Wednesday	07:00am to 15:00 pm
Leith (London Road Gardens, Hillside Crescent, Brunswick Street, Montgomery Street, Montgomery St Lane, Windsor Street, Windsor St Lane, Brunswick St Lane, West Montgomery Pl, Hillside Street, East Montgomery Pl, London Road East side)	Monday, Wednesday & Friday	07:00am to 15:00 pm
Leith (London Road Gardens Elgin Terrace Elgin Street, Edina Street, Elgin St North, Brunswick Road, Brunswick Terrace, Allanfield, Dicksonfield, Wellington Street, Brunton Terrace, London Road West side)	Tuesday & Thursday	07:00am to 15:00 pm
City Centre (Chambers Street & George V Bridge area)	Daily	06.15am to 17:07 pm
City Centre (Grassmarket area)	Daily	06.15am to 17:07 pm
City Centre (High Street area)	Daily	06.15am to 17:07 pm
City Centre (Royal Mile area)	Daily	06.15am to 17:07 pm
City Centre (St Mary's Str, Jeffery Str, Market Street, Waverley Bridge area)	Daily	06.15am to 17:07 pm
City Centre (Lothian Rd & Festival Square area)	Daily	06.15am to 17:07 pm

QUESTION NO 3

**By the Councillor Booth for answer
by the Leader of the Council at a
meeting of the Council on 30 June
2016**

Question

What action is the city taking, both as a Council and in cooperation with partner agencies and the voluntary sector, to welcome refugees and asylum seekers?

Answer

The Council agreed to participate in the expanded Syrian Vulnerable Persons Re-location Scheme (now called the Syrian Resettlement Programme) in September 2015. The first families resettled in Edinburgh under the scheme arrived in late November 2015 and we now have sixteen families, comprising 82 people, living in the city. The Council committed to resettling 100 people over the first year of Edinburgh's involvement in the scheme and this commitment will be fulfilled.

A full update on the scheme to date – and the partnership work underpinning its delivery – was provided to [Communities and Neighbourhoods Committee](#) on 10 May 2016. Committee agreed at this meeting to extend Edinburgh's commitment and resettle one hundred people for each of the remaining four years of the programme.

The report referenced requests from the Home Office that Edinburgh consider participation in both asylum dispersal and dispersal of unaccompanied asylum seeking children. The Council is continuing to engage constructively with both requests with a view to bringing proposals to Committee after the Summer recess.

Discussions have also commenced with a number of other organisations including the Refugee Survival Trust, Save the Children, City of Sanctuary and The Welcoming with a view to developing a more coordinated pattern of support for refugees arriving in Edinburgh outwith formal schemes. Updates will be reported to Committee as this work develops.

**Supplementary
Question**

I thank the Council Leader for his answer. I'd also like to thank the Council staff and the many members and volunteers with partner organisations who work so hard to give refuge to those fleeing war and persecution. For the benefit of those watching the webcast, my question was "What action is the city taking, both as a Council and in cooperation with partner agencies and the voluntary sector, to welcome refugees and asylum seekers?" and the response from the Council is that the Council has resettled 82 people under the current scheme, is committed to resettling 100 people per year for the next four years, is looking to extend refuge to unaccompanied asylum seeker children and is working with a number of partner organisations to this end.

I recently returned from a conference of European Green Councillors in Munich exploring how Local Authorities around the continent can work together to welcome and support refugees. Munich is a city of around 1.4million people so nearly 3 times the size of Edinburgh but in the last year they have resettled over 15,000 refugees.

Now, Lord Provost, whilst I recognise that Munich has a federal government which takes a much more enlightened attitude to refugees and asylum seekers than our own UK Home Office, none the less, does the Council Leader agree with me that Edinburgh should be looking to welcome and resettle more refugees as our capacity to support them allows?

Does he agree that our welcome for refugees should continue to treat them with dignity and respect and does he agree that the Council should continually be looking to improve the partnership working and the communication with our third sector partners in this vital work?

**Supplementary
Answer**

Can I thank Councillor Booth for lodging his original question and for his supplementary. I think he raises an extremely important issue, not just for Edinburgh but for the whole of the European Community. I do whole heartedly agree with the premise of Councillor Booth's question, we should be

doing all we can to resettle refugees and I'm delighted that Councillor Booth has recognised that the staff and voluntary and third sector partners, public and private sector partners, have all worked very very collaboratively to make sure that Edinburgh along with Glasgow are showing the lead here in Scotland if not a significant lead across the whole of the United Kingdom and I do think we do need to look at potentially accommodating as many refugees as possible.

I think, as Councillor Booth knows, we're committed as he said and he referenced in the answer to see 100 Syrian refugees resettled this year in Edinburgh but also 100 for the next four years as well, each of the next four years and if that figure can be increased then obviously relevant reports will go to the Communities and Neighbourhoods Committee throughout the process of the next few years.

So I agree with the premise of Councillor Booth's question. Munich's a city that I'm very very familiar with it's one of the twin cities as you know Lord Provost, of Edinburgh. I visited it myself on a personal visit just a couple of years ago and was very impressed with it as a City and I am very proud of the fact that as somebody who was actually born in Germany, Lord Provost, it is my country of birth, and I'm very proud of the fact that Germany's taken such an enlightened approach to the receipt of refugees from Syria and across the world and it certainly is something we should emulate towards.

**Comments by
the Lord
Provost**

Yes I thought it might be interesting to note that it is our twin City and in fact through Edinburgh Direct Aid, of which I'm the patron, we've been working very closely specifically on the subject of refugees with Munich.

QUESTION NO 4

By Councillor Heslop for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 30 June 2016

Question By what date is the Council instructed report on the future of Juniper Green Village Hall due to be completed and made accessible to local elected members and community?

Answer The full structural report will be available early July 2016.

Supplementary Question (1) Can I just clarify who answered this question – it's just that I posed it to the Education Convener and was told it would be answered by the Finance Convener – so was it you?

So can I just ask, did you read the initial structural report before you gave me your answer and will he be aware that Juniper Green has no Post Office, no newsagents, no library, no public loos and now no village hall which is used by so many groups and can he ensure that the full structural report will be made available as soon as possible? In his answer he says that it will be ready in early July which will be tomorrow, so can he ensure that it is produced as soon as possible for the people of Juniper Green because they are waiting for an answer.

Supplementary Answer (1) Lord Provost, if I can just give a response, the question did actually come to myself, but I share the disappointment that Councillor Heslop's expressed with regards to the situation at Juniper Green and I recognise that the village hall is a resource that is used by the community very well. We have done a bit of work to relocate the various groups and activities that take place within the hall and that has been done relatively successfully.

(by Councillor Godzik)

As Councillor Heslop has indicated, any report that comes back on the property will go to Finance and Resources and therefore I am liaising very closely with the Convener of Finance and Resources to ensure that we have the information that has been requested and that is shared with the local community and with the local

members, and when we have that information I'll happily meet, alongside with the Finance and Resources Convener with the local members to discuss how we actually take the matter forward.

Supplementary Question (2) Can I just ask did the Education Convener read the Initial structural report?

Supplementary Answer (2) I have read various information that has been provided to me by officers. I can't actually confirm that the exact report that Councillor Heslop is indicating, but I have read various bits of information on the situation but as I say as a property issue it does lie with Finance and Resources.

QUESTION NO 5

**By Councillor Rust for answer by the
Convener of the Culture and Sport
Committee at a meeting of the
Council on 30 June 2016**

Edinburgh Mela

- Question** (1) When was the CEC funding agreed for the Edinburgh Mela 2016 put on hold?
- Answer** (1) A recommendation for funding (£74,379) for Edinburgh Mela was approved by Culture and Sport Committee on 8 March 2016. Discussions with Edinburgh Mela representatives and partner stakeholders, including Council officers, have taken place regularly since early March to address governance, viability and management concerns which had been brought to our attention. Both Creative Scotland and Scottish Government Expo funding have not been awarded following these discussions and will not now be released in 2016 (Creative Scotland (applied for) £150,735; Expo (applied for) £130,000). Council funding has not been released, pending the governance and management concerns being addressed.
- Question** (2) What are the reasons for the non-award of funding to date?
- Answer** (2) The Council has continued to work with Edinburgh Mela on governance issues and on concerns raised following the resignations of a number of board and core staff members. These resignations took place in March and April 2016 and led to concerns about the operational stability and viability of the organisation to continue, and to deliver a robust event in 2016. Council officers have also been advised that the Office of the Scottish Charity Regulator (OSCR) had opened an inquiry into the charity 'The Edinburgh Mela Limited' in response to concerns received from third parties. OSCR are currently assessing these concerns in line with its Inquiry Policy.
- Question** (3) What discussions have taken place between CEC and the Mela since funding was put on hold?

Answer

- (3) There have been several meetings and extensive related correspondence with Edinburgh Mela board representatives since the governance and operational difficulties were raised.

1 March 2016

Board member and Director, Edinburgh Mela

Culture Service representative, City of Edinburgh Council

Representatives, Creative Scotland

22 March 2016

Board members, Edinburgh Mela

Representatives, Creative Scotland

Representative, Scottish Government

Culture Service representative, City of Edinburgh Council

14 April 2016

Board members, Edinburgh Mela

Executive Director of Place, City of Edinburgh Council

Culture Service representatives, City of Edinburgh Council

4 May 2016

Board members, Edinburgh Mela and independent support representative

Executive Director of Place, City of Edinburgh Council

16 May 2016

Interim Director, Edinburgh Mela

Culture Service representative, City of Edinburgh Council

7 June 2016

Interim Director, Edinburgh Mela

Culture Service representatives, City of Edinburgh Council

- Question** (4) Is CEC currently represented on the Board of Edinburgh Mela?
- Answer** (4) The Council appointed elected member board resigned from the board on 24 March 2016. A Council officer acts as link officer for the Edinburgh Mela attends board meetings as an observer.
- Question** (5) Is CEC supportive of the Edinburgh Mela 2016 taking place?
- Answer** (5) Officers have assured the Edinburgh Mela representatives throughout this difficult situation that the Council is supportive of the event but require the necessary assurances around organisational viability and stability to be in place.
- Supplementary Question** (1) Thanks very much to the Convener for the answers to the questions. I think for the City, as well as personally as a regular attendee, it's obviously disappointing that we're at this critical juncture. I notice in the answers there's no reference to the police investigation which seems to be publicised and I just wondered firstly if the Council had been asked to co-operate in any police investigation, but secondly I appreciate there's been lots of meetings and correspondence but given the difficulties which are being referred to, will the Convener consider referring the not inconsiderable Council funding element to the Governance, Risk and Best Value Committee for proper scrutiny.
- Supplementary Answer** (1) Thank you Councillor Rust and thank you for the question. In terms of the earlier part of the question, I'm not aware of whether we've been directly asked to take part in that police investigation, that's certainly some information I can bring back to you. In terms of your latter part, in terms of the funding of it, I think as you'll be well aware by your own position on the Jazz and Blues Festival you'll understand that each Board makes applications for fundings and they're all looked at on their own merits during two or three things; one being Governance issues of the Board, the second thing being of course the financial competency of the organisation, but crucially for the festivals as well, the artistic quality of it. Therefore in terms of remitting it to the Governance, Risk and Best Value Committee, I'm just not

quite sure that would be the right Committee to do it, bearing in mind that it's very much a cross series of analysis that you've always done in relation to cultural grants.

Supplementary Question (2) Thanks very much for that. As a follow up, I see in relation to the answer to question 4, we don't have a Councillor on the Board anymore, but there is a Council officer as an observer. Do we take it that the Council officer and part of his or her remit is to look at the conditions of any grant are being met?

Supplementary Answer (2) You're absolutely right that we don't have a Council officer on the fringe and a number of other cultural venues which we also support so that one doesn't necessarily follow the other. We do have an observer on that and they will certainly be looking and analysing and scrutinising the artistic as governance and financial offerings as they would with any other body.

QUESTION NO 6

**By Councillor Rust for answer by the
Convener of the Finance and Resources
Committee at a meeting of the Council
on 30 June 2016**

- Question** (1) What was the cost of the extensive refurbishment and renovation of Lothian Chambers?
- Answer** (1) The cost of the refurbishment was £2.437m.
- Question** (2) What annual rental does the Electoral Commission pay for lease of rooms at Lothian Chambers?
- Answer** (2) £15,070 per annum.
- Question** (3) What share of the running costs of Lothian Chambers does the Electoral Commission pay?
- Answer** (3) 6% of the running costs.
- Question** (4) What is the duration of the lease the Electoral Commission has?
- Answer** (4) The lease runs until 12 June 2021.
- Question** (5) For years 2013, 2014 and 2015 please list the number of:
- (a) Weddings
 - (b) Civil Partnerships
 - (c) Citizenship Ceremonies
 - (d) Council committee meetings (including workshops/sub-groups)
 - (e) CEC Civic Functions
 - (f) Registrations of births and deaths,
- to take place at Lothian Chambers
- Answer** (5) See below.

Date	Weddings	Civil Partnerships	Citizenship Ceremonies	Council Committee Meetings	CEC civic functions	Registration of births and deaths
2013	1198	81	35 Group 31 Individual	16	1	2990 Births 2095 Deaths
2014	1332	81	27 Group 21 Individual	22	1	3085 Births 2140 Deaths
2015	1450	11	25 Group 20 Individual	66	1	2894 Births 2251 Deaths
Total	3980	173	87 Group 72 Individual	104	3	8969 Births 6486 Deaths

Supplementary Question

Thanks to the Converer for his helpful answer. Given the civic nature of the building, will he give consideration to the forthcoming report coming to full Council as opposed to or in addition to Committee?

Supplementary Answer

I thank Councillor Rust for his question. We will of course take all considerations into account where this building is concerned. We have to think in the broad terms of course, in terms of the management of the Council's assets and how we find the money to maintain and repair them where that's necessary. We're looking at the possibility of disposal of this building for that reason but it doesn't follow that that's what will happen. As I mentioned at the last Council meeting an outline business case is being produced and that keeps open all options, from retaining the building, the possibility of lease, the possibility of sale, and we haven't moved forward from that position yet but I assure Councillor Rust that we'll take all these considerations into account.

QUESTION NO 7

By Councillor Whyte for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 30 June 2016

Question (1) What specific action has the Administration taken to develop Shared Services with other Public bodies/partnerships and what actions have been successful since 2012?

Answer (1) This is an area in which the Scottish Government is keen to see all councils make greater progress and I wholeheartedly agree. I raised the subject at the last meeting of Scotland Excel and have arranged a meeting with its Chief Executive immediately after the recess which Councillor Whyte is welcome to attend.

We have made some progress in delivering shared services with for example Borders Council in ICT, and the IJB framework continues to deliver more targeted, improved services across Lothian region.

I am keen to further develop proposals with neighbouring authorities which demonstrate the mutual advantages of shared services. It is frustrating that this has not been progressed at greater pace. However, the ethos surrounding the City Region Deal should provide added impetus for further development of shared services.

We are currently working with Edinburgh University on a district heating scheme. We are also working to establish an Energy Management team, as proposed in the Coalition's budget motion. We will work with partners to deliver savings of £1million.

The Scottish Government is looking to change the rules on NHS property disposals which would allow other public sector bodies to bid for appropriate assets under market value to ensure greater opportunity for the co-location of public services. We will be looking take advantage of that change.

Finally, the continuation of our work with the third sector is one of the best examples of shared services. This is an area which we, as a Coalition, will continue to develop through initiatives such as participatory budgeting and co-production.

Question (2) What savings and improved service efficiencies have been achieved in this period?

Answer (2) The savings that have been achieved through improved service efficiencies include Insurance, HR, fleet management.

Savings

2012/13	£213,000
2013/14	£585,000
2014/15	£625,000

The savings figure for 2015/16 will be reported to the Finance and Resources Committee in September 2016, as part of the Council's annual efficiency statement.

Supplementary Question

You'll see I've asked this question after receiving a verbal answer from the Leader at the last Council meeting when he chose to discuss the City Deal rather than talk about any shared services and so it doesn't come to me as a surprise that there's very little actual achievement to report from the Finance Convener here. Given that, Lord Provost, perhaps the Finance Convener could tell me whether he's as disappointed as I am that the limited savings he tells us about in the answer are very little compared to a billion pound budget and don't really seem to relate to shared services and given that the Scottish Government, which the Convener supports, would appear to want more shared services, that this Council appears to want more shared services and that things like the IJB are forced upon us and the City Region Deal is a separate thing, why has it been that there's so much to achieve but so little delivered in over 4 years under this Administration?

Supplementary Answer

I thank Councillor Whyte for his question. You'll see from my written response that I am indeed disappointed that we haven't managed to move further down the road of shared

services and again as I mentioned in my written report, it is a subject that I raised at my last meeting at Scotland Excel in Glasgow and I'm due to meet the Chief Executive of Scotland Excel to discuss how we as a Council can move forward with shared services in a more effective way. You'll see the trend if you look at the figures in the response to Answer 2, the trend is in the right direction, there may be one or two zeros short on those figures from where Councillor Whyte would like us to be and to that extent I share his disappointment. I do think we need to move ahead we do need to talk to our neighbouring Councils about how we can best take this agenda forward and we need to present it to them in a way which demonstrates there are mutual advantages and it's not a question of Edinburgh as a larger Council attempting to take anything away from them.

I think there are ways in which this can be presented which are entirely positive for all those concerned and will help all the Councils with which we would like to co-operate more to achieve a financial benefit.

QUESTION NO 8

**By Councillor Main for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 30 June 2016**

- Question** (1) Can the department list all primary, secondary schools within Edinburgh, including private schools, with school travel plans, and give with the dates when the original plan was first produced and when the plan was last reviewed?
- Answer** (1) See attached excel spreadsheet.
- Question** (2) Can the department list all schools Edinburgh that do not have school travel plans?
- Answer** (2) See excel spreadsheet. The file can be interrogated as desired. Stage 1 represents those schools which are currently not involved in travel plan related activities, being 8 in number.
- Question** (3) How often are schools required to review their travel plan?
- Answer** (3) A school is not required to have a Travel Plan. If they wish to, they can engage with Road Safety to assist them in doing so. From that, any Travel Plan that is created contains comment that it be reviewed regularly, so not committing them to any specific period.



STP data collation
Edinburgh 2016 with ir

QUESTION NO 9

By Councillor Burgess for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 30 June 2016

Question Can the Convener indicate whether a formal submission has been made to the new Scottish Government ministerial team pressing the case for Scottish Government agreement that Edinburgh should have decision-making power over the introduction a Transient Visitor Levy and whether a formal reply has been received?

Answer Letters requesting meetings have been sent to and acknowledged by Ministers. At this point a meeting has been set up for 29 June 2016 with Fiona Hyslop, Cabinet Secretary for Culture, Tourism and External Affairs. No formal submission has been made to the new Scottish Government on the introduction of a Transient Visitor Levy.

Supplementary Question (1) The Convener's answer to my question pressing the Scottish Government regarding a Transient Visitor Levy indicated that a meeting may have been held yesterday with Fiona Hyslop, the Cabinet Secretary for Culture Tourism and External Affairs, to discuss the visitor levy. I wonder if the Convener is able to update the Council on that meeting.

Supplementary Answer (1) Yes absolutely and thank you for the question and I'll be brutally honest with it, there were rather enormous concerns on the Minister's agenda not least having an international focus that she has as well as culture and external affairs and tourism, so we took the decision to have a further meeting in August.

Supplementary Question (2) Thanks for that answer. I hope at the next meeting you'll be able to press the issue of a visitor levy. I am aware from media reports that the minister seems to have expressed a concern that a hotel levy may put additional pressures on the hotel industry in Edinburgh where actually there's evidence that a visitor levy does not impact the tourist industry.

What this Council is actually asking for is the Scottish

Government to grant powers to Local Authorities to decide for themselves whether a visitor levy would be beneficial. The Scottish Government would not take responsibility for implementing the levy, it's an enabling power. Clearly this City wouldn't entertain a visitor levy if it thought it would harm tourism and other business and I wonder if the Convener would agree that this Council and not the Scottish Government is best placed to make this decision?

Supplementary Answer (2)

I'm not sure who the question was directed at. There's a danger that this becomes a little bit like groundhog day, this question continually comes up. I think the crucial point is finding there is a great deal of sympathy with the principal, it's finding the right formula, the right way of actually engaging with the various sectors, and finding something that all parties affected can look at and I can certainly say from a personal and a party and a Council perspective we will be continuing that.

Comments by Councillor Rankin

I have written as my response suggests, I have written to the Cabinet Finance Secretary Derek MacKay. I've written to John Swinney, the Cabinet Secretary for Education but he also has responsibility for the Public Reform agenda and I've written to Kevin Stewart as Local Government Minister – I'm hoping that those meetings can be arranged very shortly and intend to raise the subject of the Transient Visitor Levy with each of those Ministers

Item no 5.1

QUESTION NO 1

By Councillor Corbett for answer by the Convener of the Health, Social Care and Housing Committee at a meeting of the Council on 25 August 2016

Question

Given the Council decision to cease providing a repair service for stair-lighting what range of feedback has been received from residents and what action has been taken to address residents' concerns.

Answer

Item no 5.2

QUESTION NO 2

By Councillor Burgess for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 25 August 2016

Question

How many complaints have been received about:

- (i) missed waste or recycling bin collections and
- (ii) overflowing bins, over each of the last two years?

Answer

Item no 5.3

QUESTION NO 3

By Councillor Main for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 25 August 2016

On 26 August 2014 Transport and Environment Committee approved changes to the Events Manifesto, including the following paragraphs:

b) space in the Meadows is tendered during the August summer festivals for a period of up to 23 days of performance (plus set up and take down operations); recognising the importance of the location to the City's summer festival activities. However, any applications out with that timescale will be considered on their individual merits.

c) The Council will expect an increased financial return on use of this space, and will invest any additional income secured into the infrastructure, features and facilities of the Meadows and Bruntsfield Links.

Question (1) What was the financial return on the use of the Meadows for the Festival period in 2015?

Answer (1)

Question (2) What investment from the 2015 summer income has been made of the into the infrastructure, features and facilities of the Meadows and Bruntsfield Links? Please provide details of the items and the individual amounts invested.

Answer (2)

Item no 5.4

QUESTION NO 4

By Councillor Mowat for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 25 August 2016

Question

Please provide details of when and where weed spraying was carried out in the City in calendar year 2016 and which areas were sprayed.

Answer



August 2016

Exam results success



Congratulations to all those pupils who were successful in their exams this year. Once again, the city achieved record results – testament to the commitment of our teaching staff and hard work put in by pupils that results have yet again exceeded expectations.

A total of 39,884 results were awarded for 8,007 candidates in more than 80 subjects, ranging from Accounting to Urdu. Of particular strength is the success of pupils by the end of S5 and S6, where strong levels of attainment have either been maintained or improved at all stages.

I wish every success to those young people who are embarking on the next stage of life's journey whether that is at university, college or in work. Well done to you all!

Back to school – on time

I'm delighted that all schools affected by recent closures have now reopened in time for the start of the new term. It has undoubtedly been a very difficult few months for everyone affected by the closures and thanks must go to parents, staff and pupils for their understanding and patience.

The revised exam arrangements, in particular, worked well and (as above) all five affected high schools saw improvements in their results – in common with other schools unaffected by the closures.

We pressed the Edinburgh Schools Partnership to ensure the schools opened on schedule so I'm pleased we have achieved this. All the relevant safety paperwork has been published on our website having been reviewed by an independent expert on behalf of the Council.

Now we must establish what went wrong when these schools were built. The independent inquiry, being led by respected construction and procurement industry expert John Cole, has already started and my intention is for it to be completed by the end of the year with a full report coming back for councillors to consider.

Reducing speed, increasing safety

On 31 July, the Capital became Scotland's first 20mph city, with the lower speed limit coming into effect in the first phase – Zone 1 – of a citywide rollout. Streets across rural west Edinburgh and the city centre are now 20mph, with key arterial routes in the zone retained at 30 or 40mph.

Edinburgh is following several European and UK cities in bringing traffic speeds down. Slower speeds encourage better sharing of road space, encourage active travel, make us feel happier spending time in an area and – most importantly of all – they greatly reduce the risk of being fatally injured if hit by a vehicle.

While around half of our city was already 20mph, as a driver and cyclist myself, I know it'll undoubtedly take time before it becomes second nature for people to go more slowly in the new zones. A map of the [20mph network and implementation timetable](#) is available on our website.

Edinburgh workforce top of the class

The percentage of the Edinburgh workforce with a degree level qualification or equivalent is higher than any other major UK city and has risen again, to 55%. This has gone up from 46% in 2013.

This is one of the many facts about the city in our latest [Edinburgh by Numbers](#), published at the end of last month. Edinburgh also continues to be the most prosperous city outside London and has created more jobs through foreign direct investment than any other major UK city outside London.

The document also highlights that more waste was recycled in Edinburgh from April 2013 to March 2015 than any other major Scottish city and that almost two-thirds (65%) of people in Edinburgh use the internet on the move.

Another exceptional August

Here we are almost 70 years on from the first Edinburgh Festival and, once again, thousands of performers, directors, artists and producers are in residence making some of the best creative work in the world. And, if the early signs are to be believed, August 2016 is set to be one of the most inventive and successful yet.

The tourism benefits are, of course, huge. We know the festivals position the city as a leading international destination but this year's [Impact Study](#) proves 94% of people believe the festivals make Edinburgh a special city.

Re-affirming our position as the World's Festival City, the research also proves festival events support the equivalent of 5,660 full time jobs and generate a massive economic impact of £280m locally and £313m in Scotland. A truly exceptional performance.

Award recognises Council's caring side

This month we were proud to receive 'Carer Positive-Engaged' status, something which recognises the work we do here at the Council to support those who provide unpaid care to an ill, frail or disabled family member, friend or partner.

With people working later in life and our population getting older, it's inevitable that more of our employees will become carers at some point. Those who provide unpaid care play such an important role in society and, indeed, the lives of the people they care for, so it is essential that we recognise their needs.

By working closely with employees to ensure a flexible atmosphere, the necessary leave and to provide information and support where needed, I am certain that we will create a comfortable and productive workplace for everyone.

Arise, Lord McInnes

My fellow councillor, Mark McInnes, was appointed to the House of Lords in the outgoing Prime Minister's Dissolution Honours List.

While I tend to take the old-fashioned, democratic view that the Second Chamber of the United Kingdom should be elected by the people and am not a fan of the discretionary honours system, on a personal level, I do want to pass on my congratulations to Mark on being awarded the peerage.

I've been on the Council at the same time as Mark for over a decade and I've no doubt that he'll take an effective approach to robustly scrutinising legislation in the House of Lords.

My final term

Finally, readers may well already be aware that I confirmed this week I don't intend to stand for potential re-election next May. I have published a personal blog-post [explaining my decision](#).

I simply want to focus on other (non-political) interests in the next few years of my life. Nothing more, nothing less. It's an entirely personal decision.

Of course, I will continue to fulfil the duties in my role as Council Leader – to the best of my ability – right through until next May. Back in 2012 I committed to a five-year term, and I intend to complete that term and finish the work that both myself, and the current Coalition, have a mandate to deliver upon.

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◆ EDINBURGH ◆
THE CITY OF EDINBURGH COUNCIL

10.00 am, Thursday, 25 August 2016

Appointments to Committees

Item number	7.1
Report number	
Executive/routine	
Wards	All

Executive summary

Councillor Shields has intimated his resignation from the Governance, Risk and Best Value Committee. A replacement is sought.

Councillor Edie has resigned his role as Scottish Liberal Democrat Group Leader, and also his membership of the Corporate Policy and Strategy Committee. Councillor Aldridge has taken over responsibility as SLD Group Leader, and it is proposed that he also be appointed to the vacancy on the Corporate Policy and Strategy Committee.

Links

Coalition pledges
Council outcomes
Single Outcome Agreement

Appointments to Committees

Recommendations

- 1.1 To appoint Councillor Aldridge a member of the Corporate Policy and Strategy Committee.
- 1.2. To consider appointing one Scottish Liberal Democrat member in place of Councillor Shields on the Governance, Risk and Best Value Committee.

Main report

- 2.1 Councillor Shields has indicated his resignation as a member of the Governance, Risk and Best Value Committee.
- 2.2 Committee Terms of Reference and Delegated Functions requires committee membership to reflect the overall balance within the Council. Accordingly, his replacement requires to be nominated by the Scottish Liberal Democrat group.
- 2.3 Councillor Edie has resigned as a member of the Corporate Policy and Strategy Committee, and again his replacement should be from the SLD group. Councillor Aldridge has been nominated to this vacancy.

Measures of success

- 3.1 The Council appoints members to all its committees.

Financial impact

- 4.1 Not applicable.

Risk, policy, compliance and governance impact

- 5.1 Appointments are required to support the democratic decision-making process.

Equalities impact

- 6.1 Not applicable.

Sustainability impact

- 7.1 Not applicable.

Consultation and engagement

- 8.1 Not applicable.

Background reading/external references

[Minute of City of Edinburgh Council of 2 June 2016](#)

Andrew Kerr

Chief Executive

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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

The City of Edinburgh Council

10.00am, Thursday, 25 August 2016

Appointments to the Boards of Edinburgh International Festival Society and Transport for Edinburgh

Item number	7.2
Report number	
Executive/routine	
Wards	All

Executive Summary

The Council is asked to appoint Elected Members to the boards of Edinburgh International Festival Society and Transport for Edinburgh. Councillor Munro has served the maximum term on the board of the Edinburgh International Festival Society, while Councillor Mowat has resigned from the board of Transport for Edinburgh.

In addition, Council is asked to note that Councillor Howat has been appointed by the Edinburgh International Festival Society to the board of Edinburgh Festival Centre Limited and confirm his appointment.

Links

Coalition Pledges	P19, P24
Council Priorities	CP6,
Single Outcome Agreement	SO1, SO3

Appointments to the Board of Edinburgh International Festival Society and Transport for Edinburgh

1. Recommendations

- 1.1 To appoint an Elected Member to the Board of Edinburgh International Festival Society, replacing Councillor Munro who has served the maximum term of office on the Board.
- 1.2 To note that the Edinburgh International Festival Society will now replace Councillor Munro on the board of Edinburgh Festival Centre Limited and that the appointment will be reported back to Council for confirmation.
- 1.3 To note that Councillor Howat has been appointed by the Edinburgh International Festival Society to the board of Edinburgh Festival Centre Limited and confirm his appointment.
- 1.4 To appoint an Elected Member to the Board of Transport for Edinburgh following the resignation of Councillor Mowat.

2. Background

- 2.1 The City of Edinburgh Council has representatives on the boards of both Edinburgh International Festival Society and Transport for Edinburgh.

3. Main report

Edinburgh International Festival Society

- 3.1 The Edinburgh International Festival Society is a charitable company limited by guarantee of its members, which has the aim of promoting and encouraging the arts, and specifically of promoting the Edinburgh International Festival.
- 3.2 The Festival Society meets three to four times each year. Members are appointed to serve a term of three years, and can be re-appointed for a second City of Edinburgh term, with a maximum of six years in total. There is no remuneration attached to these positions.
- 3.3 Councillor Munro has served the maximum term of six years and will now step down from the board. Council is asked to appoint an Elected Member to the board, replacing Councillor Munro.

- 3.4 Councillor Munro also serves on the board of Edinburgh Festival Centre Limited. This appointment was made by the Edinburgh International Festival Society and confirmed by Council therefore they will now appoint another board member to replace Councillor Munro and as before the council will be asked to confirm this appointment.
- 3.5 Councillor Howat has recently been appointed to the board of Edinburgh Festival Centre Limited by the board of the Edinburgh International Festival Society.

Transport for Edinburgh

- 3.6 The Council is represented on the Board of Transport for Edinburgh which oversees the Edinburgh Trams and Lothian Buses operations.
- 3.7 Transport for Edinburgh brings Lothian Buses and Edinburgh Trams together to allow bus services and tram operations to operate in an integrated way, with common ticketing and customer services.
- 3.8 Councillor Mowat was appointed to the board on 24 October 2013 but has recently resigned. Council is asked to appoint an Elected Member to replace her on this board.

4. Measures of success

- 4.1 Appointment of an elected member to the board of the Edinburgh International Festival Society.
- 4.2 Appointment of an elected member to the board of Transport for Edinburgh.

5. Financial impact

- 5.1 There are no financial impacts arising from these board appointments.

6. Risk, policy, compliance and governance impact

- 6.1 There are no risk, compliance or governance impacts arising from the recommendations in this report.

7. Equalities impact

- 7.1 Not applicable.

8. Sustainability impact

- 8.1 Not applicable.

9. Consultation and engagement

9.1 Not applicable.

10. Background reading/external references

10.1 Not applicable.

Paul Lawrence

Executive Director of Place

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11. Links

Coalition Pledges	P19 - Keep Lothian Buses in public hands and encourage the improvement of routes and times P24 - Maintain and embrace support for our world-famous festivals and events
Council Priorities	CP6 - A creative, cultural capital CP11 - An accessible connected city
Single Outcome Agreement	SO1 – Edinburgh's economy delivers increased investment, jobs and opportunities for all SO3 - Edinburgh's children and young people enjoy their childhood and fulfil their potential
Appendices	None

10.00am, Thursday, 25 August 2016

Governance: Operational Governance Framework Annual Review 2016

Item number 8.1(a)
Report number
Executive/routine
Wards

Executive summary

This report sets out the outcome of the annual review of the key documents that support internal controls, accountability and transparent operation of the Council and recommends appropriate changes. This is to ensure that the key operational governance documents of the Council are comprehensive, relevant, up-to date and support good governance.

Links

Coalition pledges
Council outcomes
Single Outcome Agreement

Governance: Operational Governance Framework Annual Review 2016

Recommendations

- 1.1 To repeal the existing Procedural Standing Orders for Council and Committee Meetings, Committee Terms of Reference and Delegated Functions, Member-Officer Protocol and Regulations for the Appointment of Religious, Teacher and Parent Representatives and approve in their place appendices 2-6, such repeal and approval to take effect from 29 August 2016.
- 1.2 To delegate authority to the Chief Executive to take such actions and make such minor adjustments to the documents set out in appendices 2-6 as may be necessary to implement the decision of the Council in relation to this report and to produce a finalised version of the documents, making them available to members for information ahead of publication.
- 1.3 To note that the Scheme of Delegation had been reviewed in February 2016 to take into account the revised council management structure and that further work was required to identify necessary updates or legislative changes and an additional report would be presented to a future Council meeting.

Background

- 2.1 On 20 September 2012 it was agreed that the documents that make up the operational governance framework should be reviewed and annually approved by Council to ensure that they remain relevant and fit for purpose.
- 2.2 This approval has since taken place annually, alongside a focus on modernising and adding to the documents that make up the operational governance framework. This approach has helped to ensure that the strengthening of the Council's governance arrangements has been positively recognised by Audit Scotland, notably around elected member scrutiny.

Main report

- 3.1 The following key documents have been reviewed and are submitted for approval:
 - 3.2.1. Procedural Standing Orders for Council and Committee Meetings;
 - 3.2.2. Committee Terms of Reference and Delegated Functions;

- 3.2.3. Financial Regulations;
 - 3.2.4. Member/Officer Protocol; and
 - 3.2.5. Procedure for the appointment of Religious, Teacher and Parent Representatives.
- 3.2 The documents listed above have been reviewed and a list of amendments are attached in appendix 1. The changes are also highlighted in the tracked copies of the documents in appendices 2-6.
- 3.3 Contract Standing Orders and the Guidance on the Appointment of Consultants were agreed by the Council in June 2016 and thus a decision has been taken within six months and there is no need to consider in this annual review.
- 3.4 The Scheme of Delegation was reviewed in February 2016 to take into account the revised council management structure. Further work is required to identify necessary updates or legislative changes and a further report will be presented to a future Council meeting.

Procedural Standing Orders

- 3.5 The changes to Procedural Standing Orders are relatively minor and aim to either clarify terms or reflect current practice.

Committee Terms of Reference and Delegated Functions

- 3.6 The alterations to the Committee Terms of Reference and Delegated Functions are mainly due to the creation of the Edinburgh Integration Joint Board. There is a minor alteration to the remit of Pensions sub-committee which gives it the power to scrutinise the Council companies associated with the pension fund. This is in line with the report considered by the Council in June 2016 on Council companies. A change is also proposed for the remit of the Property Sub-Committee in line with the recommendation by the Finance and Resources Committee which is included in another report on the agenda.

Financial Regulations

- 3.7 Section 95 of the Local Government (Scotland) Act 1973 states that every local authority shall make arrangements for the proper administration of its financial affairs and shall secure that the proper officer of the authority (termed the Section 95 Officer) has responsibility for the administration of those affairs. The City of Edinburgh Council has designated the Executive Director of Resources the Section 95 Officer for this purpose.
- 3.8 The Financial Regulations therefore set out the key aspects of the framework of responsibilities, controls and reporting in place to provide assurance of the propriety and consistency of actions undertaken on the Council's behalf. The Regulations also serve as a public demonstration of the Council's commitment to promoting openness, transparency and integrity in its financial affairs.
- 3.9 Given recent reviews, the broad structure and content of the Financial Regulations has been retained. The opportunity has been taken, however, to

reflect intervening structural changes and, specifically, their impact on the assignment of relevant responsibilities.

Member-Officer Protocol

- 3.10 There are a number of changes to the Member-Officer Protocol. This is to reflect the current management structures and to provide further guidance on the use of data rooms. The process for providing information to elected members has also been improved to stress the importance of information being provided to elected members in a prompt, timely manner.

Regulations for the Appointment of Religious, Teacher and Parent Representatives

- 3.11 There are minor amendments throughout the Regulations for the Appointment of Religious, Teacher and Parent Representatives to update references from the Director of Corporate Governance to the Chief Executive.

Measures of success

- 4.1 Compliance with legislation measure via a range of key performance indicators reported to the appropriate committee.

Financial impact

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

Risk, policy, compliance and governance impact

- 6.1 It is good governance to maintain an annual review of the Council's key operational governance documents.

Equalities impact

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

Sustainability impact

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

Consultation and engagement

- 9.1 A short consultation period took place with elected members and senior Council officials.

Background reading/external references

[Operational Governance Framework Annual Report 2014](#)

[Governance: Operational Governance Framework Annual Review 2015](#)

Andrew Kerr

Chief Executive

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Links

Coalition pledges

Council outcomes

**Single Outcome
Agreement**

Appendices

Appendix one – Table of key amendments

Appendix two: Procedural Standing Orders for Council and Committee Meetings

Appendix three: Committee Terms of Reference and Delegated Functions

Appendix four: Financial Regulations

Appendix five: Member/Officer Protocol

Appendix six: Regulations for the appointment of Religious, Teacher and Parent Representatives

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
PROCEDURAL STANDING ORDERS				
5.3	Quorum	Subject to law the quorum of a Committee will be one third of the number of voting members of the Committee provided that in no case will any business be transacted unless at least two voting members are present.	Subject to law the quorum of a Committee will be one third of the number of voting members of the Committee (please refer to the Committee terms of reference for specific numbers) provided that in no case will any business be transacted unless at least two voting members are present.	To provide further information
12.2	Deputations	Every application for a deputation must be from an office bearer of an organisation or group. It must be submitted by email or in writing, setting out the subject of the deputation and be delivered to the Clerk no later than 5pm on the day before the meeting concerned. The Lord Provost or Convener has discretion to waive this requirement.	Every application for a deputation must be from an office bearer of an organisation or group. It must be submitted by email or in writing, setting out the subject of the deputation and be delivered to the Clerk no later than 5pm on the day before the meeting concerned. The Lord Provost or Convener has discretion to waive both these requirements.	To clarify the meaning of this standing order
12.8	Deputation	This Standing Order does not apply in connection with hearings at the Licensing Sub-	Standing Order 12 does not apply in connection with hearings at the Licensing Sub-Committee, the	To clarify the meaning of this standing order

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
		Committee, the Development Management Sub-Committee, or the City of Edinburgh Planning Review Body, nor to any subsequent consideration of the subject of the hearing.	Development Management Sub-Committee, or the City of Edinburgh Planning Review Body, nor to any subsequent consideration of the subject of the hearing.	
16.1	Notices of Motion	Every formal notice of motion will be in writing and signed by the member giving the notice. The notice must be delivered to the Clerk by noon on the seventh working day before the meeting. Those not received within this timescale, will not be included in the summons calling the meeting.	Every formal notice of motion will be in writing and signed off by the member giving the notice. The notice must be delivered to the Clerk by noon on the seventh working day before the meeting. Those not received within this timescale, will not be included in the summons calling the meeting.	To reflect current practice
COMMITTEE TERMS OF REFERENCE AND DELEGATED FUNCTIONS				
	Amendment throughout the document from Directors to Executive Directors			To reflect the current management structure
	Amendment throughout the document from Director of Services for Communities to Executive Director of Place			To reflect the current management structure
	Amendment throughout the document from Head of Planning to Head of Planning and Transport			To reflect the current management structure
5.7	Education, Children and	n/a; additional paragraph	To determine the Council's	To reflect the changes due

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
	Families		response to recommendations by the Social Work Complaints Review Committee concerning complaints about children and young people social work services.	to the creation of the Edinburgh Integration Joint Board
6.6.6	Finance and Resources Committee	Council transformation and change programmes;	Council transformation programme;	To reflect the current management structure
6.6.10	Finance and Resources Committee	organisational development, workforce planning and resources;	human resources, organisational development, workforce planning and resources;	To reflect the current management structure
6.6.11	Finance and Resources Committee	Corporate Governance services within the Council, excluding Audit and Risk and Pensions; but including Corporate Programmes and Corporate Property;		To reflect the current management structure
6.7.2	Finance and Resources Committee	receive budget monitoring reports from each service and to ensure close scrutiny of the management of each service budget	receive quarterly budget monitoring reports from each service and to ensure close scrutiny of the management of each service budget	To align with the frequency included in the Financial Regulations
7.5.2	Health, Social Care and Housing Committee	exercise the functions of the Council as social work authority for adults	Scrutinise the internal controls, quality and professional controls and compliance with the law for	To reflect the changes due to the creation of the Edinburgh Integration Joint

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
			<p>the following:</p> <p>7.5.2.1 Social work services for adults, and older people;</p> <p>7.5.2.2 Services and support for adults with physical disabilities and learning disabilities;</p> <p>7.5.2.3 Mental health services;</p> <p>7.5.2.4 Drug and alcohol services;</p> <p>7.5.2.5 Adult protection and domestic abuse;</p> <p>7.5.2.6 Carers support services;</p> <p>7.5.2.7 Community care assessment teams;</p> <p>7.5.2.8 Support services;</p> <p>7.5.2.9 Care home services;</p> <p>7.5.2.10 Adult placement services;</p> <p>7.5.2.11 Health improvement services;</p> <p>7.5.2.12 Housing support/aids and adaptation for adult with social care needs;</p> <p>7.5.2.13 Day services;</p> <p>7.5.2.14 Respite provision</p> <p>7.5.2.15 Occupational therapy services; and</p> <p>7.5.2.16 Re-ablement services, equipment and telecare.</p>	Board
7.7	Health, Social Care and	7.7.1. Capital Coalition	7.7.1. Capital Coalition pledges	To reflect the changes due

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
	Housing Committee	<p>pledges 8-14, 32, 34, 37-39;</p> <p>7.7.2. Community care services;</p> <p>7.7.3. Social Care;</p> <p>7.7.4 Offender services;</p> <p>7.7.5 Welfare reform;</p> <p>7.7.6 Housing;</p> <p>7.7.7 Regeneration; and</p> <p>7.7.8 Community Safety.</p>	<p>8-14, 32, 34, 37-39;</p> <p>7.7.2 Offender services;</p> <p>7.7.3 Welfare reform;</p> <p>7.7.4 Housing;</p> <p>7.7.5 Regeneration; and</p> <p>7.7.6 Community Safety.</p>	to the creation of the Edinburgh Integration Joint Board
9.4	Governance, Risk and Best Value Committee	<p>Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Director of Corporate Governance.</p>	<p>Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Chief Executive.</p>	To reflect the current management structure
10.6.3	Petitions Committee	<p>relate to a matter that is within the scope of the current key decisions forward plans of the Corporate Policy and Strategy Committee or the Executive Committees or within the work programmes of the Policy Development and Review Sub-Committees and the Governance, Risk and Best Value Committee; and</p>	<p>relate to a matter that is within the scope of the current key decisions forward plans of the Corporate Policy and Strategy Committee or the Executive Committees or within the work programme of the Governance, Risk and Best Value Committee; and</p>	To reflect the current committee structure

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
11.5.1	Committee of Discretionary Rating Relief Appeals	To review decisions taken by the Director of Corporate Governance to refuse discretionary rating relief	To review decisions taken by the Executive Director of Resources to refuse discretionary rating relief	To reflect the current management structure
14.4	Pensions Committee	Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Director of Corporate Governance .	Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Executive Director of Resources .	To reflect the current management structure
14.6	Pensions Committee	monitor overall performance of the pension funds in the delivery of services and financial performance, consider all matters in respect of the pension funds and, where relevant, in respect of the administration of the fire fighters pensions schemes on behalf of Lothian and Borders Fire and Rescue Service including:	monitor overall performance of the pension funds in the delivery of services and financial performance, consider all matters in respect of the pension funds including:	To remove reference to fire fighters pensions which are now the responsibility of the Scottish Public Pension Agency
14.6.5	Pensions Committee	taking all executive decisions in respect of the pension funds and the fire fighters pension scheme which are not reserved to the Council or delegated to another	taking all executive decisions in respect of the pension funds which are not reserved to the Council or delegated to another committee of the Council;	To remove reference to fire fighters pensions which are now the responsibility of the Scottish Public Pension Agency

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
		committee of the Council;		
16.4	Placing in Schools Appeals Committee	Panel 3: Persons with experience in education and acquainted with educational conditions in the Council's area, nominated by the Director of Children and Families.	Panel 3: Persons with experience in education and acquainted with educational conditions in the Council's area, nominated by the Executive Director of Communities and Families.	To reflect the current management structure
16.8.2	Placing in Schools Appeals Committee	To consider appeals against decisions by the Director of Children and Families to refuse early admission to school.	To consider appeals against decisions by the Executive Director of Communities and Families to refuse early admission to school.	To reflect the current management structure
19.4	Recruitment Committee	Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Director of Corporate Governance and in line with the relevant Council policy.	Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Chief Executive and in line with the relevant Council policy.	To reflect the current management structure
20.4	Regulatory Committee	Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Director of Corporate Governance .	Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Chief Executive .	To reflect the current management structure

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
26.4	Licensing Sub-Committee	Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Director of Corporate Governance .	Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Chief Executive .	To reflect the current management structure
27.4	Pensions Audit Sub-Committee	Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Director of Corporate Governance .	Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Executive Director of Resources .	To reflect the current management structure
27.5.5	Pensions Audit Sub-Committee	n/a; additional paragraph	To consider and scrutinise an annual report on any companies owned by the Council that are connected to the activities of the Pension Fund;	In line with the report to Council on Council Companies in June 2016
28.5.1	Property Sub-Committee	oversee the work programme arising from the Council and Police investigations into the Council's Property Service including the Property Conservation and Property Care Services; and	oversee the work of the Edinburgh Shared Repairs Service;	To reflect the recommendations by the Finance and Resources Committee
28.5.2	Property Sub-Committee	To take decisions in relation to the Council's Property	to take decisions in relation to the Council's Shared Repair	To reflect the recommendations by the

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
		<p>Service that fall with the remit of the Finance and Resources Committee on the following:</p> <ul style="list-style-type: none"> (a) progress in resolving financial risks; (b) progress in dealing with complaints from owners and the associated legal and insurance risks; (c) action relation to contractors; and (d) new service redesign issues. 	<p>Service that fall within the remit of the Finance and Resources Committee in relation to financial and legal risks; and</p>	<p>Finance and Resources Committee</p>
<p>28.5.3 (new paragraph reference)</p>	<p>Property Sub-Committee</p>	<p>n/a; additional paragraph</p>	<p>consider any outstanding issues that require detailed scrutiny in relation to the closure of the Property Conservation Programme Momentum project.</p>	<p>To reflect the recommendations by the Finance and Resources Committee</p>
<p>FINANCIAL REGULATIONS</p>				
	<p>Amendment throughout the document of references to the Head of Finance as the Section 95 Officer to the Executive Director of Resources.</p>			<p>To reflect the updated Scheme of Delegation presented to Council in February 2016.</p>
	<p>Amendment throughout the document from Director of Corporate Governance to Executive Director of Resources</p>			<p>To reflect the current management structure</p>

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
	Amendment throughout the document from Directors to Executive Directors			To reflect the current management structure
	Amendment throughout the document from Chief Risk Officer to Chief Internal Auditor			To reflect the current management structure
1.5	Status and Statutory Responsibility	The Head of Finance serves as the Section 95 Officer for all of the Council's accounting arrangements, including those of the Lothian Pension Funds. For the Lothian Pension Funds, however, this Section 95 responsibility has been delegated to the Pensions and Accounting Manager in accordance with the arrangements set out in the addendum to this document.	The Executive Director of Resources serves as the Section 95 Officer for all of the Council's accounting arrangements, including those of the Lothian Pension Funds. For the Lothian Pension Funds, however, this Section 95 responsibility has been delegated to the Funds' Chief Financial Officer in accordance with the arrangements set out in the addendum to this document.	To reflect the current management structure
1.6 (new paragraph reference)	Status and Statutory Responsibility	n/a; additional paragraph	Inclusion of following wording: Following the establishment under the Public Bodies (Joint Working) Act 2015 of an Edinburgh-area Integrated Health and Social Care Joint Board (IJB), a separate set of financial regulations , drawing on similar principles of sound governance,	To reflect the changes due to the creation of the Edinburgh Integration Joint Board

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
			has been produced. Along with the related financial directives, these regulations form the basis upon which the Chief Finance Officer of the IJB will discharge equivalent proper officer responsibilities for the Board.	
3.3.1	Executive Directors	Directors are responsible for establishing sound arrangements for planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness, and associated financial targets in so doing having due regard to sustainability and equalities considerations.	Executive Directors are responsible for establishing sound arrangements for planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness and meeting associated financial targets. In doing so, they should also have due regard to sustainability and equalities considerations.	Minor amendments to language
3.4.1	Internal Audit and Risk Management	The Head of Legal, Risk and Compliance through the Chief Risk Officer (who is head of the Internal Audit function), shall arrange for a continuous internal audit function, to carry out an examination of accounting, financial and other operations of the Council, through undertaking a risk-	The Head of Legal and Risk, through the Chief Internal Auditor , shall arrange for a continuous internal audit function, to carry out an examination of accounting, financial and other operations of the Council, through undertaking a risk-based audit plan, complying with the Public Sector Internal Audit Standards (PSIAS).	To reflect current management structures

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
		based audit plan, complying with the Public Sector Internal Audit Standards (PSIAS). This individual (the Chief Risk Officer) will also oversee the development and implementation of an appropriate risk management strategy.	The Chief Risk Officer will also oversee the development and implementation of an appropriate risk management strategy.	
3.4.2	Internal Audit and Risk Management	It is the Chief Risk Officer's responsibility to put in place appropriate arrangements to provide the Chief Executive, Head of Finance , Corporate Management Team and elected members with an annual assurance statement on compliance with Financial Regulations and the Local Code of Corporate Governance.	It is the Chief Internal Auditor's responsibility to put in place appropriate arrangements to provide the Chief Executive, Executive Director of Resources , Corporate Leadership Team and elected members with an annual assurance statement on compliance with Financial Regulations and the Local Code of Corporate Governance.	To reflect current management structures
4.4.2	Financial Control	The Regulations also require the Head of Finance to submit the Abstract of Accounts to the Council and the Council's external auditor by the prescribed dates. The Head of Finance is responsible for ensuring that the accounts are produced in compliance with existing	The Regulations also require the Executive Director of Resources to submit the Abstract of Accounts to the Council (or an appropriate Executive Committee) and the Council's external auditor by the prescribed dates. The Executive Director of Resources is responsible for ensuring that the	To reflect the change of S95 officer in the Scheme of Delegation to Officers

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
		legal and accounting requirements.	accounts are produced in compliance with existing legal and accounting requirements.	
4.4.5.8		The Head of Finance must agree before a proposal for transfer or supplementary estimate is reported to the Finance and Budget Committee .	The Executive Director of Resources must agree before a proposal for transfer or supplementary estimate is reported to the Finance and Resources Committee .	Minor amendment
4.4.6.2	Final Accounts	The Head of Finance will report the Council's final expenditure outturn with recommendations for appropriations to the Governance, Risk and Best Value Committee and the Council .	The Executive Director of Resources will report the Council's final expenditure outturn with recommendations for appropriations to the Finance and Resources Committee .	To reflect current practice
4.4.7.3		If elected members or staff discover or suspect any fraud or irregularity that affects the Council, they must immediately inform the Chief Risk Officer who will arrange for an investigation to be conducted if appropriate. In so doing, attention is drawn to the provisions and arrangements included in the Council's Public Interest Disclosure policy .	If elected members or staff discover or suspect any fraud or irregularity that affects the Council, they must immediately inform the Chief Internal Auditor who will arrange for an investigation to be conducted if appropriate. In so doing, attention is drawn to the provisions and arrangements included in the Council's Public Interest Disclosure (Whistleblowing), Anti-Fraud and Anti-Money Laundering	Updating relevant policies

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
			policies.	
4.4.11.4	Receipt of Income	The Head of Finance is authorised to sign certificates and petitions to the Sheriff Court for summary warrant applications.	The Executive Director of Resources, Head of Customer, Customer Services Senior Manager and Head of Finance are authorised to sign certificates and petitions to the Sheriff Court for summary warrant applications.	Reflecting current authority
4.4.14.5	Insurance	n/a; additional paragraph	In order to comply with the Insurance Act 2015, Executive Directors must advise every material circumstance that the Council ‘knows’ or ‘ought to know’ or provide sufficient information to put a prudent insurer on notice that it needs to make further enquiries for the purpose of revealing those material circumstances.	Reflecting legislative changes
4.4.16.2 (a)	Custody and Security of Assets	The stores, plant, furniture, equipment or other non-property asset have become unfit for use and unsaleable; and	The stores, plant, furniture, equipment or other tangible asset have become unfit for use and unsaleable; and	Minor language clarification
4.4.17.3	Gifts, Hospitality and Conduct	The Director of Corporate Governance has delegated authority to approve City Receptions and Committee Receptions costing up to	The Chief Executive has delegated authority to approve expenditure on civic hospitality of up to £10,000 subject to consultation with the Lord	Reflect current authority

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
		<p>£1500 and funded from the Civic Hospitality budget subject to consultation with the Convener of the Finance and Resources Committee. Heads of Service may similarly approve Committee Receptions where the estimated cost does not exceed this level. Applications for Committee Receptions costing more than £1,500 must be approved by the relevant executive committee.</p>	<p>Provost or relevant Convener if provided on behalf of a particular Committee. Where total event expenditure exceeds £10,000 or is over and above the budgeted level, approval from the Finance and Resources Committee is required. Spending on civic hospitality will be reported through the normal budget monitoring process.</p>	
4.4.19.2	Treasury Management	<p>An annual Treasury Strategy must be prepared. To this end, the Head of Finance will prepare separate annual reports to propose the following year's treasury strategy and report on the previous year's management performance. These documents will be subject to approval by Council and onward scrutiny by the Governance, Risk and Best Value Committee to monitor the strategy's implementation and</p>	<p>An annual Treasury Strategy must be prepared. To this end, the Executive Director of Resources will prepare separate annual reports to propose the following year's treasury strategy and report on the previous year's management performance. These documents will be subject to initial consideration by the Finance and Resources Committee, approval by Council and onward scrutiny by the Governance, Risk and Best Value Committee to monitor the strategy's implementation and</p>	Reflect current practice

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
		effectiveness. The performance report will be submitted as soon as possible after the end of the financial year.	effectiveness. The performance report will be submitted as soon as possible after the end of the financial year.	
4.4.22.1	Grant Payments to Third Parties	Executive Directors are responsible for ensuring that grant awards are consistent with the Council's priorities and are subject to its standard conditions of funding as determined by the Director of Corporate Governance .	Executive Directors are responsible for ensuring that grant awards are consistent with the Council's priorities and are subject to its standard conditions of funding as determined by the Head of Strategy and Insight .	Reflect current authority
4.4.22.2	Grant Payments to Third Parties	Arrangements for processing grant payments must comply with procedures established by the Head of Finance as set out in the Finance Rules. Other than in a limited number of specific cases where authority is delegated to service directors, all payments are subject to annual consideration and approval by the Corporate Policy and Strategy Committee.	Arrangements for processing grant payments must comply with procedures established by the Executive Director of Resources as set out in the Finance Rules. Other than in a limited number of specific cases where authority is delegated to Executive Directors, all payments are subject to annual consideration and approval by the relevant Executive Committee.	Reflect current practice
4.4.25.1 and 4.4.25.3	Alter references from Director of Corporate Governance and Head of			To reflect the current management structure

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
	Customer Services to Chief Information Officer			
Addendum	Financial Regulations – Lothian Pension Funds Alter reference from Pensions and Accounting Manager to Chief Financial Officer, Lothian Pension Fund			To reflect the current management structure
MEMBER-OFFICER PROTOCOL				
	Alter references throughout from Director to Executive Director			To reflect the current management structure
1.5	Introduction and Principles	n/a; new paragraph	Council refers to the City of Edinburgh Council as constituted under the Local Government, etc (Scotland) Act 1994.	
3.7	Role of Officers (Statutory Officers)	Some Officers have specific statutory powers and duties, for example, the Officers designated as Head of Paid Service (Chief Executive), Chief Social Work Officer, the Monitoring Officer (Director of Corporate Governance). Others, such as the Registrars of Births, Deaths and Marriages and the Council's Health and Safety at Work Inspectors, work with	Some Officers have specific statutory powers and duties, for example, the Officers designated as Head of Paid Service (Chief Executive), Chief Social Work Officer, the Monitoring Officer and the section 95 officer . Others, such as the Registrars of Births, Deaths and Marriages and the Council's Licensing and Standards Officers or Health and Safety at Work Inspectors, work with reference to specific	Updated to make more general to avoid changes due to management structural changes

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
		reference to specific statutory regimes.	statutory regimes.	
3.8	Role of Officers	n/a; additional paragraph	Legislation requires that certain functions be exercised by a 'proper officer'. The scheme of delegation sets out Officers who are designated as proper officers in relation to particular functions.	To provide greater clarity
5.7	The Local Government (Scotland) Act 1973	Section 50F (2) of the 1973 Act provides that some information held to be exempt under the Act is still accessible to all elected members of that authority. These are the financial or business affairs of any particular person; local authority expenditure on contracts for the acquisition of property and for the supply of goods and services; the identity of the local authority as a person offering a tender for a contract for the supply of goods and services; labour relations and the identity of a protected informant.	Section 50F (2) of the 1973 Act provides that some information held to be exempt under the Act is still accessible to all elected members of that authority. These include the financial or business affairs of any particular person; local authority expenditure on contracts for the acquisition of property and for the supply of goods and services; the identity of the local authority as a person offering a tender for a contract for the supply of goods and services; labour relations and the identity of a protected informant.	Slight textual amendment to provide greater clarity
5.14	Exempt Information	In the case of information that is exempt, but not determined by the Chief	In the case of information that is exempt, but not determined by the Chief Executive and/or	To reflect the role of the Monitoring Officer and to provide greater guidance to

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
		<p>Executive and/or Monitoring Officer to be legally privileged, political group leaders will be entitled to have that information shared with them, on request. Where any political group leader feels that the information is politically important enough that it should be shared with his/her group, then he/she will be entitled to do so after having first discussed the matter with the relevant director or Chief Executive and put appropriate safeguards, if any, in place to preserve the confidentiality of this information.</p>	<p>Monitoring Officer to be legally privileged, political group leaders and any independent elected members will be entitled to have that information shared with them, on request. Where any political group leader feels that the information is politically important enough that it should be shared with his/her group, then he/she will be entitled to do so after having first discussed the matter with the Monitoring Officer and relevant executive director or Chief Executive and put appropriate safeguards, if any, in place to preserve the confidentiality of this information.</p>	<p>elected members and directors</p>
5.18	<p>Process of Requesting Exempt or Other Information</p>	<p>Members should request information they do not have ready access to from the Chief Executive or relevant executive director.</p> <p><i>If an officer or member has any concerns over the provision of the information requested they should seek advice from the Director of</i></p>	<p>Members should request information they do not have ready access to from the Chief Executive or relevant executive director. If information is required within a particularly short timescale, or in advance of a particular deadline (e.g. in time to prepare for a committee meeting) this should be stated within the request so that</p>	<p>To reflect changes in the management structure and to stress the importance of providing the information promptly.</p>

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
		<p>Corporate Governance or Head of Legal, Risk and Compliance. However, officers should keep in mind that the principle for Member's access to information is one of disclosure.</p> <p>If there is a dispute between the Member and the director then the issue should be referred to the Chief Executive, who in consultation with the Monitoring Officer, will determine the matter.</p>	<p>officers can respond appropriately. Officers will be mindful that the key principle in relation to these requests is in favour of disclosure, subject to statutory responsibilities. If, for any reason, information cannot be provided as requested this should be explained clearly and timeously, to the Member. If an officer has concerns regarding the disclosure of information requested by members, they should discuss their concerns promptly with their executive director. The Chief Executive, in consultation with the Monitoring Officer, will determine on any concerns between a Member and an executive director regarding access to information.</p>	
5.19	Data Rooms	n/a; additional paragraph	As described above, legislation provides elected members with certain rights to information where the information is necessary to carry out Council duties. In exceptional circumstances, when that information is particularly voluminous or sensitive, the	To clarify the use of data rooms

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
			<p>Proper Officer may, with the agreement of the Monitoring Officer, determine that the information is best made available via a Data Room. If the executive Director believes that information should be made available within a Data Room, they should refer the matter to the Proper Officer for decision.</p>	
5.20	Data Rooms	n/a; additional paragraph	<p>The Proper Officer will thereafter, in consultation with Group Leaders and independent elected members as appropriate, determine the most appropriate venue and timeframe for the materials to be made available. It is recognised that, when Data Rooms are used, sufficient access must be provided to ensure that all elected members and other relevant committee members are afforded the opportunity to review the information. Consideration must be made both in terms of the size of the room available and the times at which it can be accessed. Data Rooms will be monitored at all times by an</p>	To clarify the use of data rooms

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
			<p>appropriate member of staff who will also maintain a record of attendees. Materials in the data room should not be photographed, copied, or removed but councillors are able to take notes to assist their considerations.</p>	
7.3	<p>Monitoring the Performance of Officers</p>	<p>Complaints about Officers or Council services should be made to the relevant director or to the Chief Executive.</p>	<p>Complaints about Officers or Council services should be made to the relevant executive director or to the Chief Executive.</p>	<p>Reflect the current management structure</p>
7.4	<p>Monitoring the Performance of Officers</p>	<p>The Director of Corporate Governance is the Council's Monitoring Officer and is specifically responsible for reporting any proposal, decision or omission by the Council or its Officers which causes or is likely to cause:</p>	<p>The Head of Legal and Risk is the Council's Monitoring Officer and is specifically responsible for reporting any proposal, decision or omission by the Council or its Officers which causes or is likely to cause:</p>	<p>Reflect the current management structure</p>
8.2	<p>Support Services to Members and Party Groups</p>	<p>8.2.1 Officers in Members' Services are Council employees and must comply with the Council's agreed policies and procedures (e.g. Employee Code of</p>	<p>8.2.1 Officers in Members' Services are Council employees and must comply with the Council's agreed policies and procedures (e.g. Employee Code of Conduct);</p>	<p>Reflect the current management structure and to delete responsibilities required by all Council employees</p>

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
		<p>8.2.2 Conduct); they cannot represent or stand in for Members at events or decision-making bodies, although they can attend as non-speaking observers;</p> <p>8.2.3 each group has a Group Business Manager to direct day to day work. These are appointed by the Strategic Business and Members Services Manager who is also responsible for their induction, discipline and any grievances;</p> <p>8.2.4 they must respect confidentiality regarding the party, group and individual Members; and</p> <p>8.2.5 they must not divulge confidential information</p>	<p>8.2.2 they cannot represent or stand in for Members at events or decision-making bodies, although they can attend as non-speaking observers;</p> <p>8.2.3 each group dedicated support to direct day to day work. These officers are appointed by the Governance and Democratic Services Manager who is also responsible for their induction, discipline and any grievances;</p> <p>8.2.4 they must respect confidentiality regarding the party, group and individual Members; and</p> <p>8.2.5 the existence of Officers in Members' Services should not detract from normal Member/Officer relationships.</p>	

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
		<p>8.2.6 regarding the group, its dealings or its Members; in their contacts (internal and external) the postholders must be careful not to misrepresent the intentions of the group and must clarify whether they are representing the whole group or individual Members; and</p> <p>8.2.7 the existence of Officers in Members' Services should not detract from normal Member/Officer relationships.</p>		
9	Training for Members and Officers (insertion of new heading)	In order that Members and Officers are suitably trained in the skills needed for the effective discharge of their duties, training/briefings will be provided for Members covering topics such as induction for new Members,	In order that Members are suitably trained in the skills needed for the effective discharge of their duties, training/briefings will be provided for Members covering topics such as induction for new Members, managing information and	To reflect the decision of Council in June 2016 and to reflect that officer training requirements are covered under operational management.

Location/ Reference	Subject	Existing	Proposed Amendment	Comments
		managing information and presentation and relevant technical skills. Some training may be a requirement before a Member can take part in a specialist committee. All Members are encouraged to take the opportunity to build upon their existing skills.	presentation and relevant technical skills. Some training may be a requirement before a Member can take part in a specialist committee or represent the Council on the Board of Arms-Length Companies . All Members are also encouraged to take the opportunity to build upon their existing skills.	
9.2	Training for Members and Officers	n/a; new paragraph	Guidance on Member/Officer relations is an integral component of the Employee Information Handbook which details the Council's key policies. This forms an important part of the induction of new staff.	To reinforce that training forms part of officer induction
10	Review of the Protocol	This protocol will be reviewed annually in May as part of the operational governance suite of documents.	This protocol will be reviewed annually as part of the operational governance suite of documents.	To reflect current practice
REGULATIONS FOR THE APPOINTMENT OF RELIGIOUS, TEACHER AND PARENT REPRESENTATIVES				
7 and 8 13 7 and 9	Amend references to Chief Executive from Director of Corporate Governance			To reflect the current management structure

APPENDIX TWO

CITY OF EDINBURGH COUNCIL

PROCEDURAL STANDING ORDERS

FOR COUNCIL

AND COMMITTEE MEETINGS

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- 1. First meeting of the Council after an election
- 2. Lord Provost and Depute Convener – Term of Office
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STANDING ORDERS

These standing orders ("**Standing Orders**") apply from ~~29 June 2015~~[26 August 2016](#) and regulate the conduct of business at meetings of the City of Edinburgh Council ("**Council**") and the committees or sub-committees of the Council ("**Committees**").

1. **First meeting of the Council after an election**
 - 1.1 In an election year, the Council will hold a meeting at 10 am, no later than the third Thursday after the day of the ordinary election of Councillors.
 - 1.2 At this meeting or at any adjournment of it, the Council will
 - (a) appoint the Lord Provost;
 - (b) appoint the Depute Convener, the Leader and Depute Leader of the Council, the members of the committees of the Council and their conveners and any vice-conveners, the members of the joint committees and joint boards, the members of the Licensing Board and such representatives to other bodies as the Council may decide to appoint; and
 - (c) deal with any urgent competent business.
2. **Lord Provost and Depute Convener – term of office**
 - 2.1 The Council may at any time agree to remove the Lord Provost and Depute Convener from office, with immediate effect, provided that not less than three quarters of the members of the Council present and voting so decide.
3. **Ordinary and special meetings**
 - 3.1 A meeting of the Council will be held at 10 am on every fourth Thursday.
 - 3.2 In a non-election year the Council, at its first ordinary meeting in May, or at any adjournment of it, will appoint the Leader and Depute Leader, the members of the committees of the Council and their conveners and any vice-conveners and the members of the joint committees and joint boards.
 - 3.3 The Lord Provost may in exceptional circumstances alter the arrangements for ordinary meetings or authorise a special meeting to be called. A special meeting may also be called at any time by written request to the Clerk specifying the business to be transacted and signed by at least one quarter of the members of the Council. The Clerk will arrange for the special meeting to be held within 14 days of receipt of the request. The right to call a meeting does not apply to Committees.
 - 3.4 The Council may recess for periods to be determined by the Clerk after consultation with the Lord Provost and the Leader of the Council. During any

recess no meetings of the Council, Corporate Policy and Strategy Committee, Executive Committees, Governance, Risk and Best Value Committee or the Petitions Committee will be held.

4. **Notice of Meetings**

4.1 At least 3 clear days before a meeting of the Council or its Committees:

- (a) the Clerk will publish a notice of the time and place of the intended meeting. If the meeting is called by members of the Council, the signed request will accompany the notice; and
- (b) a summons to attend the meeting containing the agenda of business will be sent to every Council member by email or to an alternative address nominated by them. If a summons is not sent to any member the meeting will still be validly called only if good reason is shown for failure to send such a summons.

4.2 A Committee will hold such meetings as the Council may prescribe, but the Clerk will call additional meetings of a Committee at any time on being required to do so by the Committee concerned, or at the request of the Convener. Meetings will be called at least six days before the meeting date in accordance with the statutory requirements

4.3 The Clerk will call a special meeting to be held within eight days of receiving a written request specifying the business to be transacted and signed by at least one quarter of the members of the Committee concerned.

4.4 Any summons issued under Standing Order 4.1 must give a note of the agenda of business and the proposed order for dealing with business at the meeting.

4.5 No business other than that set out in the notice of meeting may be dealt with unless it is brought before the Council or Committee as a matter of urgency. The Lord Provost or Convener must rule that it is a matter of urgency and give the reasons for the ruling to be noted in the minutes. The item must be made known at the start of the meeting when the order of business is decided. If the Lord Provost or Convener rules that the matter is not urgent, it will be included as an item for the next ordinary meeting of the Council or next scheduled committee meeting, unless dealt with earlier.

5. **Quorum**

5.1 The quorum of the Council is fifteen. No business may be transacted at any meeting unless a quorum is present. If fewer than fifteen members are present ten minutes after the appointed time for the start of the meeting the division bell will be rung. If after a further period of three minutes there are still fewer than fifteen members present, the meeting will be adjourned until such date and time as the Lord Provost decides.

5.2 If at any time during a Council meeting a question arises on whether there is a quorum, the Lord Provost will instruct a count of the members who are present. If a quorum is not present, the meeting will be adjourned until such date and time as the Lord Provost decides.

5.3 Subject to law the quorum of a Committee will be one third of the number of voting members of the Committee [\(please refer to the Committee terms of reference for specific numbers\)](#), provided that in no case will any business be transacted unless at least two voting members are present.

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5.4 If fewer members are present five minutes after the time appointed for the start of a Committee meeting than are needed to constitute a quorum the meeting will be adjourned until such date and time as the Convener decides. After a meeting has started if the number of members present falls below the quorum the meeting will be adjourned immediately until such date and time as the Convener decides.

5.5 A member who has declared an interest in an item of business and has left the meeting may not be counted in the quorum for that item of business. If less than a quorum of the Council or Committee is entitled to vote on an item due to declaration of interests that item cannot be dealt with at the meeting.

6. **Lord Provost - Council Meetings**

6.1 The Lord Provost will chair any Council meeting when he or she is present. When the Lord Provost is absent from a Council meeting, the Depute Convener will chair the meeting. When the Lord Provost and Depute Convener are absent, another member of the Council, chosen by the members present, will chair the meeting.

7. **Convener - Committees**

7.1 The Convener will chair any meeting of a Committee when he or she is present. When the Convener is absent from a Committee meeting the Vice-Convener, if appointed, will chair the meeting. When the Convener and Vice-Convener are absent, another member chosen by the members present will chair the meeting.

8. **Lord Provost and Convener- Duties**

8.1 The duties of the Lord Provost or Convener of the meeting, in accordance with these Standing Orders, will include:

- (a) Deciding on all matters of protocol, decorum, order, competency and relevancy;
- (b) Determining all matters of procedure for which no provision is made within these Standing Orders. In reaching this determination he/she may be advised by the Clerk;

- (c) Deciding priority between two or more members wishing to speak;
- (d) Ensuring that a fair opportunity is given to all members to express their views on any item of business;
- (e) Preserving order within the meeting;
- (f) Ordering the exclusion of any member of the public, in order to prevent or suppress disorderly conduct or any other behaviour which impedes or is, in the Lord Provost or Chair's opinion, impeding the business of the meeting;
- (g) In the event of disorder arising, adjourning the meeting to a time and date the Lord Provost or Convener will fix then or later. In leaving the meeting, the Lord Provost or Convener in such circumstances, will without further procedure, have formally adjourned the meeting;
- (h) Signing the minutes of the previous meeting;

8.2 The decision of the Lord Provost or Convener in relation to all questions regarding Standing Orders is final, but in reaching these decisions advice may be sought from the Clerk.

9. **Order of Business**

9.1 **Full Council** – the business of Council at ordinary meetings will take place in the following order:

- (a) Order of Business
- (b) Declaration of Interests
- (c) Deputations
- (d) Minutes
- (e) Council Questions
- (f) Leader's Report
- (g) Appointments
- (h) Reports
- (i) Motions

9.2 **Corporate Policy and Strategy Committee and Executive Committees** – the business of the Corporate Policy and Strategy Committee and Executive Committees will take place in the following order:

- (a) Order of Business
- (b) Declaration of Interests
- (c) Deputations
- (d) Minutes
- (e) Key Decisions Forward Plan/ Rolling Actions Log
- (f) Business Bulletin (Optional)
- (g) Executive Decisions
- (h) Routine Decisions
- (i) Motions

9.3 **Governance, Risk and Best Value Committee** – the business of the Governance, Risk and Best Value Committee will take place in the following order:

- (a) Order of Business
- (b) Declaration of Interests
- (c) Deputations
- (d) Minutes
- (e) Business Bulletin (Optional)
- (f) Work Programme
- (g) Reports
- (h) Motions

9.4 **Petitions Committee** – the business of the Petitions Committee will take place in the following order:

- (a) Order of business
- (b) Declaration of Interests
- (c) Minutes
- (d) Reports: Petitions presented to the Committee for consideration
- (e) Motions

10. **Power to vary order of business**

10.1 The Council or Committee may at any meeting vary the order of business to give precedence to any item on the agenda:

- (a) at the discretion of the Lord Provost or Convener; or
- (b) on a motion duly moved and seconded and voted on electronically or by a show of hands.

11. **Declaration of Interests**

11.1 Where a member declares an interest in accordance with the Councillors' Code of Conduct and leaves the meeting, the fact will be recorded in the minutes of the meeting.

12. **Deputations**

12.1 The Council or any Committee can hear deputations on any matter that is included in its power, duties or delegation.

12.2 Every application for a deputation must be from an office bearer of an organisation or group. It must be submitted by email or in writing, setting out the subject of the deputation and be delivered to the Clerk no later than 5pm on the day before the meeting concerned. The Lord Provost or Convener has discretion to waive ~~this~~ [both these](#) requirements.

12.3 The Clerk will submit the application to the Council or relevant Committee. An application for a deputation to Council will only be submitted if it relates to an item of business on the agenda for that meeting or if the Lord Provost decides that there is sufficient reason for the meeting to consider it.

12.4 When the Council or Committee considers whether to hear a deputation, it must not discuss the merits of the case itself. If necessary a vote will be taken without discussion on whether to hear the deputation.

12.5 Each deputation will not usually exceed four persons and will have ten minutes to present its case. If the meeting decides to hear more than one deputation on the same subject, they will be heard together. The Lord Provost or Convener will decide how much time to allow.

12.6 Unless the Lord Provost or Convener decides otherwise, the total maximum time allowed for deputations to present their cases at a meeting, excluding questions, will be limited to 60 minutes.

12.7 Any member can put a question to the deputation that is relevant to the subject. The total time allowed for such questions will not be more than ten minutes for

each deputation. The merits of the case must not be discussed by members until the deputation has withdrawn.

- 12.8 ~~This~~ Standing Order 12 does not apply in connection with hearings at the Licensing Sub-Committee, the Development Management Sub-Committee, or the City of Edinburgh Planning Review Body, nor to any subsequent consideration of the subject of the hearing.

13. **Minutes**

- 13.1 The Clerk will minute all Council and Committee meetings. The minutes will record the names of the members who attended the meeting. They will be circulated among members of the Council or Committee at least three clear working days before its next meeting for approval. If they are approved as a correct record of proceedings of the meeting, the Lord Provost or Convener of the meeting will sign them.

14. **Council Questions**

- 14.1 At any Council meeting, a member may put a question to the Lord Provost or to any Convener or Vice-Convener with relevant responsibility about any relevant or competent business. The question must be given in by email or in writing to the Clerk by noon on the seventh working day before the meeting. The Lord Provost or Convener may specify that a particular question will be answered by another Convener or Vice-Convener, with that member's consent.
- 14.2 A member may put a question to a Convener or Vice-Convener at a Council meeting about any matter that is on the summons for that meeting. He/she must give the question orally or in writing to the Clerk by 10am on the day before the meeting.
- 14.3 After a question has been answered the questioner may ask a supplementary question, if necessary, to seek clarification of the answer given. The total time for asking a supplementary question and replying to it will not be more than 5 minutes. The total time for all such questions and answers will not be more than 40 minutes.
- 14.4 No discussion will be allowed on any question or answer.

15. **Leader's Report and Questions**

- 15.1 At a meeting, a member may put one or more oral questions to the Leader in connection with the Leader's Report. The Leader may invite a Convener or Vice-Convener to respond on his/her behalf. The total time allowed for such questions and answers will not be more than 40 minutes.
- 15.2 No discussion will be allowed on any question or answer.

16. **Notices of Motion**

- 16.1 Every formal notice of motion will be in writing and signed [off](#) by the member giving the notice. The notice must be delivered to the Clerk by noon on the seventh working day before the meeting. Those not received within this timescale, will not be included in the summons calling the meeting.
- 16.2 Late formal notices of motion may be submitted to the Council or Committee at the appropriate time in the meeting, in terms of Standing Order 4.4 if:
- (a) They have been delivered to the Clerk before the start of the meeting;
 - (b) They are considered by the Lord Provost or Convener to be competent, relevant and urgent; and
 - (c) They have been circulated to members before the meeting commences or read by the Clerk to the meeting at the appropriate time in the meeting.
- 16.3 Late motions which are not accepted as urgent by the Lord Provost or Convener, will be considered at the next ordinary meeting.
- 16.4 Every formal motion submitted, in terms of Standing Orders 16.1 and 16.2, will require to be moved and seconded formally. If such a motion is not moved and seconded formally it will fall and this will be recorded in the minutes.
17. **Order of Debates**
- 17.1 A member who wishes to speak, when called on, will address the Lord Provost or Convener. The member will speak directly on the motion or amendment that is being proposed, seconded or discussed, or on a question of order. No member can speak more than once on any subject that is being discussed, except for a point of order or, with the permission of the Lord Provost or Convener, to give an explanation. The person proposing the motion has a right of reply.
18. **Length of Speeches**
- 18.1 Except with the Lord Provost or Convener's permission the proposer and seconder of a motion or an amendment must not speak for more than five minutes, and all other speakers for not more than three minutes. The proposer of the original motion may speak for up to five minutes in reply, and the reply must not introduce any new matter into the debate. After that, the discussion will finish and the Lord Provost or Convener will direct that a vote be taken.
19. **Motion for Adjournment**
- 19.1 A motion to adjourn the meeting may be put at any time, except if a member is speaking, and will have precedence over all other motions. It must be moved and seconded without discussion and must at once be put by the Lord Provost or Convener in the form of 'adjourn' or 'not adjourn.'

19.2 A second or subsequent motion to adjourn may not be made within half an hour unless it is moved by the Lord Provost or Convener when it will be dealt with as in Standing Order 19.1.

20. **Debate**

20.1 A member wishing to speak will rise and address the Lord Provost or Convener. He/she will speak only on the matter under consideration or on a question of order.

20.2 A member proposing to submit a motion or amendment on any subject under discussion will before addressing the meeting state the terms of the motion or amendment. If he/she fails to do so the Lord Provost or Convener will ask him/her to state the terms. Every motion or amendment must be moved and seconded and will, when required by the Lord Provost or Convener, be put in writing and handed over to the Clerk.

20.3 The mover and seconder of any motion or amendment or adjustment thereof may speak in support of the motion or amendment for not more than five minutes. No other speaker may speak for more than three minutes or more than once in the same discussion except to call attention to a point of order.

20.4 The mover of the original motion will have the right to speak for a further five minutes in reply to the debate after which the discussion will be closed. The mover of the motion must, in his/her reply, strictly confine himself/herself to answering previous speakers and not introducing any new matter. No member will be permitted to offer an opinion or to ask a question or otherwise to interrupt the proceedings. The motion and amendment(s) will then be voted on by members.

20.5 The limits of time specified in Standing Orders 20.3 and 20.4 may be exceeded with the consent of the majority of members present and the Lord Provost or Convener may determine, without taking a vote, whether such consent has been obtained.

20.6 When a motion and two or more amendments are before the meeting, the Lord Provost or Convener will decide the order and manner for putting the motion and amendments to the meeting. The Lord Provost or Convener (or nominee) will have the right to move a minute or report, as the original motion, with all alternative proposals considered as amendments.

20.7 The mover of the motion or amendment may agree to add all or part of an amendment moved and seconded by other members, provided that:

(a) His/her seconder consents;

(b) The mover and seconder of the other amendment consents; and

(c) The agreement takes place before the mover of the motion has replied.

20.8 The mover of an amendment, which is not seconded, may have his/her dissent to the decision of the Council or Committee recorded in the minute.

21. **Closure of Debate**

21.1 Any member who has not spoken on the question before the meeting may propose 'that the matter now be decided'. If this is seconded and the Lord Provost or Convener thinks the question has been discussed enough, he or she will order that a vote on the motion be taken, without amendment or discussion. If the motion that the matter now be decided is carried, the proposer of the original motion will have a right to reply, and the question itself will then be put to the meeting. If the motion that the matter be now decided is not carried, a similar motion may be made after every two further members have spoken.

22. **Voting**

22.1 A vote may be taken by either calling the roll, by electronic voting or by a show of hands. When it is proposed to take the vote by electronic voting or by a show of hands, any member may object and if ten members present at the Council or two members in any other Committee object, the vote must be taken by calling the roll. All votes on procedure, however, will be taken by electronic voting or a show of hands.

22.2 When a motion and amendment are before the Council or Committee the proposal receiving the support of a majority of members present and voting will be declared to be a decision of the Council or Committee.

22.3 When a motion and two or more amendments are before the Council or Committee and the adoption of one or more of the proposals would result in either the continuation of a decision or no action, a vote will firstly be taken on the proposal(s) involving continuation or no action as soon as the discussion is completed. This vote will be taken 'for or against' either continuation or no action. Any vote necessary on the remaining proposals will be taken in terms of Standing Order 22.1.

22.4 When a motion and two or more amendments, none of which involves continuation or no action, are before the Council or Committee, the vote will be taken on all proposals, each member having one vote. If a proposal receives the support of a majority of members voting it will be declared to be the decision of the Council or Committee. If none of the proposals receives the support of a majority of those voting, the one which has received the fewest votes will be dropped and a fresh vote taken on the remaining proposals. If there is an equal number of votes between the proposals with the fewest votes the Lord Provost will have a casting vote to determine which proposal should be dropped. If the Lord Provost does not exercise his/her casting vote, the decision will be by lot. This process of elimination will continue until one proposal has received majority

support from those voting which will be declared the decision of the Council or Committee.

- 22.5 If there are equal numbers of votes, the Lord Provost or Convener will have a casting vote except where the vote relates to appointing a member of the Council to any particular office or committee. In this case, the decision will be by lot.
- 22.6 In a meeting of the Council, the City Officer will ring the Division Bell for sixty seconds immediately before any vote is taken. The doors of the Council Chamber will then be locked and voting undertaken by the Clerk. Where a series of votes is to be taken, which in the opinion of the Lord Provost are on related subjects, the Lord Provost may suspend the requirements of this Standing Order after the first vote in the series.
- 22.7 If a vote has been taken and a member immediately challenges the accuracy of the count, the Lord Provost or Convener will decide whether to have a recount. If there is a recount, the Lord Provost or Convener will decide how this should be taken.

23. **Appointments**

- 23.1 When appointing a member of the Council or any person to office where the number of candidates is more than the number of vacancies, the person to be selected may be decided by ballot. In each case, members can vote for as many candidates as there are vacancies but in any vote, they may only vote once for any one candidate.
- 23.2 If only one vacancy is to be filled and one candidate has an absolute majority of the votes cast, that candidate will be declared appointed. If this is not the case, the name of the candidate with the fewest votes will be taken off the list of candidates. This process of elimination will continue until the number of remaining candidates equals the number of vacancies or one candidate has a majority and there is only one vacancy. That candidate or those candidates will be declared to be appointed.
- 23.3 If there is a vote between more than two candidates and there are an equal number of votes for candidates with fewest votes, there will be an extra vote by ballot of those candidates. The name of the candidate with the fewest votes will be taken off the list. If there are an equal number of votes between two candidates, the candidate to be taken off the list will be decided by lot.
- 23.4 Subject to law, appointments to outside bodies are for the life of the Council unless the person appointed resigns from the appointment or the outside body's constitution specifies a different time period.

24. **Point of Order**

24.1 Any member may raise a point of order at any time during a meeting. Any member who is addressing the meeting when a question of order is raised will resume his/her seat until the question has been decided by the Lord Provost or Convener. The member raising the point of order will advise which Standing Order he/she considers is being infringed and thereafter, without debate, await the Lord Provost or Convener's decision. No other member may speak to the point of order unless with the permission of the Lord Provost or Convener. The decision of the Lord Provost or Convener will be final and cannot be discussed.

25. **Suspension of Standing Orders**

25.1 The Council may on a motion duly moved and seconded, and with the consent of two thirds of members voting, suspend any Standing Order specified in the motion. Any such motion may be submitted, without previous notice, and will be voted on electronically or by a show of hands without discussion.

25.2 Standing Orders 2, 8, 20.6, 24, 25, 26 and 32 will not be capable of suspension.

26. **Obstructive or offensive conduct by members**

26.1 If any member at any meeting disregards the authority of the Lord Provost or Convener, or behaves obstructively or offensively, a motion may then be proposed and seconded to suspend the member for the rest or any part of the meeting. The motion will be put without discussion. If it is carried, the City Officer or Clerk will act on any orders received from the Lord Provost or Convener to carry out the decision.

27. **Changing a Council decision**

27.1 Subject to law, a decision of the Council cannot be changed by the Council within six months unless notice has been given of the proposed item in the summons for the meeting and:

- (a) the Lord Provost rules there has been a material change of circumstances; or
- (b) the Council agrees the decision was based on erroneous, incorrect or incomplete information.

28. **Referring a decision to Council**

28.1 Subject to Standing Order 28.2, where a decision is taken at the Corporate Policy and Strategy Committee, Executive Committees, Governance, Risk & Best Value Committee or the Regulatory Committee, not less than one quarter of the members present may ask for it to be passed to Council as a recommendation.

- 28.2 A decision will not be sent to the Council in terms of Standing Order 28.1 where the Convener considers that a final decision must be made before the next meeting of the Council, in order to avoid material prejudice to the interests of the Council. The Convener will give clear reasons for this decision.
29. **Committee – non member motion**
- 29.1 Any member may raise with the relevant committee a matter of new business by submitting a motion in writing to the Clerk by noon on the seventh working day before the meeting. If accepted by the Convener the matter will be placed on the agenda of business for the next meeting. The member raising the matter will be entitled to appear at that meeting to move his/her motion, which will require to be seconded by another member, but may not vote unless he/she is a member of the Committee.
30. **Ward or members with special interest**
- 30.1 A member of the Council who is not a member of a particular committee may be invited by the Convener, or Vice-Convener to attend a meeting where there is under discussion any item in which that member has a local or other special interest. The member will be entitled to speak on that item but may not vote. This Standing Order does not apply to the Regulatory or the Planning Committee or any of their sub-committees.
31. **Freedom of the City**
- 31.1 Any member of the Council who wishes to propose that the Freedom of the City be offered to any distinguished person will first consult the Lord Provost before submitting any motion to the Council.
- 31.2 Any motion to give Freedom of the City will be stated in the notice of the meeting of the Council and will need to be passed by at least two thirds of members at the meeting.
32. **Admission of media and members of the public**
- 32.1 Subject to law and in particular to the provisions of the Local Government (Access to Information) Act 1985, meetings will be open to the public and representatives of the media, subject to powers of exclusion in order to suppress or prevent disorderly conduct or other misbehaviour at the meeting.
- 32.2 Other than the live web casting of Council meetings by the Council, any video or sound recordings or broadcasting of meetings or the taking of any photographs will be at the Lord Provost or Convener's discretion.

33. **Variation and revocation of Standing Orders**

33.1 Any motion to vary or revoke these Standing Orders will, when voted on, be approved by a majority of members of the Council present and voting. Any such motion must be by formal notice as provided in Standing Order 16.

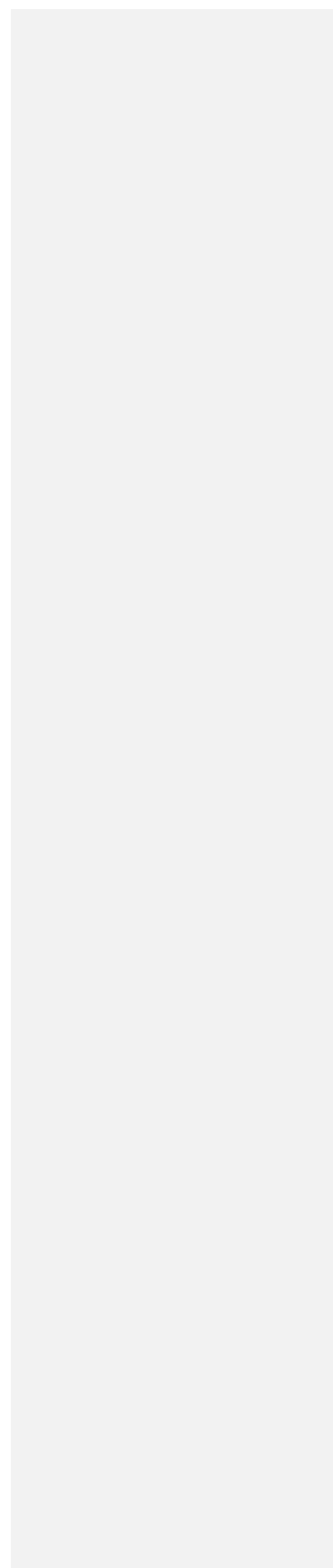
34. **Review of Standing Orders**

34.1 These Standing Orders will be reviewed annually.

APPENDIX THREE

CITY OF EDINBURGH COUNCIL

**COMMITTEE TERMS OF REFERENCE
AND
DELEGATED FUNCTIONS**



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COMMITTEE TERMS OF REFERENCE AND DELEGATED FUNCTIONS

A. GENERAL

These terms of reference and delegated functions ("**Committee Terms of Reference**") apply from ~~29 June 2015~~ [26 August 2016](#) and set out the powers delegated by the City of Edinburgh Council ("**Council**") to its committees and sub-committees ("**Committees**") pursuant to the Local Government (Scotland) Act 1973 (the "**Act**").

1. Delegation to Committees

- 1.1. Subject to law, to the provisions of these Committee Terms of Reference, and to any restriction, direction or instruction of Council, there shall be delegated to the respective Committees all the functions and matters contained in:
 - 1.1.1. these Committee Terms of Reference;
 - 1.1.2. any scheme made under the Act or statute; and
 - 1.1.3. any minute of the Council making specific delegation to the Committee.

2. Reserved matters

- 2.1. The following matters are reserved to the Council:
 - 2.1.1. all functions reserved by law to the Council;
 - 2.1.2. determining the strategic objectives of the Council;
 - 2.1.3. election of the Leader, Deputy Leader, Lord Provost, Depute Convener and Bailies;
 - 2.1.4. appointment of committees of the Council, agreeing and/or amending their terms of reference and delegation of functions to them;
 - 2.1.5. deciding the composition of committees of the Council and appointment of members to serve on them, including external members;
 - 2.1.6. appointment of members to serve on joint committees, joint boards and any outside body;
 - 2.1.7. making, amending, revoking, re-enacting or adopting standing orders and Committee Terms of Reference and Delegated Functions;
 - 2.1.8. approving or amending any scheme of delegation to officers;
 - 2.1.9. the annual review of the revenue budget and the fixing of council tax;
 - 2.1.10. the annual review of the capital investment programme and approval of any capital project with a value exceeding £50,000, not included in the capital investment programme;

- 2.1.11. any material expenditure which is not included in the annual revenue budget;
- 2.1.12. members' remuneration;
- 2.1.13. making, amending, revoking, re-enacting or adopting, bye-laws, schemes, regulations or rules made under statute subject to confirmation by Scottish Ministers where applicable;
- 2.1.14. the formal adoption of Local Development Plans;
- 2.1.15. the approval of a Proposed Strategic Development Plan and the delegation of authority to the strategic development planning authority (SESplan);
- 2.1.16. the determination of an application for planning permission for a development of a class mentioned in A38A (i) of the Town and Country Planning (Scotland) Act 1997;
- 2.1.17. appointment and dismissal of the Chief Executive and appointment of a chief official;
- 2.1.18. any decision in relation to any proposal to delegate a power or duty to or accept a delegated power from any other local authority or to co-operate or combine with any other local authority in providing services;
- 2.1.19. promoting or opposing the making of local legislation;
- 2.1.20. creation of Council companies;
- 2.1.21. the preparation and review of the Scheme for Community Councils (Special Meeting);
- 2.1.22. amendments to the Treasury Policy Statement, and
- 2.1.23. approval of the annual Treasury Strategy and annual treasury management performance.

3. Committee Membership

- 3.1 Committee membership will be proportionate according to the elected representation of political parties unless expressly agreed otherwise at a meeting of the full Council.

4. Urgent decisions

- 4.1. If a decision which would normally be made by the Council or a Committee requires to be made urgently between meetings of the Council or Committee, the Chief Executive or appropriate **Executive** Director, in consultation with the Convener or Vice-Convener, may take action, subject to the matter being reported to the next meeting of the Council or Committee.

5. Substitutes

- 5.1. Where permitted by law and where specified in these Committee Terms of Reference, a member may, subject to paragraph 5.2 below appoint a substitute member from his or her political group to attend a meeting of the committee in his or her place, by email to the Clerk in advance of the meeting.
- 5.2. Any member proposed to be appointed as a substitute must, where specified in these Committee Terms of Reference, have completed the appropriate training for the committee concerned.
- 5.3. The substitute member will be a member of the committee for that meeting and will be entitled to take part in the meeting with the full powers, duties and responsibilities of a member.

6. Convener of Sub-Committee

- 6.1. The Convener of a sub-committee will be appointed by its parent committee.

7. Strategic Property

- 7.1. In these Committee Terms of Reference, "Strategic Property" means Council-owned property that is determined by the Chief Executive or an [Executive Director](#) in the relevant committee report, or by the Finance and Resources Committee in considering a committee report, to be of strategic importance to the city's economy.

B. COMMITTEE TERMS OF REFERENCE AND DELEGATED POWERS

1. Corporate Policy and Strategy Committee

1.1. **Constitution:** 15 Members of the Council including:

- 1.1.1. Leader of the Council
- 1.1.2. Deputy Leader of the Council
- 1.1.3. Convener of the Communities and Neighbourhoods Committee
- 1.1.4. Convener of the Culture and Sport Committee
- 1.1.5. Convener of the Economy Committee
- 1.1.6. Convener of the Education, Children and Families Committee
- 1.1.7. Convener of the Finance and Resources Committee
- 1.1.8. Convener of the Health, Social Care and Housing Committee
- 1.1.9. Convener of the Transport and Environment Committee
- 1.1.10. 3 Conservative
- 1.1.11. 2 Green
- 1.1.12. 1 SLD

Convener and Vice-Convener

1.2. The Leader of the Council will be the Convener of the Corporate Policy and Strategy Committee.

1.3. The Deputy Leader of the Council will be the Vice-Convener of the Corporate Policy and Strategy Committee.

Quorum

1.4. Five members of the Corporate Policy and Strategy Committee will constitute a quorum.

Substitution

1.5. Substitutes are permitted.

Delegated functions

1.6. Power is delegated to the Corporate Policy and Strategy Committee to:

- 1.6.1. advise the Council on outcomes, strategic objectives and key priorities;
- 1.6.2. develop and approve Council policies, including community planning and partnership working;
- 1.6.3. adopt and implement the management framework for planning, implementing, reporting and reviewing corporate service delivery;
- 1.6.4. ensure the Council meets its statutory responsibilities in terms of best value;

- 1.6.5. monitor implementation of the Council's business and service plans, corporate strategies, change programmes, corporate initiatives and service reviews;
- 1.6.6. facilitate and encourage public consultation, engagement and participation ensuring the involvement of the community, neighbourhood networks, partners and key stakeholders in the committee decision-making process;
- 1.6.7. instruct such performance information as the committee requires to fulfil its remit and monitor overall performance in the delivery of services and the Council's financial performance;
- 1.6.8. provide strategic oversight of Council events;
- 1.6.9. monitor annually, performance and consistency between executive committees;
- 1.6.10. determine any reviews of community asset transfer requests;
- 1.6.11. determine differences between committees except where the difference involves a decision on an individual planning or licensing application; and
- 1.6.12. take all decisions which are not reserved to the Council or delegated to another committee of the Council.

Executive Committees

2. Communities and Neighbourhoods Committee

2.1. **Constitution:** 15 members of the Council as follows:

- 2.1.1. 6 Labour (including the Leader of the Council as an ex-officio member)
- 2.1.2. 5 SNP (including the Deputy Leader of the Council as an ex-officio member)
- 2.1.3. 2 Conservative
- 2.1.4. 1 Green
- 2.1.5. 1 SLD

Convener and Vice Convener

2.2. The Convener and Vice Convener will be members of the City of Edinburgh Council.

Quorum

2.3. Five members will constitute a quorum.

Substitution

2.4. Substitutes are permitted.

Delegated functions

2.5. Power is delegated to the Communities and Neighbourhoods Committee in relation to the matters listed in paragraph 2.6, to:

- 2.5.1. develop and approve policies, strategies, programmes and projects and work with officers, communities and partners to implement them;
- 2.5.2. take all decisions which are not reserved to the Council or delegated to another committee of the Council;
- 2.5.3. set standards for service delivery and secure value for money;
- 2.5.4. set and monitor corporate standards, consider the necessity of existing service provisions and agree new service proposals;
- 2.5.5. monitor performance, including financial, instructing such performance information as the committee requires to fulfil its remit;
- 2.5.6. set and monitor grant programmes, and award grants;
- 2.5.7. monitor arrangements to ensure best value and continuous improvement across all services;
- 2.5.8. facilitate and encourage public, engagement, consultation, participation and feedback; and

2.5.9. review the impact of the committee's policies on the city.

2.6. The matters referred to in paragraph 2.5 are as follows:

- 2.6.1. Capital Coalition pledges 33 and 36;
- 2.6.2. Neighbourhood plans prepared by neighbourhood committees;
- 2.6.3. Community planning and the Council's governance arrangements within the Edinburgh Partnership and strategic partnerships within the community planning framework;
- 2.6.4. Community Councils;
- 2.6.5. Locality Planning including Total Place Initiatives;
- 2.6.6. Community Resilience;
- 2.6.7. The Edinburgh Compact and the third sector;
- 2.6.8. Co-operative development and service design;
- 2.6.9. Equalities, social inclusion, poverty and deprivation; and
- 2.6.10. Customer access and care.

3. Culture and Sport Committee

3.1. **Constitution:** 15 members of the Council as follows:

- 3.1.1. 6 Labour (including the Leader of the Council as an ex-officio member)
- 3.1.2. 5 SNP (including the Deputy Leader of the Council as an ex-officio member)
- 3.1.3. 2 Conservative
- 3.1.4. 1 Green
- 3.1.5. 1 SLD

Convener and Vice Convener

3.2. The Convener and Vice Convener will be members of the City of Edinburgh Council.

Quorum

3.3. Five members will constitute a quorum.

Substitution

3.4. Substitutes are permitted.

Delegated functions

3.5. Power is delegated to the Culture and Sport Committee in relation to the matters listed in paragraph 3.6, to:

- 3.5.1. develop and approve policies, strategies, programmes and projects and work with officers, communities and partners to implement them;
- 3.5.2. take all decisions which are not reserved to the Council or delegated to another committee of the Council;
- 3.5.3. set standards for service delivery and secure value for money;

- 3.5.4. set and monitor corporate standards, consider the necessity of existing service provisions and agree new service proposals;
- 3.5.5. monitor performance, including financial, instructing such performance information as the committee requires to fulfil its remit;
- 3.5.6. set and monitor grant programmes, and award grants;
- 3.5.7. monitor arrangements to ensure best value and continuous improvement across all services;
- 3.5.8. facilitate and encourage public, engagement, consultation, participation and feedback; and
- 3.5.9. review the impact of the committee's policies on the city.

3.6. The matters referred to in paragraph 3.5 are as follows:

- 3.6.1. Capital Coalition pledges 24, 31, 35, 42 and 43;
- 3.6.2. Arts and museums;
- 3.6.3. Sport and recreation, outwith the Education, Children and Families' estate, but including Edinburgh Leisure;
- 3.6.4. Libraries;
- 3.6.5. Festivals and events; and
- 3.6.6. Cultural development.

4. Economy Committee

4.1. **Constitution:** 15 members of the Council as follows:

- 4.1.1. 6 Labour (including the Leader of the Council as an ex-officio member)
- 4.1.2. 5 SNP (including the Deputy Leader of the Council as an ex-officio member)
- 4.1.3. 2 Conservative
- 4.1.4. 1 Green
- 4.1.5. 1 SLD

Convener and Vice Convener

4.2. The Convener and Vice Convener will be members of the City of Edinburgh Council.

Quorum

4.3. Five members will constitute a quorum.

Substitution

4.4. Substitutes are permitted.

Delegated functions

- 4.5. Power is delegated to the Economy Committee in relation to the matters listed in paragraph 4.6, to:
 - 4.5.1. develop and approve policies, strategies, programmes and non-capital projects and work with officers, communities and partners to implement them;
 - 4.5.2. take all decisions which are not reserved to the Council or delegated to another committee of the Council;
 - 4.5.3. set standards for service delivery and secure value for money;
 - 4.5.4. set and monitor corporate standards, consider the necessity of existing service provisions and agree new service proposals;
 - 4.5.5. monitor performance, including financial, instructing such performance information as the committee requires to fulfil its remit;
 - 4.5.6. set and monitor grant programmes, and award grants;
 - 4.5.7. monitor arrangements to ensure best value and continuous improvement across all services;
 - 4.5.8. facilitate and encourage public, engagement, consultation, participation and feedback; and
 - 4.5.9. review the impact of the committee's policies on the city.
- 4.6. The matters referred to in paragraph 4.5 are as follows:
 - 4.6.1. Capital Coalition pledges 7, 15-17, 20-23 and 28-29;
 - 4.6.2. Economic Development;
 - 4.6.3. Council owned surplus property;
 - 4.6.4. External Relations, and
 - 4.6.5. Inward investment.
- 4.7. The Committee has the authority to approve the disposal and development of Strategic Property, subject to ratification by the Finance and Resources Committee.

5. Education, Children and Families Committee

- 5.1. **Constitution:** 22 members of the Council as follows:
 - 5.1.1. 8 Labour (including the Leader of the Council as an ex-officio member)
 - 5.1.2. 7 SNP (including the Deputy Leader of the Council as an ex-officio member)
 - 5.1.3. 4 Conservative
 - 5.1.4. 2 Green
 - 5.1.5. 1 SLD

Additional members for education items:

- 5.1.6. 3 Religious Representatives
- 5.1.7. 2 Teacher Representatives
- 5.1.8. 1 Parent Representative

Convener and Vice Convener

- 5.2. The Convener and Vice Convener will be members of the City of Edinburgh Council.

Quorum

- 5.3. Eight members will constitute a quorum except in the case of education business where ten members will constitute a quorum.

Substitution

- 5.4. Substitutes are permitted for all members of the Council and the parent representative.

Delegated functions

- 5.5. Power is delegated to the Education, Children and Families Committee to:
 - 5.5.1. exercise all the functions of the Council as education authority (education business), within the terms of the relevant legislation; and
 - 5.5.2. exercise the functions as social work authority, within the terms of the relevant legislation, in relation to children.
- 5.6. In addition, in relation to the matters listed in paragraph 5.78, to:
 - 5.6.1. develop and approve policies, strategies, programmes and projects and work with officers, communities and partners to implement them;
 - 5.6.2. take all decisions which are not reserved to the Council or delegated to another committee of the Council;
 - 5.6.3. set standards for service delivery and secure value for money;
 - 5.6.4. set and monitor corporate standards, consider the necessity of existing service provisions and agree new service proposals.
 - 5.6.5. monitor performance, including financial, instructing such performance information as the committee requires to fulfil its remit;
 - 5.6.6. set and monitor grant programmes, and award grants;
 - 5.6.7. monitor arrangements to ensure best value and continuous improvement across all services;

5.6.8. facilitate and encourage public, engagement, consultation, participation and feedback; and

5.6.9. review the impact of the committee's policies on the city.

5.7. To determine the Council's response to recommendations by the Social Work Complaints Review Committee concerning complaints about children and young people social work services.

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~~5.7.5.8.~~ The matters referred to in paragraph 5.6 are as follows:

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~~5.7.1.5.8.1.~~ Capital Coalition pledges 1-6;

~~5.7.2.5.8.2.~~ the Council's education, children and families services; and

~~5.7.3.5.8.3.~~ major capital programmes or projects implementation, asset planning and facilities management for the Council's education, children and families services.

6. Finance and Resources Committee

6.1. **Constitution:** 15 members of the Council as follows:

6.1.1. 6 Labour (including the Leader of the Council as an ex-officio member)

6.1.2. 5 SNP (including the Deputy Leader of the Council as an ex-officio member)

6.1.3. 2 Conservative

6.1.4. 1 Green

6.1.5. 1 SLD

Convener and Vice Convener

6.2. The Convener and Vice Convener will be members of the City of Edinburgh Council.

Quorum

6.3. Five members will constitute a quorum.

Substitution

6.4. Substitutes are permitted.

Delegated functions

6.5. Power is delegated to the Finance and Resources Committee in relation to matters listed in paragraph 6.6 to:

6.5.1. develop and approve policies, strategies, programmes and projects and work with officers, communities and partners to implement them;

6.5.2. take all decisions which are not reserved to the Council or delegated to another committee of the Council;

- 6.5.3. set standards for service delivery and secure value for money;
 - 6.5.4. set and monitor corporate standards, consider the necessity of existing service provisions and agree new service proposals;
 - 6.5.5. monitor performance, including financial, instructing such performance information as the committee requires to fulfil its remit;
 - 6.5.6. set and monitor grant programmes, and award grants;
 - 6.5.7. monitor arrangements to ensure best value and continuous improvement across all services;
 - 6.5.8. facilitate and encourage public engagement, consultation, participation and feedback; and
 - 6.5.9. review the impact of the committee's policies on the city.
- 6.6. The matters referred to in paragraph 6.5 are as follows:
- 6.6.1. Capital Coalition pledges 25-27, 30 and 41;
 - 6.6.2. Council's revenue and capital budgets;
 - 6.6.3. Council's expenditure and budget policy;
 - 6.6.4. Monitoring the Council's Treasury Management policies and practices;
 - 6.6.5. Council's long term financial plan and opportunities to generate efficiencies;
 - 6.6.6. Council transformation ~~and change~~ programmes;
 - 6.6.7. Procurement, contracts and land transactions;
 - 6.6.8. procurement transformation project;
 - 6.6.9. monitoring of Council debt and debt recovery;
 - 6.6.10. human resources, organisational development, workforce planning and resources;
 - ~~6.6.11. Corporate Governance services within the Council, excluding Audit and Risk and Pensions; but including Corporate Programmes and Corporate Property;~~
 - ~~6.6.12-6.6.11.~~ All charitable and other trust funds vested in the Council except where the Council has expressly made other arrangements.
- 6.7. To monitor all of the Council's budgets, in particular to:

- 6.7.1. establish processes and procedures for close monitoring of the budget approved by Council;
 - 6.7.2. receive **quarterly** budget monitoring reports from each service and to ensure close scrutiny of the management of each service budget;
 - 6.7.3. call budget holders to account for proper control of the budget for which they are responsible;
 - 6.7.4. monitor the performance of each service against each budget forecast within the budget plan and change programme; and
 - 6.7.5. ensure action plans are in place to meet the budget savings or efficiencies approved by Council, that are not included within the scope of the long term financial plan or budget plan, and to monitor the performance.
- 6.8. To approve the disposal and development of Council owned property other than Strategic Property.
 - 6.9. To consider ratification of any recommendation by the Economy Committee to approve the disposal and development of Strategic Property.

7. Health, Social Care and Housing Committee

- 7.1. **Constitution:** 17 members of the Council as follows:

- 7.1.1. 6 Labour (including the Leader of the Council as an ex-officio member)
- 7.1.2. 5 SNP (including the Deputy Leader of the Council as an ex-officio member)
- 7.1.3. 3 Conservative
- 7.1.4. 2 Green
- 7.1.5. 1 SLD

Convener and Vice Convener

- 7.2. The Convener and Vice Convener will be members of the City of Edinburgh Council.

Quorum

- 7.3. Six members will constitute a quorum.

Substitution

- 7.4. Substitutes are permitted.

Delegated functions

- 7.5. Power is delegated to the Health, Social Care and Housing Committee to:
 - 7.5.1. exercise the functions of the Council as local housing authority; and

7.5.2. Scrutinise the internal controls, quality and professional controls and compliance with the law for the following:

7.5.2.1. Social work services for adults, and older people:

7.5.2.2. Services and support for adults with physical disabilities and learning disabilities;

7.5.2.3. Mental health services;

7.5.2.4. Drug and alcohol services;

7.5.2.5. Adult protection and domestic abuse;

7.5.2.6. Carers support services;

7.5.2.7. Community care assessment teams;

7.5.2.8. Support services;

7.5.2.9. Care home services;

7.5.2.10. Adult placement services;

7.5.2.11. Health improvement services;

7.5.2.12. Housing support/aids and adaptation for adult with social care needs;

7.5.2.13. Day services;

7.5.2.14. Respite provision

7.5.2.15. Occupational therapy services; and

7.5.2.16. Re-ablement services, equipment and telecare.

7.5.3. To determine the Council's response to recommendations by the Social Work Complaints Review Committee concerning complaints about adult social work services.

~~7.5.2. exercise the functions of the Council as social work authority, for adults.~~

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7.6. In addition, in relation to the matters referred to in paragraph 7.7, to:

7.6.1. develop and approve policies, strategies, programmes and projects and work with officers, communities and partners to implement them;

7.6.2. take all decisions which are not reserved to the Council or delegated to another committee of the Council;

- 7.6.3. set standards for service delivery and secure value for money;
- 7.6.4. set and monitor corporate standards, consider the necessity of existing service provisions and agree new service proposals;
- 7.6.5. monitor performance, including financial, instructing such performance information as the committee requires to fulfil its remit;
- 7.6.6. set and monitor grant programmes, and award grants;
- 7.6.7. monitor arrangements to ensure best value and continuous improvement across all services;
- 7.6.8. facilitate and encourage public, engagement, consultation, participation and feedback; and
- 7.6.9. review the impact of the committee's policies on the city.

7.7. The matters referred to in paragraph 7.6 are as follows:

- 7.7.1. Capital Coalition pledges 8-14, 32, 34, 37-39;
- ~~7.7.2. Community care services;~~
- ~~7.7.3. Social care;~~
- ~~7.7.4-7.7.2. Offender services;~~
- ~~7.7.5-7.7.3. Welfare reform;~~
- ~~7.7.6-7.7.4. Housing;~~
- ~~7.7.7-7.7.5. Regeneration; and~~
- ~~7.7.8-7.7.6. Community Safety.~~

8. Transport and Environment Committee

8.1. **Constitution:** 17 members of the Council as follows:

- 8.1.1. 6 Labour (including the Leader of the Council as an ex-officio member)
- 8.1.2. 5 SNP (including the Deputy Leader of the Council as an ex-officio member)
- 8.1.3. 3 Conservative
- 8.1.4. 2 Green
- 8.1.5. 1 SLD

Convener and Vice Convener

8.2. The Convener and Vice Convener will be members of the City of Edinburgh Council.

Quorum

8.3. Six members will constitute a quorum.

Substitution

8.4. Substitutes are permitted.

Delegated functions

8.5. Power is delegated to the Transport and Environment Committee in relation to the matters listed in paragraph 8.6, to:

- 8.5.1. develop and approve policies, strategies, programmes and projects and work with officers, communities and partners to implement them;
- 8.5.2. take all decisions which are not reserved to the Council or delegated to another committee of the Council or officers;
- 8.5.3. set standards for service delivery and secure value for money;
- 8.5.4. set and monitor corporate standards, consider the necessity of existing service provisions and agree new service proposals;
- 8.5.5. monitor performance, including financial, instructing such performance information as the committee requires to fulfil its remit;
- 8.5.6. set and monitor grant programmes, and award grants;
- 8.5.7. monitor arrangements to ensure best value and continuous improvement across all services;
- 8.5.8. facilitate and encourage public, engagement, consultation, participation and feedback; and
- 8.5.9. review the impact of the committee's policies on the city.

8.6. The matters referred to in paragraph 8.5 are as follows:

- 8.6.1. Capital Coalition pledges 18-19 and 44-53;
- 8.6.2. Tram project;
- 8.6.3. Strategic Transport Planning;
- 8.6.4. Traffic management, roads and parking;
- 8.6.5. Public transport;
- 8.6.6. Public Realm Projects;
- 8.6.7. Sustainability, carbon reduction and energy issues;
- 8.6.8. Flood prevention;
- 8.6.9. Waste services and Environmental Wardens;
- 8.6.10. Environmental health and trading standards;
- 8.6.11. Parks and green space; and
- 8.6.12. Street cleaning and open space maintenance.

9. Governance, Risk and Best Value Committee

9.1. **Constitution:** 13 members of the Council as follows:

- 9.1.1. 5 Labour
- 9.1.2. 3 SNP
- 9.1.3. 2 Conservative
- 9.1.4. 1 Green
- 9.1.5. 1 SLD

9.1.6. 1 Independent

Convener

9.2. The Convener of the committee will be a member of the opposition.

Quorum

9.3. Five members of the Governance, Risk and Best Value Committee will constitute a quorum.

Substitution

9.4. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the ~~Director of Corporate Governance~~ Chief Executive.

Delegated functions

9.5. Power is delegated to the Governance, Risk and Best Value Committee to exercise the following functions:

9.5.1. To monitor the financial performance of the Council and its subsidiary undertakings, the effectiveness of the Council's audit and inspection, risk management and governance arrangements and of the control environment of the Council and associated anti-fraud and anti-corruption arrangements; including:

9.5.2. Scrutinising information on:

- (a) Council Budgets;
- (b) Management of Council assets;
- (c) The Council's Treasury Management strategy and policies;
- (d) Control, monitoring and review of income and expenditure, both revenue and capital;
- (e) Council subsidiaries;
- (f) Civic matters;
- (g) Council Companies (excluding those associated with the pension fund);
- (h) Children's Panel; and
- (i) Common Good Fund.

9.5.3. Monitoring the annual audit plan and reviewing all Council audit and inspection work against the plan.

- 9.5.4. Receiving and considering summaries of internal and external audit reports which relate to any issue falling within the remit of this committee.
- 9.5.5. Monitoring internal controls, corporate risk management and key operational governance areas.
- 9.6. Scrutiny on a specific issue should follow a committee decision.
- 9.7. To instruct a report on any matter within the remit of an executive committee but where a decision is yet to be taken; the report as instructed will initially be considered by the executive committee.
- 9.8. Referring back to the appropriate Executive Committee for its consideration any financial performance issue, which might have implications for policy development within the remit of the Executive Committee
- 9.9. To scrutinise the operational performance of all council services and Council subsidiaries in relation to the Council's agreed pledges, outcomes, policy objectives and statutory performance targets, including:
 - 9.9.1. considering information that relate to issues falling within the remit of Council services, including complaints handling, customer care and ombudsman reports;
 - 9.9.2. monitoring employment, organisational development and equalities issues as they relate to the operation of the council corporately and to its individual services; and
 - 9.9.3. scrutinising major projects and programmes, service reviews and transformational change.
- 9.10. To invite Conveners or Vice-Conveners to attend committee, and where appropriate, to question and hold them to account on the operational or financial performance of any service area falling within their remit.
- 9.11. To refer back to the appropriate Executive Committee for its consideration any service performance issues that might have implications for policy development coming within the remit of the Executive Committee
- 9.12. To initiate and undertake planned scrutiny reviews of any matter falling within the remit of this committee or specific scrutiny reviews requested by the Corporate Policy and Strategy Committee or an Executive Committee.
- 9.13. To promote the observance by Councillors of high standards of conduct and assist them in observing the code of conduct, in accordance with any guidance issued by the Standards Commission for Scotland.
- 9.14. To report, as required, on any matter within the committee's remit to Council.

10. Petitions Committee

10.1. **Constitution:** 10 members of the Council as follows:

- 10.1.1. 3 Labour
- 10.1.2. 3 SNP
- 10.1.3. 2 Conservative
- 10.1.4. 1 Green
- 10.1.5. 1 SLD

Convener

10.2. The Convener of the Committee will be a member of the opposition.

Quorum

10.3. Four members of the Petitions Committee will constitute a quorum.

Substitution

10.4. Substitutes are permitted.

Delegated functions

10.5. Power is delegated to the Petitions Committee to:

- 10.5.1. consider petitions addressed to the City of Edinburgh Council in accordance with the Council's approved petitions procedure and determine the appropriate action to be taken within the terms of the procedure.

10.6. The Council is unable to consider petitions that:

- 10.6.1. are sub-judice and the subject of current court proceedings;
- 10.6.2. are outwith the Council's powers and remits;
- 10.6.3. relate to a matter that is within the scope of the current key decisions in forward plans of the Corporate Policy and Strategy Committee or the Executive Committees or within the work programmes of ~~the Policy Development and Review Sub-Committees and~~ the Governance, Risk and Best Value Committee; and
- 10.6.4. relate to a decision of the Council or Committee within the previous six-month period.

Other Committees

11. Committee on Discretionary Rating Relief Appeals

11.1. **Constitution:** 5 members of the Council as follows:

- 11.1.1. 2 Labour
- 11.1.2. 2 SNP
- 11.1.3. 1 Conservative

Convener

11.2. The Convener will be a member of the City of Edinburgh Council.

Quorum

11.3. Two members of the Committee on Discretionary Rating Relief Appeals will constitute a quorum

Substitution

11.4. Substitutes are permitted.

Delegated functions

11.5. Power is delegated to the Committee on Discretionary Rating Relief Appeals:

- 11.5.1. To review decisions taken by the Executive Director of Corporate GovernanceResources to refuse discretionary rating relief;
- 11.5.2. To consider representations from organisations or individuals, justifying the granting of discretionary rating relief to them;
- 11.5.3. To decide whether or not to grant discretionary rating relief as a result of considering the organisation's or individual's representations; and
- 11.5.4. To decide what, if any, conditions should be fulfilled prior to discretionary rating relief being granted.

12. Leadership Advisory Panel

12.1. **Constitution:** 5 members of the Council as follows:

- 12.1.1. Leader of the Council
- 12.1.2. Deputy Leader of the Council
- 12.1.3. Conservative Group Leader
- 12.1.4. Green Group Leader
- 12.1.5. Scottish Liberal Democrat Group Leader
- 12.1.6. three statutory representatives, appointed by the Education, Children and Families Committee when considering education business

Convener

- 12.2. The Convener of the Committee will be the Leader of the Council.

Quorum

- 12.3. Two members of the Leadership Advisory Panel will constitute a quorum except on education business when the quorum will be three members.

Substitution

- 12.4. Substitutes are permitted for members of the Council only

Delegated functions

- 12.5. Power is delegated to the Leadership Advisory Panel:

12.5.1. To decide any matter of urgency arising during any recess period, subject to the provision of any relevant enactment, to exercise all functions of the Council or Committee, which would otherwise have dealt with the matter that:

- (a) can not await the resumption of the normal meetings timetable; and
- (b) can not appropriately be decided by the Chief Executive or Executive Director in accordance with urgency provisions within these Committee Terms of Reference.

13. Planning Committee

- 13.1. **Constitution:** 15 members of the Council as follows:

- 13.1.1. 6 Labour
- 13.1.2. 5 SNP
- 13.1.3. 3 Conservative
- 13.1.4. 1 Green

Convener and Vice-Convener

- 13.2. The Convener and Vice-Convener will be members of the City of Edinburgh Council.

Quorum

- 13.3. Five members of the Planning Committee will constitute a quorum.

Substitution

- 13.4. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Head of Planning and Transport.

Delegated functions

13.5. Power is delegated to the Planning Committee:

- 13.5.1. To exercise the functions of the Council as planning and statutory addressing authority and to determine planning policies;
- 13.5.2. To express and interpret these policies as specific tasks and projects and set service standards;
- 13.5.3. To review performance in the delivery of services, the achievement of service standards and the impact of the Committee's activities on the City;
- 13.5.4. To conduct relations with external bodies relevant to the Committee's service responsibilities, including approval of a response to proposals by other authorities or bodies on which the Council is being consulted;
- 13.5.5. To refer final Development Plans to the Full Council for approval;
- 13.5.6. To refer to the Corporate Policy and Strategy Committee, prior to consideration by the Planning Committee, an annual report on the performance and customer focus of the planning process and its contribution to broader council agendas;
- 13.5.7. To appoint representatives on outside bodies relevant to the committee's service responsibilities;
- 13.5.8. To take decisions in pursuit of the committee's policies, subject to compliance with corporate personnel and financial policies and regulations;
- 13.5.9. To determine any charges for services provided by the committee; and
- 13.5.10. To provide financial assistance, in pursuit of the committee's policies.

14. Pensions Committee

14.1. **Constitution:** 5 members of the Council as follows:

- 14.1.1. 2 Labour
- 14.1.2. 1 SNP
- 14.1.3. 1 Conservative
- 14.1.4. 1 Independent
- 14.1.5. 2 external members nominated by the Lothian Pension Funds Consultative Panel, 1 employer and 1 member representative.

Convener

14.2. The Convener will be a member of the City of Edinburgh Council.

Quorum

- 14.3. Three members of the Pensions Committee will constitute a quorum.

Substitution

- 14.4. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Executive Director of ~~Corporate Governance~~Resources.

Delegated functions

- 14.5. Power is delegated to the Pensions Committee to:
- 14.5.1. exercise all functions of the pension funds, within the terms of the legislation;
 - 14.5.2. determine the overall policy objectives of the pension funds in accordance with the best interests of fund members and with relevant legislation;
 - 14.5.3. determine the strategy for the investment of pension funds monies including the variety and suitability of investments and to review and monitor investment arrangements;
 - 14.5.4. ensure appropriate investment management arrangements are in place for pension funds monies and to review investment manager performance;
 - 14.5.5. establish and maintain arrangements for the effective management and administration of the pension funds including staffing and budgetary arrangements.
 - 14.5.6. approve the allocation of resources to the Investment and Pensions Division from the Revenue Budget and Capital Investment Programme of the pension funds;
 - 14.5.7. approve responses to consultation papers issued by government and other authorities; and
- 14.6. monitor overall performance of the pension funds in the delivery of services and financial performance, consider all matters in respect of the pension funds ~~and, where relevant, in respect of the administration of the fire fighters pensions schemes on behalf of Lothian and Borders Fire and Rescue Service,~~ including:
- 14.6.1. determining policies for the management and regulation of the Investment and Pensions Division within the strategic policy and planning framework approved by the Council;
 - 14.6.2. approving strategies, programmes and projects and work with officers and partners to implement them;

- 14.6.3. setting standards for service delivery;
- 14.6.4. securing best value in the provision of services;
- 14.6.5. taking all executive decisions in respect of the pension funds ~~and the fire-fighters pension scheme~~ which are not reserved to the Council or delegated to another committee of the Council;
- 14.6.6. ensuring systematic appraisal of the control environment and framework of internal controls in respect of the Investment and Pensions Division to provide reasonable assurance of effective and efficient operations and compliance with laws and regulations;
- 14.6.7. promoting the development of an appropriate risk management strategy and risk management procedures;
- 14.6.8. ensuring highest standards of probity and public accountability;
- 14.6.9. ensuring sound financial procedures are in place for authorising and monitoring expenditure;
- 14.6.10. agreeing internal audit plans and to ensure internal audit work is properly planned with due regard to risk, materiality and coverage;
- 14.6.11. overseeing and review action taken on internal audit recommendations;
- 14.6.12. reviewing all matters relating to external audit, including audit plan, action points and reports, and to monitor implementation of external audit recommendations; and
- 14.6.13. promoting, monitoring and developing continuous improvement.

15. Personnel Appeals Committee

15.1. **Constitution:** 9 members of the Council as follows:

- 15.1.1. 3 Labour
- 15.1.2. 3 SNP
- 15.1.3. 2 Conservative
- 15.1.4. 1 Green

Convener

15.2. The Convener will be a member of the City of Edinburgh Council.

Quorum

15.3. Three members of the Personnel Appeals Committee will constitute a quorum.

Substitution

15.4. Substitutes are permitted.

Delegated functions

15.5. Power is delegated to the Personnel Appeals Committee to:

15.5.1. hear and decide appeals on a decision taken, or a failure to take a decision, by an Executive Director, or his/her nominee, under the Procedures for Hearing Employee Grievances.

15.5.2. hear and decide appeals to a decision to:

15.5.2.1. dismiss or take other forms of punitive disciplinary action; and

15.5.2.2. issue a warning, oral or written under the Procedure for Consideration of Appeals by Executive Directors against Disciplinary Action and the Procedure for Consideration of Appeals against Disciplinary Action.

15.5.3. hear and decide disputes under the Avoidance of Industrial Disputes Procedure.

15.5.4. decide appeals from teaching staff in regard to the application and interpretation of the terms of the Scheme of Salaries and Conditions of Service for Teaching Staff in School Education.

16. Placing In Schools Appeals Committee

16.1. **Constitution:** One person from each of the following panels:

16.2. Panel 1: All members of Council, religious and teacher and any parent representatives on the Education, Children and Families Committee.

16.3. Panel 2: Parents of children of school ages.

16.4. Panel 3: Persons with experience in education and acquainted with educational conditions in the Council's area, nominated by the Executive Director of Children Communities and Families.

Chair

16.5. Each meeting appoints a Chair.

Quorum

16.6. Three members of the Placing in Schools Appeals Committee will constitute a quorum.

Substitution

16.7. Substitutes are only permitted from the same Panel.

Delegated functions:

16.8. Power is delegated to the Placing in Schools Appeals Committee:

16.8.1. To hear and decide appeals against decisions of the Council to refuse placing requests and exclude pupils all in terms of Section 28 C, D, E, G and H of the Education (Scotland) Act 1980 as amended; and

16.8.2. To consider appeals against decisions by the Executive Director of Children-Communities and Families to refuse early admission to school.

17. Police and Fire Scrutiny Committee

17.1. **Constitution:** 10 members of the Council as follows:

- 17.1.1. 3 Labour
- 17.1.2. 3 SNP
- 17.1.3. 2 Conservative
- 17.1.4. 1 Green
- 17.1.5. 1 SLD

Convener and Vice-Convener

17.2. The Convener and Vice-Convener will be a member of the City of Edinburgh Council.

Quorum

17.3. Four members of the Police and Fire Scrutiny Committee will constitute a quorum.

Substitution

17.4. Substitutes are permitted.

Delegated functions:

17.5. For the City of Edinburgh Council, this continuing involvement to advise, agree, scrutinise and review the Edinburgh Police and Fire and Rescue plans and services to:

- 17.5.1. Consider and recommend improvements in local policing and fire and rescue services.
- 17.5.2. To recommend priorities and objectives for the policing of the area to the local commander;
- 17.5.3. To agree the Police and Fire and Rescue local plans;
- 17.5.4. To scrutinise and review the outcomes, priorities and objectives set out in the local plan(s);
- 17.5.5. To contribute to the delivery of national outcome 9 'we live our lives safe from crime, disorder and danger' and the City of Edinburgh Single Outcome Agreement (SOA), in particular 'Edinburgh's communities are safer and have improved physical and social fabric.'

- 17.5.6. To consider and monitor progress and performance on the implementation of the Edinburgh Police and Fire and Rescue Plans and services;
- 17.5.7. To receive statistical reports on complaints about policing and fire and rescue in Edinburgh;
- 17.5.8. To provide comments in response to consultations on policing and fire and rescue services;
- 17.5.9. To promote engagement with all interested parties including community planning partners and neighbourhood partnerships;
- 17.5.10. To make representations to the national authorities, as required, in relation to wider scrutiny issues and concerns; and
- 17.5.11. To invite external witnesses to aid in the scrutiny of police and fire and rescue services.

18. Committee on Pupil Student Support

18.1. **Constitution:** 5 members of the Council as follows:

- 18.1.1. 1 Labour
- 18.1.2. 1 SNP
- 18.1.3. 1 Conservative
- 18.1.4. 1 Green
- 18.1.5. 1 SLD
- 18.1.6. 1 religious representative from the Education, Children and Families Committee

Convener

18.2. The Convener will be a member of the City of Edinburgh Council.

Quorum

18.3. Two members of the Committee on Pupil and Student Support will constitute a quorum.

Substitution

18.4. Substitutes are permitted.

Delegated functions:

18.5. To consider school placing requests, and decide the priority order of placing requests.

19. Recruitment Committee

19.1. **Constitution:** 7 members of the Council as follows:

- 19.1.1. Leader of Council

- 19.1.2. Deputy Leader of the Council
- 19.1.3. Convener of the Finance and Resources Committee
- 19.1.4. Appropriate Convener or Vice-Convenor for the role
- 19.1.5. A representative from each of the opposition groups

Convener

- 19.2. The Convener of the committee will be the Leader of the Council.

Quorum

- 19.3. Three members of the Recruitment Committee will constitute a quorum.

Substitution

- 19.4. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the ~~Director of Corporate Governance~~ Chief Executive and in line with the relevant Council policy.

Delegated functions

- 19.5. Power is delegated to the Recruitment Committee to short list and interview candidates and recommend an appointment to the Council for posts at Chief Executive, Executive Director and Heads of Service Division level (Chief Officials).

20. Regulatory Committee

- 20.1. **Constitution:** 9 members of the Council as follows:

- 20.1.1. 3 Labour
- 20.1.2. 3 SNP
- 20.1.3. 2 Conservative
- 20.1.4. 1 Green

Convener and Vice-Convenor

- 20.2. The Convener and Vice-Convenor will be members of the City of Edinburgh Council.

Quorum

- 20.3. Three members will constitute a quorum.

Substitution

- 20.4. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the ~~Director of Corporate Governance~~ Chief Executive.

Delegated functions

- 20.5. Power is delegated to the Regulatory Committee to:

- 20.5.1. exercise the functions of the Council as Licensing authority under the Civic Government (Scotland) Act 1982 and other statutory provisions which are not within the remit of any other Committee.
- 20.5.2. exercise the functions of the Council on all licensing functions which are not reserved to the Council, its officers or delegated to another Committee.
- 20.5.3. determine individual applications for registration and licences under the Civic Government (Scotland) Act and other statutory provisions which are not delegated to officers, in accordance with approved policies.
- 20.5.4. express and interpret licensing policies as specific projects, to set service standards and monitor performance in the delivery of services including financial performance relating to Regulatory Committee matters.
- 20.5.5. liaise with external bodies relevant to the Committee's service area, considering and approving responses to consultation proposals.
- 20.5.6. appoint representatives to outside bodies within the Committee's remit.
- 20.5.7. approve charges as required by statute and determine licence fees.
- 20.5.8. determine applications for road construction consent which are not delegated to the Executive Director of Services for CommunitiesPlace.
- 20.5.9. determine applications for permission to place tables and chairs on footways which are recommended for refusal by the Executive Director of Services for CommunitiesPlace.
- 20.5.10. exercise the Council's responsibilities in respect of safety at sports grounds.
- 20.5.11. exercise the Council's functions regarding notification of parades and processions so far as not delegated to officers.

21. Social Work Complaints Review Committee

Constitution:

- 21.1. All trained members, other than members of the Education, Children and Families and the Health Social Care and Housing Committees; independent members appointed by Council.

Convener

- 21.2. Each meeting appoints a Convener, who should be an independent member.

Quorum

- 21.3. Any three members from the membership appointed by the Council, at least two of whom should be independent members.

Substitution

- 21.4. Substitutes are permitted.

Delegated functions

- 21.5. Power is delegated to the Social Work Complaints Review Committee to consider complaints with regard to the discharge of social work functions and make recommendations to the Education, Children and Families Committee or Health, Social Care and Housing Committee as appropriate.

22. The City Of Edinburgh Planning Local Review Body

- 22.1. **Constitution:** 5 members of the Council as follows:

- 22.1.1. Any five members who are also members of the Planning Committee.

Convener

- 22.2. Each meeting appoints a Convener.

Quorum

- 22.3. Three members of the City of Edinburgh Planning Review Body will constitute a quorum.

Substitution

- 22.4. Substitutes are only permitted from the pool of trained members of the Planning Committee.

Delegated functions:

- 22.5. Power is delegated to the City Of Edinburgh Planning Local Review Body to fulfil the obligations of the Council, as planning authority, under section 43A of the Town and County Planning (Scotland) Act 1997 for the conduct of reviews.

23. Committee on the Jean F Watson Bequest

- 23.1. **Constitution:** 8 members of the council as follows:

- 23.1.1. 3 Labour
- 23.1.2. 2 SNP
- 23.1.3. 2 Conservative
- 23.1.4. 1 Green
- 23.1.5. one nominee of Friends of City Art Centre
- 23.1.6. two external members appointed by the Director of Corporate Governance, in consultation with the Convener.

Convener

- 23.2. The Convener of the Committee will be a member of the City of Edinburgh Council.

Quorum

- 23.3. Four members of the Committee on the Jean F Watson Bequest will constitute a quorum.

Substitution

- 23.4. Substitutes are permitted.

Delegated functions:

- 23.5. Power is delegated to the Committee on the Jean F Watson Bequest to:

- 23.5.1. Use monies from the Jean F Watson Bequest to purchase and commission for the City's collection works of artists and craftspeople born, practising in, or otherwise associated with Scotland, and in particular Edinburgh; all decisions to be guided by the Collection and Disposal Policy for the City Museums and Galleries.
- 23.5.2. Use monies from the Catherine E Cowper Trust to purchase and commission items for the Museum of Childhood; all decisions to be guided by the Collection and Disposal Policy for the City Museums and Galleries.

24. Neighbourhood Partnerships

24.1. **Constitution:** Membership of each Neighbourhood Partnership should include:

- 24.1.1. Councillors from the ward or wards which make up the Neighbourhood Partnership area;
- 24.1.2. a representative from the Police Service of Scotland;
- 24.1.3. a representative from the Scottish Fire and Rescue Service;
- 24.1.4. a representative from NHS Lothian;
- 24.1.5. representatives from Community Councils (from the Neighbourhood Partnership area), or representatives from another properly constituted community organisation in the area should there be no Community Council;
- 24.1.6. a voluntary agency representative (from the Neighbourhood Partnership area);
- 24.1.7. representatives from other bodies able to make a specific contribution may be invited to participate by the Partnership; and
- 24.1.8. Neighbourhood Partnerships may invite other individuals and/or representatives of other public, private or voluntary organisations with expertise or interest in their area, either as regular participants or for a specific issue. These other individuals will not have voting rights.

24.2. There will be an equal number of Councillors and Community Council representatives

Convener and Vice-Conveners

24.3. The Convener will be a member of the City of Edinburgh Council

Quorum

24.4. Subject to law the quorum of a Neighbourhood Partnership will be one third of the number of voting members of the Neighbourhood Partnership. In no case will any business be transacted unless at least two voting members are present.

Substitution

24.5. Substitutes are permitted.

Delegated functions

24.6. Power is delegated to the Neighbourhood Partnerships:

- 24.6.1. to make recommendations to the relevant neighbourhood manager on the services planned and/or delivered within that Neighbourhood Partnership area;
- 24.6.2. to refer to the Communities and Neighbourhoods Committee for consideration any financial or performance issue which might have implications for the policy or programme development within the remit of the Communities and Neighbourhoods Committee;

- 24.6.3. To report, as required, on any matter within the Neighbourhood Partnership's remit to the Communities and Neighbourhoods Committee;
- 24.6.4. To create sub-groups as necessary to advise the Neighbourhood Partnership;
- 24.6.5. To refer back to Council, the appropriate Executive Committee, executive director, directorate, partner authority or organisation guidance or feedback on the exercise of functions delegated to them; and
- 24.6.6. Each NP shall submit to the Communities and Neighbourhoods Committee and the Edinburgh Partnership an annual report on progress that must include details of performance for the year past and a financial report covering the same period.

Sub-Committees

25. Development Management Sub-Committee (Parent: Planning Committee)

25.1. **Constitution:** All 15 members of the Planning Committee, as follows:-

- 25.1.1. 6 Labour
- 25.1.2. 5 SNP
- 25.1.3. 3 Conservative
- 25.1.4. 1 Green

Convener and Vice-Convener

25.2. The Convener and Vice-Convener will be a member of the City of Edinburgh Council.

Quorum

25.3. Five members of the Development Management Sub-Committee will constitute a quorum.

Substitution

25.4. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Head of Planning [and Transport](#).

Delegated Functions

25.5. To discharge all functions of Management of Development Control required under the Planning Acts including the determination of planning applications (except for applications for National Developments and major developments significantly contrary to the Development Plan which require to be determined by full Council, or applications under the Council's Scheme of Delegation for Local Developments).

25.6. To determine applications for High Hedge Notices and withdraw or vary such notices as prescribed under the High Hedges (Scotland) Act 2013.

25.7. To determine cases for street naming and the numbering of properties.

26. Licensing Sub-Committee (Parent: Regulatory Committee)

26.1. **Constitution:** 9 members of the Council as follows:

- 26.1.1. 3 Labour
- 26.1.2. 3 SNP
- 26.1.3. 2 Conservative
- 26.1.4. 1 Green

Convener and Vice-Convener

- 26.2. The Convener of the Licensing Sub-Committee is the Convener of the Regulatory Committee and the Vice-Convener of the Licensing Sub-Committee is the Vice-Convener of the Regulatory Committee.

Quorum

- 26.3. Three members constitute a quorum.

Substitution

- 26.4. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the ~~Director of Corporate Governance~~ Chief Executive.

Delegated functions:

- 26.5. Power is delegated to the Licensing Sub-Committee to:
- 26.5.1. exercise the functions of the Council as Licensing authority under the Civic Government (Scotland) Act 1982 and other statutory provisions which are not within the remit of any other Committee;
 - 26.5.2. exercise the functions of the Council on all licensing functions which are not reserved to the Council, its officers or delegated to another Committee;
 - 26.5.3. determine individual applications for registration and licences under the Civic Government (Scotland) Act and other statutory provisions which are not delegated to officers, in accordance with approved policies;
 - 26.5.4. determine applications for road construction consent not delegated to the Executive Director of ~~Services for Communities~~ Place;
 - 26.5.5. determine applications for permission to place tables and chairs on footways recommended for refusal by the Executive Director of ~~Services for Communities~~ Place;
 - 26.5.6. exercise the Council's responsibilities in respect of safety at sports grounds; and
 - 26.5.7. exercise the Council's functions regarding notification of parades and processions so far as not delegated to officers.

27. Pensions Audit Sub-Committee (Parent: Pensions Committee)

Constitution

- 27.1. Three members from the Pensions Committee of which a minimum are two City of Edinburgh elected members.

Quorum

- 27.2. Two members of the Pensions Audit Sub Committee will constitute a quorum.

Convener

- 27.3. The Convener of the Pensions Audit Sub-Committee will be appointed from the membership of the Pensions Committee, excluding the Convener of that committee.

Substitution

- 27.4. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Executive Director of Corporate Governance Resources.

Delegated functions

- 27.5. Power is delegated to the Pensions Audit Sub-Committee to consider and make appropriate recommendation(s) to the Pensions Committee:

27.5.1. To ensure systematic appraisal of the control environment and framework of internal control of pension funds to provide reasonable assurance of the effective and efficient operations and compliance with laws and regulations;

27.5.2. To promote the development of an appropriate risk management strategy and risk management procedures;

27.5.3. To ensure the highest standards of probity and public accountability;

27.5.4. To ensure sound financial procedures are in place for authorising and monitoring expenditure;

27.5.5. To consider and scrutinise an annual report on any companies owned by the Council that are connected to the activities of the Pension Fund;

~~27.5.4.~~

~~27.5.5-27.5.6.~~ To review the annual financial statements of the pension funds [and the International Standard on Auditing 260 (ISA 260) communication of audit matters;

~~27.5.6-27.5.7.~~ To agree internal audit plans and to ensure that internal audit work is planned with due regard to risk, materiality and coverage;

~~27.5.7-27.5.8.~~ To oversee in light of the audit plan the performance of the audit service;

~~27.5.8-27.5.9.~~ To oversee and review action taken on internal audit recommendations; and

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~~27.5.9-27.5.10.~~ To review all matters relating to external audit, including audit planning, action points and reports, and to monitor the implementation of external audit recommendations.

28. Property Sub-Committee (Parent: Finance and Resources Committee)

28.1. **Constitution:** 10 members of the Council as follows:

- 28.1.1. 3 Labour
- 28.1.2. 3 SNP
- 28.1.3. 2 Conservative
- 28.1.4. 1 Green
- 28.1.5. 1 SLD

Convener

28.2. The Convener will be a member of the City of Edinburgh Council.

Quorum

28.3. Four members of the Property Sub-Committee will constitute a quorum.

Substitution

28.4. Substitutes are permitted.

Delegated functions:

28.5. Power is delegated to the Property Sub-Committee to:

28.5.1. oversee the work ~~programme arising from the Council and Police investigations into the Council's Property Service including the Property Conservation and Property Care Services of the Edinburgh Shared Repairs Service; and~~

~~28.5.2.~~ to take decisions in relation to the Council's ~~Property Service~~ Shared Repair Service that fall within the remit of the Finance and Resources Committee ~~on the following; in relation to financial and legal risks; and~~

~~28.5.3.~~ ~~consider any outstanding issues that require detailed scrutiny in relation to the closure of the Property Conservation Programme Momentum project.~~

~~28.5.2.~~

~~(a) progress in resolving financial risks;~~

~~(b) progress in dealing with complaints from owners and the associated legal and insurance risks;~~

~~(c) action relating to contractors, and~~

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~~(d) new service re-design issues.~~

29. Special Sub-Committee on Adult Social Care (Parent: Health, Social Care and Housing Committee)

29.1. **Constitution:** 5 members of the Council as follows:

- 29.1.1. 1 Labour
- 29.1.2. 1 SNP
- 29.1.3. 1 Conservative
- 29.1.4. 1 Green
- 29.1.5. 1 SLD

Convener

29.2. The parent committee appoints the Convener.

Quorum

29.3. Two members of the Special Sub-Committee on Adult Social Care will constitute a quorum.

Substitution

29.4. Substitutes are permitted.

Delegated functions

29.5. Power is delegated to the Special Sub-Committee on Adult Social Care to:

- 29.5.1. maintain an overview of the quality of social work experience for Edinburgh's citizens by considering reports of HMI, SWIA, and Care Commission inspections and internal reviews of health and social care establishments and services, and action taken;
- 29.5.2. monitor the implementation of new initiatives relating to quality;
- 29.5.3. maintain an overview of the implementation of national and local policies.
- 29.5.4. address issues relating to the work of services which arise during the course of the business of the sub-committee and make recommendations to the Health, Housing and Social Care Committee;
- 29.5.5. celebrate the success of services, including identification of examples of good practice; and
- 29.5.6. provide a high quality experience for officers and sub-committee members by adopting an agreed set of protocols for the conduct of Special Sub-Committees.

30. Sub-Committee on Standards for Children and Families (Parent: Education, Children and Families Committee)

30.1. **Constitution:** 9 Members in total comprising of 1 religious representative and 8 Members of the Council as follows:

30.1.1. 3 Labour

30.1.2. 2 SNP

30.1.3. 2 Conservative

30.1.4. 1 Green

Convener

30.2. The parent committee will appoint the convener.

Quorum

30.3. Three members will constitute a quorum.

Substitution

30.4. Substitutes are permitted.

Delegated functions

30.5. Power is delegated to the Sub-Committee on Standards for Children and Families to:

30.5.1. Provide oversight of the quality of education and care experiences for young people in the City of Edinburgh by scrutinising the reports and follow up actions of Education Scotland inspections in schools;

30.5.2. Consider an annual report on Care Inspectorate inspections in early years provision;

30.5.3. Consider individual reports on Care Inspectorate inspections in residential schools, care services for children and local authority reviews of service areas, establishments and units;

30.5.4. Monitor the implementation of initiatives relating to quality improvement and assurance, and attainment and achievement;

30.5.5. Maintain an overview of the implementation of national and local policies specifically related to quality standards by officers, establishments and services;

30.5.6. Contribute to the support and challenge agenda within the context of establishment plans; and

30.5.7. Celebrate the success of establishments, units, teams and the service including recognising items of good practice.

**FINANCIAL REGULATIONS OF THE CITY OF
EDINBURGH COUNCIL**

1. Status and Statutory Responsibility

- 1.1 These regulations are made under section 95 of the Local Government (Scotland) Act 1973.
- 1.2 Section 95 states that every local authority shall make arrangements for the proper administration of its financial affairs and shall secure that the proper officer of the authority (termed the Section 95 Officer) has responsibility for the administration of those affairs.
- 1.3 The Local Authority Accounts (Scotland) Regulations 1985 further specify that the system of accounting and control and the form of the accounts and supporting records are to be determined by the Section 95 Officer and that s/he is to ensure that accounting controls are observed and the accounts and supporting records are kept up to date. S/he is also responsible for publishing the Annual Accounts of the Council and for making the arrangements for the statutory audit required by s96 of the 1973 Act.
- 1.4 The City of Edinburgh Council has designated the [Head of Finance Executive Director of Resources](#) as the Section 95 Officer and therefore as the officer responsible for the administration of the Council's financial affairs in terms of section 95 of the 1973 Act.
- 1.5 The ~~Head of Finance~~ [Executive Director of Resources](#) serves as the Section 95 Officer for all of the Council's accounting arrangements, including those of the Lothian Pension Funds. For the Lothian Pension Funds, however, this Section 95 responsibility has been delegated to the ~~Pensions and Accounting Manager~~ [Funds' Chief Financial Officer](#) in accordance with the arrangements set out in the addendum to this document.
- 1.6 [Following the establishment under the Public Bodies \(Joint Working\) Act 2015 of an Edinburgh-area Integrated Health and Social Care Joint Board \(IJB\), a separate set of financial regulations, drawing on similar principles of sound governance, has been produced. Along with the related financial directives, these regulations form the basis upon which the Chief Finance Officer of the IJB will discharge equivalent proper officer responsibilities for the Board.](#)
- 1.~~7~~6 A more detailed set of Finance Rules, which prescribe the procedures to be followed, has also been prepared. While these rules and other relevant procedures and policies are not contained within these financial regulations, they are issued under their authority and have the same status as if they were included in the body of these regulations.
- 1.~~8~~7 The ~~Head of Finance~~ [Executive Director of Resources](#) will establish a programme of review for all relevant documents. [Executive](#) Directors and officers may also seek the issue, amendment, clarification or

supplementing of the regulations, finance rules or associated procedures and policies for any areas of responsibility not previously addressed.

| 1.98

| Any breach or non-compliance with these regulations or the
| associated finance rules, procedures or policies issued under their
| authority must be reported immediately to ~~the E~~the Head~~xecutive~~
| Director of Resources of Finance, who may consult others as s/he
| sees fit to determine the proper action.

2. Application

- 2.1 The City of Edinburgh Council is responsible for ensuring that its business is conducted in accordance with the law and appropriate standards and that public money is safeguarded, properly accounted for and used economically, efficiently, effectively, equitably and ethically. The Council's activities are furthermore guided by a set of underlying principles and responsibilities fostering openness, integrity and accountability.
- 2.2 In discharging these responsibilities, elected members and senior officers are responsible for implementing effective arrangements for governing the Council's affairs and facilitating the effective exercising of its functions including arrangements for managing risk.
- 2.3 As a consequence of these responsibilities, the Council must regulate the actions taken on its behalf that carry financial implications to provide assurance of their propriety and consistency. It is furthermore a requirement of these regulations that all financial transactions are within the legal powers of the Council. These Financial Regulations thus form a key element of the maintenance of a robust, clear and accountable governance framework for the Council.

3. Responsibilities and Observance

3.1 Chief Executive

- 3.1.1 The Chief Executive, as head of the paid service, has authority over all officers and is authorised to discharge any function or exercise any power delegated to any officer under the Council's Scheme of Delegation. As the officer charged with overall responsibility for the corporate management and operational functions of the Council, this includes putting in place suitable arrangements to ensure an efficient use of resources.
- 3.1.2 The Council's Scheme of Delegation to Officers sets out the powers delegated to officers pursuant to the Local Government (Scotland) Act 1973. As noted in paragraph 1.4, the [Head of Finance Executive](#) [Director of Resources](#) has been designated the Council's Section 95 Officer responsible for the administration of the Council's financial affairs.

| 3.2 Role of the ~~Executive Director of Resources~~ ~~Head of Finance~~

| 3.2.1 The ~~Head of Finance~~ Executive Director of Resources is responsible for advising the Council on all financial matters and for monitoring and reporting on its financial performance and position.

| 3.3

3.3-Executive Directors

- 3.3.1 Executive Directors are responsible for establishing sound arrangements for planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness, and meeting associated financial targets. ~~I, in doing so, they should also have e-doing having~~ due regard to sustainability and equalities considerations.
- 3.3.2 Executive Directors are fully accountable for the financial performance of their service area against the budget allocated. They may incur revenue expenditure in furtherance of agreed Council policies only to the extent that budgetary provision has been made.
- 3.3.3 As part of ensuring the overall sustainability of the Council's financial planning and management arrangements, Executive Directors also have a responsibility to review their respective budgets on an on-going basis. This includes the active monitoring and management of service pressures, delivery of approved savings and application of approved service investment, particularly in cases where this investment is targeted towards delivery of longer-term savings. The ~~Head of Finance-Executive Director of Resources~~ may request that Executive Directors report to Council during the year on measures being taken to ensure expenditure is contained within approved levels.
- 3.3.4 Executive Directors are further charged with the implementation of the risk management strategy in their service areas and for ensuring its effectiveness and review.
- 3.3.5 Paragraphs 3.2 and 3.34 of the Scheme of Delegation provide that:
- (a) In the event that the Executive Director is unavailable, his/her Deputy or the head of the relevant service will have delegated authority to take urgent decisions in the absence of the Executive Director;
 - (b) Executive Directors may sub-delegate their delegated powers to their Deputy(ies) or head(s) of service or such other officer(s) in their directorate as they may consider appropriate.
- 3.3.6 With the exception of urgent decisions, which must be taken in accordance with the Scheme of Delegation, authority to discharge financially-related responsibilities must be delegated formally in writing. This requirement applies to delegations of authority for financial matters by all levels of management.
- 3.3.7 Executive Directors will formally report major financial issues to the ~~Head of Finance-Executive Director of Resources~~ and Chief Executive, who will instruct appropriate action.

3.4 Internal Audit and Risk Management

3.4.1 The Head of Legal ~~and~~, Risk ~~and Compliance~~, through the Chief ~~Risk Officer Internal Auditor~~ (who is head of the Internal Audit function), shall arrange for a continuous internal audit function, to carry out an examination of accounting, financial and other operations of the Council, through undertaking a risk-based audit plan, complying with the Public Sector Internal Audit Standards (PSIAS). ~~This individual~~ (~~The Chief -Risk Officer~~) will also oversee the development and implementation of an appropriate risk management strategy.

3.4.2 It is the Chief ~~Internal Auditor's~~ ~~Risk Officer's~~ responsibility to put in place appropriate arrangements to provide the Chief Executive, ~~Executive Director of Resources~~ ~~Head of Finance~~, Corporate ~~Leadership~~ ~~Management~~ Team and elected members with an annual assurance statement on compliance with Financial Regulations and the Local Code of Corporate Governance.

3.5 Elected Members

3.5.1 Elected members' responsibilities with regard to financial matters reflect a number of facets, including:

- (a) Setting the authority's financial strategy, including budget-setting;
- (b) Setting the authority's strategic direction and overseeing arrangements for the securing (and demonstration) of best value;
- (c) Ensuring proper control is exercised over the authority's expenditure through scrutiny of periodic financial reports comparing expenditure with the level of budgetary provision;
- (d) Holding senior officers to account with regard to discharging all relevant financial responsibilities within their control; and
- (e) Encouraging the development of service targets/performance measurements of a financial/non-financial nature to monitor service achievements.

3.5.2 In this regard, the respective remits and key functions of Council, the Governance, Risk and Best Value Committee, the Finance and Resources Committee and other Executive Committees are set out in the Council's Committee Terms of Reference and Delegated Functions.

3.6 External Audit

3.6.1 The external audit of the Council seeks to assess the extent to which the stewardship of its financial affairs is subject to a regime of accountability where monies are properly accounted for, safeguarded

and used economically, efficiently and effectively. The scope of this audit is wider than that of the private sector equivalent, encompassing coverage of the financial statements, regularity, propriety and best value, including the securing of value for money. At present, this role is undertaken on the Accounts Commission's behalf by Audit Scotland.

4. Principles and Key Areas of the Control Framework

4.1 Financial Management

4.1.1 The ~~Head of Finance~~ Executive Director of Resources will, in conjunction with the relevant Executive Director, provide to all Executive Committees (including the Finance and Resources Committee) and the Governance, Risk and Best Value Committee regular monitoring reports, including reports on the final outturn, together with any recommendations.

4.2 Financial Control

4.2.1 As noted at 1.3, The Local Authority Accounts (Scotland) Regulations 1985 require that the system of accounting and control, and the form of the accounts and supporting records, should be defined by the ~~Head of Finance~~ Executive Director of Resources, who will ensure that the system is adhered to and that the accounts and supporting records are kept up to date.

4.2.2 The Regulations also require the ~~Head of Finance~~ Executive Director of Resources to submit the Abstract of Accounts to the Council (or an appropriate Executive Committee) and the Council's external auditor by the prescribed dates. The ~~Head of Finance~~ Executive Director of Resources is responsible for ensuring that the accounts are produced in compliance with existing legal and accounting requirements.

4.2.3 Executive Directors are required to provide all relevant information to the ~~Head of Finance~~ Executive Director of Resources in accordance with the instructions issued annually.

4.2.4 As the officer who is statutorily responsible for all financial matters the ~~Head of Finance~~ Executive Director of Resources will implement procedural controls to ensure that:

(a) All expenditure is a valid charge;

~~(b)~~ Income owed is collected;

(b)

(c) Assets are protected;

(d) Liabilities are accounted for; and

(e) Financial reports are prepared.

4.3 Risk Management and Internal Control

4.3.1 In accordance with the ~~Head of Finance's~~ Executive Director of Resources' responsibility for financial control and the Local Code of

Corporate Governance's requirements for the effective management of risk, the ~~Head of Finance~~ Executive Director of Resources has approved financial rules to address these matters.

4.4 Systems and Procedures

4.4.1 **Accounting Arrangements**

4.4.1.1 The following will be carried out according to procedures and instructions issued by the ~~Head of Finance~~Executive Director of Resources:

- (a) Preparation of the statutory Abstract of Accounts;
- (b) Production of financial information in Council strategic plans, including estimated revenue and capital expenditure.

4.4.1.2 All financial records, systems and any changes thereto are subject to the written approval of the ~~Head of Finance~~Executive Director of Resources following consultation with Executive Directors.

4.4.1.3 The following principles must be observed in the allocation of accounting duties:

- (a) The duties of providing information regarding sums owed to or by the Council, and calculating, checking and recording these sums must be separated as completely as possible from the duty of collecting or disbursing them;
- (b) Officers responsible for examining and directing accounts of cash transactions cannot be engaged in any of these transactions;
- (c) All checking and authorisation undertaken by officers must be evidenced by initials or signature, whichever is appropriate;
- (d) All claims, returns or written submissions relating to grants and financial data must be submitted to the ~~Head of Finance~~Executive Director of Resources for approval prior to entering into any contracts under delegated authority; and
- (e) Financial records, including contract documents for work done, services and supplies, may only be disposed of in accordance with arrangements approved by the Executive Director of Resources~~Head of Finance~~.

4.4.2 **Revenue Budgets**

4.4.2.1 Executive Directors are required to prepare revenue estimates in accordance with guidance issued by the ~~Head of Finance~~Executive Director of Resources. Such estimates will be supported by equality and rights impact assessment, where relevant. The ~~Head of Finance~~Executive Director of Resources will assist Executive Directors to prepare financial information for inclusion in the revenue

estimates. The Council's team of equality and diversity specialists will assist, as necessary, their [Executive Directors](#) to prepare equality and rights impact assessments. Where applicable, consideration should also be given to the carbon impacts of budget proposals, on which the Council's Carbon, Climate and Sustainability unit can provide additional advice. When the revenue estimates have been approved by Council, they become the "Revenue Budget".

4.4.2.2 The [Head of Finance Executive Director of Resources](#) will prepare a financial context report for the Finance and Resources Committee for the next and future years. The Finance and Resources Committee will then remit the report to Council and may make recommendations to Council on setting Council Tax and rent for Council houses for the next financial year and on indicative figures for future years.

4.4.2.3 After considering the report and any recommendations, Council shall approve the allocation of resources, authorise the spending and set the Council Tax, rent for Council houses and relevant fees and charges for the following financial year at a meeting before 11th March each year.

4.4.2.4 The [Head of Finance Executive Director of Resources](#) will determine what constitutes revenue expenditure and the relevant accounts in which transactions should be recorded.

4.4.3 **Capital Budgets**

4.4.3.1 [Executive Directors](#) are required to prepare capital estimates in accordance with guidance issued by the [Head of Finance Executive Director of Resources](#). When the capital estimates have been approved by Council, they become the "Capital Investment Programme".

4.4.3.2 The [Head of Finance Executive Director of Resources](#) will determine what constitutes capital expenditure and the relevant accounts in which transactions must be recorded.

4.4.3.3 Capital estimates must be submitted for scrutiny by the Finance and Resources Committee, whose recommendations will be referred to the Council for approval.

4.4.4 **Reporting Requirements**

4.4.4.1 All Council and committee reports are required to include a statement of the financial consequences of the proposals for current and future years. The range of relevant considerations will vary from report to report but [a summary of the principal areas concerned](#) was reported to the Governance, Risk and Best Value Committee in December 2012. Guidance on completion of the financial implications section of

Committee reports is also provided within Section 7 of [the Council's report writing and committee template information pack](#).

4.4.4.2 Where applicable, following approval at the Finance and Resources Committee in January 2014, commentary should also now be included to cover (i) the associated revenue budget (i.e. loans charge) impact of capital expenditure proposals and/or changes and (ii) a summary of costs incurred by the Council in the procurement of the goods and/or services forming the subject of that report. Further advice on requirements in each of these areas is available from the Corporate Finance [Senior](#) Manager.

4.4.4.3 In the event that reports do not meet the above requirement, or insufficient time is allowed for them to be properly considered, the ~~Head of Finance~~ [Executive Director of Resources](#) may request that the [Executive](#) Director or other officer submitting the report withdraws it from the Council or committee agenda.

4.4.4.4 The ~~Executive Director of Resources~~Head of Finance, in conjunction with Executive Directors, is required to submit detailed quarterly monitoring reports to the Finance and Resources Committee, other relevant executive committee(s) and the Governance, Risk and Best Value Committee. These reports will compare actual expenditure to date with the budget position, project the expenditure outturn for revenue and capital expenditure, provide an overview of progress in delivering approved savings and managing service pressures and report key service issues including – where relevant – the equality and rights impact of any changes. The ~~Head of Finance~~Executive Director of Resources will specify the format of such monitoring reports.

4.4.4.5 The ~~Head of Finance~~Executive Director of Resources may give such direction to Executive Directors as to measures to be taken in relation to the revenue budget or ———the capital investment programme during the remainder of the ———financial year as may be necessary or advisable in the —circumstances prevailing.

4.4.4.6 The ~~Head of Finance~~Executive Director of Resources may make recommendations to Council as may be necessary or advisable in the circumstances prevailing.

4.4.5 **Spending, Supplementary Estimates and Transferring Funds**

4.4.5.1 No Executive Director may allow spending, whether revenue or capital, to exceed budget.

4.4.5.2 No Executive Director or official may incur any expenditure unless:

- (a) It is a revenue expense which has been approved as part of the revenue budget under 4.4.2 of these Financial Regulations; or
- (b) It is a capital expense which has been approved as part of the Capital Investment Programme under 4.4.3 of these Financial Regulations, or any separate Act of Council and, where necessary, a tender or quotation has been received under Contracts Standing Orders; or
- (c) The expense has been authorised under the remaining subparagraphs of paragraph 4.4.5 of the Financial Regulations.

4.4.5.3 The Finance and Resources Committee may transfer money within the revenue budget to either existing or new projects, but:

- (a) If this will change approved Council policy, a report must be submitted to Council for approval before the transfer can be actioned;

- (b) If the transfer will affect future years' revenue budgets, a report detailing the effect on future budgets must be submitted to Council for approval before the transfer can be actioned.

4.4.5.4 The Finance and Resources Committee may transfer money within the Capital Investment Programme to either new or existing projects as may be necessary or advisable in the circumstances prevailing, but:

- (a) If this will change approved Council policy, a report must be submitted to Council for approval before the transfer can be actioned;
- (b) If the transfer will affect future years' capital or revenue budgets, a report detailing the effect on future budgets must be submitted to Council for approval before the transfer can be actioned;
- (c) Where capital grant is provided for a specific project, no transfer to alternative projects is permitted without the consent of the Scottish Government or other external grant provider.

In the case of both revenue and capital transfers, any equality and rights impacts of the proposed changes must also be considered.

4.4.5.5 The ~~Head of Finance~~ Executive Director of Resources may, from time to time, issue detailed instructions on the transfer of monies within and / or between service area revenue budgets.

4.4.5.6 If an Executive Director:

- (a) Proposes to incur revenue or capital spending that is not included in the revenue budget or capital investment programme approved by Council or to reduce income provided in that way; and
- (b) Does not propose to pay for the spending by reallocating existing funding,

the Executive Director must seek a supplementary estimate.

4.4.5.7 S/he must report to the Finance and Resources Committee with an assessment of the financial spending consequences for the current and future years and, where relevant, the equality and rights impact of the changes. In the case of revenue expenditure, this appraisal should include identification of the budget head(s) to be reduced in future years. If the Finance and Resources Committee agrees, it will submit a recommendation to Council.

4.4.5.8 The ~~Head of Finance~~ Executive Director of Resources must agree before a proposal for transfer or supplementary estimate is reported to the Finance and Resources ~~—Budget~~ Committee.

4.4.5.9 Executive Directors, in consultation with the Convener of the appropriate executive committee for the service, may submit a request for expenditure of an emergency nature. In such circumstances, the expenditure concerned may be incurred on the authorisation of the Head of Finance~~Executive Director of Resources~~, in consultation with the Convener of the Finance and Resources Committee. The Executive Director requesting the expenditure shall arrange for the matter to be reported to the Finance and Resources Committee.

4.4.5.10 Other than contractual liabilities, Executive~~service~~ Directors are not permitted to incur revenue expenditure until the relevant financial year has commenced.

4.4.6 **Final Accounts**

4.4.6.1 Executive Directors are required to provide all relevant information to the Head of Finance~~Executive Director of Resources~~ in accordance with the instructions issued annually by him/her.

4.4.6.2 The Head of Finance~~Executive Director of Resources~~ will report the Council's final expenditure outturn with recommendations for appropriations to the Governance, Risk and Best Value Committee~~and the Finance and Resources Committee~~Council.

4.4.7 **Internal Audit**

4.4.7.1 The Chief Internal Auditor~~Risk Officer~~ will make appropriate arrangements to review, appraise and report on:

- (a) The adequacy of internal control as an indication of probity and contribution to the economic, efficient and effective use of resources;
- (b) Compliance with approved policies, plans and procedures, including those with a significant impact on or strong relevance to equality and rights;
- (c) The extent to which assets are accounted for and safeguarded from losses arising from theft, fraud, waste, inefficient administration and poor value for money;
- (d) The suitability and reliability of management data;
- (e) Service managers' effectiveness in achieving value for money.

4.4.7.2 The Chief Internal Auditor~~Risk Officer~~ has authority, subject to necessary, prior consultations, to:

- (a) Enter all Council premises or land at any reasonable time and have access to all records, documents and correspondence relating to financial or other matters. This access extends to Council Officers and elected members as necessary;
- (b) Require and receive such explanations as are necessary concerning any matter under examination;
- (c) Require employees to produce cash, stores or other Council property under their control.

4.4.7.3 If elected members or staff discover or suspect any fraud or irregularity that affects the Council, they must immediately inform the Chief ~~Internal Auditor~~~~Risk Officer~~ who will arrange for an investigation to be conducted if appropriate. In so doing, attention is drawn to the provisions and arrangements included in the Council's Public Interest Disclosure ([Whistleblowing](#)), [Anti-Fraud and Anti-Money Laundering policies](#). ~~policy~~.

4.4.8 Risk Management

4.4.8.1 The Head of Legal ~~and~~, Risk ~~and Compliance~~, in consultation with the Chief Internal Auditor, is responsible for preparing the risk management strategy.

4.4.8.2 Executive Directors are responsible for establishing effective internal controls to mitigate risk and documenting these controls and their application formally. In accordance with the risk management strategy, all officers have a role in the identification of risks as they affect their service area.

4.4.9 Internal Control

4.4.9.1 In cases of material proposed change to systems of internal control, advice should be sought from ~~the Chief~~ Internal Auditor~~Risk Officer~~. It is the responsibility of relevant service managers, however, to implement resulting changes and monitor their effectiveness.

4.4.10 Income

4.4.10.1 The collection of all money owed to the Council is the responsibility of the ~~Head of Finance~~ Executive Director of Resources except:

(a) The collection of monies at service locations (i.e. where payment or counter services are offered) and the accounting thereof to the ~~Head of Finance~~ Executive Director of Resources is the responsibility of the appropriate Executive Director;

(b) The Executive Director of ~~Services for Communities Place~~ is responsible for the collection of rents for Council housing and the collection of parking fines and accounting for them to the ~~Head of Finance~~ Executive Director of Resources.

4.4.10.2 The ~~Head of Finance~~ Executive Director of Resources must be notified promptly of all money due and of contracts, leases, agreements or other arrangements, that involve payments to the Council.

4.4.10.3 Executive Directors will ensure the prompt rendering of accounts in connection with work done, goods supplied or services rendered and will furnish the ~~Head of Finance~~ Executive Director of Resources with the information required to identify income due. The ~~Head of Finance~~ Executive Director of Resources will approve the manner in which accounts for income receivable must be prepared. Additional guidance in this area is provided within the Council's Corporate Debt Policy.

- 4.4.10.4 Arrangements for payment of accounts by instalment are at the discretion of the [Head of Finance](#)[Executive Director of Resources](#), in consultation with the relevant [Executive](#) Director where appropriate.
- 4.4.10.5 Arrangements for the billing and recovery of all sums due should be carried out in accordance with the provisions contained within the Council's Corporate Debt Policy.
- 4.4.10.6 Invoices issued by the Council must not be amended to correct errors. Services must issue a replacement invoice if errors are identified, whereupon the erroneous invoice should be cancelled.

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4.4.11 **Receipt of Income**

- 4.4.11.1 All money received by a Council officer must be paid without delay or in accordance with directions issued by the [Head of Finance](#)[Executive Director of Resources](#).
- 4.4.11.2 Where invoices have not been issued for sums owed to the Council, alternative arrangements for collection are subject to the [Executive Director](#)~~Head of~~ [Resources](#)'~~Finance's~~ written approval.
- 4.4.11.3 The [Head of Finance](#)~~Executive Director of Resources~~ will specify in writing procedures for recording income, lodging income with the bank, resolving banking discrepancies, security and insurance, cash transfers, personal cheques and the supply of receipts and tickets for use by service areas.
- 4.4.11.4 [The Executive Director of Resources, Head of Customer, Customer Services Senior Manager and Head of Finance are authorised to sign certificates and petitions to the Sheriff Court for summary warrant applications.](#)

~~4.4.12 [The Head of Finance is authorised to sign certificates and petitions to the Sheriff Court for summary warrant applications.](#)~~

~~4.4.13~~4.4.12 **Salaries and Wages**

- 4.4.12.1 Employees may be appointed only in accordance with the procedures approved by the Council, the establishment, grades and rates of pay. Appropriate equality monitoring and internal audit arrangements will be put in place to ensure compliance.
- 4.4.12.2 Salaries and wages must be processed in accordance with procedures and instructions issued by the [Head of Finance](#)~~Executive Director of Resources~~ from time to time.
- 4.4.12.3 The payment of salaries, wages, compensations and other emoluments to employees or pension entitlements to former

employees will be made by the ~~Head of Finance~~Executive Director of Resources, who is also responsible for transmitting pension contributions to the Lothian Pension Fund and the Scottish Public Pensions Agency and tax and National Insurance contributions to HM Revenue and Customs.

4.4.12.4 ~~Executive~~ Directors must provide the ~~Head of Finance~~Executive Director of Resources with the information required to complete Council and statutory returns.

4.4.13 **Allowances and Loan Schemes**

4.4.13.1 The ~~Head of Finance~~Executive Director of Resources is responsible for paying allowances, reimbursing expenses and administering loan schemes.

4.4.13.2 ~~Executive~~ Directors are required to ensure that:

- (a) ———Claims and applications are submitted in accordance with conditions of service, Council policies and statutory provisions, together with relevant supporting information such as receipts;
- (b) ———Claims and applications are submitted on the appropriate form and certified by an authorised officer;
- (c) ———Officers authorised to sign claims and application forms on their behalf are notified to the ~~Executive Director of Resources~~Head of Finance;
- (d) ———Information required to complete Council and statutory returns is provided to the ~~Executive Director of Resources~~Head of Finance.

4.4.13.3 The ~~Head of Finance~~Executive Director of Resources is responsible for administering the Scheme of Members' Allowances in accordance with relevant statutory provisions and the payment of expenses. A report on members' allowances must be presented to the Governance, Risk and Best Value Committee annually.

4.4.14 **Insurance**

4.4.14.1 The ~~Head of Finance~~Executive Director of Resources will:

- (a) Prepare and maintain an insurance strategy to provide cost-effective cover;
- (b) Negotiate claims with insurers, in consultation with relevant officers; and

(c) Report annually to the Governance, Risk and Best Value Committee on the strategy's operation and effectiveness.

4.4.14.2 Executive Directors must notify the ~~Head of Finance~~ Executive Director of Resources promptly of all new risks, properties, vehicles, plant, equipment, etc. that require to be insured, in addition to any alterations and changes in activities and procedures that may affect existing insurance arrangements.

4.4.14.3 Executive Directors must notify the ~~Head of Finance~~ Executive Director of Resources of all major capital and revenue projects at an early stage if insurance cover or specialised insurance advice is required.

4.4.14.4 Executive Directors must notify the ~~Head of Finance~~ Executive Director of Resources in writing of any loss, liability, damage or other event likely to lead to a claim immediately they become aware of it and should inform the police where appropriate.

4.4.14.5 In order to comply with the Insurance Act 2015, Executive Directors must advise every material circumstance that the Council 'knows' or 'ought to know' or provide sufficient information to put a prudent insurer on notice that it needs to make further enquiries for the purpose of revealing those material circumstances.

4.4.14.65 Executive Directors should not:

- (a) Make any admission of liability;
- (b) Take any action which may be construed as an admission of liability; or
- (c) Waive any rights of recovery.

4.4.14.76 Executive Directors must consult the ~~Head of Finance~~ Executive Director of Resources and Head of Legal ~~and~~; Risk ~~and~~ Compliance regarding the terms of any indemnity which the Council is requested to provide.

4.4.14.87 Executive Directors must take due account of recommendations made by the Council's insurers.

4.4.15 Imprest Accounts

4.4.15.1 Where appropriate, the ~~Head of Finance~~ Executive Director of Resources will provide cash advances to officers to defray petty cash and other expenses. Such advances will be accounted for using the imprest system.

4.4.16 Custody and Security of Assets

- 4.4.16.1 Each Executive Director is responsible for maintaining appropriate security —at all times for buildings, stores, furniture, equipment, cash and ~~——~~ other property, including that owned by third parties.
- 4.4.16.2 The Scheme of Delegation to Officers – Appendix 1 - General Delegation to Executive Directors provides delegated authority to write off or dispose of any stores, plant, furniture, equipment or any other non-property asset in accordance with these Financial Regulations provided that:
- (a) The stores, plant, furniture, equipment or other ~~non-~~property tangible asset have become unfit for use and unsaleable; and
 - (b) The decision is made in consultation with the Executive Director of ~~Corporate Governance~~Resources.
- 4.4.16.3 Council property may not be removed, other than for Council purposes, unless specific instructions have been issued by an Executive Director.
- 4.4.16.4 Executive Directors are responsible for the care, custody and stocktaking of all stocks under their control and must act in accordance with guidelines issued by the ~~Head of Finance~~Executive Director of Resources.
- 4.4.16.5 Each Executive Director must agree maximum limits for cash holdings with ~~——~~the ~~Head of Finance~~Executive Director of Resources for insurance purposes. These may not be exceeded without the permission of the ~~Executive Director of Resources~~Head of Finance.
- 4.4.16.6 All heritable securities which are the Council's property, are in its name or in the name of its nominee, and the title deeds of all Council property must be stored securely by the Executive Director of ~~——~~Corporate GovernanceResources.
- 4.4.16.7 All heritable securities that comprise the Common Good Fund must be stored securely by the Executive Director of ~~Corporate~~GovernanceResources.
- #### 4.4.17 Gifts, Hospitality and Conduct
- 4.4.17.1 A register of items gifted or bequeathed to the Council will be maintained by the ~~Head of Finance~~Executive Director of Resources. Items of considerable value when not otherwise taken on charge for Council or service-specific purposes should be lodged with the ~~Head~~

~~of Finance~~ Executive Director of Resources for safe keeping and insurance.

4.4.17.2 Elected members and officials must comply with the Local Government (Scotland) Act 1973 Section 68 and all relevant codes of conduct for local government personnel.

4.4.17.3 The ~~Chief Executive Director of Corporate Governance~~ has delegated authority to approve ~~City Receptions and Committee Receptions expenditure on civic hospitality costing up to up to £10,0500 and funded from the Civic Hospitality budget~~ subject to consultation with the ~~Lord Provost or relevant Convener if provided on behalf of a particular Committee Convener of the Finance and Resources Committee. Where total event expenditure exceeds £10,000 or is over and above the budgeted level, approval from the Finance and Resources Committee is required. Heads of Service may similarly approve Committee Receptions where the estimated cost does not exceed this level. Applications for Committee Receptions costing more than £1,500 must be approved by the relevant executive committee.~~ Spending on civic hospitality will be reported through the normal budget monitoring process.

4.4.18 **Banking Arrangements**

4.4.18.1 The ~~Head of Finance~~ Executive Director of Resources will make arrangements for opening and operating bank accounts and using banking services. The ~~Head of Finance~~ Executive Director of Resources is responsible for negotiating banking terms. No new bank accounts should be opened without the authorisation of the Principal Treasury and Banking Manager. Personal bank accounts must never be used in respect of Council transactions or funding.

4.4.18.2 All cheque forms, excluding those required for authorised imprest accounts may be printed only with the authority of the ~~Head of Finance~~ Executive Director of Resources, who will make arrangements for their safe custody.

4.4.18.3 Cheques drawn on the main bank accounts must bear the facsimile signature of the ~~Head of Finance~~ Executive Director of Resources (or other nominated officer) or be signed by the ~~Head of Finance~~ Executive Director of Resources or other officer who holds an authorised post designated by him/her.

4.4.18.4 The ~~Head of Finance~~ Executive Director of Resources will make appropriate arrangements, including determination of agreed authorisation limits, for the signature of other financial documents on behalf of the Council.

4.4.19 **Treasury Management**

- 4.4.19.1 The Council has adopted CIPFA’s “Code for Treasury Management in the Public Services” and “Prudential Code for Capital Finance in Local Authorities”. The [Head of Finance Executive Director of Resources](#) is responsible for preparing and maintaining the Treasury Policy Statement and treasury management activities must be carried out in accordance with the Statement. Amendments must be considered and approved by Council.
- 4.4.19.2 An annual Treasury Strategy must be prepared. To this end, the ~~—~~ [Head of Finance Executive Director of Resources](#) will prepare separate annual reports to propose the following year's treasury strategy and report on the previous year's management performance. These documents will be subject to [initial consideration by the Finance and Resources Committee](#), approval by Council and onward scrutiny by the Governance, Risk and Best Value Committee to monitor the strategy's implementation and effectiveness. The performance report will be submitted as soon as possible after the end of the financial year.
- 4.4.19.3 All treasury-related decisions are delegated to the [Head of Finance Executive Director of Resources](#) who must act in accordance with the Code and Policy Statement.
- 4.4.19.4 All money in the Council's custody will be aggregated for treasury management purposes and controlled by the [Head of Finance Executive Director of Resources](#).
- 4.4.19.5 Where the acquisition or creation of an asset by leasing is proposed, the financial implications of the leasing agreement must be approved by the [Head of Finance Executive Director of Resources](#).

4.4.20 **Investments**

4.4.20.1 The ~~Head of Finance~~ Executive Director of Resources may undertake any action that may reasonably be deemed permissible investment business but must seek appropriate advice where necessary in relation to educational endowments and any other Council or trust funds.

4.4.20.2 The ~~Head of Finance~~ Executive Director of Resources is responsible for the safe custody of share certificates or other documents relating to the investment of Council or trust funds.

4.4.21 ~~___~~ **Payment of Accounts**

4.4.21.1 Arrangements for processing payments must comply with procedures established by the ~~Executive Director of Resources~~ Head of Finance, a summary of which is included in the Finance Rules.

4.4.22 **Grant Payments to Third Parties**

4.4.22.1 Executive Directors are responsible for ensuring that grant awards are consistent with the Council's priorities and are subject to its ~~standard conditions of funding~~ standard conditions of funding as determined by the ~~Director of Corporate Governance~~ Head of Strategy and Insight.

4.4.22.2 Arrangements for processing grant payments must comply with procedures established by the ~~Head of Finance~~ Executive Director of Resources as set out in the Finance Rules. Other than in a limited number of specific cases where authority is delegated to ~~Executive service D~~ directors, all payments are subject to annual consideration and approval by the ~~relevant Executive Corporate Policy and Strategy~~ Committee.

4.4.23 ~~___~~ **Procurement/Purchasing**

4.4.23.1 Arrangements for procurement/purchasing, including the use of purchasing cards, must comply with procedures established by the ~~Head of Finance~~ Executive Director of Resources as summarised in the Finance Rules.

4.4.23.2 Executive Directors are responsible for ensuring that purchasing activity carried out on their behalf is undertaken in accordance with the guidance contained in the Procurement Handbook and associated equality requirements.

4.4.24 **Value Added Tax**

4.4.24.1 Executive Directors are responsible for identifying and accounting for input and output tax as it relates to their service area. Queries and

specific problems should be referred to the ~~Head of Finance~~Executive Director of Resources, who is responsible for issuing guidance on the application of VAT rules.

4.4.25 ~~___~~—Computer Security

4.4.25.1 The ~~Director of Corporate Governance~~[Chief Information Officer](#) is responsible for preparing and maintaining the Council's policy on ICT security, as well as appropriate guidance on usage and security.

4.4.25.2 [Executive](#) Directors are responsible for applying the security policy and guidance.

4.4.25.3 The Council is registered under the Data Protection Act. [Executive](#) Directors are responsible for ensuring that the provisions regulating computer systems' security are strictly observed. [Executive](#) Directors must liaise with the ~~Head of Customer Services~~[Chief Information Officer](#) to ensure adequate security on a continuing basis.

4.4.26 Other Significant Documents

4.4.26.1 Financial Regulations should be read in conjunction with the constitutional documents of the Council and all Council Policies (as such term is defined in the Scheme of Delegation to Officers) including without limitation:

[Procedural Standing Orders for Council and Committee Meetings](#);

[Committee Terms of Reference and Delegated Functions](#);

[Scheme of Delegation to Officers](#);

Finance Rules;

[Contracts Standing Orders](#);

Procurement Handbook;

Code of Conduct on the Use of Electronic Communications;

A Framework to Advance Equality and Rights 2012 to 2017 and successor documents.

ADDENDUM: FINANCIAL REGULATIONS – LOTHIAN PENSION FUNDS

In respect of all pension funds administered by the City of Edinburgh Council, the Section 95 responsibility has been delegated to the ~~Pensions and Accounting Manager~~ Chief Financial Officer, Lothian Pension Fund. This encompasses _____ responsibility _____ for all accounting records and financial administration of the _____ pension _____ funds, as aligned to the remit of the Pensions Committee and _____ Pensions _____ Audit Sub-Committee.

The responsibilities of ~~the Head of Finance~~ the Executive Director of Resources, as detailed in _____ these Finance _____ Regulations, will therefore apply to the ~~Chief Financial Officer, Lothian Pension Fund~~ Pensions and Accounting Manager, only to the extent that these are pertinent _____ to the _____ governance of _____ the pension funds. This shall include making _____ suitable arrangements for _____ the safe custody of the investments of the _____ pension funds, share _____ certificates or other documents relating to the _____ investment of pensions _____ funds. Financial reporting for the pension funds _____ will be considered by the _____ Pensions Committee, and the Pensions Audit _____ Sub-Committee as _____ appropriate.

City of Edinburgh Council

Member-Officer Protocol

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1 INTRODUCTION AND PRINCIPLES

- 1.1 This protocol sets out the roles and responsibilities of Elected Members ('Members') and Council officers ('Officers') to ensure clarity when carrying out their respective duties.
- 1.2 The protocol seeks to reinforce the principles outlined in the Councillors' Code of Conduct (the 'Code') which apply to Members and Officers. This protocol complements but does not replace any duties laid out in the Code.
- 1.3 The Code states that Members and Officers "should work in an atmosphere of mutual trust and respect, with neither party seeking to take unfair advantage of their position."
- 1.4 The Code highlights that both Members and Officers serve the public but have separate responsibilities. Members are responsible to the electorate and the employee responsible to the Council as his or her employer.

1.5 Council refers to the City of Edinburgh Council as constituted under the Local Government, etc (Scotland) Act 1994.

2 ROLE OF MEMBERS

- 2.1 The role of Members includes:
 - 2.1.1 providing strategic leadership;
 - 2.1.2 determining policy aims and objectives but not engaging in direct operational management of Council services;
 - 2.1.3 taking decisions not delegated to Officers;
 - 2.1.4 reviewing and scrutinising the Council's performance;
 - 2.1.5 assisting constituents, as required, in their dealings with the Council;
 - 2.1.6 representing and advocating the interests of their wards in Council decision making; and
 - 2.1.7 representing the Council in partnership arrangements, civic society and on outside organisations.

Conveners

- 2.2 Members who are conveners/vice conveners of committees will have increased contact with senior Officers. It is important that this is a close working relationship, but it should not be so close that Members or Officers are unable to deal with one another impartially.
- 2.3 The convener of a committee will be consulted on the agenda and often on the reports of the committee they chair. The Officer whose name the report has been submitted under is fully responsible for the contents of that report. Officers should listen to the views of conveners, but ultimately Officers retain final responsibility for a report's contents.

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- 2.4 Officers have the right to submit reports to committees/sub-committees on areas within their service.
- 2.5 When Members of a Committee meet with senior Officers for an agenda planning meeting ('APM') or pre-meeting the following points should be noted:
 - 2.5.1 the meeting may consider reports in their draft form;
 - 2.5.2 the meeting is not empowered to make decisions on behalf of the Council; and
 - 2.5.3 the provision of information and advice at such a meeting does not act as a substitute for the provision of all necessary information and advice to the Committee, for example within a report, when the matter in question is considered formally by Members.

3 ROLE OF OFFICERS

- 3.1 The Chief Executive is the statutory Head of Paid Service and is responsible for managing and securing the professional body of Officers.
- 3.2 The Monitoring Officer, which is also a statutory role, is responsible for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with.
- 3.3 Officers are employed by the Council and are accountable to it. Officers serve the Council as a corporate body rather than any political group, combination of groups or individual member.
- 3.4 Officers have a duty to follow Council policies and to implement the decisions of the Council and its committees. Officers may advise Members on matters of policy and may voice concerns in giving that advice. However, it is for Members to determine the Council's policies and Officers to act on those policies.
- 3.5 It is the duty of the Chief Executive and other senior Officers to ensure that the policies of the Council are implemented.
- 3.6 The role of all Officers in discharging their duties is to:
 - 3.6.1 act in an open, honest and transparent manner;
 - 3.6.2 implement and/or act in accordance with the policies of the Council;
 - 3.6.3 implement the decisions of Council, committees and sub-committees;
 - 3.6.4 inform Members of any decision that they cannot fully implement;
 - 3.6.5 behave in a professional manner in accordance with the Council's values;
 - 3.6.6 serve all Members, not just those of the Administration group(s);
 - 3.6.7 deal with Member enquiries efficiently and effectively;

- 3.6.8 strive continually to comply with the Council's policies, performance management and scrutiny processes;
- 3.6.9 comply with all relevant legal, regulatory and professional requirements, taking reasonable steps to ensure they are not placed in a position where they are unable to comply; and challenge non-compliance by others raising with the appropriate management;
- 3.6.10 fulfil any obligations to report information to relevant regulatory authorities;
- 3.6.11 ensure good governance is followed and risk taken fully account of, and
- 3.6.12 support Members in their role ensuring all the required information is disclosed to Council, committee and Members to allow them to carry out their duties and make informed decisions.

3.7 Some Officers have specific statutory powers and duties, for example, the Officers designated as Head of Paid Service (Chief Executive), Chief Social Work Officer, ~~and the Monitoring Officer~~ ~~and the section 95 officer (Acting Executive Director of Resources Director of Corporate Governance)~~. Others, such as the Registrars of Births, Deaths and Marriages and the Council's ~~Licensing and Standards Officers~~ or Health and Safety at Work Inspectors, work with reference to specific statutory regimes.

3.8 Legislation requires that certain functions be exercised by a 'proper officer'. The scheme of delegation sets out Officers who are designated as proper officers in relation to particular functions.

3.98 The Council has delegated powers to the Chief Executive, ~~executive~~ directors and other Officers in order that they can act and take decisions on behalf of the Council in predetermined areas. In taking those decisions, Officers must comply with the Council's Scheme of Delegation to Officers.

4 RELATIONSHIP BETWEEN MEMBERS AND OFFICERS

- 4.1 It is important that any dealings between Members and Officers, both written and oral, should observe professional standards of courtesy.
- 4.2 The relationship between Members and Officers will be enhanced by friendly relations. However, mutual respect and the belief that Officers are providing objective professional advice to Members must not be compromised. Members and Officers should be cautious in developing close friendships.
- 4.3 To avoid reputational damage to the Council, disagreements between Members and Officers should be acknowledged and resolved in private, rather than in public or through the media.
- 4.4 The Code prohibits Members raising matters related to the conduct or capability of employees in public. They must be aware of the lines of accountability within service areas and must not apply pressure to an Officer to act in a manner contrary to the

instructions of his or her line manager.

- 4.5 Officers must not allow their personal or political opinions to influence or interfere with their work. Officers should not take part, and Members should not ask Officers to take part, in any activity which could be seen as influencing support for a political party. Officer support in these circumstances must not extend beyond providing information and advice in relation to matters of Council business.
- 4.6 Officers must not be involved in advising Members on matters of party political business.
- 4.7 Officers must respect the confidentiality of any party group discussions at which they are present. They should not relay the content of any such discussion to another party group or the media. If Officers receive information which, although confidential, they have a duty to disclose elsewhere (e.g. under FOISA legislation), Officers must indicate that this is the case.

~~4.8 Some Officers are in posts which are “politically restricted” by law. This means that individual postholders are prevented from carrying out any active political role either outside or inside the Council.~~

~~4.9 Members should raise with the Chief Executive any concerns about the political neutrality of an Officer.~~

~~4.810 Both Members and Officers should adhere to the rules and regulations set by Council to manage committee business, for example, Procedural Standing Orders and Committee Terms of Reference and Delegated Functions.~~

~~4.911 Both Members and Officers have access to information which has not yet been made public and is still confidential. It is a betrayal of trust to breach such confidences. Confidential information must never be disclosed or used for personal or political advantage or to the disadvantage or the discredit of the Council or anyone else. The Chief Executive will instigate any appropriate investigations into actual or alleged breaches of confidence in relation to the release of confidential information.~~

~~4.1012 Special care needs to be exercised if Officers are involved in providing information and advice to a party group meeting which includes persons who are not Members. Such persons will not be bound by the Councillors’ Code of Conduct (in particular, the provisions concerning the declaration of interests and confidentiality). Officers may not be able to provide the same level of information and advice as they would to a meeting where those in attendance are bound by the provisions of the Code.~~

~~4.11 Some Officers are in posts which are “politically restricted” by law. This means that individual postholders are prevented from carrying out any active political role either outside or inside the Council.~~

~~4.12 Members should raise with the Chief Executive any concerns about the political neutrality of an Officer.~~

4.13 Officers should ensure that they provide the necessary respect and courtesy due to

Members in their various roles. Equally, Members should ensure that they provide the necessary respect and courtesy due to Officers in their roles.

4.14 Members should not put pressure on an Officer with regard to matters which have been delegated for Officer decision under the Scheme of Delegation to Officers. Officers should be left to make decisions that:

4.14.1 are objective and can be accounted for; and

4.14.2 are fair and consistent in their application.

4.15 Members should not bring influence to bear on any Officer to take any action which is contrary to law or against the Council's approved procedures, including but not limited to the following procedures:

4.15.1 a breach of Human Resources procedures;

4.15.2 conflict with standing orders; or

4.15.3 conflicts with planning procedures and policies.

4.16 Members should respect the formal operating structures that exist in every area of the Council. ~~Executive~~ directors and ~~Heads~~ heads of ~~Service~~ service must be the recognised first contact in their respective service areas.

4.17 Officers within a Service are accountable to their ~~Director~~ executive director and ~~Head~~ head of ~~Service~~ service. Heads of ~~Service~~ service and other Officers should not be expected to provide advice which may provoke conflict with their ~~executive~~ director.

4.18 Members must declare any close personal relationships with constituents when dealing with Officers. Although Members are elected to represent the interests of their constituents, they should not seek special treatment for any individual.

5 ACCESS TO INFORMATION AND DOCUMENTS

5.1 Members have a right to access information to allow them to discharge their duties. The key principle is **in favour of disclosure** and in accordance with the following legal provisions.

5.2 The Local Government (Scotland) Act 1973

5.3 Elected members have statutory rights of inspection of various documents related to business to be transacted by the Council, unless the documents disclose certain types of "Exempt Information".

5.4 In terms of section 50F (1) of the Local Government (Scotland) Act 1973 (the "1973 Act") as inserted by the Local Government (Access to Information) Act 1985 (the "1985 Act"), any document which is in the possession or under the control of a local authority and contains material which relates to any business to be transacted by the authority is to be open to inspection by any member of the authority. In addition, any document which is used in

proceedings at a meeting of the authority or of a committee or sub-committee of the authority whether it is statutory or non-statutory should also be open to inspection by any member of the authority.

- 5.5 These statutory rights of inspection are qualified by section 50F(2) which states that if it appears to the ~~p~~Proper ~~e~~Officer that a document discloses "Exempt Information" then the statutory rights do not apply.
- 5.6 Schedule 7A of the 1973 Act outlines descriptions of the kind of information which is to be considered exempt from the statutory rights of inspection. A list of categories of Exempt Information is contained at Appendix 1 to this Protocol.
- 5.7 Section 50F (2) of the 1973 Act provides that some information held to be exempt under the Act is still accessible to all elected members of that authority. These ~~are include~~ the financial or business affairs of any particular person; local authority expenditure on contracts for the acquisition of property and for the supply of goods and services; the identity of the local authority as a person offering a tender for a contract for the supply of goods and services; labour relations and the identity of a protected informant.
- 5.8 **Effect of being classified as Exempt Information**
- 5.9 Certain committee reports are classed as 'B-Agenda' reports because they contain Exempt Information. This is where the ~~p~~Proper ~~e~~Officer considers that the reports are likely to be taken in private. The 'B' report should then have 'not for publication' and the exemption under Schedule 7A of the 1973 Act marked on it. The decision on whether the public should be excluded from a meeting of the Council is taken by a resolution of the Council or committee. This resolution should identify the proceedings to which it applies and state the exemption under the 1973 Act.
- 5.10 The effect of information being classified as Exempt Information is that it need not be disclosed by the Council to third parties or elected members who are not directly involved in decisions relating to that Exempt Information. It does not necessarily follow, however, that the Council is prohibited from disclosing the information to third parties or elected members simply because it is Exempt Information.
- 5.11 There are some circumstances where the Council may be prohibited from disclosure of Exempt Information for another reason – for example, because of the Council's obligations under the Data Protection Act 1998 ("DPA").
- 5.12 There are also some circumstances where, although legally permissible, it would be inadvisable for the Council to disseminate the information wider than absolutely necessary because of certain other risk factors, for example, when such dissemination may constitute a waiver to the Council's right to legal professional privilege.
- 5.13 In the case of information that is determined by the Chief Executive and/or Monitoring Officer to be legally privileged, this will be shared, on request, with the Council's Leadership Panel or equivalent with membership comprising political group leaders.
- 5.14 In the case of information that is exempt, but not determined by the Chief Executive and/or

Monitoring Officer to be legally privileged, political group leaders and any independent elected members will be entitled to have that information shared with them, on request. Where any political group leader feels that the information is politically important enough that it should be shared with his/her group, then he/she will be entitled to do so after having first discussed the matter with the Monitoring Officer and relevant executive director or Chief Executive and put appropriate safeguards, if any, in place to preserve the confidentiality of this information.

5.15 Freedom of Information (Scotland) Act 2002

5.16 Elected members have the same of rights to access information in accordance with the provisions of this Act as members of the public. Members should request information they do not have ready access to from the Chief Executive or relevant executive director via the procedures outlined in paragraphs 5.189 to 5.22 of this Protocol.

5.17 Process of Requesting Exempt or Other Information

5.18 Members should request information they do not have ready access to from the Chief Executive or relevant Executive director. If information is required within a particularly short timescale, or in advance of a particular deadline (e.g. in time to prepare for a committee meeting) this should be stated within the request so that officers can respond appropriately. Officers will be mindful that the key principle in relation to these requests is in favour of disclosure, subject to statutory responsibilities. If, for any reason, information cannot be provided as requested this should be explained clearly and timeously, to the Member. If an officer has concerns regarding the disclosure of information requested by members, they should discuss their concerns promptly with their executive director. The Chief

~~5.19 If an officer or member has any concern over the provision of the information requested they should seek advice from the Director of Corporate Governance or Head of Legal, Risk and Compliance. However, officers should keep in mind that the principle for Member's access to information is one of disclosure.~~

~~5.20 If there is a dispute between the Member and the director then the issue should be referred to the Chief Executive, who in consultation with the Monitoring Officer, will determine on any concerns between a Member and an Executive Director regarding access to information the matter.~~

Data Rooms

5.19 As described above, legislation provides elected members with certain rights to information where the information is necessary to carry out Council duties. In exceptional circumstances, when that information is particularly voluminous or sensitive, the Proper Officer may, with the agreement of the Monitoring Officer, determine that the information is best made available via a Data Room. If the executive Director believes that information should be made available within a Data Room, they should refer the matter to the Proper Officer for decision.

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5.20 The Proper Officer will thereafter, in consultation with Group Leaders and independent elected members as appropriate, determine the most appropriate venue and timeframe for the materials to be made available. It is recognised that, when Data Rooms are used, sufficient access must be provided to ensure that all elected members and other relevant committee members are afforded the opportunity to review the information. Consideration must be made both in terms of the size of the room available and the times at which it can be accessed. Data Rooms will be monitored at all times by an appropriate member of staff who will also maintain a record of attendees. Materials in the data room should not be photographed, copied, or removed but councillors are able to take notes to assist their considerations.

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6 THE COUNCIL AS EMPLOYER

- 6.1 Officers are employed by the Council and are governed by contracts of employment and Council policies and procedures. The Council has a duty of care towards all of its employees and this protocol reflects existing OD strategies and policies.
- 6.2 In making employment decisions, the key principles for elected Members to follow are:
- 6.2.1 Members should not gain financially or personally, nor should their family or friends;
 - 6.2.2 Members have a duty to declare any private interest, and to protect the public interest;
 - 6.2.3 Members should have no involvement in employment or recruitment cases in which they have a personal interest of this kind;
 - 6.2.4 Members must, when making public appointments or recommending people for rewards or benefits, make choices on merit, using objective criteria;
 - 6.2.5 Members must not solicit a job with the Council for any person (but may give them a written testimonial); and
 - 6.2.6 If Members canvass support for a candidate for a job with the Council this will disqualify the candidate from that job.
- 6.3 Members are not the employer. The Council is an equal opportunities employer and Members should be guided by this principle in all contact with staff. Members should note that any individual who commits an act of discrimination can be personally liable.
- 6.4 Members should not be involved in individual staffing matters unless they are a member of a Committee set up for that purpose. Committee Terms of Reference and Delegated Functions provide for Committees of Panels of Members for Chief Officer appointments and for disciplinary and grievance processes relating to the Chief Executive, Directors-executive directors and Chief-chief Officersofficers. Appeals Committees-committees exist which hear appeals lodged by employees against grievance outcomes and certain disciplinary decisions.

- 6.5 Apart from as set out at 6.4, Members must not become involved in the management of Council staff. All other disciplinary, capability or grievance processes must be dealt with by Officers. Members must not engage in activities which might undermine management or compliance with Council procedures, or try to influence recruitment processes.
- 6.6 Members will frequently come into contact with representatives of the recognised Trades Unions at formal settings. The remit of these groups is often to:
- 6.6.1 provide a channel for consultation between the Council and the Trade Unions;
 - 6.6.2 discuss significant changes to the Council affecting the welfare or conditions of employment of its employees; and
 - 6.6.3 consider any employment matter referred to them by the staff side or the Council.
- 6.7 These groups do not have a remit to become involved in matters affecting an individual employee's terms, conditions or pay and Members must observe this remit in their contacts with Trades Union officials.
- 6.8 Members must, at all times, adopt a professional approach in any informal dealings with the Trades Unions and in particular should:
- 6.8.1 avoid making unreasonable commitments;
 - 6.8.2 take a balanced view of information provided by Trades Unions along with that of Officers; and
 - 6.8.3 not allow undue influence to be placed upon them.
- 6.9 Officers must not raise directly with Members any personal matter relating to their jobs, or relating to any potential appointment.

7 MONITORING THE PERFORMANCE OF OFFICERS

- 7.1 Members set the parameters for Council work and officers carry out the implementation.
- 7.2 Members have a right to criticise reports or the actions taken by Officers, but they should always:-
- 7.2.1 avoid personal attacks on Officers; and
 - 7.2.2 ensure that criticism is constructive and well founded.
- 7.3 Complaints about Officers or Council services should be made to the relevant [Executive](#) director or to the Chief Executive.
- 7.4 The [Head of Legal and Risk](#) ~~Director of Corporate Governance~~ is the Council's Monitoring Officer and is specifically responsible for reporting any proposal, decision or omission by the Council or its Officers which causes or is likely to cause:
- 7.4.1 A contravention of any legislation or rule of law or of any code of practice made or approved by any legislation; or

7.4.2 Maladministration or injustice which could be investigated by the Scottish Public Services Ombudsman.

8 SUPPORT SERVICES TO MEMBERS AND PARTY GROUPS

- 8.1 The Council can only lawfully provide support services – secretarial, administrative, resources, printing, photocopying, transport etc – to Members to assist them in discharging their role as Members of the Council. These services must only be used for Council business. They must never be used in connection with party political or campaigning activity or for private purposes. Members should never prevail upon the loyalty and enthusiasm of Officers to provide improper support.
- 8.2 The protocols governing the duties of Officers in Members' Services are summarised below:
- 8.2.1 Officers in Members' Services are Council employees and must comply with the Council's agreed policies and procedures (e.g. Employee Code of Conduct);
- 8.2.2 they cannot represent or stand in for Members at events or decision-making bodies, although they can attend as non-speaking observers;
- 8.2.3 each group has ~~a Group Business Manager~~ dedicated support to direct day to day work. These officers are appointed by the ~~Strategic Business and Members Services~~ Governance and Democratic Services Manager who is also responsible for their induction, discipline and any grievances;
- 8.2.4 they must respect confidentiality regarding the party, group and individual Members; and
- ~~8.2.5 they must not divulge confidential information regarding the group, its dealings or its Members;~~
- ~~8.2.6 in their contacts (internal and external) the postholders must be careful not to misrepresent the intentions of the group and must clarify whether they are representing the whole group or individual Members; and~~
- 8.2. ~~7~~ 5 the existence of Officers in Members' Services should not detract from normal Member/Officer relationships.
- 8.3 Members should observe policy and procedures with regard to the office accommodation they occupy in the interests of security and the general health, safety and welfare of all occupants.

9 Training for Members and Officers

- ~~9.18-4~~ In order that Members ~~and Officers~~ are suitably trained in the skills needed for the effective discharge of their duties, training/briefings will be provided for Members covering topics such as induction for new Members, managing information and presentation and relevant technical skills. Some training may be a requirement before a Member can take part in a

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specialist committee or represent the Council on the Board of Arms-Length Companies. All Members are also encouraged to take the opportunity to build upon their existing skills.

9.2 Guidance on Member/Officer relations is an integral component of the Employee Information Handbook which details the Council's key policies. This forms an important part of the induction of new staff.

910 REVIEW OF THE PROTOCOL

This protocol will be reviewed annually in May as part of the operational governance suite of documents.

Appendix 1

Exempt Information

Type	Exemption	Qualification	Paragraph of Part 1, Schedule 7A, 1973 Act
Council employees	Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office-holder or applicant to become and office-holder under, the authority.	<i>Information is not exempt by virtue of this paragraph unless it relates to a person of that description in the capacity indicated by the description.</i>	1
Occupiers of Council accommodation	Information relating to any particular occupier or former occupier of, or applicant or, accommodation provided by or at the expense of the authority.	<i>Information is not exempt by virtue of this paragraph unless it relates to a person of that description in the capacity indicated by the description.</i>	2
Applicants for/recipients of Council services	Information relating to any particular applicant for, or recipient or former recipient of, any service provided by the authority.	<i>Information is not exempt by virtue of this paragraph unless it relates to a person of that description in the capacity indicated by the description.)</i>	3
Applicants for/recipients of financial assistance.	Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the authority.	<i>Information is not exempt by virtue of this paragraph unless it relates to a person of that description in the capacity indicated by the description.</i>	4

Type	Exemption	Qualification	Paragraph of Part 1, Schedule 7A, 1973 Act
Social work/children	Information relating to the adoption, care, fostering or education of any particular child or [where any particular child is subject to a compulsory supervision order or interim compulsory supervision order (sections 83 and 86 of the Children's Hearing (Scotland) Act 2011) information relating to the order.		5
Financial/business affairs of any person	Information relating to the financial or business affairs of any particular person (other than the authority).	<i>Information is not exempt under this paragraph it is required to be registered under the Companies Acts, the Friendly Societies Act 1974, the Industrial and Provident Societies Act 1965 and the Buildings Societies Act 1962.</i>	6
Social Work	Information relating to anything done or to be done in respect of any particular person for the purposes of any of the matters referred to in section 27(1) of the Social Work (Scotland) Act 1968 (providing reports on and supervision of certain persons).		7

Type	Exemption	Qualification	Paragraph of Part 1, Schedule 7A, 1973 Act
Expenditure under contract	The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods and services.	<i>Information falling within this paragraph is exempt information if and so long as disclosure to the public of the amount there referred to would be likely to give an advantage to a person entering into, or seeking to enter into, a contract with the authority in respect of the property, goods or services, whether the advantage would arise as against the authority or as against such other persons.</i>	8
Negotiations	Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods and services.	<i>Information falling within this paragraph is exempt information if and so long as disclosure to the public of the terms would prejudice the authority in those for any other negotiations covering the property or goods or services.</i>	9
Identity of tenderer	The identity of the authority (as well as of any other person, by virtue of paragraph 6 above) as the person offering any particular tender for a contract for the supply of goods or services.		10
Labour relations	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relation matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.	<i>Information falling within this paragraph is exempt information if and so long as disclosure to the public of the information would prejudice the authority in those or any other consultations or negotiations in connection with a labour relations matter arising as mentioned in that paragraph.</i>	11

Type	Exemption	Qualification	Paragraph of Part 1, Schedule 7A, 1973 Act
Legal advice/instructions	<p>Any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with:</p> <p>(a) any legal proceedings by or against the authority, or</p> <p>(b) the determination of any matter affecting the authority,</p> <p>(whether, in either case, proceedings have been commenced or are in contemplation).</p>		12
Statutory notices	<p>Information which, if disclosed to the public, would reveal that the authority proposes—</p> <p>(c) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or</p> <p>(d) to make an order or direction under any enactment.</p>	<p><i>Information falling within this paragraph is exempt information if and so long as disclosure to the public might afford and opportunity to a person affected by the notice, order or direction to defeat the purpose or one of the purposes for the notice, order or direction is to be give or made.</i></p>	13
Crime	<p>Any action to be taken in connection with the prevention, investigation or prosecution of a crime.</p>		14
Protected Informants	<p>The identity of a protected informant.</p>		15

**Regulations for the Appointment of
Religious, Teacher and Parent
Representatives**

RELIGIOUS REPRESENTATIVES

Regulations for nominations of persons interested in the promotion of religious education to be appointed to the Education, Children and Families Committee.

1. The Council shall appoint three persons interested in the promotion of religious education to be members of the Education, Children and Families Committee in accordance with Section 124 of the Local Government (Scotland) Act 1973, as amended by Section 31 of the Local Government etc. (Scotland) Act 1994.
2. The appointments shall be made by the Council as soon as possible after the ordinary statutory election of Councillors in the month of May and, subject to regulation 9, the persons will be appointed and hold office until the day of the next ordinary statutory election of Councillors.
3. One person interested in the promotion of religious education shall be nominated by the General Assembly of the Church of Scotland in terms of Section 124 of the Local Government (Scotland) Act 1973 as amended. The Depute Returning Officer shall, in a year of an election of Councillors, request the Principal Clerk of the General Assembly of the Church of Scotland to submit to him a nomination of the person not later than the First day of May in that year.
4. One person interested in the promotion of religious education shall be nominated by the Roman Catholic Church, in such manner as may be determined by its Scottish Hierarchy in terms of Section 124 of the Local Government (Scotland) Act 1973 as amended. The Depute Returning Officer shall, in a year of an election of Councillors, request the Archbishop of Edinburgh and St. Andrews to submit to him a nomination of the person not later than the First day of May in that year.
5. One other person interested in the promotion of religious education shall be nominated in terms of Section 124 of the Local Government (Scotland) Act 1973, as amended.
6. The nomination shall be made in accordance with the following provisions:-
 - 6.1 Not later than the Fifteenth day of March in the year of an election of Councillors, the Depute Returning Officer, by advertisement in one or more newspapers circulating in the Area, shall give notice that the Churches or denominational bodies (other than the Church of Scotland and the Roman Catholic Church) who claim to have duly constituted charges or other regularly appointed places of worship within the Area and to be entitled to be represented at the meeting for nomination of one person with a view to appointment as a member of the Education, Children and Families

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Committee, may obtain copies of these Regulations on application to him; and that each of these Churches or denominational bodies who desire to be represented at the meeting for the nomination of one person with a view to appointment as a member of the Education, Children and Families Committee must provide to him prior to the Thirty first day of March -

- 6.1.1 A certified list of the names and situations of the duly constituted charges or other regularly appointed places of worship which such church or other denominational body claims to have within the Area;
- 6.1.2 A certified statement of the number of representatives whom such church or denominational body claims to be entitled to have at the said meeting calculated in accordance with the following scale –

Number of duly constituted charges or other regularly appointed places of worship	Number of representatives at meeting
Not more than three	One
More than three and not more than six	Two
More than six and not more than ten	Three
More than ten and not more than fifteen	Four
More than fifteen and not more than twenty	Five
Each ten in excess of twenty	One additional

- 6.1.3 The full names and postal addresses of the persons appointed to represent such Church or denominational body at the said meeting.
- 6.2 Not later than the Seventh day of April, the Depute Returning Officer shall -
- 6.2.1 Prepare a list of the Churches or denominational bodies who have claimed to have duly constituted charges or other regularly appointed places of worship within the Area, which list shall, as regards each Church or denominational body included therein, show the total number of duly constituted charges or other regularly appointed places of worship and the number of representatives at the aforesaid meeting which such Church or denominational body has claimed.
 - 6.2.2 Provide a copy of such list to each of the Churches or denominational bodies included therein, and at the same time intimate to such Churches or denominational bodies that they may inspect at his office all the certified lists of the duly constituted

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charges or other regularly appointed places of worship and all the certified statements of the numbers of representatives claimed at the aforesaid meeting which he has received from Churches or denominational bodies in the Area; and that any Church or denominational body included in the list may, within seven days after the date of such intimation, lodge with him objections to any of the certified lists or certified statements on the ground that such list or statement is inaccurate.

7. If any objection to any such certified list or certified statement on the ground that it is inaccurate is received by the Depute Returning Officer in accordance with the immediately preceding paragraph, he shall, as soon as reasonably may be, fix a time and place for the hearing and determination of such objection and send a copy of each such objection to each Church or denominational body included in the list and intimate the time and place fixed for the hearing and determination of the objections, and each Church or denominational body included in the list may be represented at such hearing and determination by not more than two representatives. The ~~Director of Corporate Governance~~ Chief Executive, or a person nominated by him, shall preside at such hearing and, after such procedure as he may prescribe, shall determine whether the objection is well founded and shall in accordance with the scale prescribed in paragraph 6.1.2 of this Regulation, fix the number of representatives whom each church or denominational body shall be entitled to have at the meeting for the nomination of a person in terms of this Regulation. The determination of the ~~Director of Corporate Governance~~ Chief Executive, or the person nominated by him, shall be final and not subject to review.
8. If no such objections are received or upon the determination of any such objections, the Depute Returning Officer shall call a meeting of the representatives appointed by the Churches or denominational bodies for the purpose of nominating a person with a view to such person being appointed a member of the Education, Children and Families Committee. Such meeting shall be held in the City Chambers, Edinburgh, not later than the Thirtieth day of April and shall be called by circular addressed and sent by post to each representative not less than six days prior to the date of the meeting. The ~~Chief Executive~~ Director of Corporate Governance, or such other person appointed by him, shall preside and conduct and regulate the proceedings at the meeting, but he shall have only a casting vote. Each representative of a Church or denominational body present at the meeting shall have one vote only. The Depute Returning Officer shall report the result of such meeting of representatives to the Council as soon as possible after the ordinary statutory election of Councillors for decision by Full Council.

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9. In the event of a casual vacancy among the members of the Education, Children and Families Committee appointed in accordance with this Regulation, the provisions contained in this Regulation shall apply to and govern the constitution and covering of the meeting of representatives of Churches or denominational bodies for the purpose of filling such vacancy. The Depute Returning Officer shall determine the dates for taking the action required of him, allowing periods of time between events similar to those specified in the preceding sub-paragraphs.

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NOMINATION OF TEACHER REPRESENTATIVES

1. The Council shall appoint two Teachers in the employment of the Council as Teachers' Representatives to be members of the Education, Children and Families Committee.
2. The appointments shall be made by the Council as soon as possible after the ordinary statutory election of Councillors in the month of May and, subject to Paragraph 14, the Teachers' Representatives shall be appointed and hold office until the day of the next ordinary statutory election of Councillors.
3. Teachers entitled to nominate and vote for Teachers' Representatives and teachers entitled to be nominated as Teachers' Representatives shall be registered teachers holding full-time permanent appointments with the Council and engaged in Primary or Secondary Education as at the First day of March in the year of election.
4. A teacher shall be entitled to nominate and vote for not more than two Teachers' Representatives.
5. The Depute Returning Officer shall supervise the nominations of Teachers' Representatives and the decisions of the Depute Returning Officer on all matters relating to the nominations shall be final and not subject to review.
6. Not later than the Fifteenth day of March in the year of an election of Councillors, the Depute Returning Officer shall send to all teachers entitled to nominate Teachers' Representatives a notice specifying the right of each teacher to nominate not more than two Teachers' Representatives and the arrangements for making nominations of Teachers' Representatives and for voting on the nominations if necessary.
7. Each nomination shall be on a form prescribed by the Depute Returning Officer and shall be signed by two teachers, one as proposer and one as seconded, and shall be counter-signed by the nominee to signify his or her consent to the nomination.
8. Candidates may provide a personal statement of not more than 250 words which statement must either accompany the nomination form or be lodged with the Depute Returning Officer on the Seventh day of April in the year of the election at the latest. The statement will be reproduced and circulated by the Depute Returning Officer with the ballot papers. Statements must not be defamatory, offensive, obscene, likely to incite racial hatred or political in nature or designed to effect public support for a political party. If any part of the personal statement is not permitted by reason of being defamatory, offensive, obscene, likely to incite racial hatred or political in

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nature, the circulation of it will be refused by the Depute Returning Officer unless suitably amended by the candidate or candidates concerned. The candidates remain responsible for their own personal statement.

9. Nominations must be lodged with the Depute Returning Officer at Council Headquarters, Waverley Court, 4 East Market Street, Edinburgh, not later than 4 p.m. on the Thirty first day of March in the year of election.
10. Immediately after the closing date for the receipt of nominations, the Depute Returning Officer shall issue to each teacher who is validly nominated, a list of the names and addresses of all teachers who are validly nominated. A teacher may withdraw his or her nomination by written intimation to that effect lodged with the Depute Returning Officer not later than 4 p.m. on the Seventh day of April in the year of election.
11. Where more than two teachers remain validly nominated the Depute Returning Officer shall, not later than the Fifteenth day of April in the year of election, send ballot papers to all the teachers entitled to vote.
12. Ballot papers, duly completed, shall be lodged in sealed marked envelopes with the Depute Returning Officer not later than 4 p.m. on the Twenty fifth day of April in the year of election.
13. The Depute Returning Officer shall make arrangements for the ballot papers to be opened and the votes to be counted not later than the Thirtieth day of April in the year of election and shall forthwith notify the names of the persons duly nominated as Teachers' Representatives to the ~~Director of Corporate Governance~~ Chief Executive who shall report the names to the Council as soon as possible after the ordinary statutory election of Councillors.
14. In the event of a casual vacancy among the Teachers' Representatives on the Education, Children and Families Committee the provisions contained in these Regulations shall apply to and govern the nomination of a successor Teachers' Representative. The Depute Returning Officer shall determine the dates for taking the action required of him allowing periods of time between events similar to those specified in the preceding Regulations. The teachers entitled to nominate and vote for the Teachers' Representatives shall be registered teachers holding full-time permanent appointments with the council and engaged in Primary or Secondary Education all as at the Fifteenth day prior to the date fixed by the Depute Returning Officer for issuing the notice specified in 6 above.

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NOMINATION OF THE PARENTS' REPRESENTATIVE

1. The Council shall appoint one parent representative to be a member of the Education, Children and Families Committee.
2. The appointment will be made by the Council as soon as possible after the ordinary statutory election of Councillors in the month of May and, subject to 9, the parent's representative shall be appointed and hold office for a period of two and a half years.
3. Only members of the Consultative Committee with Parents, duly appointed from Schools and Parent Councils, are eligible to be nominated as the parents' representative on the Education, Children and Families Committee.
4. Not later than the Fifteenth day of March in the year of an election of Councillors, the chair of the Consultative Committee with Parents will arrange for nominations to be considered as an agenda item for the committee.
5. The Depute Returning Officer will oversee the nominations of the Parent's Representative and the decisions of the Depute Returning Officer on all matters relating to the nominations shall be final and not subject to review.
6. Each nominee must be moved and seconded by members of the Consultative Committee with parents. The candidate with the most votes will be recommended to the Council to fulfil the role of Parents Representative on the Education, Children and Families Committee.
7. The Consultative Committee with Parents will advise the ~~Director of Corporate Governance~~Chief Executive of their nomination.
8. Substitutes are allowed from the parent representatives sitting on the Consultative Committee with Parents.
9. The ~~Director of Corporate Governance~~Chief Executive shall report to Council, as soon as possible after the ordinary statutory election of Councillors, the name of the duly nominated parents' representative of the Education, Children and Families Committee.
10. In the event of a casual vacancy for the role of parents representative on the Education, Children and Families Committee the provisions contained in these Regulations shall apply to and govern the nomination of a successor Parents' Representative.

The City of Edinburgh Council

10.00am, Thursday 25 August 2016

Review of Terms of Reference and Delegated Functions – Property Sub-Committee and the Elected Member ICT and Digital Sounding Board – referral report from the Finance and Resources Committee

Item number	8.1(b)
Report number	
Executive/routine	
Wards	

Executive Summary

On 18 August 2016 the Finance and Resources Committee considered a report that requested the approval of revisions to the Terms of Reference and Delegated Functions of the Property Sub-Committee and the Elected Member ICT and Digital Sounding Board. The report has been referred to the City of Edinburgh Council for approval of the revised remit of the Property Sub-Committee.

Links

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Terms of Referral

Review of Terms of Reference and Delegated Functions – Property Sub-Committee and the Elected Member ICT and Digital Sounding Board

1. Terms of Referral

- 1.1 It was important that effective scrutiny was undertaken of the Council's new ICT contract and digital services, and the new Edinburgh Shared Repairs Services. The Finance and Resources Committee were asked to approve the amended terms of reference and delegated functions of the Property Sub-Committee and the Elected Member ICT and Digital Sounding Board.
- 1.2 As approval of changes to the Terms of Reference and Delegated Functions of Committees and Sub-Committee is a reserved matter for Council, the report was referred to Council for approval of the amended Terms of Reference and Delegated Functions of the Property Sub-Committee.
- 1.3 The Finance and Resources Committee agreed:
 - 1.3.1 To approve the revised remit and reduced membership of the Elected Member ICT and Digital Sounding Board, subject to the inclusion of the following
 - The direction of ICT and Digital developments
 - The success and importance of ICT and Digital in achieving the Council's Capital Coalition commitments and strategic objectives
 - 1.3.2 To approve the revised membership of the Elected Member ICT and Digital Sounding Board.
 - 1.3.3 To approve the revised remit of the Property Sub-Committee and refer to Council for ratification.

2. For Decision/Action

- 2.1 The Finance and Resources Committee has referred the report to the City of Edinburgh Council on 25 August 2016 for approval of the revised remit of the Property Sub-Committee.

3. Background Reading/External References

Minute of the Finance and Resources Committee, 18 August 2016

Kirsty-Louise Campbell

Interim Head of Strategy and Insight

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4. Links

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Finance and Resources Committee

2.00pm, Thursday 18 August 2016

Review of Terms of Reference and Delegated Functions – Property Sub-Committee and the Elected Member ICT and Digital Sounding Board

Item number	7.17
Report number	
Executive/routine	
Wards	

Executive Summary

Committee is asked to approve the revisions to the Terms of Reference and Delegated Functions of the Property Sub-Committee and the Elected Member ICT and Digital Sounding Board.

Links

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Review of Terms of Reference and Delegated Functions – Property Sub-Committee and Elected Member ICT and Digital Sounding Board

1. Recommendations

- 1.1 Committee is asked to approve:
- 1.1.1 The revised remit and reduced membership of the Elected Member ICT and Digital Sounding Board.
 - 1.1.2 The revised membership of the Elected Member ICT and Digital Sounding Board.
 - 1.1.3 The revised remit of the Property Sub-Committee, subject to specific Council approval.

2. Background

- 2.1 The current remit of the Elected Member ICT and Digital Sounding Board is to consider review and guide:
- The direction of ICT and Digital developments in line with the ICT and Digital Strategy;
 - The success and importance of ICT and Digital in achieving the Council's Capital Coalition commitments and strategic objectives;
 - The development and attainment of critical success factors;
 - The cost/value of ICT and Digital to the Council;
 - The Council's need to demonstrate best value;
 - An overview of the change management programme; and
 - An assurance that ICT and Digital is meeting the needs of the Council's stakeholders, including citizens.
- 2.2 It is important that effective scrutiny is undertaken of the new CGI contract, which commenced in April 2016. Committee are therefore being asked to approve the amended terms of reference and delegated functions of the Board to ensure that the CGI contract is effectively scrutinised.

- 2.3 The current remit and powers delegated to the Property Sub-Committee is as follows:
- To oversee the work programme arising from the Council and Police investigations into the Council's Property Service including the Property Conservation and Property Care Services
 - To take decisions in relation to the Council's Property Service that fall within the remit of the Finance and Resources Committee in the following:
 - (a) Progress in resolving financial risks;
 - (b) Progress in dealing with complaints from owners and the associated legal and insurance risks;
 - (c) Action relating to contractors, and
 - (d) New service re-redesign issues.
- 2.4 As the work has almost concluded on Property Conservation and Property Care Services, Committee is asked to recommend a revised remit of the Property Sub-Committee to focus on monitoring the new Edinburgh Shared Repairs Service.

3. Main report

- 3.1 The Elected Member ICT and Digital Sounding Board is designed to oversee and scrutinise the Council's ICT and Digital developments. A revised remit is proposed to effectively scrutinise the Council's new CGI contract which was implemented in April 2016.
- 3.2 The proposed revised remit of the Elected Member ICT and Digital Sounding Board is to support the Finance and Resources Committee in overseeing and scrutinising the delivery of the Council's ICT and Digital Services contract, with a specific focus on:
- The risks associated with the delivery of the ICT and Digital Services contract
 - The financial resources required
 - The cost/value of the ICT and Digital Services contract to the Council
 - The Council's need to demonstrate best value
 - An assurance that the ICT and Digital Services contract is meeting the needs of the Council's stakeholders, including citizens.
- 3.2 There are currently 8 elected members on the Board (4 SNP, 2 Lab, 1 Green, and 1 Con). In order to redress the political imbalance, it is proposed to alter this to 7 (2 SNP, 2 Lab, 1 Green, 1 SLD and 1 Con). It is also proposed that the Board should meet 4 times a year and that the first meeting will be held before the mid-term review.

- 3.3 It is proposed that the Board will have the power to refer reports and/or request that reports are brought to the Finance and Resources Committee, and if further scrutiny is required it will be recommended that reports be referred to the Governance, Risk and Best Value Committee for further scrutiny.
- 3.4 The Property Sub-Committee was established to oversee the investigations into the Council's Property Service including the Property Conservation and Property Care Services. Although this work has almost concluded, it is proposed that the Property Sub-Committee has oversight of the closure of the Property Conservation Programme Momentum Project, with a specific focus on scrutinising the new Edinburgh Shared Repairs Service.
- 3.5 The proposed revised remit of the Property Sub Committee is as follows:
Power is delegated to the Property Sub-Committee to:
- oversee the work of the Edinburgh Shared Repairs Service;
 - take decisions in relation to the Edinburgh Shared Repairs Service that falls within the remit of the Finance and Resources Committee in relation to financial and legal risks
 - consider any outstanding issues that require detailed scrutiny in relation to the closure of the Property Conservation Programme Momentum project.
- 3.7 It is proposed that the Property Sub-Committee meets 3 times a year.

4. Measures of success

- 4.1 The effective delivery of the Council's CGI contract and Edinburgh Shared Repairs Service.
- 4.2 The identification and solution of issues that arise in relation to the Council's CGI contract and Edinburgh Shared Repairs Service.

5. Financial impact

- 5.1 Achieving best value for the Council, its stakeholders and citizens in relation to the CGI contract and the Edinburgh Shared Repairs Service is key and the likelihood of best value being achieved will be increased through elected member oversight.

6. Risk, policy, compliance and governance impact

- 6.1 Successful scrutiny and effective decision-making in relation to the Council's ICT and Digital Services contract and the Edinburgh Shared Repairs Service will be achieved by amending the terms of reference and delegated functions of the Elected Member ICT and Digital Sounding Board.

7. Equalities impact

7.1 None.

8. Sustainability impact

8.1 None

9. Consultation and engagement

9.1 None

10. Background reading/external references

10.1

Andrew Kerr

Chief Executive

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11. Links

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The City of Edinburgh Council

10.00am, Thursday 25 August 2016

Treasury Management: Annual Report 2015/16 – referral report from the Finance and Resources Committee

Item number 8.2
Report number
Executive/routine
Wards

Executive Summary

On 18 August 2016 the Finance and Resources Committee considered a report on Treasury Management Activity in 2015/16. The report has been referred to the City of Edinburgh Council for approval and its subsequent referral to the Governance, Risk and Best Value Committee for its scrutiny.

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Terms of Referral

Treasury Management: Annual Report 2015/16

1. Terms of Referral

- 1.1 The Council had adopted the CIPFA Code of Practice on Treasury Management in the Public Sector, and under the code, the Annual Report on Treasury Management had to be submitted to the Council after the end of each financial year. A separate mid-term report would also be produced during the financial year.
- 1.2 In the Strategy set in March 2015 the Council stated that there would be no borrowing completed during the financial year and capital expenditure would be funded temporarily from investments. The only borrowing complete was £0.352 million interest free funding from Salix in relation to street lighting. The overall approach generated significant short-term savings in Loans Charges for the Council and formed part of a successful and sustainable long term borrowing strategy.
- 1.3 The Finance and Resources Committee agreed:
 - 1.3.1 To note the Annual Report on Treasury Management for 2015/16.
 - 1.3.2 To refer the report to Council for approval and its subsequent referral by Council to the Governance, Risk and Best Value Committee for their scrutiny.

2. For Decision/Action

- 2.1 The Finance and Resources Committee has referred the report to the City of Edinburgh Council on 25 August 2016 for approval and its subsequent referral by Council to the Governance, Risk and Best Value Committee for its scrutiny.

3. Background Reading/External References

Minute of the Finance and Resources Committee, 18 August 2016

Kirsty-Louise Campbell

Interim Head of Strategy and Insight

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4. Links

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Finance and Resources Committee

2.00pm, Thursday, 18 August 2016

Treasury Management: Annual Report 2015/16

Item number	7.11
Report number	
Executive/routine	
Wards	

Executive summary

The purpose of this report is to give an update on Treasury Management activity in 2015/16.

In the Strategy set in March 2015 the Council stated there would be no borrowing completed during the financial year and capital expenditure would be funded temporarily from investments. The only borrowing completed was £0.352m interest free funding from Salix in relation to street lighting. This overall approach generated significant short-term savings in Loans Charges for the Council and forms part of a successful and sustainable long term borrowing strategy.

The investment return for 2015/16 continued to show out-performance against the Fund's benchmark, although low in absolute terms, while maintaining the security of the investments.

Treasury Management: Annual Report 2015/16

Recommendations

- 1.1 It is recommended that the Committee:
- 1.1.1 notes the Annual Report on Treasury Management for 2015/16; and
 - 1.1.2 refers the report to Council for approval and subsequent referral by Council to the Governance Risk and Best Value Committee for their scrutiny.

Background

- 2.1 The Council has adopted the CIPFA Code of Practice on Treasury Management in the Public Sector, and under the code, an Annual Report on Treasury Management has to be submitted to the Council after the end of each financial year. A separate mid-term report will also be produced during the financial year.

Main report

3.1 Key Points

- 3.1.1 The key points in this report are that:
- the Council's capital repayments were greater than its new capital expenditure funded by borrowing, so the Council's need to borrow reduced by £82.5m during the year;
 - £40.84m of PWLB and £4m Market debt naturally matured during the year and was not replaced, reducing overall borrowing costs to the Council;
 - the Council continued its successful long-term strategy of funding capital expenditure from a reduction in temporary investments and was £54.7m under-borrowed at the year end;
 - the Council has not borrowed PWLB or market debt since December 2012; and
 - the average interest rate on the Cash Fund for the year was 0.48%, which continued to outperform the benchmark, which was 0.36% for the year.

3.2 Prudential Indicators

(a) Prudential Indicator 1 - Estimate of Capital Expenditure

This gives a breakdown of the actual capital expenditure incurred during 2015/16.

	2014/15 Actual £'000	2015/16 Original £'000	2015/16 Revised £'000	2015/16 Actual £'000
Children & Families	16,903	68,556	57,995	48,181
Corporate Governance	7,582	3,895	2,350	7,407
Economic Development	0	0	52	42
Health & Social Care	4,616	7,171	5,598	5,680
Services for Communities	85,260	79,371	73,097	77,149
SfC Asset Management Programme	18,657	22,545	13,260	14,516
Other Capital Projects	1,049	5,819	0	3,014
Trams	5,246	0	0	0
Unallocated funding	0	7,500	0	0
Fleet Replacement Programme	0	2,987	0	0
Total General Services	139,313	197,844	152,352	155,989
Housing Revenue Account	37,308	49,830	48,830	35,626
Total	176,621	247,674	201,182	191,615

Table 1 – Capital Expenditure 2015/16

The capital programme is re-phased annually once the unaudited out-turn of the previous year is known. The original estimates above reflect the budget position as at January 2015, with the revised figures representing the revised programme reported to the Finance and Resources Committee in August 2015 following the re-phasing of the programme.

Further detail on the capital expenditure is included in the Finance & Resources Committee report 'Capital Monitoring 2015/16 – Out-turn and receipts'.

The following table shows how the £191.6m of capital expenditure incurred in 2015/16 was funded

	Gen Services £'000	HRA £'000	CEC Total £'000	Police £'000	Fire £'000	Total £'000
Net Cap Adv (01/04/15)	1,120,647	368,053	1,488,700	18,262	3,192	1,510,154
Gross Cap Ex	155,989	35,626	191,615	0	0	191,615
Cap Income	170,140	18,921	189,061	0	0	189,061
Net Cap Ex	-14,151	16,705	2,554	0	0	2,554
Debt transfer	-173	173	0	0	0	0
Capital Repaid	-57,710	-27,329	-85,039	-2,111	-1,140	-88,291
Net Cap Adv (01/04/16)	1,048,613	357,602	1,406,215	16,151	2,052	1,424,417

Table 2 – Source of Funding for Capital Expenditure 2015/16

The CEC Total column shows £189.1m being funded by capital grants and capital receipts, leaving £2.6m to be funded by borrowing. However, the Council repaid principal of £85.0m for previous capital advances, giving a net reduction in the need to borrow of £82.5m. In addition, previous capital advances of £3.3m were repaid on behalf of the former Police and Fire joint boards, giving a total reduction in the need to borrow of £85.8m.

(b) Indicator 2 - Ratio of Financing Costs to Net Revenue Stream

This gives an indication of the cost of the Council's debt relative to its income.

	2014/15 Actual %	2015/16 Estimate %	2015/16 Actual %
General Services	11.63	12.56	11.51
Housing Revenue Account	33.97	39.63	37.31

Table 3 – Ratio of Financing Costs to Net Revenue Stream

The reduction in the General Services ratio is mainly due to the sale of Atria One in March 2016. The reduction in the HRA ratio is due to voluntary contributions made towards outstanding capital advances during the same period.

(c) Indicator 3 - Capital Financing Requirement (CFR)

This shows the Council underlying need to borrow / take on other forms of Capital funding.

	2014/15 Actual £'000	2015/16 Estimate £'000	2015/16 Actual £'000
General Services (including finance leases)	1,357,972	1,326,294	1,275,213
Housing Revenue Account	368,053	390,495	357,602
Total	1,726,025	1,716,789	1,632,815

Table 4 – Capital Financing Requirement

The reduction in the General Services out-turn is in part due to the capital receipt in relation to the sale of Atria One which was planned in the overall long-term strategy but not budgeted for in 2015/16 given uncertainty as to when the receipt would be realised. The reduction in the HRA CFR is due to a combination of slippage and a voluntary repayment of capital advances. Future measures regarding slippage in the HRA programme are included in the Capital Monitoring 2015/16 – Outturn and Receipts report.

In preparing Tables 4 and 5, all finance lease liabilities have been included for both current and prior year figures as required by the new Borrowing Regulations in Scotland, rather than other long term liabilities as defined by CIPFA's Prudential Code.

	2014/15 Actual £'000	2015/16 Actual £'000
General Services Capital Advances	1,120,647	1,048,613
HRA Capital Advances	368,053	357,602
Total CEC Borrowing CFR	1,488,700	1,406,215
Other Finance Lease Liabilities	237,325	226,600
Total CEC Debt CFR	1,726,025	1,632,815

Table 5 – Split of Capital Financing Requirement

3.2.1 The Council operated within both the Authorised Limit and the Operational Boundary at all times during the year and there were no breaches of the Council's Treasury Management Policy.

3.3 Borrowing Overview

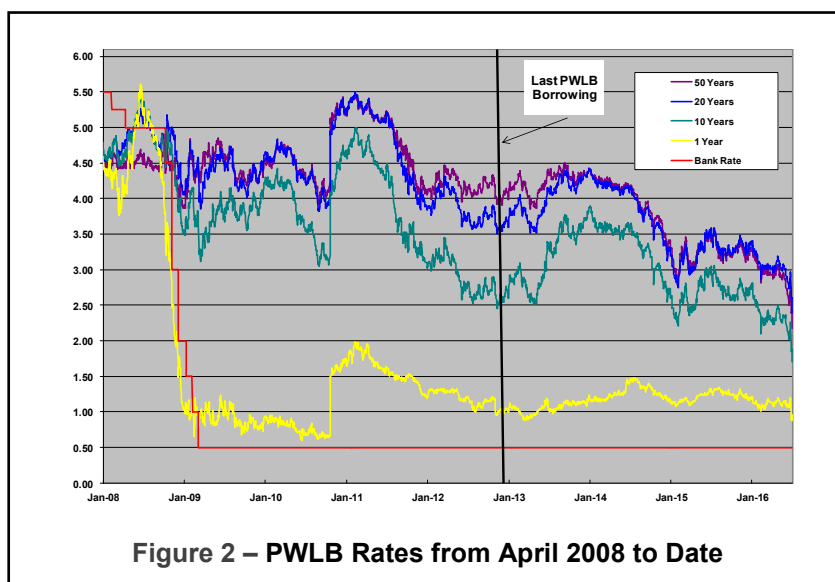
3.3.1 From their lows at the start of April 2015, sovereign bond yields rallied strongly for most of Quarter 2 as expectations of global growth increased. Thereafter, yields fell back to finish the financial back where they started, and during Q2 2016 have fallen further following the result of the UK referendum. Figure 1 below shows the yield on the 10 year German Bund.



Figure 1 - German 10 Year Bund Yield (2011 to date)

3.3.2 Although the UK economy continued to outperform Eurozone countries, the economy slowed slightly in 2015, with GDP falling to 2.3% from 3.0% the year before. Inflation (CPI) continued to hover around 0% turning negative in April, September and October, mainly due to the continued fall in the oil price and relatively weak wage growth. There were further concerns over the growth with the Chinese economy slowing.

3.3.3 Figure 2 shows PWLB borrowing rates since 2008.



3.3.4 This shows the rise in rates in Quarter 2 2015, followed by a reversal over the remainder of the financial year. It also shows that borrowing rates are substantially lower than they have been, set against drop in interest rates for borrowing last year, particularly for the longer maturities

3.3.5 The strategy for 2015/16 approved in March 2015 was to continue to fund capital expenditure in the short term by reducing the level of temporary investments. Although a significant number of authorities took PWLB Borrowing in advance of the referendum, the Council maintained its strategy of funding any requirement from investments. However, as detailed in Table 2, the total underlying need to borrow actually fell by £85.8m during the year. Table 6 below summarises the outstanding debt portfolio during the year.

Type of Loan	Balance	Borrowing	Borrowing	Balance
	01.04.2015	Raised	Repaid	31.03.2016
	£m	£m	£m	£m
PWLB - fixed	1,113.687	0.000	-40.841	1,072.846
PWLB - variable	0.000	0.000	0.000	0.000
Salix Finance Ltd	1.956	0.352	-0.170	2.138
Market	280.900	0.000	-4.000	276.900
Temp	16.455	4.596	-3.191	17.86
	<u>1,412.998</u>	<u>4.948</u>	<u>-48.202</u>	<u>1,369.744</u>
Capital Advances	<u>1,510.154</u>			<u>1,424.418</u>
Under-borrowed	<u>97.156</u>		Under-borrowed	<u>54.674</u>

Table 6 – Outstanding Debt Portfolio 2015/16

- 3.3.6 £40.84m of PWLB and £4m of Market debt naturally matured during the year, and this was not replaced. The only external borrowing undertaken during the year was £352k in interest free loans from Salix in relation to street lighting replacement projects. The Council's borrowing therefore fell by £43.2m over the year.
- 3.3.7 The net capital advances fell by £85.8m, including a £49.8m repayment for the outstanding capital advances for Atria One. The Council's under-borrowed position therefore reduced from £97m to £55m. Figure 3 below shows how much the Council has been over or under borrowed at financial year end since 2006/07.

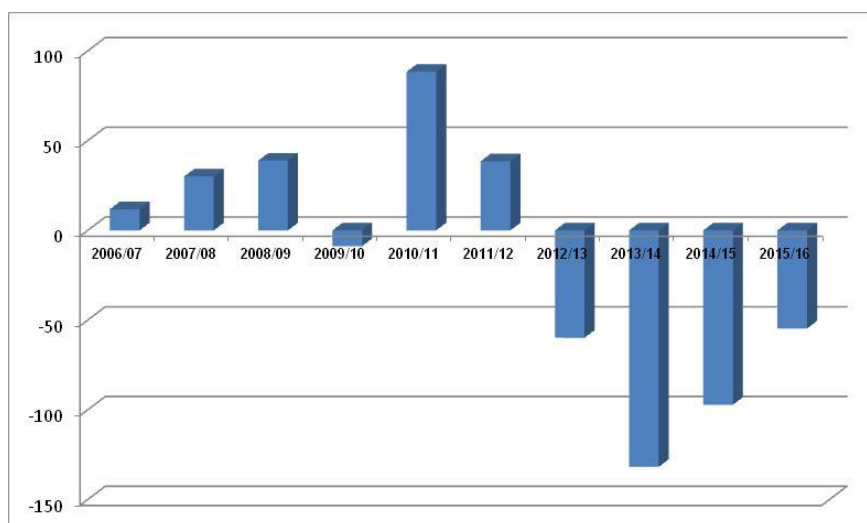


Figure 3 - Over / Under Borrowed position at year end

- 3.3.8 In the last two years repayment of previous capital advances was greater than new capital advances, giving a significant reduction in the Council's underborrowed position, despite £72m of PWLB and market debt maturing during the period and not being replaced. Figure 4 below shows the Council's total borrowing and cost of the borrowing.

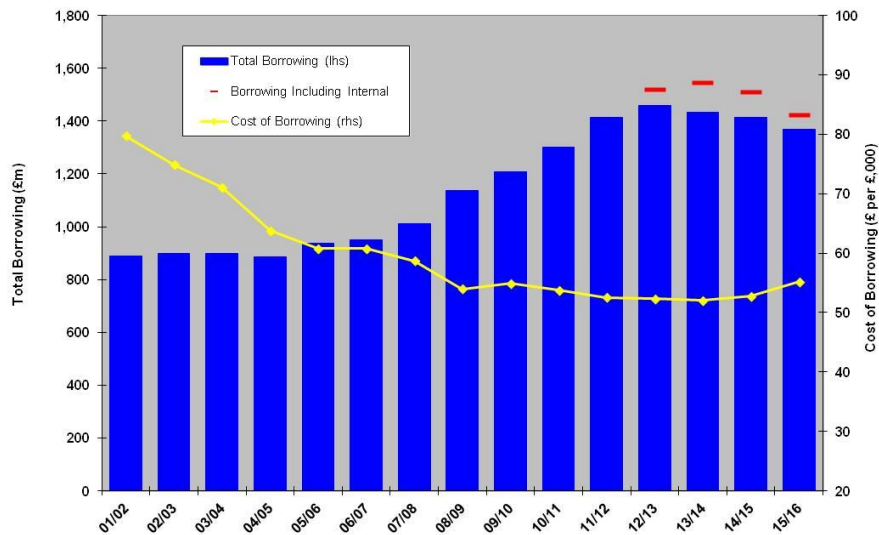


Figure 4 - Value and Unit Cost of the Council's Borrowing

3.3.9 Although the total interest cost in servicing the Council's debt fell by £1m from £79.6m to £78.6m, the unit cost of the debt increased slightly due to the proportionately greater fall in the underlying need to borrow shown in Table 2.

3.4 Investment Out-turn 2015/16

3.4.1 The Council's money is invested via the Treasury Cash Fund. The Cash Fund encompasses a number of organisations, including Lothian Pension Fund. Interest is accrued on a monthly basis and performance is evaluated against a benchmark, which is 7-day LIBID.

3.4.2 Figure 5 below shows the investment performance during the financial year.

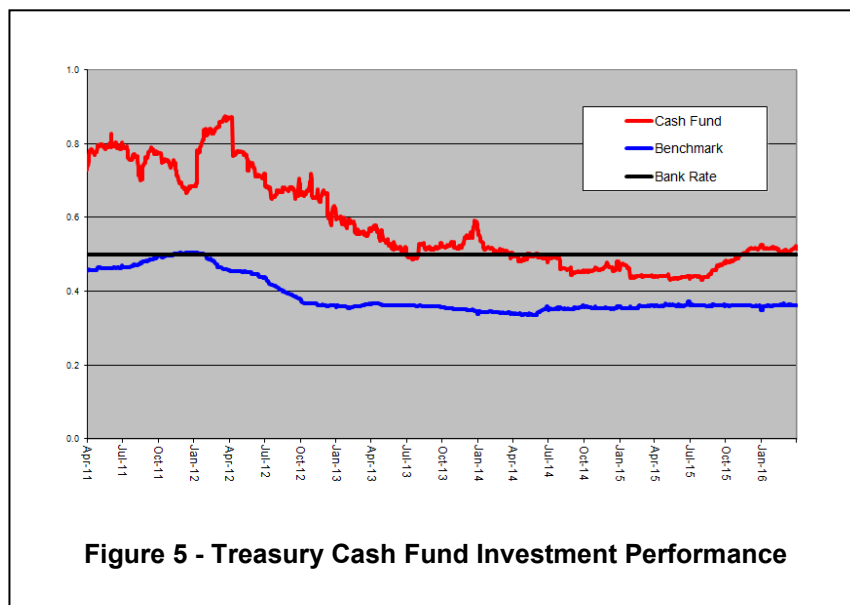
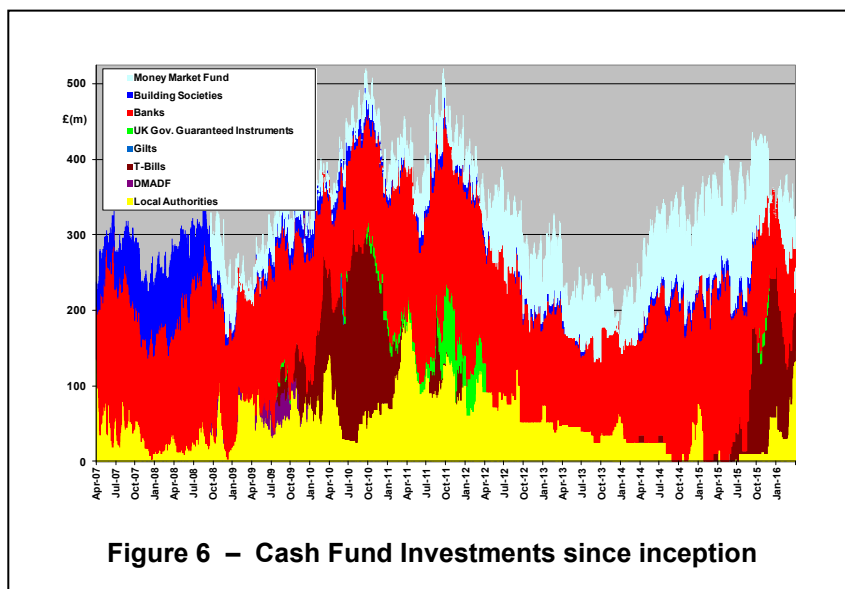


Figure 5 - Treasury Cash Fund Investment Performance

- 3.4.3 The average interest rate on the Fund for the year was 0.478%, which continued to outperform the benchmark which was 0.363% for the year. The Fund generated income of just over £482k for the financial year to CEC.
- 3.4.4 The emphasis remained on security during the financial year with the return of the principal sum being the main concern. With the Strategy being around the security of the investments, Cash Fund money invested with banking institutions was held mostly on call or on short term fixed deposit. Figure 6 below shows the distribution of the Cash Fund investments since April 2007
- 3.4.5 The rates on offer on Treasury Bills increased during the year and the opportunity to get a slightly higher yield while maintaining sovereign counterparty was taken, with over £200m invested in them during the year. Rates being achieved with Local Authority deposits have remained low during the year. However there were seasonal opportunities in December and at the end of the financial year which the Council was able to take advantage of, albeit the investments were only relatively short duration.



- 3.4.6 The Cash Fund’s Investment Strategy continued to be based around the security of the investments. Figure 7 below shows the weighted average life (WAL) of the Cash Fund since inception.

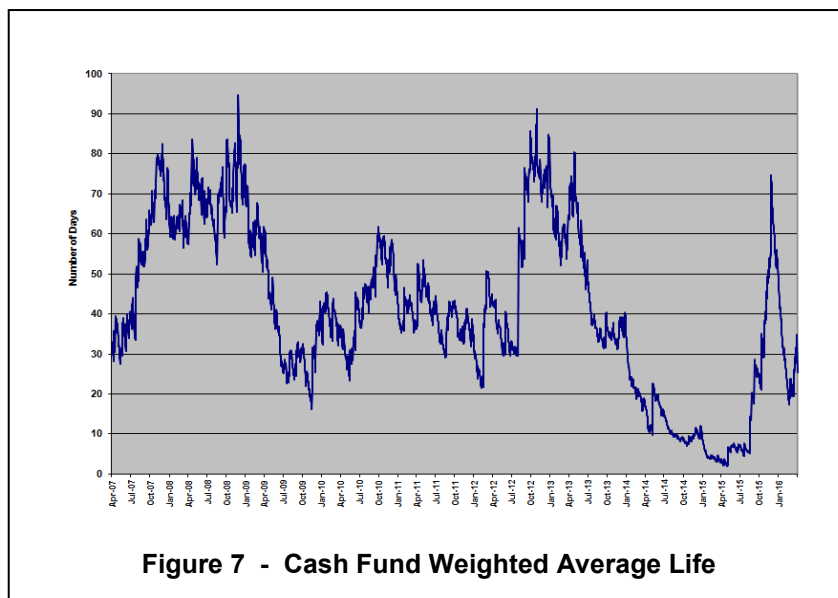


Figure 7 - Cash Fund Weighted Average Life

3.4.7 The Fund’s weighted average life – i.e. the average time to maturity of the Cash Fund investments – was 25 days at the end of the financial year. The reduction from 70 days in November, its peak in the financial year, was due to maturing Treasury Bills being mostly reinvested in Bank call accounts or into short term Local Authority deposits. During March the Council obtained some 6 month Local Authority fixed deposits at an attractive rate and a large reduction in cash held on call increased the weighted average life to 31 days, although it dropped back to 25 days with significant monies returned near year end.

3.5 Conclusions

3.5.1 As part of the Strategy set in March 2015, the Council stated there would be no borrowing completed during the financial year and capital expenditure would be funded temporarily from investments rather than borrowing. The only borrowing completed was £352k in interest free funding and this approach continues to generate significant short term savings for the Council.

3.5.2 The investment return for 2015/16 continued to show out-performance against the Fund’s benchmark, although low in absolute terms, while maintaining the security of the 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 Council complies with the relevant CIPFA code of practice whilst undertaking Treasury Management activities. The significant financial risks associated with Treasury Management activities have been successfully managed during 2015/16.

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 None.

Background reading / external references

None.

Hugh Dunn

Acting Executive Director of Resources

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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 - Debt Portfolio

Appendix 1 – PWLB, MARKET, SALIX DEBT PORTFOLIO

PWLB

Loan Reference	Loan Type	Fixed / Variable	Start Date	Loan Term	Maturity Date	Principal Outstanding	Interest Rate
496093	M	F	13/10/2009	6.5	13/04/2016	5,000,000	2.95
495471	M	F	23/04/2009	7	23/04/2016	5,000,000	2.96
469013	M	F	17/01/1991	25.5	15/05/2016	15,000,000	11.25
495565	M	F	09/06/2009	7	09/06/2016	5,000,000	3.37
470061	M	F	27/09/1991	25	25/09/2016	2,736,307	10.5
469898	M	F	15/08/1991	25.5	15/11/2016	10,000,000	10.875
495143	M	F	10/12/2008	8	10/12/2016	5,000,000	3.61
499194	M	F	02/12/2011	5.5	02/06/2017	5,000,000	2.28
471030	M	F	27/03/1992	25.5	25/09/2017	10,000,000	10.625
494911	M	F	09/10/2008	9	09/10/2017	5,000,000	4.39
471179	M	F	03/04/1992	26	25/03/2018	30,000,000	10.875
495472	M	F	23/04/2009	9	23/04/2018	15,000,000	3.24
471710	M	F	17/09/1992	26	15/05/2018	8,496,500	9.75
495566	M	F	09/06/2009	9	09/06/2018	5,000,000	3.75
473528	M	F	17/09/1993	25.5	15/11/2018	5,000,000	7.875
474273	M	F	23/03/1994	25	15/11/2018	5,000,000	8
474226	M	F	14/03/1994	25	11/03/2019	2,997,451	7.625
473697	M	F	18/10/1993	25.5	25/03/2019	5,000,000	7.875
495414	M	F	30/03/2009	10	30/03/2019	5,000,000	3.46
495457	M	F	21/04/2009	10	21/04/2019	10,000,000	3.4
495473	M	F	23/04/2009	10	23/04/2019	5,000,000	3.38
495030	A	F	12/11/2008	11	12/11/2019	2,071,695	3.96
474274	M	F	23/03/1994	26	15/11/2019	5,000,000	8
474935	M	F	07/12/1994	25	15/11/2019	10,000,000	8.625
495086	A	F	01/12/2008	11	01/12/2019	2,051,805	3.65
496260	M	F	01/12/2009	10	01/12/2019	5,000,000	3.77
496354	M	F	14/12/2009	10	14/12/2019	10,000,000	3.91
475161	M	F	15/02/1995	25.5	25/03/2020	5,000,000	8.625
495458	M	F	21/04/2009	11	21/04/2020	10,000,000	3.54
495501	M	F	12/05/2009	11	12/05/2020	10,000,000	3.96
474801	M	F	21/10/1994	26	15/05/2020	5,000,000	8.625
474936	M	F	07/12/1994	25.5	15/05/2020	5,000,000	8.625
499159	M	F	21/11/2011	8.5	21/05/2020	15,000,000	2.94
476237	M	F	16/08/1995	25	03/08/2020	2,997,451	8.375
474958	M	F	09/12/1994	26	15/11/2020	5,000,000	8.625
497203	A	F	10/05/2010	11	10/05/2021	2,710,315	3.09
474802	M	F	21/10/1994	27	15/05/2021	10,000,000	8.625
475259	M	F	10/03/1995	26.5	15/05/2021	11,900,000	8.75
476031	M	F	12/06/1995	26	15/05/2021	10,000,000	8
497378	M	F	02/06/2010	11	02/06/2021	5,000,000	3.89
474661	M	F	16/08/1994	27	03/08/2021	2,997,451	8.5

474418	M	F	28/04/1994	27.5	25/09/2021	5,000,000	8.125
495474	M	F	23/04/2009	13	23/04/2022	5,000,000	3.76
476030	M	F	12/06/1995	27	15/05/2022	10,200,000	8
497425	M	F	14/06/2010	12	14/06/2022	10,000,000	3.95
475781	M	F	31/03/1995	27.5	25/09/2022	6,206,000	8.625
475176	M	F	16/02/1995	28	03/02/2023	2,997,451	8.625
475822	M	F	24/04/1995	28	25/03/2023	10,000,000	8.5
476731	M	F	05/12/1995	27.5	15/05/2023	5,200,000	8
473573	M	F	20/09/1993	30	14/09/2023	2,997,451	7.875
473574	M	F	20/09/1993	30	14/09/2023	584,503	7.875
477656	M	F	08/05/1996	27.5	25/09/2023	10,000,000	8.375
496094	M	F	13/10/2009	14	13/10/2023	5,000,000	3.87
476732	M	F	05/12/1995	28	15/11/2023	10,000,000	8
497197	M	F	10/05/2010	14	10/05/2024	10,000,000	4.32
476350	M	F	28/09/1995	29	28/09/2024	2,895,506	8.25
501250	M	F	14/05/2012	12.5	14/11/2024	10,000,000	3.36
496355	A	F	14/12/2009	15	14/12/2024	6,637,269	3.66
1478311	M	F	17/10/1996	28.5	25/03/2025	10,000,000	7.875
497199	M	F	10/05/2010	15	10/05/2025	5,000,000	4.37
501723	M	F	16/11/2012	12.5	16/05/2025	20,000,000	2.88
1478760	M	F	13/02/1997	28.5	18/05/2025	10,000,000	7.375
1478830	M	F	20/02/1997	29	15/11/2025	20,000,000	7.375
496261	A	F	01/12/2009	16	01/12/2025	10,358,828	3.64
476771	M	F	21/12/1995	30	21/12/2025	2,397,961	7.875
1479368	M	F	21/05/1997	29	15/05/2026	10,000,000	7.125
1479530	M	F	28/05/1997	29	15/05/2026	10,000,000	7.25
479851	M	F	29/08/1997	29.5	15/11/2026	5,000,000	7
1479594	M	F	24/06/1997	29.5	15/11/2026	5,328,077	7.125
1479783	M	F	07/08/1997	29.5	15/11/2026	15,000,000	6.875
1480039	M	F	13/10/1997	29.5	25/03/2027	10,000,000	6.375
1480175	M	F	22/10/1997	29.5	25/03/2027	5,000,000	6.5
1480241	M	F	13/11/1997	29.5	15/05/2027	3,649,966	6.5
1480257	M	F	17/11/1997	29.5	15/05/2027	5,000,000	6.5
501797	M	F	13/12/2012	14.5	13/06/2027	20,000,000	3.18
1480580	M	F	12/03/1998	30	15/11/2027	8,677,693	5.875
497854	M	F	06/09/2010	18	06/09/2028	10,000,000	3.85
498768	M	F	14/07/2011	18	14/07/2029	10,000,000	4.9
368245	E	F	14/07/1950	80	03/03/2030	3,539	3
498769	M	F	14/07/2011	19	14/07/2030	10,000,000	4.93
80101	E	F	15/06/1951	80	15/05/2031	3,633	3
497855	M	F	06/09/2010	21	06/09/2031	20,000,000	3.95
499252	M	F	15/12/2011	20.5	15/06/2032	10,000,000	3.98
498994	M	F	15/09/2011	25	15/09/2036	10,000,000	4.47
499019	M	F	22/09/2011	25	22/09/2036	10,000,000	4.49
494139	M	F	10/12/2007	30	10/12/2037	10,000,000	4.49
498974	M	F	08/09/2011	27	08/09/2038	10,000,000	4.67
498995	M	F	15/09/2011	28	15/09/2039	10,000,000	4.52

499052	M	F	06/10/2011	32	06/10/2043	20,000,000	4.35
498851	M	F	09/08/2011	34.5	09/02/2046	20,000,000	4.8
491119	M	F	23/01/2006	40.5	23/07/2046	10,000,000	3.7
491226	M	F	23/01/2006	40.5	23/07/2046	10,000,000	3.7
491628	M	F	19/05/2006	40.5	19/11/2046	10,000,000	4.25
494202	M	F	07/01/2008	40	07/01/2048	5,000,000	4.4
491258	M	F	27/01/2006	45.5	27/07/2051	1,250,000	3.7
492718	M	F	16/01/2007	45.5	16/07/2052	40,000,000	4.25
492853	M	F	30/01/2007	45.5	30/07/2052	10,000,000	4.35
492908	M	F	13/02/2007	45.5	13/08/2052	20,000,000	4.35
492937	M	F	20/02/2007	45.5	20/08/2052	70,000,000	4.35
492960	M	F	22/02/2007	45.5	22/08/2052	50,000,000	4.35
493036	M	F	08/03/2007	45.5	08/09/2052	5,000,000	4.25
493334	M	F	30/05/2007	45.5	30/11/2052	10,000,000	4.6
493377	M	F	11/06/2007	45.5	11/12/2052	15,000,000	4.7
493383	M	F	12/06/2007	45.5	12/12/2052	25,000,000	4.75
493428	M	F	05/07/2007	45.5	05/01/2053	12,000,000	4.8
493516	M	F	25/07/2007	45.5	25/01/2053	5,000,000	4.65
493701	M	F	10/08/2007	45.5	10/02/2053	5,000,000	4.55
493872	M	F	24/08/2007	45.5	24/02/2053	7,500,000	4.5
493920	M	F	13/09/2007	45.5	13/03/2053	5,000,000	4.5
493979	M	F	12/10/2007	45.5	12/04/2053	5,000,000	4.6
494045	M	F	05/11/2007	49.5	05/05/2057	5,000,000	4.6
494725	M	F	15/08/2008	49.5	15/02/2058	5,000,000	4.39
499195	M	F	02/12/2011	50	02/12/2061	5,000,000	3.98
Total						<u>1,072,846,853</u>	

Market

Loan Reference	Lender	Start Date	Maturity Date	Principal Outstanding	Interest Rate
6000017	BAYERISCHE LANDESBANKGIROZENTRALE	30/03/1992	30/03/2017	1,000,000	10.25
6000019	DRESDNER BANK AG	21/08/1992	21/08/2017	500,000	9.75
6000020	DRESDNER BANK AG	21/08/1992	21/08/2017	500,000	9.75
6000091	DEUTSCHE PFANDBRIEFBANK AG	12/11/1998	13/11/2028	3,000,000	4.75
6000102	FMS WERTMANAGEMENT AoR	15/12/2003	15/12/2053	10,000,000	5.25
6000105	DEXIA CREDIT LOCAL	18/02/2004	18/02/2054	10,000,000	4.54
6000109	FMS WERTMANAGEMENT AoR	28/04/2005	28/04/2055	12,900,000	4.75
6000133	Royal Bank of Scotland plc	25/02/2011	25/02/2060	15,000,000	7.589
6000134	Royal Bank of Scotland plc	25/02/2011	25/02/2060	10,000,000	7.589
6000131	Royal Bank of Scotland plc	26/02/2010	26/02/2060	5,000,000	7.597
6000132	Royal Bank of Scotland plc	26/02/2010	26/02/2060	10,000,000	7.597
6000111	BARCLAYS BANKGLOBAL SERVICES	30/06/2005	30/06/2065	5,000,000	4.4
6000110	DEXIA CREDIT LOCAL	01/07/2005	01/07/2065	10,000,000	3.86
6000112	BARCLAYS BANKGLOBAL SERVICES	07/07/2005	07/07/2065	5,000,000	4.4
6000113	DEXIA CREDIT LOCAL	24/08/2005	24/08/2065	5,000,000	4.4
6000114	EEPKA IN LUXEMBURG S.A.	07/09/2005	07/09/2065	10,000,000	4.99
6000115	EEPKA IN LUXEMBURG S.A.	13/09/2005	14/09/2065	5,000,000	3.95
6000116	KA FINANZ AG	03/10/2005	05/10/2065	5,000,000	4.375
6000117	BARCLAYS BANKGLOBAL SERVICES	21/12/2005	21/12/2065	5,000,000	4.99
6000119	FMS WERTMANAGEMENT AoR	23/12/2005	23/12/2065	10,000,000	4.75
6000118	BARCLAYS BANKGLOBAL SERVICES	28/12/2005	24/12/2065	12,500,000	4.99
6000124	DANSKE BANK LONDON	06/03/2006	04/03/2066	5,000,000	4.625
6000125	BARCLAYS BANKGLOBAL SERVICES	14/03/2006	15/03/2066	15,000,000	5
6000127	DEXIA CREDIT LOCAL	17/03/2006	17/03/2066	10,000,000	5.25
6000120	DEXIA CREDIT LOCAL	03/04/2006	01/04/2066	10,000,000	4.875
6000121	DEXIA CREDIT LOCAL	03/04/2006	01/04/2066	10,000,000	4.875
6000122	DEXIA CREDIT LOCAL	03/04/2006	01/04/2066	10,000,000	4.875
6000123	EEPKA IN LUXEMBURG S.A.	07/04/2006	07/04/2066	10,000,000	4.75
6000128	DEXIA CREDIT LOCAL	05/06/2006	07/06/2066	20,000,000	5.25
6000129	DEXIA CREDIT LOCAL	05/06/2006	07/06/2066	16,500,000	5.25
6000126	BARCLAYS BANKGLOBAL SERVICES	18/08/2006	18/08/2066	10,000,000	5.25
6000130	BARCLAYS BANKGLOBAL SERVICES	01/02/2008	01/02/2078	10,000,000	3.95
Total				276,900,000	

Other

Loan Reference	Loan Type	Fixed / Variable	Start Date	Loan Term	Maturity Date	Principal Outstanding	Interest Rate
8000029	E	F	07/01/2015	7	01/09/2021	434,264	0
8000030	E	F	31/03/2015	8	01/04/2023	1,352,173	0
8000031	E	F	22/09/2015	8	01/10/2023	351,680	0
	Total					<u><u>2,138,117</u></u>	

The City of Edinburgh Council

10.00am, Thursday 25 August 2016

Revenue Monitoring 2015/16 – Outturn Report – referral report from the Finance and Resources Committee

Item number	8.3
Report number	
Executive/routine	
Wards	

Executive Summary

On 18 August 2016 the Finance and Resources Committee considered a report that set out the provisional 2015/16 revenue outturn position for the Council based on the unaudited financial statements. The statement of accounts showed an overall underspend of £0.861 million. The report has been referred to the City of Edinburgh Council for approval to use £0.5 million of the underspend to be set aside for property surveys and approval for use of funds and Capital Fund.

Links

[Coalition Pledges](#)
[Council Priorities](#)
[Single Outcome Agreement](#)

Terms of Referral

Revenue Monitoring 2015/16 – Outturn Report

1. Terms of Referral

- 1.1 The Council's statement of accounts for 2015/16 was passed to the external auditor by the statutory deadline of 30 June 2016. The unaudited financial statements were published on the Council website by 30 June 2016 and made available for public inspection from 1 July 2016 for 15 working days, in accordance with relevant regulations.
- 1.2 For 2015/16, the unaudited outturn position showed an overall underspend of £0.861, which equated to 0.09% of the Council's total net expenditure. This had been initially set aside within the Council's Priorities Fund, for the purposes of closing the 2015/16 accounts.
- 1.3 The Finance and Resources Committee agreed:
 - 1.3.1 To note the contents of the report and the provisional revenue underspend of £0.861 million for the year ended 31 March 2016 and that these monies had been set aside within the Council's Priorities Fund.
 - 1.3.2 To approve the use of £0.5 million of the underspend to be set aside for property surveys and refer the report to Council for ratification.
 - 1.3.3 To note the contributions in 2015/16 to and from the General Fund as detailed in the report and refer the report to Council for ratification for use of funds and Capital Fund.
 - 1.3.4 To note the Housing Revenue Account was balances after making a contribution of £2.3 million to the Renewal and Repairs Fund.
 - 1.3.5 To note the a report on the Common Good Fund was also considered by the Finance and Resourced Committee on 18 August 2016.
 - 1.3.6 To refer the report to the Governance, Risk and Beat Value Committee as part of its workplan.

2. For Decision/Action

- 2.1 The Finance and Resources Committee has referred the report to the City of Edinburgh Council on 25 August 2016 for approval to use £0.5 million of the

underspend to be set aside for property surveys and for approval of the use of funds and Capital Fund.

3. **Background Reading/External References**

Minute of the Finance and Resources Committee, 18 August 2016

Kirsty-Louise Campbell

Interim Head of Strategy and Insight

Contact: Veronica MacMillan, Committee Clerk

E-mail: veronica.macmillan@edinburgh.gov.uk | Tel: 0131 529 4283

4. **Links**

Coalition Pledges

Council Priorities

Single Outcome

Agreement

Appendices

Finance and Resources Committee

2.00pm, Thursday, 18 August 2016

Revenue Monitoring 2015/16 – outturn report

Item number	7.6
Report number	
Executive/routine	
Wards	

Executive summary

The report sets out the provisional 2015/16 revenue outturn position for the Council based on the unaudited financial statements. The statement of accounts shows an overall underspend of £0.861m.

Links

Coalition pledges [P30](#)

Council outcomes [C025](#)

Single Outcome Agreement [SO1](#), [SO2](#), [SO3](#), [SO4](#)

Finance and Resources Committee

Revenue Monitoring 2015/16 – outturn report

Recommendations

- 1.1 Members of the Finance and Resources Committee are asked to:
 - 1.1.1 note the contents of this report and the provisional revenue underspend of £0.861m for the year ended 31 March 2016 and that these monies have been set aside within the Council Priorities Fund;
 - 1.1.2 approve the use of £0.5m of the underspend to be set aside for property surveys, and refer this to Council for ratification;
 - 1.1.3 note the contributions in 2015/16 to and from the General Fund as detailed in the report and refer to Council for ratification for use of funds and Capital Fund;
 - 1.1.4 note the Housing Revenue Account was balanced after making a contribution of £2.3m to the Renewal and Repairs Fund;
 - 1.1.5 note the Common Good Annual Performance Report will be considered elsewhere on the agenda; and
 - 1.1.6 refer this report to the Governance, Risk and Best Value Committee as part of its workplan.

Background

- 2.1 The Council's statement of accounts for 2015/16 was passed to the external auditor by the statutory deadline of 30 June. This report sets out the provisional outturn position for the revenue budget as detailed within the unaudited statement.
- 2.2 The unaudited financial statements were published on the Council website by 30 June 2016 and made available for public inspection from 1 July 2016 for 15 working days, in accordance with relevant regulations.
- 2.3 The unaudited annual accounts were prepared on the pre-Transformation management structure and the provisional outturn is reported on the same basis.

Main report

- 3.1 The unaudited outturn position for 2015/16 shows an overall underspend of £0.861m, equating to 0.09% of the Council's total net expenditure. The table below outlines the constituent elements of this variance, with additional details provided in Appendices 1 and 2. Executive Committees will receive outturn reports for their areas of responsibility.

	Outturn Variance
Service Variance	£000
Children and Families	(466)
Corporate Governance	(15)
Economic Development	(140)
Health and Social Care	(3,446)
Services for Communities	(105)
Total Service Variances	(4,172)
Corporate Variances	
Council Tax Reduction Scheme	(2,366)
Net Cost of Benefits	(94)
Dividends Receivable	75
Loan Charges / Interest on Rev Bals	(1,552)
Prior-year and other adjustments	(201)
Early release costs centrally funded	9,942
Council Tax	(2,493)
Total Corporate Variances	3,311
In-year (surplus)	(861)

- 3.2 There was an underspend within service areas of £4.172m. Within this amount, four of the five main service areas returned small underspends against their approved budgets. Health and Social Care returned an underspend of £3.446m, having received additional one-off funding during the year of £9.8m, as approved by Council on 17 September 2015. This was in line with the position stated in the month eight monitoring report of the service.
- 3.3 The net underspend of £0.861m has initially been set aside within the Council Priorities Fund, for the purposes of closing the 2015/16 accounts. Members are therefore asked to refer set-aside of the underspend within the Council Priorities Fund, to Council for approval.
- 3.4 Following the incident at Oxgangs Primary School in January 2016, investigative work undertaken across properties constructed as part of the PPP1 schools

programme has highlighted a need for precautionary survey work within other Council properties with similar design features. It is proposed that an initial budget of £0.5m be provided for the surveys by means of earmarking an element of the 2015/16 in-year underspend.

3.5 Service variances are outlined in more detail in Appendix 2.

Other variances

3.6 In addition to the service-specific position summarised above, the overall outturn reflected a number of other variances, the main elements of which are summarised below:

Early Release Costs (centrally funded)

Costs relating to staff early release under the Transformation programme in 2015/16 were met, as planned, through central funding, amounting to £20.942m. The costs include those for staff leaving during the financial year and any pre-approved exits even if the leaving date is in a subsequent period, in accordance with IAS 19 and will therefore differ to costs shown in the monthly dashboards reported to this Committee. The costs were funded using the service underspends, non-service specific surplus incomes and underspends, along with drawing down on earmarked reserves in the Capital Fund.

The table below summarises voluntary severance and pension strain costs relating to the release of staff as part of the Transformation programme during the year to enable approved savings to be delivered.

Service	Voluntary Severance Costs £000	Pension Strain Costs £000	Total £000	Number of staff
Children and Families	2,020	1,341	3,361	97
Corporate Governance	2,709	2,305	5,014	82
Economic Development	337	377	714	14
Health and Social Care	2,526	1,438	3,964	114
Services for Communities	3,933	3,956	7,889	201
Total	11,525	9,417	20,942	508

Recurring savings of £17.9m will be realised as a result of these staffing reductions and an overall payback period of 14 months is in line with planning assumptions.

Council Tax Reduction Scheme

The majority of funding for this scheme is included within the Local Government Finance Settlement. The entirely demand-led nature of this scheme exposes

the Council to risks, however the sums paid out in 2015/16 were £2.366m lower than the level of budgetary provision.

Loan Charges / Interest on Revenue Balances

There was an overall favourable variance of £1.552m, largely attributable to the Council's ongoing strategy not to undertake external borrowing to finance capital investment, instead financing this from available cash resources.

Council Tax

Increased property numbers and lower than budgeted levels of exemptions and discounts contributed to a favourable overall variance of £2.493m.

Approved budget savings delivery

- 3.7 The final outturn position for 2015/16 indicates that 88% of approved savings by value were delivered, with non-delivery primarily as a result of shortfalls in Corporate Property and various other functions within Services for Communities. The shortfall in delivery of savings was offset by a variety of one-off mitigating management actions throughout the year, including vacancy management, acceleration of saving proposals and controlling discretionary expenditure.

The need to identify and deliver sustainable savings in these areas is being taken forward as part of the Transformation programme and Asset Management plan.

Housing Revenue Account (HRA)

- 3.8 The HRA achieved a balanced position for 2015/16 after making a contribution of £2.256m to the Renewal and Repairs Fund, which represents sums set aside for the provision of new affordable homes through the 21st Century Homes programme and as a contingency to manage the impact of welfare reform. This contribution was achieved after a voluntary repayment of debt of £10m.

Reserves

- 3.9 Details of the opening and closing amounts in the General Fund, including earmarked balances are shown in Appendix 3. The unallocated General Fund balance remained unchanged at £13.025m, while there was a net increase in reserves held for specific purposes by £10.948m. The main elements of this movement were:

Net contributions to General Fund

Council Tax Discount Fund - £2.96m - monies set aside as a result of reducing Council Tax second home discounts. Use of the fund is prescribed by the Scottish Government and is restricted to supporting the development of

affordable housing. These funds are allocated in the Council's approved house-building plan to deliver 16,000 new affordable homes by the Council and its not-for-profit housing association partners over the next ten years.

Dilapidations Fund - £3.34m – additional set aside of funds to cover costs arising from termination of property leases and other related contractual commitments.

Unspent Grants - £1.33m – monies received as income in advance of expenditure that is expected to be incurred in 2016/17.

Strategic Acquisition Fund - £4.5m – additional funds allocated to this fund from part of the sale proceeds of the Atria property. Approval was given by Council on 7 February 2013 to earmark funding of up to £7.5m from the sale of capital assets not currently supporting the capital investment programme, to sit alongside private sector investment to open new opportunities for creating jobs and economic growth.

Devolved School Management – £1.75m – increase carry forward of funds for the devolved school budgets.

Contributions from General Fund

Council Priorities Fund – net reduction of £2.161m comprised a combination of (i) approved drawdown of £2.25m to support the Statutory Repair service, (ii) approved funding of £0.28m for tram feasibility works, (iii) approved £0.2m for Health and Social Care transition and (iv) a number of smaller approved drawdowns. The overall movement reflects the addition of the revenue surplus outlined at paragraph 3.3.

Balances set aside for specific investment - £1.32m – various additional contributions for specific projects received prior to 2015/16 that were drawn down in year.

Common Good

- 3.10 During 2015/16, the Council acquired Custom House in Leith for £0.672m to use the building as a museum for the benefit of Leith and the wider city. In addition the Council generated two capital receipts, namely the sale of Cathedral Lane for £0.108m and land at Granton Road sold for £0.051m, both of which were credited to the Common Good Fund. Further details are included in the report elsewhere on today's agenda.
- 3.11 The Common Good account was credited in 2014/15 with a receipt of £1.183m from the sale of East Market Street garage. The receipt, net of costs associated with the disposal, was then transferred to the Common Good fund and will be utilised to fund a planned property maintenance programme on Common Good assets, over the coming five years, as agreed at the Finance and Resources Committee on 14 January 2016.

Measures of success

- 4.1 The Council has a statutory duty to set a balanced budget each year and the Financial Regulations further set out the Directors' responsibilities in maintaining expenditure within approved levels. This has in overall terms been achieved and has allowed the level of unallocated reserves to be maintained in accordance with the Council's reserves strategy whilst also forming a solid basis from which to deliver subsequent years' savings requirements.

Financial impact

- 5.1 There is no additional financial impact arising from the report's contents but a range of pressures and the corresponding ways in which they were managed during the year is set out.

Risk, policy, compliance and governance impact

- 6.1 Risk-based monitoring, including regular tracking of the delivery of approved savings and active management of risks and pressures, forms a key element of effective financial management. This, in turn, serves as a vital aspect of the Council's wider governance framework.

Equalities impact

- 7.1 There are no direct equalities impact implications arising from this report.

Sustainability impact

- 8.1 There is no direct relevance of the report's contents to impacts on carbon, adaptation to climate change and sustainable development.

Consultation and engagement

- 9.1 There is no direct relevance to the report's contents

Background reading/external references

[Capital Coalition Budget Motion](#) – Report to Council, 7 February 2013 para 2.13

[Revenue Monitoring 2015-16 - month 3 Position](#) - Report to Council, 17 September 2015

[Common Good Planned Maintenance Programme and Common Good Reporting](#) - Report to Finance and Resources Committee, 14 January 2016 -

[Unaudited Annual Accounts 2015-16](#) - Report to Council, 30 June 2016

Hugh Dunn

Acting Executive Director of Resources

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Links

Coalition pledges	P30 - Continue to maintain a sound financial position including long-term financial planning
Council outcomes	CO25 – The Council has efficient and effective services that deliver on agreed objectives
Single Outcome Agreement	SO1 – Edinburgh’s economy delivers increased investment, jobs and opportunities for all SO2 – Edinburgh’s citizens experience improved health and wellbeing, with reduced inequalities in health SO3 – Edinburgh’s children and young people enjoy their childhood and fulfil their potential SO4 – Edinburgh’s communities are safer and have improved physical and social fabric
Appendices	Appendix 1 - Unaudited outturn statement, 2015/16 Appendix 2 - Service outturn commentaries Appendix 3 - General Fund – movements in usable reserves

THE CITY OF EDINBURGH COUNCILUNAUDITED OUTTURN STATEMENT 2015-16

Service	Revised Budget £000	Outturn £000	Outturn Variance £000
Children and Families	399,469	399,003	(466)
Economic Development	11,877	11,862	(15)
Corporate Governance	79,950	79,810	(140)
Health and Social Care	210,937	207,491	(3,446)
Valuation Joint Board requisition	3,744	3,744	0
Services for Communities	134,395	134,290	(105)
General Fund Services	840,372	836,200	(4,172)
Council Tax Reduction Scheme	26,621	24,255	(2,366)
Net Cost of Benefits	(62)	(156)	(94)
Non Distributed Costs - pension lump sum	3,064	3,064	0
Dividends Receivable	(5,000)	(4,925)	75
Loans Charges / Interest on Revenue Balances	115,082	113,530	(1,552)
Prior Year and Other Adjustments	(269)	(470)	(201)
Transformation / Asset Management Programme costs	2,917	2,917	0
Early Release Costs (centrally funded)	11,000	20,942	9,942
Total Non-Service Specific	153,353	159,157	5,804
Total Expenditure to be Funded	993,725	995,357	1,632
Funded by -			
General Revenue Grant	(354,576)	(354,576)	0
Non Domestic Rates - Contrib from Pool	(390,862)	(390,862)	0
Council Tax	(238,113)	(240,606)	(2,493)
Contribution to Renewals and Repairs Fund	105	105	0
Contribution to Capital Fund	(8,217)	(8,217)	0
Contribution from Earmarked Funds	(2,062)	(2,062)	0
Total Funding	(993,725)	(996,218)	(2,493)
In-year Surplus	0	(861)	(861)

Children and Families

Children and Families achieved an underspend of £0.466m for 2015/16. This represents a favourable movement on the forecast balanced budget position report to the Education, Children and Families Committee on 1 March 2016.

A number of unfunded budget pressures were managed by Children and Families during 2015/16, the most significant of which included:

- out of council residential schools and secure units;
- fostering, kinship and residence placements;
- demographic pressures within schools, arising from additional pupil numbers.

Management actions to address pressures and additional savings requirements resulted in a small underspend of £0.466m. The range of measures taken included the application of controls on vacancies and discretionary spend.

Corporate Governance

Corporate Governance achieved an underspend of £0.140m for 2015/16.

There were budget pressures within Legal Services and Business Intelligence, which were managed during the year on a one-off basis, by staff vacancy control, contract underspends and favourable income streams.

Economic Development

Economic Development achieved an underspend of £0.015m for 2015/16, resulting from a number of minor variances across a range of services.

Health and Social Care

Health and Social Care returned an underspend against budget of £3.446m for 2015-16.

The service continued to face significant demand-led pressures in the year and the final outturn position was a net overspend of £6.339m relative to the original approved budget. One-off funding of £9.785m was approved by Council on 17 September 2015, allocated from other services and corporate budgets, resulting in the outturn position of a £3.446m underspend.

The service developed budget action plans which aimed to deliver expenditure reductions during 2015/16 relative to the position reported to the Finance and Resources Committee in September 2015. As a result of these controls the service returned an underspend in line with the reported forecast at period eight, which was earmarked for staff release costs across the Council.

The main gross pressures were in the following areas:

- employee costs £0.555m
- supplies and services £0.803m - computer equipment and legal fees

- spot purchasing £4.454m - across Care at Home £3.103m, Direct Payments £1.579m, Residential Nursing £0.674m, Free Personal Care (£0.795m) and Day Care (£0.107m)
- income £0.960m under recovery - resident recoveries and other local authority contributions

The 2015/16 net revenue budget of £210.9m required delivery of £7.515m of efficiency savings, of which £6.391m was delivered, with the balance being met from under spends in other areas.

Services for Communities

Services for Communities achieved a small underspend of £0.105m in 2015/16. Significant pressures in the Environment service of £4.2m and Corporate Property of £4.0m were offset by vacancy management ahead of organisational reviews and unbudgeted income in the Planning and Transport services.

Housing Revenue Account

The HRA achieved a balanced position for 2015/16 after setting aside £12.256m for new affordable homes. Of the £12.256m contribution, £10m was in the form of voluntary debt repayment, which will reduce borrowing costs going forward and enable investment in site acquisition. The remaining £2.256m has been transferred to the Renewal and Repairs Fund, which represents sums set aside for the provision of new affordable homes through the 21st Century Homes programme.

General Fund - movement in usable reserves

Appendix 3

	Balance at 31.3.15		Balance at 31.3.16	
	£m	£m	£m	£m
Unallocated General Fund		13.025		13.025
<u>Balances set aside to manage future risks</u>				
Balances set aside for specific investment	13.889		12.565	
Council Priorities fund	3.365		1.204	
Contingency funding, workforce management	17.901		18.075	
Dilapidations fund	8.759		12.094	
Insurance fund	<u>12.557</u>		<u>13.539</u>	
		56.471		57.477
<u>Balances set aside from income received in advance</u>				
Licensing income	1.401		1.393	
Lothian Buses	6.000		5.704	
Other minor funds	0.219		0.240	
PPP monies	1.599		1.729	
Recycling monies	1.372		1.372	
National Performance Centre for sport	1.996		1.996	
Council Tax discount fund	18.636		21.596	
Unspent grants	4.482		5.814	
Strategic Acquisition Fund	<u>3.000</u>		<u>7.458</u>	
		38.705		47.302
<u>Balances set aside for investment in specific projects which will generate future savings</u>				
IT transformation	3.481		3.133	
Energy efficiency	0.800		0.847	
Spend to save	<u>3.988</u>		<u>3.884</u>	
		8.269		7.864
Devolved School Management		1.054		2.804
Total General Fund		<u><u>117.524</u></u>		<u><u>128.472</u></u>

The City of Edinburgh Council

10.00am, Thursday 25 August 2016

Revenue Monitoring 2016/17 – Month Three Position – referral report from the Finance and Resources Committee

Item number	8.4
Report number	
Executive/routine	
Wards	

Executive Summary

On 18 August 2016 the Finance and Resources Committee considered a report that set out the projected month three revenue monitoring position for the Council, based on period 2 data. The report has been referred to the City of Edinburgh Council for approval to accelerate into 2016/17 a payment of an element of the Communities and Families approved grant to the West Granton Community Trust.

Links

[Coalition Pledges](#)
[Council Priorities](#)
[Single Outcome Agreement](#)

Terms of Referral

Revenue Monitoring 2016/17 – Month Three Position

1. Terms of Referral

- 1.1 The on-going analysis of the revenue position was undertaken in line with agreed, risk-based principles, with any material changes reported in the intervening periods as required. The introduction of monthly budget review and challenge meetings had also enhanced the focus on the prompt identification of any development of, and development of appropriate mitigating action to address service risks and pressures.
- 1.2 As of period three, the Council was projecting a balanced position after taking account of available funding, projected delivery of approved savings and management of service risks and pressures. Services had, however, identified a number of challenges to attainment of this position and, as in previous years, delivery of a balanced outturn would require proactive management throughout the remainder of the year.
- 1.3 The Finance and Resources Committee agreed:
 - 1.3.1 To note the projected balanced position at month three.
 - 1.3.2 To note the on-going risks and challenges and maintaining this position would require further management actions and active and regular scrutiny for the remainder of the year.
 - 1.3.3 To note the balanced position projected on the Housing Revenue Account (HRA) after making a £1.4 million budgeted contribution towards housing investment.
 - 1.3.4 To approve the acceleration into 2016/17 of payment of an element of the Communities and Families approved grant to the West Granton Community Trust and refer to Council for ratification.
 - 1.3.5 To refer the report to the Governance, Risk and Beat Value Committee as part of its work programme.

2. For Decision/Action

- 2.1 The Finance and Resources Committee has referred the report to the City of Edinburgh Council on 25 August 2016 for approval to accelerate into

2016/17 of payment of an element of the Communities and Families approved grant to the West Granton Community Trust.

3. Background Reading/External References

Minute of the Finance and Resources Committee, 18 August 2016

Kirsty-Louise Campbell

Interim Head of Strategy and Insight

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4. Links

Coalition Pledges

Council Priorities

Single Outcome

Agreement

Appendices

Finance and Resources Committee

2pm, Thursday, 18 August 2016

Revenue Monitoring 2016/17 – month three position

Item number	7.8
Report number	
Executive/routine	
Wards	

Executive summary

The report sets out the projected month three revenue monitoring position for the Council, based on period two data. The current full-year forecast points to a balanced overall position, albeit this is contingent upon undertaking further actions required to deliver a number of approved savings and active management of significant risks and pressures.

Links

Coalition pledges [P30](#)

Council outcomes [CO25](#)

Single Outcome Agreement [SO1](#), [SO2](#), [SO3](#), [SO4](#)

Revenue Monitoring 2016/17 – month three position

Recommendations

- 1.1 Members of the Finance and Resources Committee are asked to:
 - 1.1.1 note the projected balanced position at month three;
 - 1.1.2 note the on-going risks and challenges in maintaining this position which will require further management actions and active and regular scrutiny for the remainder of the year;
 - 1.1.3 note the balanced position projected on the Housing Revenue Account (HRA) after making a £14m budgeted contribution towards housing investment;
 - 1.1.4 approve the acceleration into 2016/17 of payment of an element of the Communities and Families approved grant to the West Granton Community Trust and refer this to Council for ratification; and
 - 1.1.5 refer this report to the Governance, Risk and Best Value Committee as part of its work programme.

Background

- 2.1 This report sets out the projected overall position for the Council's revenue expenditure budget for 2016/17 as at month three, based on analysis of period two data.

Main report

- 3.1 This report represents the first of the quarterly revenue monitoring reports for 2016/17. On-going analysis of the revenue position is undertaken in line with agreed, risk-based principles, with any material changes reported in the intervening periods as required. The introduction of monthly budget review and challenge meetings has also enhanced the focus on the prompt identification of, and development of appropriate mitigating action to address, service risks and pressures.

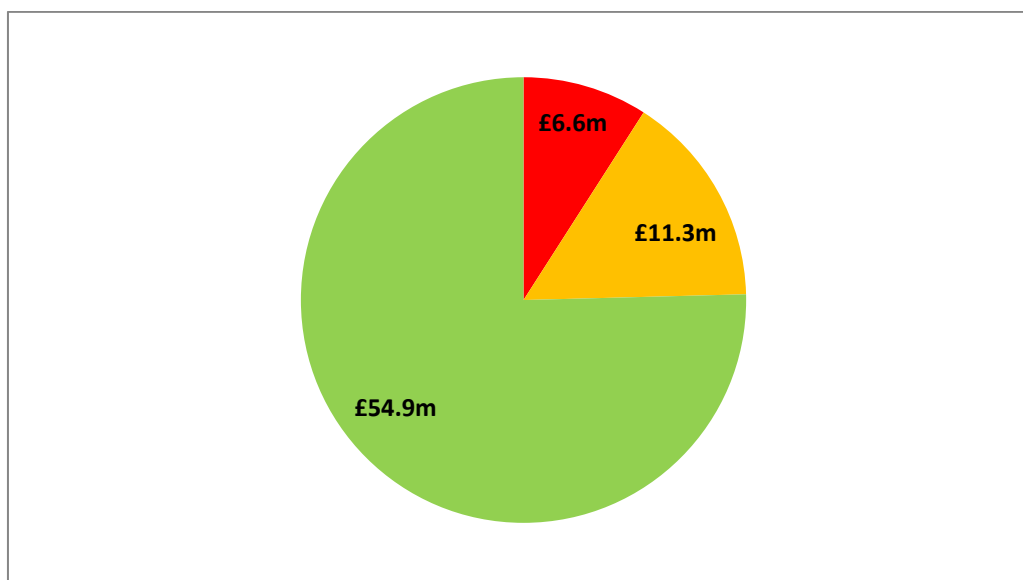
Overall position

- 3.2 As of period three, the Council is projecting a balanced position after taking account of available funding, projected delivery of approved savings and management of service risks and pressures. Services have, however, identified a number of challenges to attainment of this position and, as in previous years, delivery of a balanced outturn will require proactive management throughout the remainder of the year.

Savings delivery

- 3.3 As highlighted in a number of recent reports considered by the Committee, regular progress updates on the development and delivery of savings implementation plans for 2016/17 and subsequent years are considered and discussed by both the Council Leadership Team and Capital Coalition elected members at Budget Challenge meetings. This process began well in advance of budget approval in January and has proven effective in highlighting at an early stage potential barriers to full delivery and, where necessary, informing the subsequent development and assessment of alternative required measures.
- 3.4 Members will recall that approval of a balanced budget for 2016/17 was predicated on the delivery of around £70m of service-specific and corporate savings. As of July, the overall RAG assessment of these savings indicates that, on the basis of actions planned or already undertaken, some 91% are on target to be delivered in full as shown in the chart below.

RAG assessment of approved budget savings, 2016/17 – July 2016



- 3.5 The remaining “red” savings, covering a number of approved proposals across Communities and Families and Health and Social Care, are listed in Appendix 1. These comprise a combination of those where there are not, as yet, robust delivery plans or, in a small number of cases, where the level of approved saving is not now deliverable in the current year and a substitute consequently required.

Progress against these savings will continue to be closely monitored and regular updates shared with elected members. The net effect of any risk of shortfall is reflected in the overall position as assessed by service areas in the following sections. An analysis of the most material risks and pressures, alongside any identified mitigating actions, is also included as Appendix 2. These risks include a potential claim in respect of land contamination linked to previous tram-related construction at the Ingliston Park and Ride site.

- 3.6 Given the extent of change affecting the Council through the Transformation Programme, Finance staff have co-ordinated a comprehensive project to allow, once the transition is complete, full reporting of budgeted and actual expenditure based on these new structures. While the complexity and unprecedented scale of the changes means that some of the detail is still being refined, Phase 1, involving full re-alignment of budgets and associated procurement authorisation hierarchies to reflect the Council's new operating structure, has now been completed. Although the commentaries below are presented from the perspective of this new structure, it is anticipated that full details of the respective service budgets, and actual expenditure to date, will be provided in the half-year report considered by the Committee in October. Arrangements for onward, more detailed financial reporting to Executive Committees, aligned to the new structure, will also be considered at that time.

Service-specific budgets - Communities and Families

- 3.7 At month two, Communities and Families is experiencing significant levels of budget pressure in many areas of the service, including a number of challenges relating to the delivery of approved savings. Areas of significant budget pressure include secure care, out-of-council residential care and fostering.
- 3.8 At this stage in the year, the gross unfunded service pressures are approximately £8m, with around £3m of further mitigation action remaining to be identified. Many of the management actions which have already been identified are one-off in nature, meaning that, although they assist greatly in addressing the immediate challenge in 2016/17, a permanent sustainable solution still needs to be identified.
- 3.9 Communities and Families is, however, projecting a balanced budget position for 2016/17 and is committed to identifying further mitigating management actions to address the residual forecast net pressures. Actions taken forward include application of controls on vacancies and discretionary spend, application of Scottish Government monies, including additional funding to maintain pupil:teacher ratios, and utilisation of service reserves.

Health and Social Care

- 3.10 The Health and Social Care net budget of £184.4m requires the achievement of savings of £15.0m, with further incremental savings of £6.9m to be achieved in

2017/18. The budget also includes £7.0m of additional funding in 2016/17 approved by Council to address underlying budget pressures.

- 3.11 At its meeting on 13 May 2016, the Edinburgh Integration Joint Board (EIJB) agreed a co-ordinated programme of action across the Council and NHS Lothian to deliver the combined required level of savings in 2016/17. Of the £15.018m total, the largest single element of £5.8m is planned for delivery through a service-wide organisational review, with a further £5.4m to be delivered in 2017/18. The management phase of this organisational review commenced on 31st May. The detailed plan for subsequent phases of the review remains in development and, as such, there is a significant risk that the planned phasing of savings in 2016/17 will not be achieved.
- 3.12 A further £4.1m of the overall savings requirement in 2016/17 is planned to be addressed through the service's transformation programme, including more targeted use of re-ablement, telecare and demand management, with a further £4.9m to be delivered through the programme in 2017/18. Work is progressing on developing detailed business cases and implementation plans for these savings. There is a significant risk, however, that the assumed phasing will not be achieved.
- 3.13 A £3.5m non-recurring funding contribution from the Social Care Fund has been agreed by the EIJB to mitigate, in part, the delay to delivery of savings in 2016/17. This re-emphasises the need for additional robust plans to be developed going forward to maintain the service on a sustainable footing. Some aspects of the conditions of use of the Social Care Fund also remain to be resolved.

Place

- 3.14 At period two, subject to the subsequent identification of agreed mitigating actions, a balanced overall position is forecast. The directorate is delivering over £7m of staff savings through the transformation programme, whilst also mitigating pressures associated with the waste service and with required maintenance of North Bridge through the use of service reserves.
- 3.15 The service has not, however, as yet identified mitigations to cover a potential loss of income during the refurbishment of the crematorium. Going forward, there may also be a knock-on impact of current economic uncertainty on aspects of the service's fee income. The Executive Director is currently reviewing all budgets with a view to containing these pressures.

Resources

- 3.16 The Resources Directorate comprises the areas of Finance, Human Resources, Legal and Risk, Customer and Property and Facilities Management. As of period two, while further actions are required to deliver the approved level of savings associated with some elements of the Transformation Programme, a balanced overall position is forecast.

City Strategy and Economy

- 3.17 As of period two, a balanced overall position is forecast for the service.

Chief Executive

- 3.18 The Executive function comprises the areas of ICT, Strategy and Insight and Communications. As of period two, a balanced overall position is forecast.

Safer and Stronger Communities

- 3.19 Pressures have been identified with regard to full delivery of approved savings associated with CCTV rationalisation and homelessness and housing support services. Vacancy management and acceleration of approved savings in other areas of the service should, however, allow a balanced overall position to be achieved in 2016/17, albeit with a need to identify sustainable solutions in some areas over the longer term.

Corporate budgets

- 3.20 Building on the significant level of savings delivered to support frontline services in recent years, the approved budget assumes a continuing increase in Council Tax collection rates, as well as growth in the overall number of properties. Proactive treasury management and use of available cash balances in lieu of undertaking external borrowing also continues to generate savings to increase investment in priority service areas. As was the case in 2015/16, additional analysis will therefore be undertaken in advance of the mid-year report to determine whether potential exists in this area to fund further staff release costs or manage other known or emerging pressures.

PPP1 School Emergency

- 3.21 Following the temporary closure of Oxfangs Primary School in February 2016, further inspection of all schools delivered through the PPP1 schools programme revealed wider concerns over the standard of construction applied.
- 3.22 Significant costs have been incurred whilst pupils from the affected schools have been decanted to alternative locations, as well as in ensuring that all inspections, modifications and repairs carried out prior to re-occupancy by pupils and staff are completed to an appropriate standard. It is anticipated that there will be no overall cost to the Council arising from this incident.

Housing Revenue Account

- 3.23 The Housing Revenue Account is forecasting a break-even position after making a budgeted £14m contribution towards housing investment.

Education Grant Programme, 2016/17 to 2018/19

- 3.24 On 11 February 2016, the Education, Children and Families Committee approved grant funding awards for the three years from 2016/17 to 2018/19 totalling some £8.75m. Included amongst these awards was an annual grant of £44,000 (i.e. £132,000 over the three years) to the West Granton Community Trust to support the Prentice Centre's playgroup and Supporting Young People at Risk project. Following the ending of the Centre's youth work contract on 31 March 2016, the grant award going forward represents around 50% of the previous annual contract amount.
- 3.25 Representatives of the Centre approached the Council in April asking that phasing of this funding be reconsidered, thereby smoothing the transition to the reduced level of funding with a view to allowing the Centre to remain open. Following discussion, the balance of the Centre's 2016/17 funding award (£22,000) was paid, along with the second quarter's payment, in July.
- 3.26 The Centre has further requested that an element of the approved awards for 2017/18 and 2018/19 be accelerated, with £28,000 of the £88,000 paid in October 2016. The balance of £60,000 would then be paid, by means of quarterly instalments, in 2017/18 and 2018/19. In overall terms, the proposed changes will therefore affect the timing, but not the overall level, of payment over this period.
- 3.27 The Acting Director of Communities and Families will endeavour to manage the resulting pressure within the context of the service's overall budget. Subject to the Committee's approval, the decision to accelerate payment (and, as such, a change to the approved budget) will then be referred to Council for ratification on 25 August.

Measures of success

- 4.1 Achieving a balanced overall budget outturn position for 2016/17 and successful delivery of approved savings and key service performance indicators.

Financial impact

- 5.1 The report's contents point to the delivery of a balanced budget for the year, albeit this is subject to active monitoring and management of a range of risks and pressures.

Risk, policy, compliance and governance impact

- 6.1 The delivery of a balanced budget outturn for the year is the key target. The risks associated with cost pressures, increased demand and savings delivery targets are regularly monitored and reviewed and management action is taken as appropriate.
- 6.2 Ongoing communications by the Council's section 95 Officer have reinforced the respective responsibilities of Executive Directors and Heads of Service to maintain expenditure within approved budgets in accordance with the Financial Regulations. Directors also have a requirement to ensure that savings identified are both achievable and delivered to maintain a sustainable budget across the Council. With this in mind, structured plans are in place for review and feedback on current and future years' savings proposals.

Equalities impact

- 7.1 While there is no direct additional impact of the report's contents, all budget proposals are now subject to an initial relevance and proportionality assessment and, where appropriate, a formal Equalities and Rights Impact Assessment is then undertaken. The equalities and rights impacts of any substitute measures identified to address savings shortfalls are similarly assessed.

Sustainability impact

- 8.1 While there is no direct additional impact of the report's contents, the Council's revenue budget includes expenditure impacting upon carbon, adaptation to climate change and contributing to sustainable development. In addition, all budget proposals are now subject to an upfront assessment across these areas.

Consultation and engagement

- 9.1 There is no external consultation and engagement arising directly from this report, although the Council's budget continues to be subject to a process of annual consultation and engagement.

Background reading/external references

Service monitoring statements for period two

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Acting Executive Director of Resources

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Links

Coalition pledges	P30 – Continue to maintain a sound financial position including long term financial planning
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Appendices	Appendix 1 – 2016/17 budget savings RAG assessment – savings assessed as red in part or in full Appendix 2 – Service risks and pressures

Savings description	Service area	Approved level of saving, 2016/17 (£000)	RAG Status			Approved further level of saving, 2017/18 to 2019/20 (£000)	RAG Status			Categorisation	Basis of current status	Planned actions and associated timescales for delivery of savings
			Red	Amber	Green		Red	Amber	Green			
Inc1 – Integrate Sports Services	Communities and Families	500	500	0	0	0	0	0	0	Schools and Lifelong Learning	Due diligence arrangements are being considered for the business case submitted by Edinburgh Leisure (EL). However, the business model submitted indicates that the saving will not be delivered in full in 2016/17.	The due diligence process will assess any further costs and savings emerging from this proposal. A full assessment will not be possible until this is complete. However, alternative savings proposals to be identified in 2016/17.
Schools & Lifelong Learning Organisational Review	Communities and Families	2,826	1,883	0	943	209	0	209	0	Schools and Lifelong Learning	The organisational review, which is currently in planning stage, will address management savings targets and a range of approved community services savings. Savings assessed as deliverable to date total £0.943m, with further savings anticipated, largely through staff release prior to consultation. Pending the development and consideration of firm proposals to address the remaining requirement, the balance is assessed as "red" at present.	The design and consultation development process is active. The redesign of library services will also integrate with this new operational model as community and library services are brought together. The integrated structure will be designed to meet savings targets in full by 2017/18.
8.3 Early Years Partner Provider Funding	Communities and Families	382	382	0	0	191	191	0	0	Schools and Lifelong Learning	There is an increasing risk that all neighbouring authorities do not sign up to this new strategy which puts at risk the delivery of the associated saving.	The position will be closely monitored and appropriate management action taken to identify potential alternative savings.
Total, Communities and Families		3,708	2,765	0	943	400	191	209	0			
Transformation: Organisational Review	Health and Social Care	5,818	428	3,851	1,539	5,437	0	5,437	0	Health and Social Care	The Organisational Review consultation process for the first tranche of staff, 15 in number, started on 31st May. The timetable for the review has slipped by six weeks and these factors have led to a review of the deliverability of the savings attached to the programme. A prudent assessment is that 10% of the amber savings still requiring to be identified are therefore now red. The savings identified as green have been achieved through the release of staff from the organisation under VERA and VR.	The structure which has been developed for consultation with CEC and NHSL management teams, EIJB and Leadership Group delivers the targeted financial savings. The detailed phased plan, covering the majority of staff in-scope is currently being drawn up.

Savings description	Service area	Approved level of saving, 2016/17 (£000)	Red	Amber	Green	Approved further level of saving, 2017/18 to 2019/20 (£000)	Red	Amber	Green	Categorisation	Basis of current status	Planned actions and associated timescales for delivery of savings
Transformation: Re-ablement; Demand Management; Telecare	Health and Social Care	4,137	3,376	761	0	4,969	0	4,969	0	Health and Social Care	These savings proposals are being revisited through the H&SC Transformation Programme. Business cases have been submitted for approval and enabling work has begun to implement the required changes. A prudent approach has been taken when assessing in-year delivery and this is reflected in only £0.761m being assessed at amber at this time. A significant (c£4m) step-up in 2017/18 is forecast. In 2016/17 any unachieved saving will be offset against additional funding from the Social Care Fund of £3.5m as agreed by the IJB 13th May 2016.	The next stage is to agree the business cases and develop implementation plans which take account of the preliminary work undertaken.
Total Health and Social Care		9,955	3,804	4,612	1,539	10,406	0	10,406	0			
Total all areas			6,569	4,612								

NB While the analysis above captures, by value, all savings assigned a red status in 2016/17, there are a number of other savings where an element is assessed as amber, hence the total shown is lower than in the equivalent figure in Paragraph 3.4.

SERVICE RISKS AND PRESSURES

Appendix 2

Risk or pressure description	Service area	Estimated financial impact, 2016/17 (£000)	Residual risk after taking account of mitigating actions, 2016/17	Residual risk status, 2016/17	Explanatory notes, including description of any recurring pressures and mitigating measures implemented or proposed to date. This analysis should include consideration of the Council's key risks as they affect the service area's activities.
Waste Service Pressure	Place	1,500	1,500		Following analysis of 2015/16 position and the roll-out of recent service changes (recycling redesign, ceasing commercial waste at CRC sites, etc.) it is estimated that the pressure in waste services for 2016/17 will be around £1.5m, without any further savings measures. The market for recyclate continues to be volatile and there is a risk that the cost of disposing recyclable waste could increase this overspend.
Mortonhall - loss of income due to closure of facility for refurbishment	Place	450	450		The crematorium will be closed for a prolonged period and while some income is anticipated from use of the Chapel, no cremations will take place until the works are complete. It may be possible to offset some of this pressure from savings elsewhere in the Environment budget, particularly the fleet service and work is ongoing to determine the potential for savings in this area.
North Bridge Maintenance	Place	950	0		Significant structural work is required for improvements to North Bridge. Prior to capital funding being made available (c£6m is required), we will incur revenue expenditure of around £0.95m. A funding source has now been identified for the revenue element, however, and, given its anticipated non-recurring nature, the pressure is considered to have been addressed.
Winter Weather	Place	Risk	Risk remains, but level reduced		The roads budget for gritting and snow-clearing is based on an average winter. A harsh winter (such as those experienced in 2010 and 2011) could create a substantial pressure. The reserve created to mitigate this pressure was initially used in 2015/16 to address the overspend in Health and Social Care but was able to be reinstated as part of year-end accounts closure and, as such, provides an element of contingency against a severe winter.

SERVICE RISKS AND PRESSURES

Appendix 2

Risk or pressure description	Service area	Estimated financial impact, 2016/17 (£000)	Residual risk after taking account of mitigating actions, 2016/17	Residual risk status, 2016/17	Explanatory notes, including description of any recurring pressures and mitigating measures implemented or proposed to date. This analysis should include consideration of the Council's key risks as they affect the service area's activities.
Uncertainty over current economic conditions and impact on income, in particular from planning applications and building warrants	Place	Risk	Risk remains		More work is required to understand any potential implications of the UK's departure from the European Union and an initial report will be brought to the Corporate Policy and Strategy Committee in the autumn.
Place total		2,900	1,950		
Out of Council Residential Care (Pressure)	Communities and Families	1,170	1,170		As at 31 March there were 40 Out-of-Council placements (32 in residential schools and 8 in day schools). Senior managers are conducting face-to-face case reviews with allocated social workers and team leaders in an attempt to devise alternative care plans for some of the high-cost young people. This work is ongoing, there are identified exit plans for some young people but these will need the agreement of Children's Hearings to change the young person's place of residence.
Fostering (Pressure)	Communities and Families	600	600		Work is ongoing to improve the position and also identifying one-off savings to cover shortfall. 19 carers currently working for independent providers are being transferred to City of Edinburgh.
Secure Care (Risk)	Communities and Families	1,375	1,375		The budget for secure places is 8. Average usage for 2015/16 was 13 and in March 2016 this number was 16. If the average usage of 13 continues then the pressure will be £1.375m. Changing this pattern of secure risk requires culture change and practice changes across a range of children's services. Further to the recent transformation process for children's services, front line manager engagement on this issue is in place starting 8 June. In the meantime, all cases escalating to secure are scrutinised by Service Managers in order to consider alternative approaches.
Other Pressures	Communities and Families	425	425		Management action is being developed for a number of smaller pressures relating to kinship care services, translation services, support for families with no access to benefits.
Communities and Families total		3,570	3,570		

SERVICE RISKS AND PRESSURES

Appendix 2

Risk or pressure description	Service area	Estimated financial impact, 2016/17 (£000)	Residual risk after taking account of mitigating actions, 2016/17	Residual risk status, 2016/17	Explanatory notes, including description of any recurring pressures and mitigating measures implemented or proposed to date. This analysis should include consideration of the Council's key risks as they affect the service area's activities.
Total all areas		6,470	5,520		

The City of Edinburgh Council

10am, Thursday 25 August 2016

Strategic Development Plan 2 Proposed Plan and Action Programme – referral from the Planning Committee

Item number	8.5
Report number	
Wards	All

Executive summary

At its meeting of 11 August 2016, the Planning Committee considered a report on the Proposed Strategic Development Plan and Action Programme for Edinburgh and South East Scotland.

The SESplan Joint Committee approved the Proposed Plan and Action Programme for publication at its meeting on 20 June 2016. Each member council has been invited to formally ratify this decision.

Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report
Appendices	See attached report

Terms of Referral

Strategic Development Plan 2 Proposed Plan and Action Programme – referral from the Planning Committee

Terms of referral

- 1.1 On 11 August 2016, the Planning Committee considered the attached report by the Director of Place the Proposed Strategic Development Plan and Action Programme for Edinburgh and South East Scotland.
- 1.2 SESPlan has prepared a Proposed Strategic Development Plan and Action Programme for Edinburgh and South East Scotland. The Strategic Development Plan is a statutory planning document which is prepared every five years and covers a twenty year period. It communicates strategic level and cross-boundary planning policy and applies national policy and guidance from the Scottish Government. The Action Programme sets out the key strategic actions needed to deliver the vision of the Plan.
- 1.3 There is a requirement to review the SDP within four years of its approval. The second SESplan Main Issues Report was published on 21 July 2015. This provided the main opportunity for engagement. During a 10 week consultation period, SESplan received 245 responses. The engagement has informed the preparation of a Proposed Plan. The Proposed Plan represents SESplan's settled view of the final content of the plan. The City of Edinburgh Council officers have been involved in its preparation as members of an Operational Group and Project Board.
- 1.4 Community planning and spatial planning should be closely aligned. Within the SESPlan area, efforts have been made to ensure that SDP2 is consistent with the Community Plans in the area. In Edinburgh, Community Planning is represented on an internal SDP coordination group along with representatives from key Council services.
- 1.5 The SESplan Joint Committee approved the Proposed Plan and Action Programme for publication at its meeting on 20 June 2016. The SESPlan scheme of delegation requires that all major decisions on SDP content are referred to the six member councils for ratification. In Edinburgh, the authority to ratify lies with full Council.
- 1.6 The Planning Committee agreed:
 - 1) To support the decision by the SESplan Joint Committee at its meeting on 20 June 2016 to approve the Strategic Development Plan 2 Proposed Plan and Action Programme for publication for representations and refer it to full Council for ratification;

- 2) To note that minor editorial changes of a non-policy nature to SDP2 and the supporting documents are delegated to the SDP Manager in consultation with the Head of Planning and Transport, SESplan Project Board Chair and Joint Committee Convener;
- 3) To note those background documents to be published with the Proposed Plan; and
- 4) To note the proposals for consultation on SDP2 and the supporting documents considered by the SESplan Joint Committee on the 20 June.

For Decision/Action

- 2.1 The Council is asked to ratify the decision by the SESplan Joint Committee at its meeting on 20 June 2016 to approve the Strategic Development Plan 2 Proposed Plan and Action Programme for publication for representations.

Background reading / external references

Planning Committee 11 August 2016

Kirsty-Louise Campbell

Interim Head of Strategy and Insight

Contact: Stephen Broughton, Committee Services

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Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report
Appendices	See attached report

Planning Committee

10 am, Thursday 11 August 2016

Strategic Development Plan 2 Proposed Plan and Action Programme

Item number

Report number

Executive/routine

Executive

Wards

All

Executive summary

SESPlan has prepared a Proposed Strategic Development Plan and Action Programme for Edinburgh and South East Scotland. The Strategic Development Plan is a statutory planning document which is prepared every five years and covers a twenty year period. It communicates strategic level and cross-boundary planning policy and applies national policy and guidance from the Scottish Government. The Action Programme sets out the key strategic actions needed to deliver the vision of the Plan.

The SESplan Joint Committee approved the Proposed Plan and Action Programme for publication at its meeting on 20 June 2016. Each member council has been invited to formally ratify this decision. This report recommends that Committee endorses the Proposed Plan and Action Programme and refers this decision to full Council.

Links

Coalition pledges

[P8, P17, P50](#)

Council outcomes

[CO7, CO8, CO9, CO10, CO16, CO18, CO19, CO22, CO23](#)

Single Outcome Agreement

[SO1, SO2, SO4](#)

Strategic Development Plan 2 Proposed Plan and Action Programme

Recommendations

- 1.1 It is recommended that Committee:
 - 1.1.1 supports the decision by the SESplan Joint Committee at its meeting on 20 June 2016 to approve the Strategic Development Plan 2 Proposed Plan and Action Programme and refer it to full Council for ratification;
 - 1.1.2 notes that minor editorial changes of a non-policy nature to SDP2 and the supporting documents are delegated to the SDP Manager in consultation with the Head of Planning and Transport, SESplan Project Board Chair and Joint Committee Convener;
 - 1.1.3 notes those background documents to be published with the Proposed Plan; and
 - 1.1.4 notes the proposals for consultation on SDP2 and the supporting documents considered by the SESplan Joint Committee on the 20 June 2016.

Background

- 2.1 SESplan is the Strategic Development Planning Authority for Edinburgh and South East Scotland. It covers the council areas of the City of Edinburgh, East Lothian, Fife (part), Midlothian, Scottish Borders and West Lothian.
- 2.2 The Town and Country Planning (Scotland) Act 1997, as amended, requires these councils to work together to prepare and keep under review a Strategic Development Plan (SDP) for South East Scotland. The first SDP (SDP1) was approved by Scottish Ministers on 27 June 2013.
- 2.3 The purpose of the SDP is to set out a vision for the long term development of the city region and deal with cross boundary issues such as housing and transport.
- 2.4 There is a requirement to review the SDP within four years of its approval. The second SESplan Main Issues Report was published on 21 July 2015. This provided the main opportunity for engagement. During a 10 week consultation period, SESplan received 245 responses. The engagement has informed the preparation of a Proposed Plan. The Proposed Plan represents SESplan's settled view of the final content of the plan. The City of Edinburgh Council officers have been involved in its preparation as members of an Operational Group and Project Board.

- 2.5 Community planning and spatial planning should be closely aligned. Within the SESPlan area, efforts have been made to ensure that SDP2 is consistent with the Community Plans in the area. In Edinburgh, Community Planning is represented on an internal SDP coordination group along with representatives from key Council services.
- 2.6 The Proposed Plan (Appendix B) was approved by the SESplan Joint Committee on 20 June 2016. The SESPlan scheme of delegation requires that all major decisions on SDP content are referred to the six member councils for ratification. In Edinburgh, the authority to ratify lies with full Council.
- 2.7 The SDP informs the Local Development Plans (LDPs) prepared by each Local Authority. The Second Proposed Edinburgh Local Development Plan, currently at examination, was prepared to comply with SDP1. The next LDP will be required to comply with the second Strategic Development Plan (SDP2).

Main report

Spatial Strategy

- 3.1 By 2038, the population in the SESplan region is projected to grow by 18%. The Proposed Plan sets out a spatial strategy to guide this growth.
- 3.2 In the first twelve years of the plan period (2018-2030), the need for strategic housing will be largely met by land already identified in existing local plans, mainly in Edinburgh or along transport corridors. The strategy is therefore a continuation of the SDP1 strategy. This identifies areas of strategic growth in West Edinburgh, South East Edinburgh, Edinburgh City Centre and Edinburgh Waterfront. The Edinburgh green belt is identified and LDPs are required to maintain this.
- 3.3 Green networks are a key element of the strategy. Green networks can perform multi functions providing habitats, active travel routes and greenspace links. They provide a setting for development and contribute to quality of life. Two cross-boundary green network priority areas are identified to focus action on places where a coordinated, cross-boundary approach is needed. Both areas include part of Edinburgh and extend into the west and south east of the region.
- 3.4 Beyond the first 12 years there is no need for the plan to be specific about locations for growth. For the period beyond 2030, indicative long term growth corridors are identified radiating from the city along transport routes. This reflects the placemaking principle that new development should be located near existing public transport hubs, or in locations where there are planned infrastructure projects. Any green belt land required to be released to meet future housing land requirements should be within the long term growth corridors. Future SDPs will identify more specific locations in line with this strategy. Subsequent LDPs may be directed to give more explicit policy protection to green networks in the remaining wedges.

3.5 Edinburgh East and Edinburgh West are identified as key areas for change. The key challenge identified in Edinburgh East is to ensure delivery of infrastructure for existing allocated sites. Major upgrades to junctions on the City Bypass are likely to be required to deal with existing congestion and cope with future increases in traffic associated with housing delivery. Major upgrades to walking and cycling infrastructure and public transport provision will also be needed. Edinburgh Waterfront remains a high priority for growth. The tram extension to Leith and Granton are identified as fundamental to connect the Waterfront to the city. The potential for West Edinburgh to deliver a range of opportunities for strategic growth, including the delivery of substantial housing developments, is highlighted.

Housing Growth

3.6 A key requirement of SDPs is to set housing supply targets to support housing growth. This is the target number of homes to be delivered in the area. A Housing Need and Demand Assessment (HNDA) has informed the setting of targets. These are set out at local authority level and split into market and affordable targets.

3.7 A total target of 63,852 new homes has been identified for the whole SESplan area, in the period 2018-2030. The target within Edinburgh is 29,040 homes. This is a larger proportion of the region's housing need than in previous plans. This supports the plan's strategy to locate housing near where people work and support public transport use. To meet the target, an annual average of 2,420 completions is required in Edinburgh. This is higher than has been achieved in recent years. In the period 2010-2014, an average of 2,000 homes were completed annually in Edinburgh.

3.8 Most need and demand in Edinburgh is for affordable housing. The target within Edinburgh is to provide 14,400 affordable homes in the period 2018-2030. This is approximately half of the total target, the remainder being for market housing. This target is ambitious but considered to be achievable. Market targets have been set which exceed the level of demand identified to help meet some of the shortfall in affordable housing need through more affordable models of market housing, help to buy schemes and new build private rented housing.

3.9 In line with Scottish Planning Policy, to provide a generous supply of land, the targets for the period 2018-2030 have been increased by 10% to give a land requirement. LDPs must ensure that there is a sufficient supply of housing land to meet this requirement. A requirement of almost 32,000 homes has been set for Edinburgh. It is the role of the LDP to ensure that there is a sufficient supply of housing land to meet this requirement. While it is estimated that there is sufficient supply in the other local authority areas, a shortfall is anticipated in Edinburgh. Based upon expected land supply, which takes account of effective land and allocations in the second proposed LDP, it is estimated that to meet the housing land requirement would mean land would need to be found in Edinburgh for an additional 8,000 new homes. However, there is scope to assume that there will be a contribution from windfall sites. Making such an assumption would

reduce the requirement for new land allocations, potentially to around 2,800. In anticipation of a shortfall, the Proposed Plan directs Edinburgh to identify additional housing land to meet the identified shortfall giving priority to brownfield sites before peripheral greenfield sites. Any assumptions about windfall and allocations of greenfield or brownfield sites would be made through the next LDP process.

- 3.10 The SDP is not required to set housing supply targets beyond year 12 of the plan period. Based upon the HNSA estimates, an indication of the scale of this growth is provided in the Proposed Plan. These figures do not take into account wider factors that may influence delivery. The figures provided are higher than the supply targets for the period 2018-2030, indicating a total of 43,832 homes in the whole SESplan area. A total of almost 20,000 homes is identified for Edinburgh. As much of the need is for affordable homes, to achieve these levels would require a step change in the rate of delivery of affordable homes if the full level of affordable need is to be met. The targets for this period will be set out in the next SDP.
- 3.11 Scottish Planning Policy requires that LDPs must maintain a five year supply of effective housing land at all times. That is land which is free, or expected to be free, of constraints in the period under consideration. Should a shortfall be identified the policies of the plan will be determined to be out of date and a presumption in favour of sustainable development will apply. To try to ensure that any proposals address the tenure within which a shortfall has arisen, the Proposed Plan requires that the proportion of affordable and market housing in the proposal should reflect the type and scale of the shortfall identified.

Locations for investment

- 3.12 The Proposed Plan identifies significant business clusters. Clusters contain groups of complementary business sectors or share a common geography. They have been identified for their contribution to the city region's economy and provide opportunities for continued growth and expansion. Edinburgh BioQuarter is identified as part of an innovation and science cluster. The city centre and Leith, and West Edinburgh are identified as business clusters. Investment should be promoted in these locations.

Town Centres

- 3.13 Edinburgh is identified as the regional core of South East Scotland. The city centre forms the top level of a hierarchy of centres which also identifies four strategic centres at Dunfermline, Kirkcaldy, Glenrothes and Livingston. Below this level, centres will be identified in LDPs. This is considered appropriate for a strategic plan. Alongside the hierarchy a sequential approach is set out which gives preference to town centres, including the city centre, for any uses generating significant footfall. This will help group commercial, retail and leisure facilities to achieve economies of scale and minimise the need to travel.

Strategic Connectivity

- 3.14 The ability to deliver the infrastructure to enable development is crucial to the strategy for growth. The spatial strategy focuses growth in Edinburgh, along transport corridors and in locations where there are planned infrastructure projects to enable easy access to the public transport network.
- 3.15 The Proposed Plan and Action Programme reflect the revised City Deal's tram network ambition and specific proposals. The tram line extension to Newhaven is identified as a strategic project. The Edinburgh Tram extension to Granton, the BioQuarter and West Edinburgh Extension are identified as longer term projects.
- 3.16 Further strategic projects are identified to provide road and rail improvements. Some of these projects require further appraisal work before a commitment can be made to their delivery. Appraisal work on other potential cross-boundary projects is ongoing. This includes: A720 improvements, including Sheriffhall Junction improvements associated with trunk road approaches to Edinburgh, Edinburgh Orbital bus, Edinburgh Cross-rail and strategic walking and cycling routes.
- 3.17 The final report of a transport appraisal commissioned to inform the Proposed Plan is contained within the full SDP Manager's Report (see Background Reading below). The appraisal builds on the emerging work from the Cross Boundary Transport Project led by Transport Scotland and assesses the impacts of the additional development required to meet SDP2's Housing Supply Targets. The assessment highlights that there are further journey time and congestion impacts in West, Central and North Edinburgh as a result of the additional housing inputs but these are very minor, relative to the impacts of development already identified in existing plans. The assessment recommends outline interventions that could accommodate and mitigate these impacts.

Action Programme

- 3.18 The SDP2 Action Programme (Appendix C) sets out the key strategic actions needed to deliver the vision of the Proposed Plan. As much of the need for strategic land is to be met by land already identified in existing LDPs, most of the actions needed to deliver the housing and infrastructure will be set out in the action programmes related to each of the LDPs in the city region.
- 3.19 The SDP2 Action Programme therefore focuses on actions to deliver cross boundary infrastructure, on areas where the input and coordination of more than one local planning authority is needed and actions to deliver cross-boundary infrastructure, with significant region-wide benefits and national developments.
- 3.20 The existing approved SESplan Action Programme (September 2015) was prepared in the context of SDP1 and the new Action Programme has been prepared to set out the actions specifically required for SDP2.

- 3.21 The Action Programme identifies lead partners for each action. The City of Edinburgh Council is identified as lead partner for the following actions for which it will be required to co-ordinate the planning, delivery and monitoring of the actions:
- 3.21.1 City Deal
 - 3.21.2 Edinburgh Tram
 - 3.21.3 Strategic Cycle Routes
 - 3.21.4 West Edinburgh infrastructure improvements (as part of the Edinburgh International Development Partnership)
 - 3.21.5 Supplementary Guidance for Cross-boundary Green Networks
- 3.22 The Action Programme will be published and submitted to Scottish Ministers alongside the Proposed Plan. The Action Programme is not subject to examination, but may be updated following the examination. The Action Programme will then be adopted and published within three months of the plan approval. Following its adoption, the Action Programme will be kept under review and updated and published at least every two years.

Funding delivery of SDP2

- 3.23 Many of the funding requirements in the plan will depend on future Government spending reviews and public and private sector finance. City deal will also have a key role.
- 3.24 To help fund some of the transport improvements, a cross-boundary transport contributions framework will be prepared as Supplementary Guidance following approval of the plan. This will focus on mitigating the most significant cumulative and cross-boundary impacts as identified through transport appraisals. The Proposed Plan identifies a number of potential projects that may be beneficiaries of developer contributions. These are listed at 3.16.
- 3.25 The projects identified in the Proposed Plan will not mitigate all impacts on the strategic transport network. Local authorities will seek contributions towards the non-cross boundary transport infrastructure needed. Infrastructure requirements resulting from development will be set out in future LDP action programmes.

Next Steps

- 3.26 The SDP Manager's report to the Joint Committee on the Proposed Plan and Action Programme is at Appendix A. It summarises the Proposed Plan's content, sets out proposals for consultation and engagement and explains the next steps.

- 3.27 As required by the SESplan Constitution, each member council has been invited to formally ratify the Proposed Plan and Action Programme and supporting documents for consultation. It is expected that this process will be completed in August 2016. It is expected that the Proposed Plan will be published around 13 September 2016, for a period of six weeks for representations to be made. Action will focus on raising awareness of the plan preparation process, explaining the content of the Proposed Plan and inviting formal comments. Information advising of the period for representations will be sent to the Key Agencies, adjoining planning authorities and SDPAs and Community Councils.
- 3.28 SESplan will be required to address all representations and decide if they warrant modifications to the proposed plan. If no modifications are proposed then all representations will be submitted to the Scottish Government for examination. The findings of examination are largely binding.

Timescales

September/October 2016	Period for representations
Spring 2017	Submission of SDP2 and representations to Scottish Ministers
Summer 2017	Examination of SDP2
Summer 2018	Approval of SDP2

- 3.29 The plan is supported by a number of technical documents which were published alongside the Main Issues Report. These can be accessed using the link in the Background Reading section below and include an updated Housing Background Paper, an SDP2 Transport Appraisal and a table setting out the process for approval of supporting documents.

Measures of success

- 4.1 The growth of Edinburgh and South East Scotland is guided and shaped in a way which maintains and promotes the assets which drive Edinburgh's success and which delivers the Council's objectives.
- 4.2 Stakeholders are kept well informed of opportunities to be involved in the SDP process.

Financial impact

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

Risk, policy, compliance and governance impact

- 6.1 Preparation of a SDP is a statutory process. Failure to ratify the decision of the SESplan Joint Committee could result in failure to meet the statutory requirement to prepare and review SDPs and submit to Ministers within four years of approval of the existing plan.
- 6.2 Strategic Environmental Assessment legislation requires that a SDP be accompanied by an Environmental Report identifying the likely significant environmental effects of the plan. An Interim Environmental Report was prepared at the Main Issues Report Stage and has been updated. It will be published alongside the Proposed Plan.

Equalities impact

- 7.1 An equalities and human rights impact assessment has been carried out for the SDP2. A report was prepared at Main Issues Report Stage and has been updated. It will be published alongside the Proposed Plan. In terms of equalities the Proposed SDP2 is likely to have a positive impact on all residents and visitors to Edinburgh. The policies should have a particularly positive impact on older people, younger people and those with a physical disability. It has the potential to impact positively to reduce socio-economic disadvantage by promoting accessibility, growth of the economy, provision of green space, affordable housing and reducing demand for energy from new developments.
- 7.2 The process of plan preparation enhances the rights to participation, influence and voice by allowing people to participate in the formulation of policy. SDP2 policies promote accessibility, green network, protection of the environment and growth of the economy which have the potential to enhance the rights to health, and standard of living.
- 7.3 The right to the peaceful enjoyment of your property could be influenced through planning policies and proposals. There are no proposals arising from the Proposed Plan that are known to require compulsory purchase of property.

Sustainability impact

- 8.1 The impacts of this report in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties have been considered, and the outcomes are summarised below. Relevant Council sustainable development policies have been taken into account.
- 8.2 The proposals in this report will reduce carbon emissions as the strategy seeks to minimise emissions from current forms of development and additional population whilst still reducing overall level of emissions to support climate change targets.

- 8.3 The proposals in this report will increase the city's resilience to climate change impacts as development will be required to avoid land at risk of flooding and retain natural flood defences.
- 8.4 The proposals in this report will help achieve a sustainable Edinburgh because new development will be located in sustainable locations and better integrated with existing communities. Increased energy efficiency in new developments will reduce living costs and fuel poverty. Economic growth will increase employment opportunities and provide an increased supply and broader range of house types, sizes and costs. There will be some loss of prime quality agriculture land around Edinburgh. However, this had been minimised by requiring LDPs to identify brownfield sites first. Policy promotes the increased recycling of waste, its use as an energy resource and the sustainable use of minerals.

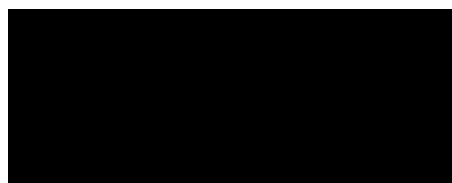
Consultation and engagement

- 9.1 The main SDP engagement was carried out in summer 2015 at the Main Issues Report stage. The findings informed the Proposed Plan.
- 9.2 Consultation has taken place with other Council services during the development of the Proposed Plan and Action Programme. The public and other stakeholders will have an opportunity to make representations on the Proposed Plan and Action Programme during the public consultation period, as described in the appended report.

Background reading/external references

[Strategic Development Plan Main Issues Report 2, report to Planning Committee \(15 June 2015\)](#)

[SDP Manager's Report, including Proposed Plan, Action Programme and supporting documents](#)



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Links

Coalition pledges	<p>P8 Make sure the city's people are well-housed, including encouraging developers to built residential communities, starting with brownfield sites</p> <p>P17 Continue efforts to develop the city's gap sites and encourage regeneration</p> <p>P50 Meet greenhouse gas targets, including the national target of 42% by 2020.</p>
Council Priorities	<p>CP2 Improved health and well being: reduced inequalities</p> <p>CP9 An Attractive city</p> <p>CP10 A range of quality housing options</p> <p>CP11 An accessible connected city</p> <p>CP12 A built environment to match our ambition</p>
Single Outcome Agreement	<p>SO1 Edinburgh's economy delivers increased investment, jobs and opportunities for all</p> <p>SO2 Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health</p> <p>SO4 Edinburgh's communities are safer and have improved physical and social fabric</p>
Appendices	<p>Appendix A : SDP Manager's report to 20 June 2016 SESplan Joint Committee –Proposed Plan and Proposed Action Programme</p> <p>Appendix B : Proposed Strategic Development Plan</p> <p>Appendix C : Proposed Strategic Development Plan Action Programme</p>

For Decision	✓
For Information	

ITEM 8 – PROPOSED PLAN AND PROPOSED ACTION PROGRAMME

Report by: Ian Angus, SDP Manager

Purpose

This report presents the Proposed Plan and Proposed Action Programme to the SESplan Joint Committee for consideration and approval. The Proposed Plan and Action Programme attached as Appendices 1 and 2 to this report include amendments which seek to address the concerns noted by the Joint Committee at its meeting on 30 May 2016.

Recommendations

It is recommended that the Joint Committee:

- a) Approves the Proposed Plan and Proposed Action Programme, attached as Appendices 1 and 2 to this report, for publication, subject to ratification of this decision by the member authorities;
- b) Notes the Housing Background Paper and SDP2 Transport Appraisal, attached as Appendices 3 and 4;
- c) Notes the process for the approval of supporting documents to the Proposed Plan, including technical notes, for publication set out in Appendix 5;
- c) Agrees that editorial changes of a non-policy nature to Appendices 1 and 2 are delegated to the Strategic Development Plan Manager in consultation with the SESplan Joint Committee and SESplan Project Board Chairs; and
- d) Agrees the publication proposals set out in paragraphs 4.1-4.4 of this report.

Resource Implications

As set out below.

Legal and Risk Implications

All risks are detailed in the SESplan Risk Register and reported to Joint Committee on an annual basis.

Policy and Impact Assessment

No separate impact assessment is required.

1. Background

- 1.1 Under the terms of the Planning etc. (Scotland) Act 2006, the six member authorities that make up the SESplan Strategic Development Plan Authority (SDPA) are to prepare a Strategic Development Plan (SDP) for South East Scotland. The SDP is to set out a vision statement as the SDPA's broad view on the future development of the SESplan area, along with a spatial strategy for future development and land use within the area, taking into account cross border relationships.
- 1.2 Scottish Ministers expect SDPs to be concise, visionary documents that set clear parameters for subsequent Local Development Plans (LDPs) and inform decisions about strategic infrastructure investment. Vision statements within the SDP are to set out a view on 20 years hence and a context for the spatial strategy of the plan. The spatial strategy should provide clear direction and provide a strategy for new development up to Year 12 from plan approval, with a broad indication of the scale and direction of growth up to Year 20. The principal topics for SDPs are expected to be land for housing, business, shopping, waste management development, strategic infrastructure (including transport, water supply and waste water), strategic greenspace networks and green belts.
- 1.3 To facilitate and inform the development of the second SDP, the SDPA prepared a Main Issues Report (MIR2). The issues and options set out in MIR2 were informed by discussions at the Joint Committee and workshops involving Joint Committee members and other key stakeholders. At its meeting on the 29 May 2015, the SESplan Joint Committee approved MIR2 for publication for consultation. This decision was ratified by all six member authorities and MIR2 together with a series of supporting documents was published for a 10 week consultation on the 21 July 2015 on the [SESplan Consultation Portal](#).
- 1.4 A report on the consultation activities which took place over the consultation period was presented to the Joint Committee at its meeting on the [28 September 2015](#). It was notable that the MIR2 consultation attracted responses from a more representative mix of stakeholders than previous SESplan consultations and the number of responses received was significantly greater than in the majority of previous SESplan consultations. The Easy Read Guide to the MIR, which was an innovative and engaging, graphic led approach to the presentation of issues and options, was well received by consultees in all stakeholder groups. A report setting out the responses to the consultation together with detailed summaries of all individual responses was presented to the Joint Committee on [14 December 2015](#). All of the responses and supporting documents are available on the [SESplan Consultation Portal](#) or website.
- 1.5 The Draft Proposed Plan Joint Committee Version 1.0 and supporting documents were considered by the Joint Committee on 30 May 2016. At that meeting, the Joint Committee noted members' concerns regarding aspects the Draft Proposed Plan and Action Programme. In this context, the Joint Committee agreed to defer decision on the draft plan and supporting documents to allow officers of the Core Team and

member authorities to consider and address the concerns which had been raised. The Draft Proposed Plan Joint Committee Version 2.10 and the Draft Action Programme Joint Committee Version 2.10, attached as Appendices 1 and 2 to this report, incorporate amendments which address the concerns which were raised by members. Appendix 6 to this report sets out all of the changes made to the Proposed Plan Joint Committee Version 1 and Action Programme Joint Committee Version 1, incorporated in Appendices 1 and 2.

- 1.6 The changes made to the Proposed Plan Joint Committee Version 1 and Action Programme Joint Committee Version 1, incorporated in Appendices 1 and 2, do not necessitate any amendment to the Environmental Report, Habitats Regulations Appraisal, Strategic Flood Risk Assessment and Equalities and Human Rights Impact Assessments associated with the Proposed Plan.

2. The Proposed Plan

- 2.1 The Draft Proposed Plan and Proposed Action Programme are attached as Appendices 1 and 2. MIR2 and the Proposed Plan have been informed by a number of technical assessments. The Housing Background Paper and the Transport Appraisal for SDP2 which inform the Proposed Plan are attached as Appendices 3 and 4. Appendix 5 summarises the proposed approach to the approval of the Proposed Plan and all supporting documents for publication.
- 2.2 The Proposed Plan has been shaped by discussions at the SESplan Joint Committee and workshops with Joint Committee members, Key Agencies and others. The Proposed Plan has been developed under the direction of the SESplan Project Board and in consultation with member authorities and the Key Agencies. The City Region Deal team have also been consulted in the preparation of the plan. All of the submissions received through the MIR2 consultation have been considered in the preparation of the plan.
- 2.3 The Proposed Plan has been prepared within the context of the first Strategic Development Plan for the area, approved by Scottish Ministers in June 2013, and the Supplementary Guidance on Housing Land adopted by the member authorities in October 2014. A key requirement for the Proposed Plan is to provide continuity to ensure that the proposals already identified through the approved Strategic Development Plan and Local Development Plans prepared to accord with that are taken forward to delivery.
- 2.4 The Proposed Plan sets out an ambitious vision to guide the growth of the city region over the next 20 years. It provides a strategic basis for Local Development Plans to set out more detailed proposals for where development should and should not happen and a context for development management. The plan will also help to achieve the vision by influencing and supporting investment plans and other strategies affecting the region.

- 2.5 The Proposed Plan is intended to be accessible to all people with an interest in the plan. To help achieve that, the style of the plan is based on that of the Easy Read Guide to MIR2. The plan makes extensive use of graphics and is written in a straightforward style as far as is practical while ensuring that the plan continues to fulfil its role in directing Local Development Plans and in development management.
- 2.6 The Proposed Plan addresses all of the issues identified in MIR2. The key elements of the plan are:
- A Growth Strategy where **most growth over the next twenty years is focussed in and close to Edinburgh** and along growth corridors with good public transport;
 - A set of **Placemaking Principles** to guide Local Development Plans and decisions on new development proposals;
 - A set of **ambitious but realistic Housing Supply Targets and a generous supply of housing land**;
 - **A plan-led and prioritised approach to enhancing green networks** including the commitment to prepare Cross Boundary Green Network Frameworks as Supplementary Guidance to the plan;
 - **A Strategic Regional Walking and Cycling Network** and priorities for new or upgraded routes; and
 - A commitment to preparing **Supplementary Guidance on a Cross Boundary Transport Contributions Framework** to assist in the delivery of some of the transport inventions needed to deliver the vision.
- 2.7 The Housing Supply Targets have been developed in line with a methodology agreed between the SESplan member authorities. The methodology, set out in detail in the Housing Background Paper, Appendix 3, is based on a 2015 Housing Need and Demand Assessment (HNDA) certified as robust and credible by the Scottish Government Centre for Housing Market Analysis (CHMA). The approach is compatible with Scottish Planning Policy, the HNDA Managers Guide and Local Housing Strategy Guidance.
- 2.8 All of the technical work completed to inform MIR2 and the technical notes on Spatial Strategy, Housing Land, Economy, Minerals and Waste have been reviewed in the context of the Proposed Plan. The Housing Land Technical Note will be superseded by the Housing Background Paper. All of the other notes remain relevant to the Proposed Plan and do not require updating with the exception of the Green Network Technical Note. This note will be amended to reflect minor changes to the green network priority areas and the strategic, regional walking and cycling network, agreed with key partners, following the consultation on the MIR. Appendix 5 sets out the proposed approach to the approval of Proposed Plan and supporting documents including technical notes for publication.
- 2.9 The Final Report of a transport appraisal commissioned to inform the Proposed Plan is attached as Appendix 4. This appraisal builds on the emerging work from the Cross Boundary Transport Project led by Transport Scotland and assesses the impacts of the additional development required to meet SDP2's Housing Supply Targets. The assessment highlights that there are further journey time and congestion impacts in West,

Central and North Edinburgh as a result of the additional housing inputs but these are very minor relative to the impacts of development already identified in existing plans. The assessment recommends outline interventions that could accommodate and mitigate these impacts.

3. The Action Programme

3.1 The purpose of the Action Programme is to set out how the SDP will be implemented, relating actions to specific SDP policies. The Action Programme addresses the 'how', the 'when' and 'by who', not simply focusing on proposals for land releases or redevelopment but setting out all proposed actions required in order to effectively deliver the policy objectives of the plan. The Action Programme must contain the following;

- A list of actions required to deliver each of the Plan's policies and proposals;
- The name of the person who is to carry out the action; and
- The timescale for carrying out the action.

3.2 The Action Programme will focus on:

- a. actions to deliver cross-boundary infrastructure and infrastructure of regional importance
- b. actions to deliver national developments; and
- c. actions that require the input and coordination of more than one local planning authority to deliver.

3.3 This Action Programme has been developed in consultation with the member authorities, the Scottish Government, Key Agencies and officers working on the City Region Deal. Other stakeholders identified in the Action Programme are being consulted on the relevant actions and roles. Many of the funding commitments in the plan will be dependent on future Government spending reviews and public and private sector finance. The City Region Deal proposal, currently the subject of negotiation with Scottish and UK Government, is also likely to have a key role to play in delivering SESplan's vision.

3.4 The Action Programme will be published and submitted to Scottish Ministers alongside the SDP. The Action Programme is not subject to examination alongside the Proposed Plan but may be updated following the examination. The Action Programme will then be adopted and published within three months of the plan approval. Following its adoption, the Action Programme will be kept under review and updated and published at least every two years. Appendix 2 includes further details on the Action Programme.

4. Next Steps

4.1 A decision by the SESplan Joint Committee to publish the Proposed Plan and accompanying documents must be ratified by each of the member authorities. It is expected that this process will be completed in August

2016. Allowing time for the printing and distribution of the documents, it is expected that the Proposed Plan will be published around 13 September 2016 for a period of six weeks for representations to be made.

4.2 In accordance with Regulation 5 of the Town and Country Planning (Development Planning) (Scotland) Regulations 2008, the documents will be published and distributed as follows.

- A notice will be published in a local newspaper covering the region and on the internet setting out:
 - o That the document has been prepared, and where and when it may be viewed;
 - o A brief description of the content and purpose of the document;
 - o Details of how further information may be obtained; and
 - o A statement that representations may be made, and how, to whom and by when they should be made.
- Information advising of the Period for Representations will be sent to:
 - o The Key Agencies (13 in total);
 - o Adjoining planning authorities and SDPAs (11 in total); and
 - o Community Councils within the SDP area (232 in total).
- A copy of the document will be made available to inspect at an office of each of the constituent planning authorities (6 per member authority, 36 in total) and in all public libraries in the plan area (132 in total).
- The document and supporting information will be published on the internet.

4.3 To meet the above requirements, 700 copies of the Proposed Plan, Action Programme and updated Environmental Report and Addendum will be printed in hard copy. When publishing MIR2, hard copies were requested by and distributed to other organisations including housing associations, MPs and MSPs, developers, community councils and individuals. It is expected that demand for copies of the Proposed Plan will be higher and so an allowance for additional prints has been included within the above total.

4.4 In accord with the [SESplan Stakeholder Strategy](#) presented to the Joint Committee on 21 March 2016, an Engagement Action Plan for the Proposed Plan will be prepared in consultation with member authorities. The Engagement Action Plan will set out our approach to engaging the key groups identified in the Strategy. At the stage in the programme for SDP2, action will focus on raising awareness of the plan preparation process, explaining the content of the Proposed Plan and inviting formal comments on plan during the period for representations. The Engagement Action Plan will be presented to the Project Board on 26 August 2016.

Appendices

Appendix 2	Proposed Action Programme
Appendix 3	Housing Background Paper
Appendix 4	SDP2 Transport Appraisal
Appendix 5	Approval of Proposed Plan and Supporting documents for publication
Appendix 6	Schedule of changes to Draft Proposed Plan Joint Committee Version 1 and Draft Action programme Joint Committee Version 1

Report Contact: 01506 282879

Report Agreed By: Ian Angus, SDP Manager

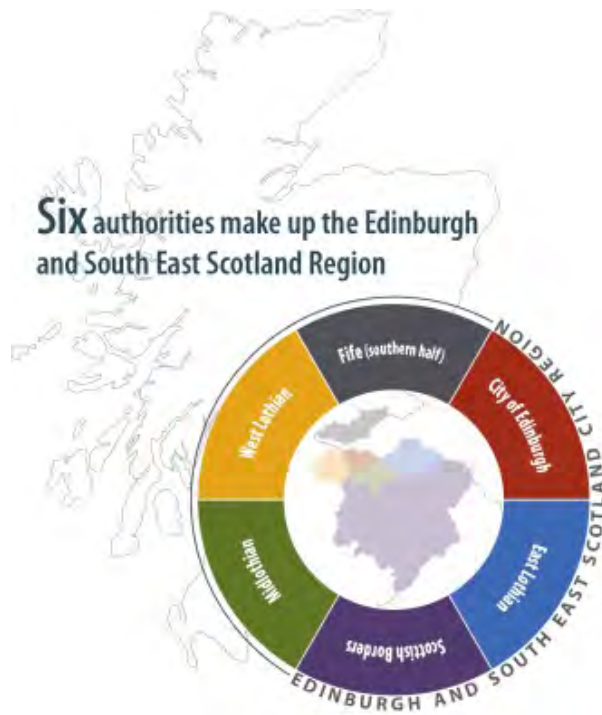
Author Name: Ian Angus, SDP Manager

SEsplan

The Strategic Development Planning Authority
for Edinburgh and South East Scotland

Thriving, Successful, Sustainable
Proposed Strategic Development Plan

September 2016



SESplan and the Strategic Development Plan

SESplan is the Strategic Development Planning Authority for the Edinburgh and South East Scotland region. The region covers six council areas including City of Edinburgh, East Lothian, Midlothian, West Lothian, the Scottish Borders and the southern half of Fife. SESplan works in partnership with these six councils to prepare a Strategic Development Plan for the area.

A Strategic Development Plan is a statutory planning document which is prepared or updated every five years and covers a twenty year time period. It communicates strategic level and cross-boundary planning policy and applies national policy and guidance from the Scottish Government. It is used to inform the Local Development Plans prepared by each of the Local Authorities in the region.

SESplan

Have Your Say

SESplan is currently at a key stage in the preparation of the replacement Strategic Development Plan where we publish the Proposed Strategic Development Plan. The Proposed Strategic Development Plan is effectively a draft plan which represents our settled view on the final content of the replacement Plan. It has been informed by the responses received during the [Main Issues Report](#) consultation which took place between 21 July and 30 September 2015.

We are now inviting formal comments to be made on the Proposed Strategic Development Plan. At this stage representations should be limited to explaining what changes you consider should be made to the plan along with justification for the proposed changes.

The Proposed Strategic Development Plan publication period runs from XX September to XX October 2016. If you wish to submit a representation you should do so through the SESplan consultation Portal: sesplan.objective.co.uk/portal.

In line with Scottish Government advice, the detail of each representation should be expressed in a concise way (no more than 2,000 words). A concise summary is also required (up to a maximum of 400 words), together with the change that is sought to the Proposed Plan.

Following completion of the publication period, SESplan is required to address all the representations and decide if any of them warrant modification to the Proposed Plan. If no modifications are considered appropriate then all of the representations and SESplan's response to them will be submitted to the Scottish Government alongside the Proposed Plan for examination.

The Proposed Strategic Development Plan and supporting documents can be viewed on the website www.sesplan.gov.uk, in public libraries, local planning authority offices and at the SESplan office at:

SESplan, Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

For more information, or if you are unable to submit a representation through the Consultation Portal, please contact us on 01506 282883 or contactus@sesplan.gov.uk

To keep up-to-date you can sign up to our mailing list, follow us on Twitter @SESplan or like us on Facebook.

Foreword and Introduction

This plan sets out an ambitious vision to guide the growth of the South East Scotland region over the next 20 years. Our vision is for a city region that is easier to move around and where there are better public transport options. The success of Edinburgh's Trams and the Borders Railway has demonstrated that people will choose non-car options where a good service is available, with consequent benefits to our environment, health and economy. However, if we're to deliver a better transport system for everyone, we need to step up the pace of the delivery of transport infrastructure, particularly for public transport, walking and cycling and find new ways to pay for it. This plan sets out a number of proposals to help us do that.

Recognising the challenge of meeting people's needs for a home, member authorities have worked together to ensure that the targets for housing delivery are ambitious, but achievable. A spatial strategy focused on growth corridors with good public transport will ensure that this housing will be directed to the right places. A series of placemaking principles and a plan-led approach to green networks means that this growth can be delivered without damaging the natural assets that make the region a great place to live, work and visit.

The announcement that a City Region Deal for our region will be developed, in partnership with the UK and Scottish Governments, means that there will be opportunities to fund and deliver infrastructure in more innovative ways in the years ahead. The partner authorities are committed to an ambitious proposal to deliver a step change in the region's economic performance. We will play our full part in that process and make use of the fiscal powers to ensure that this region continues to be the best place to live in Scotland.

Councillor Stuart Bell

Convenor SESplan



Distinctive Heritage and Culture

Home to over half of the top **20** most visited attractions in Scotland and 1 in the UK top **10**



Festival City – Edinburgh hosts the largest annual cultural festival in the world. Generating over **£260** million in the Scottish economy

Two UNESCO World Heritage Sites - Old and New Towns of Edinburgh and the Forth Bridge



Scotland's Golf Coast
Musselburgh to Dunbar

A World Class Environment

Two National Scenic Areas - Eildon & Leaderfoot and Upper Tweedale



Tweed Valley Forrest Park - including Glentress Mountain Biking Centre

Pentland Hills Regional Park - Edinburgh's Playground & Lomond Hills Regional Park - Fife's playground!



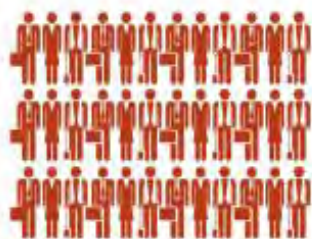
3 National Nature Reserves - Blawhorn Moss, Whitlaw Mosses & St Abb's Head



Over **20** Natura Sites - Protected Areas of European Importance including most of the Firth of Forth Coast and Islands

A Smart Economy

City Region contributes over **£33** billion of Gross Added Value to Scotland's economy. **26%** of the country's output



Edinburgh is the second most prosperous city in the UK (2013)



There is a skilled workforce **31.7%** working age population educated to degree or equivalent level (Scotland 26.4%) and we are home to **4** major universities

The city is a centre for excellence for financial services and the region is one of the UK's leading technology hubs



Advanced Engineering and Infrastructure



The Queensferry Crossing is the longest three-tower, cable-stayed bridge in the world and the **tallest bridge in UK.**



Borders Railway - longest domestic railway constructed in Britain for over **100** years.



Edinburgh Airport
Scotland's Busiest Airport
with over **11** million
passengers

A Region of Opportunities



Generous
Housing
Land Supply



Diverse land for business
in great locations



Serviceable **Ports** to
support offshore
renewables

SESplan Assets



POPULATION of
City Region set to rise by **18%**



City Region contains
23.8%
of the **Scottish Population**

City Region Vision for 2038

Thriving, Successful, Sustainable

Sustainable growth has been achieved by carefully managing those assets that provide the most benefits and by making well designed, successful places where people can thrive. More people are able to afford a home in a place near where they work. A series of cross-boundary transport projects has made travel by public transport easier and more people are cycling and walking to work. The economy continues to grow and the region remains an outstanding place to live, work and visit. Communities in the region are healthier and there is less inequality and deprivation.

What Change?

Spatial Strategy

Most growth in and around Edinburgh and in Long Term Growth Corridors

Placemaking in the city region

Rural Growth Areas

Green Belts

Cross-Boundary Green Networks

Strategic Cross-Boundary Transport Improvements

Key Diagram, page 11. Placemaking Principles, page 13.

Where?

Key Areas of Change



How?

Delivery Themes

Strategic Opportunities

Outcomes

A Place to do Business

Locations for Investment
page 23

Improved employment opportunities and a more productive workforce

A Low Carbon Economy
page 30

Impacts from climate change minimised and carbon reduction targets met

Increasing Housing Delivery
page 34

Well-designed homes that meet more of the need for affordable housing

A Place for Communities

Thriving Town Centres
page 41

Vibrant town centres

Enhanced Green Networks
page 42

Reduced health and education inequalities

A Better Connected Place

Supporting Non-Car Travel
page 45

More people use public transport and journey times are quicker

Regional Walking and Cycling
page 46

Walking and cycling account for a bigger proportion of journeys

Strategic Transport Improvements
page 48

2 The Vision

Delivering the Vision

2.1 The Strategic Development Plan will help achieve the SESplan vision by:

- Providing direction to Local Development Plans in the city region. Specific directions to Local Development Plans are emboldened and begin "**Local Development Plans will...**"
- Providing a context for development management – all planning applications have to be determined in accordance with the Development Plan⁽¹⁾ unless material considerations indicate otherwise. Specific statements relevant to development management are emboldened and begin "**Development should...**" or "**Development must...**"
- Influencing and supporting investment plans, strategic plans and other strategies affecting the region
- Identifying key strategic actions in the plan and in the SESplan Action Programme. Specific statements committing individual SESplan member authorities to take action begin "**SESplan member authorities will...**". Statements committing SESplan to take action begin "**SESplan will...**"

SESplan Action Programme

2.2 Many of the actions needed to deliver this plan are already set out in the action programmes related to each of the Local Development Plans in the city region. The SESplan Action Programme published alongside this plan will therefore focus on actions:

- to deliver cross-boundary infrastructure and infrastructure of regional importance
- to help deliver national developments
- that require the input and coordination of more than one local planning authority to deliver

¹ The Development Plan for each of the local authority areas within this city region comprises the relevant Local Development Plan and the Strategic Development Plan (supported by relevant supplementary guidance)

City Region Deal

2.3 The member authorities are currently engaged in negotiations to conclude a 'City Region Deal' for the city region. This is a deal between the Scottish Government, UK Government and SESplan member authorities that allows greater fiscal autonomy on the basis of an investment programme that demonstrates additional economic growth. It is likely that this investment will help deliver some of the infrastructure needed in areas already allocated for development.

2.4 It is too early to predict the impact of this potential new investment on the economy of the region or the extent to which economic growth may affect housing demand. However, taking into account the potential opportunities, this plan includes ambitious housing targets and a generous housing land requirement. These reflect estimates of housing demand based on an economic future where the public and private sector provide the kind of strong leadership that is a key feature of City Region Deal. The impact of any City Region Deal on the pace of economic growth and any consequent impacts on the amount of development land required will be considered in relation to subsequent plans and strategies related to infrastructure delivery.



Spatial Strategy

The Spatial Strategy

Most growth in and around Edinburgh and in Long Term Growth Corridors

3.1 Over the next 20 years, most growth will be focused in and around Edinburgh and in indicative Long Term Growth Corridors (See Figure 3.1). The City of Edinburgh will meet a larger proportion of the region's housing need than in previous plans. This will help minimise commuting by car and reduce transport related carbon emissions, as well as making best use of existing infrastructure. 'A Place for Communities' (page 33) sets out the housing land requirement for each local authority area in the period 2018-2030 and provides an indication of the scale of housing land required beyond 2030.

Strategic Growth 2018-2030

3.2 For the next 12 years, the need for strategic growth will be largely met by land already identified in existing and proposed Local Development Plans. The key diagram identifies the broad location of this as 'Strategic Growth 2018-2030'. Most of this will occur in and around Edinburgh and along transport corridors.

Growth Beyond 2030

3.3 Beyond 2030, growth will be directed to locations in and around Edinburgh, locations along Long Term Growth Corridors and settlements within Rural Growth Areas. The purpose of the Long Term Growth Corridors is to direct growth to those transport corridors of primary importance for long term strategic growth. Rural Growth Areas identify those rural settlements in the Scottish Borders with potential for long term growth. The Placemaking Principles set out in Table 3.1 will be relevant over the long term and subsequent Strategic Development Plans will also include Placemaking Principles that guide the location and scale of development.

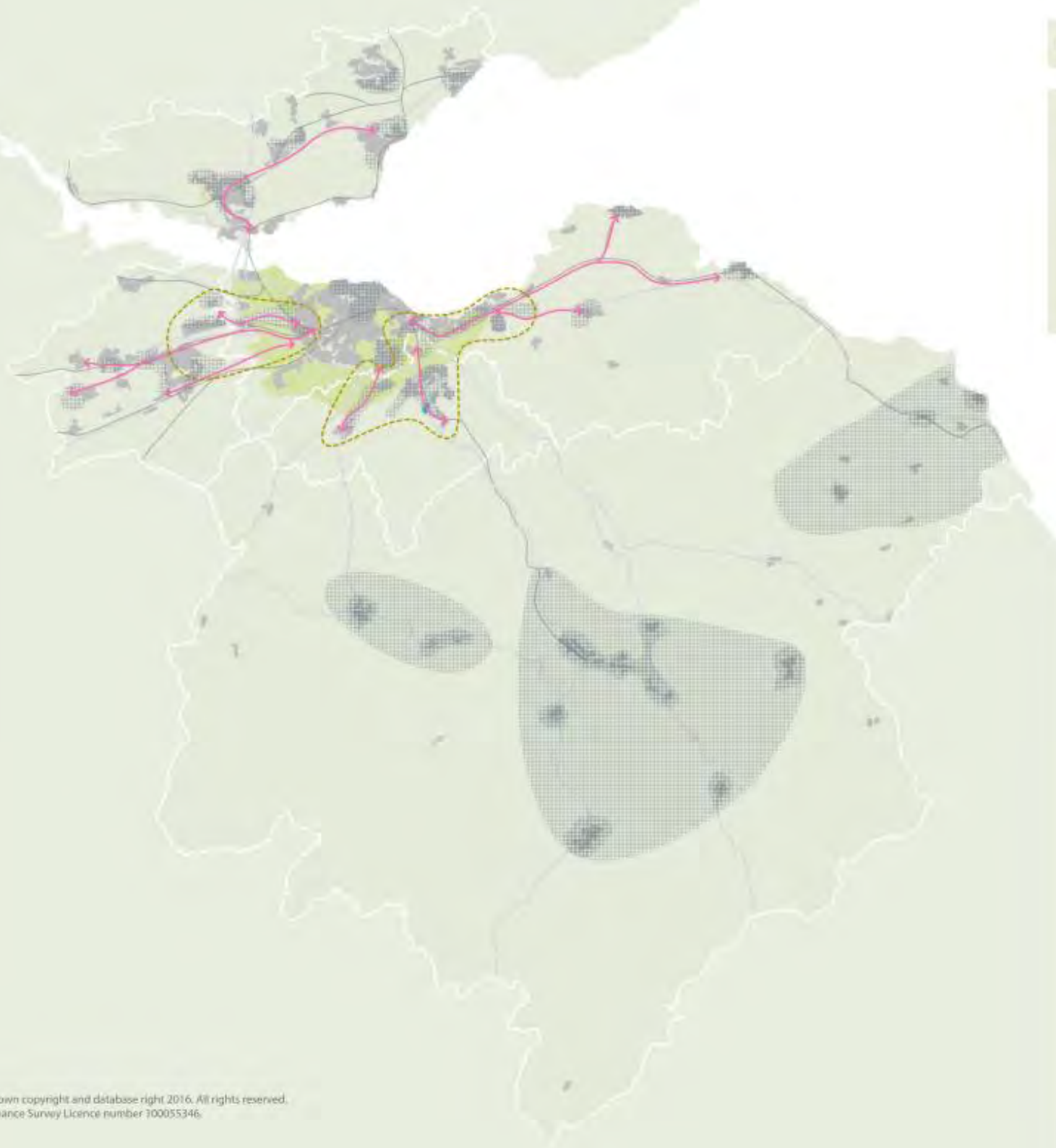
3.4 If required to do so on the basis of future assessments, subsequent Strategic Development Plans will identify more specific locations suitable for further strategic growth in line with this long term growth strategy and the Placemaking Principles. In doing so they may direct subsequent Local Development Plans to release land, including land from the green belt, at locations along the Long Term Growth Corridors. These Local Development Plans may give more explicit policy protection to green networks in the remaining 'green wedges', in a way that recognises the full range of benefits and services that green networks provide (para. 5.20).

Placemaking in the City Region

3.5 Placemaking is a collaborative process that includes design, development and renewal of our urban and rural built environments. Good places play a fundamental role in attracting investment and supporting economic growth, promoting healthy lifestyles and providing a sense of identity and community. **SESplan member authorities will ensure that communities are involved in the design and shaping of development at an early stage, using tools such as the Place Standard to engage local people in conversations about what places should be like.**

3.6 **Development should take account of the Placemaking Principles set out in Table 3.1. Local Development Plans will include development frameworks, masterplans and design briefs that are aligned with relevant community plans and have been developed jointly with local people. Local Development Plans will be guided by the Placemaking Principles detailed in Table 3.1. and ensure that all international, national and locally designated areas are afforded the appropriate level of protection.** The City Region Assets on page 4 illustrate many of the key natural and historic assets of international, national and regional importance.

Figure 3.1 Key Diagram



- Strategic Growth 2018-2030
- Long Term Growth Corridor 2030+
- Rural Growth Areas
- Cross-boundary Green Network Priority Areas
- Green Belt

The Spatial Strategy 3

Strategic Cross-Boundary Transport Improvements

3.7 Increasing traffic congestion has a major impact on movement into Edinburgh but also on movement to and between the western and south eastern fringes of the city. While the majority of these congested areas lie within the City of Edinburgh boundary, many of the journeys that contribute to that congestion are generated in the other SESplan member authority areas. This plan sets out some of the key strategic transport improvements that are likely to be needed to address these cumulative and cross-boundary impacts. It also sets out the principles underpinning a Cross-Boundary Transport Contributions Framework, to be established through Supplementary Guidance, and the matters that the guidance will address.

Green Belts and Related Countryside Designations

3.8 Figure 3.1 Identifies the broad location of the existing green belts around Edinburgh and to the west of Dunfermline. **Local Development Plans will identify and maintain green belts and other countryside designations fulfilling a similar function where they are needed:**

- **To maintain the identity, character and landscape setting of settlements and prevent coalescence**
- **To protect and provide access to open space**
- **To direct development to the most appropriate location and support regeneration**

In doing so, Local Development Plans will take into account any relevant guidance on green networks.

Cross-Boundary Green Networks

3.9 Two Cross-Boundary Green Network Priority Areas have been identified to focus action on places where a coordinated, cross-boundary approach is needed to maximise the benefits of green infrastructure. **SESplan will prepare Strategic Frameworks for two cross-boundary Green Network Priority Areas (Edinburgh and West, Edinburgh and East) and adopt the frameworks as Supplementary Guidance to the plan. These frameworks will:**

- **Identify and safeguard those elements of the green network that provide, or have the potential to provide, the greatest benefits for people and nature**
- **Identify strategic enhancements to green networks that will add value to existing settlements, developments for which land has already been allocated and any new allocations in subsequent Local Development Plans**
- **Provide an additional context for planning decisions**

3 The Spatial Strategy

Table 3.1 Placemaking Principles

Distinctive	Areas important for maintaining the character, landscape setting and distinctive identity of existing and proposed settlements should be protected and enhanced, particularly where they are needed to avoid the coalescence of settlements. The contribution of the natural and historic environment to making distinctive places should be maximised. Key views of the surrounding landscape should be integrated into developments to provide a sense of place and identity. Views of the Southern Uplands, the Lammermuir Hills, the Firth of Forth, the Pentland Hills, the Lomond Hills, the Bathgate Hills and key the landmarks of Edinburgh are particularly important in supporting a sense of place and making settlements distinctive.
Safe and Pleasant	Public spaces should be free from excessive traffic noise and air pollution and the needs of people should be considered before the movement of motor vehicles. Public spaces should be overlooked by housing, so that the people who use them feel safe and the people who live nearby feel a sense of ownership. It should be easy for people to access green/open space, including places where they can enjoy nature. Developments should be located within a network of green and blue infrastructure that provides a pleasant outlook for the people living and working there.
Welcoming	Gateways into settlements and extensions to existing settlements should be interesting, memorable and contribute to local distinctiveness. A wide range of public spaces of different types and character, accessible to all, should be provided that appeal to people of different ages and with different interests. Neighbourhood centres should include attractive and safe indoor and outdoor spaces where people can interact.
Adaptable	Development should be located where a wide range of densities, tenures and uses can be supported to meet the changing needs of the community into the future. Green networks should be multi-functional. They should comprise infrastructure that provides a range of benefits and can be adapted and enhanced depending on the local need for growing spaces, play spaces, natural spaces, public parks, sustainable urban drainage and the need to adapt to climate change.
Resource Efficient	New development should be located near existing public transport hubs, or in locations where there are planned infrastructure projects to enable easy access to the public transport network. The re-use or re-development of brownfield land should be considered before new development takes place on greenfield land, including Prime Agricultural Land and other land important for food production. Development should be located and orientated to maximise passive solar heating and opportunities for solar power generation. Heat mapping and other approaches should be used to identify opportunities to co-locate sources of high heat demand (e.g. housing) with sustainable sources of heat supply (e.g. biomass power plants). Development should be located away from functional flood plains and areas of medium to high flood risk. Areas important for flood storage and conveying capacity should be safeguarded for a range of compatible uses such as recreation, water quality management, flood attenuation and habitat creation. Development should be designed to minimise the area of impermeable surface and incorporate Sustainable Drainage Systems (SuDS) as appropriate.
Easy to Move Around	There should be good walking and cycling networks close to where people live, providing safe and convenient access to local facilities and to public transport stops. There should be a range of public transport options that provide easy access into Edinburgh, strategic centres, town centres, local centres and centres of employment. Developments should integrate with, and contribute to, the enhancement of walking and cycling networks.

The Spatial Strategy 3

Key Areas of Change South East

3.10 Edinburgh city and the Long Term Growth Corridors radiating east and south east encompass a range of strategic development opportunities over the next 20 years. The challenge in this area is to ensure that infrastructure is delivered that enables existing allocated sites to fulfil their potential.

3.11 Edinburgh Waterfront remains a high priority for growth. The tram extension to Leith and Granton and the establishment of an attractive cycleway and footpath is fundamental to achieving a thriving low carbon waterfront community connected to the city.

3.12 Blindwells could benefit from interventions to accelerate its development. If Blindwells is capable of expansion beyond the current allocation, it could become one of the largest investment opportunities in south east Scotland, potentially delivering over 6,000 homes, employment opportunities and a strategic town centre serving the wider area. Realising these opportunities will require further planning studies and close cooperation between landowners and the public sector. In particular, more effective partnership working is needed to deliver the education and transport infrastructure required to unlock its full

economic potential and enable it to contribute to the regeneration of neighbouring communities in the west of East Lothian.

3.13 Sites around existing East Lothian settlements will provide a significant amount of land to meet the requirements of the emerging East Lothian Local Development Plan. Once the development anticipated around Musselburgh is delivered, environmental and infrastructure constraints are expected to limit further significant expansion of settlements in the Musselburgh area. Any further development requirements for East Lothian will be dispersed to locations further east along the Long Term Growth Corridors. Subject to future growth requirements for East Lothian, there may be a need for a second new settlement in the east of East Lothian.

3.14 Shawfair station is at the centre of what will be a new community in Midlothian with the potential to deliver over 4,000 new homes and significant new employment land over the next 20 years. The scale of the proposal means there will be opportunities to provide more innovative low carbon power and heat solutions to support a more sustainable place. Eskbank station will provide ready access to the Midlothian Community Hospital and a ten minute rail link between Edinburgh College campuses in Midlothian. New transport links from Shawfair station to the Royal Infirmary

of Edinburgh will be needed to deliver benefits to patients and visitors from Midlothian and the Scottish Borders.

3.15 A modified A1 junction and underpass near Queen Margaret University will enable land adjacent to the university to be developed to support the Innovation and Science Cluster. This land also provides opportunities for start ups with a focus on life sciences, research and learning and food and drink. Improved capacity and rail services on the East Coast line and new rail stations at East Linton and Blindwells will help reduce commuting by road.

3.16 Leith is a strong location for large scale manufacturing, installation, operations and maintenance for the renewables industry as well as a centre for the creative industries. The former Cockenzie Power Station site is not currently subject to specific proposals for carbon capture and storage and thermal generation. It remains part of an Area of Coordinated Action, but relevant stakeholders should consider a wider range of potential future uses for this site. The BioQuarter, Bush and BioCampus are key elements of the Edinburgh Science Triangle, one of the top ten research and development locations in Europe. They offer opportunities for academic, commercial and clinical research and a range of expansion opportunities for technology and bio-industries.

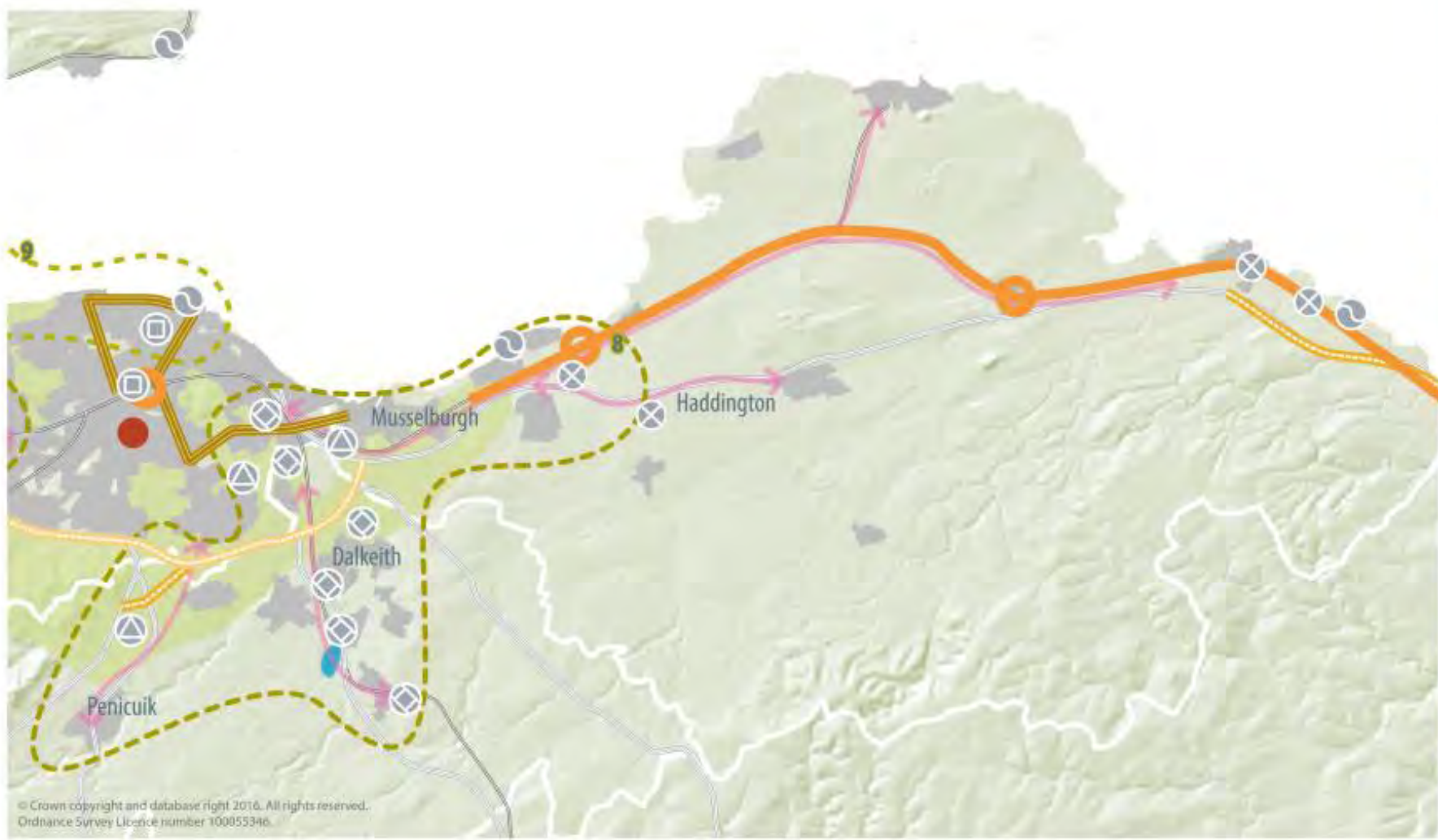
3 The Spatial Strategy

The tram line extension to the BioQuarter, Newcraighall and Queen Margaret University would provide a major contribution to reducing traffic into and out of Edinburgh.

3.17 Midlothian, City of Edinburgh and East Lothian Councils will work together to take a plan-led approach to identifying and, where possible, enhancing the key green infrastructure around the periphery of Edinburgh. The priorities for action include addressing the City Bypass as a barrier to active travel and upgrading cycle routes on the A199 to become a strategic functional cycle route, providing an artery linking East Lothian with Edinburgh. Green Belts and Countryside Around Town designations will provide the framework for establishing and maintaining a high quality landscape setting for existing and future settlements and identifying and safeguarding key strategic areas of open space.

3.18 In order to deal with what is one of the region's major challenges in delivering sustainable growth, a range of transport interventions are likely to be needed. These include major upgrades to the A720, other improvements to the strategic road and rail networks and improvements to local road networks. Major upgrades to walking and cycling infrastructure and public transport provision will also be needed to encourage more people to leave their car at home for journeys into and around Edinburgh.

Figure 3.2 South East



- STRATEGIC TRANSPORT IMPROVEMENTS**
- Junction New/Improvement
 - Road New/Upgrade
 - Tram Extension
 - Rail Improvement/Upgrade
 - A720 Improvements and Orbital Bus
 - Rail Station New/Improvement
- SIGNIFICANT BUSINESS CLUSTERS**
- Forth Coast Cluster
 - Innovation and Science Cluster
 - Central Business Cluster
 - Borders Rail Cluster
 - East Lothian Cluster
- GREEN NETWORK PRIORITY AREAS**
- Edinburgh and East
 - Forth Shores
- Other Features**
- City Centre
 - Strategic Growth 2018-2030
 - Long Term Growth Corridor 2030+
 - Green Belt

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3 The Spatial Strategy

Key Areas of Change Edinburgh and West

3.19 The completion of a new railway station is a key requirement in the delivery of an expanded settlement at Winchburgh in West Lothian, with the potential to accommodate over 3,000 homes and additional employment land. However, developers will need to address some of the additional infrastructure challenges relating to education provision. The new village at Calderwood and growth at Armadale and Bathgate (Wester Inch) will also make a substantial contribution to meeting housing needs.

3.20 Livingston is the largest area of employment outside Edinburgh providing a range of opportunities for information and communication industries, life sciences, technology and precision engineering. Heartlands is an emerging community near Whitburn combining residential, business, retail and leisure opportunities with opportunities for further environmental improvement. The Polkemmet and Breich Water Green Network Priority Area provides a focus for partners to deliver a plan-led approach to identifying and delivering these improvements.

3.21 West Edinburgh has the potential to deliver a range of opportunities for strategic growth, including the delivery of substantial housing developments with good transport connections. Edinburgh International Business Gateway provides a focus for substantial business-led investment and the land adjacent to Edinburgh Airport has been identified for a range of commercial and mixed uses. A long term masterplan for International Business Gateway is already in development, with the site being positioned as a top quality global business location aimed at attracting high value jobs from other areas of the UK and Europe.

3.22 The Gogar Rail Interchange station on the Edinburgh to Fife line and a new stop on the Edinburgh Tram network will improve access to the airport. In addition, the City of Edinburgh Local Development Plan has safeguarded land for a future extension to the tram system to Newbridge. In the longer term there may be opportunities to extend this line to Broxburn, Uphall and Livingston.

3.23 The Edinburgh and West Cross-Boundary Green Network Priority Area provides an opportunity for the City of Edinburgh and West Lothian to collaborate on a more plan-led approach to identifying the value of the green infrastructure within and beyond the Edinburgh green belt. A key priority will be to enhance landscape character at and around settlement gateways. Key opportunities here include the completion of a River Almond Walkway and a A71 cycle super highway linking south Livingston with Balerno, Currie and West Edinburgh. The creation of a high quality, segregated route will provide a key strategic link in the region's cycling network. Innovative approaches to water management, including the de-culverting of the Gogar Burn, will be needed to deliver growth opportunities in this area without increasing flood risk.

Figure 3.3 Edinburgh and West



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- STRATEGIC TRANSPORT IMPROVEMENTS**
- Junction New/Improvement
 - Road New/Upgrade
 - Tram Extension
 - Rail Improvement/Upgrade
 - A720 Improvements and Orbital Bus
 - Rail Station New/Improvement
- SIGNIFICANT BUSINESS CLUSTERS**
- Forth Coast Cluster
 - Innovation and Science Cluster
 - Central Business Cluster
 - West Edinburgh Business Cluster
 - West Lothian Cluster
 - Borders Rail Cluster
- GREEN NETWORK PRIORITY AREAS**
- 5 Linlithgow
 - 6 Polkemmet and Breich Water
 - 7 Edinburgh and West
 - 8 Edinburgh and East
 - 9 Forth Shores
- City Centre
 - Strategic Centres
 - Edinburgh Aripport
 - Strategic Growth 2018-2030
 - Long Term Growth Corridor 2030+
 - Green Belt

3 The Spatial Strategy

Key Areas of Change Fife

3.24 The Forth Bridges are a key gateway to employment and business. The opening of the Queensferry Crossing in 2016 and the use of the Forth Road Bridge for public transport, walking and cycling has been important in ensuring Fife can continue to benefit from opportunities in the city region and beyond.

3.25 However, if this plan's vision is to be delivered in full, it is important that Fife's socio-economic needs continue to be met locally where possible in order that the area's towns can continue to thrive and the need to travel to employment is reduced. Rosyth Waterfront, Burntisland Port and Energy Park Methil (part of the 'Forth Coast Cluster') provide a range of business opportunities, including renewables manufacture and servicing. Improvements to the port at Rosyth will provide some of the Additional Freight Handling Capacity on the Forth (a National Development) needed in relation to heavily used North Sea freight shipping routes. Further environmental assessment work is currently being carried out to support the marine consents needed to progress this work.

3.26 Areas around Dunfermline have the potential to deliver over 6,000 homes. Key to the delivery of these sites is the provision of a northern relief road and a western distributor road. These will work alongside new park and ride schemes and a new rail halt at Halbeath park and ride. Together with better access to the Forth Bridge, these will provide a range of travel options for this key area of growth.

3.27 A taskforce is currently developing a masterplan for the former powerplant at Longannet, with a focus on maximising employment opportunities. Significant growth is also planned in Kirkcaldy and development along the northern arc of the Fife Circle railway line will help bring about the regeneration of brownfield land associated with the former mining communities of the Ore Valley and Upper Leven Valley. The Levenmouth Rail Link would encourage more non-car travel, opportunities for more rail-freight and provide a further incentive to those looking to invest in the area.

3.28 A Green Network Priority Area has been identified near Dunfermline, recognising that there are opportunities to strengthen the landscape setting of the settlement to the north and west and provide a more joined up walking and cycling network providing access to Townhill Country Park. Green Network Priority Areas have also been identified for the Ore Valley, the Kirkcaldy Gateways and Levenmouth and Coast, where there are a number of opportunities to help deliver green network improvements alongside new housing to strengthen the sense of place.

Figure 3.4 Fife

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- STRATEGIC TRANSPORT IMPROVEMENTS**
 - Junction New/Improvement
 - Road New/Upgrade
 - Rail Improvement/Upgrade
- SIGNIFICANT BUSINESS CLUSTERS**
 - Forth Coast Cluster
- GREEN NETWORK PRIORITY AREAS**
 - 1 Dunfermline North and East
 - 2 Ore Valley
 - 3 Kirkcaldy Gateways
 - 4 Levenmouth and Coast
- Strategic Centres**
- Strategic Growth 2018-2030**
- Long Term Growth Corridor 2030+**
- Green Belt**

3 The Spatial Strategy

Key Areas of Change Scottish Borders

3.29 Strategic growth in the Scottish Borders will be directed to three Rural Growth Areas in Central Borders, Western Borders and Berwickshire. Border towns within these growth areas provide the focus for retail, commercial and strategic employment opportunities. Improved connectivity to Edinburgh to the north and Newcastle and Carlisle to the south is essential for the future economic growth of this area.

3.30 The Borders Railway is the longest new railway to open in the UK for over a hundred years. New stations along the route provide new opportunities for businesses and communities. It has performed beyond expectations and provides an impetus to drive new development and business opportunities into the rural heartlands of the Scottish Borders. To maximise the opportunity, areas around the line as far south as Hawick have been given Assisted Area status.

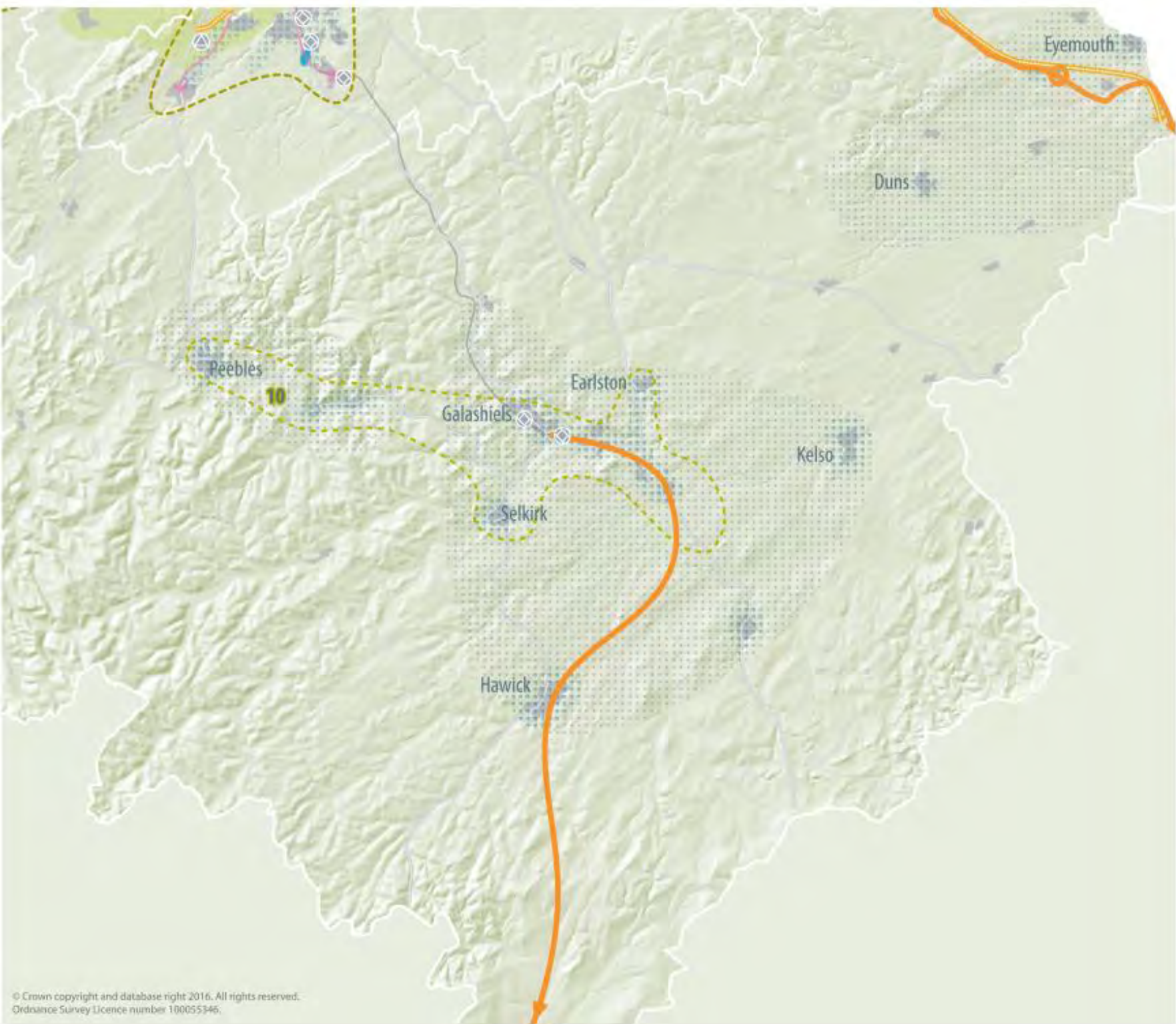
3.31 In Galashiels, Tweedbank and neighbouring communities, the Borders Rail line provides further opportunities to connect and grow communities. A potential future extension of the railway to Hawick and beyond is currently being considered by the Scottish Government. Major flood schemes in Selkirk, Hawick and Galashiels will also provide opportunities for growth and regeneration in the Central Borders.

3.32 The line has made it easier for people in Edinburgh to travel to the Scottish Borders, widening the labour catchment and making it easier for businesses to recruit. It has provided a boost for retail and tourism businesses and better access to education opportunities at Borders College and the Heriot-Watt School of Textiles and Design. The rail link has also underpinned significant investment at the Central Borders Business Park at Tweedbank.

3.33 On the East Coast Main Line, a new station at Reston will provide settlements in the Berwickshire with easier access to employment and education markets in Edinburgh and encourage more people to visit the area. Dualling of the A1 and local improvements to the A68 and A7 will improve journey times to and from England.

3.34 The Countryside around Town designation provides the framework and setting for the Central Borders area and surrounding towns. A Strategic Green Network Priority Area connects settlements in the Central Borders with Peebles and Innerleithen in the western borders. Former railway lines represent a network of former track beds which link many of the larger towns. The network offers considerable potential for walking and cycling access to town centres and to tourism sites including Traquair House, Glentress Mountain Biking Centre, Abbotsford, Melrose and Dryburgh Abbey, Eildon and Leaderfoot National Scenic Area and the River Tweed.

Figure 3.5 Borders



- STRATEGIC TRANSPORT IMPROVEMENTS**
 - Rail Improvement/Upgrade
 - Rail Station New/Improvement
- SIGNIFICANT BUSINESS CLUSTERS**
 - Borders Rail Cluster
- GREEN NETWORK PRIORITY AREAS**
 - 10 Scottish Borders
- GROWTH AREAS**
 - Strategic Growth 2018-2030
 - Rural Growth Areas



A Place to do Business

Locations for Investment

4.1 This region has the potential to make a huge contribution to boosting Scotland's competitiveness and tackling inequality in line with the Scottish Government's Economic Strategy. This section sets out a range of strategic opportunities for investment in the region's infrastructure to help businesses to grow, innovate, and create good quality employment opportunities.

Significant Business Clusters

4.2 This plan identifies a number of significant business clusters. These are broad locations where groups of similar or complementary business sectors or industries operate and where there are opportunities for expansion. This plan also includes clusters of different types of businesses or opportunities that share a common geography, such as the new opportunities made possible by the new Borders Rail Link and opportunities along the East Coast transport corridors.

4.3 The clusters have been identified for their contribution or potential contribution to the city region's distinctive economy. Aligned with the spatial strategy and operating across local authority boundaries, the clusters provide opportunities for continued growth and expansion supporting a growing sustainable economy and increasing jobs.

4.4 The clusters incorporate growing and established sectors and areas experiencing economic change where there are significant new opportunities. They include the growth sectors and National Developments identified by the Scottish Government and Scottish Enterprise⁽²⁾ but also the industries and related sectors particular to the economy of south east Scotland.

4.5 **SESplan member authorities will promote investment in the locations identified in Table 4.1. Local Development Plans will safeguard their future expansion by identifying and safeguarding sufficient land and supporting infrastructure including public transport and walking and cycling provision. Local Development Plans will adopt a flexible approach to allow for new long term employment opportunities.**

4.6 **Local Development Plans will also consider whether to identify local based business clusters.** Identification of clusters at a local level can ensure the alignment of employment uses with housing and infrastructure, including sustainable travel networks.

4.7 The strategic centres identified in the Place for Communities section are also key areas for investment and economic development.

2 [National Planning Framework \(2014\)](#), [Enterprise Areas](#), [National Renewables Infrastructure Plan](#)

Figure 4.1 Significant Business Clusters



- Forth Coast Cluster
- Innovation and Science Cluster
- Central Business Cluster
- West Edinburgh Business Cluster
- West Lothian Cluster
- East Lothian Cluster
- Borders Rail Cluster

Table 4.1 Significant Business Clusters

Significant Business Cluster	Comprises	Principal Sectors	Opportunities
Forth Coast Cluster	Fife Energy Corridor: Rosyth Waterfront, Burntisland Port, Energy Park Fife, Methil, sites of former power stations Cockenzie and Longannet; Torness and Leith Port	Energy and Port Use	Cluster of coastal sites providing opportunities for a range of uses. In particular, port use such as renewables manufacture and servicing, thermal and low carbon energy generation or other uses associated with an Area of Coordinated Action. These locations also present significant opportunities for innovative reuse and regeneration making use of the well serviced sites and their coastal locations. Subject to a review of the National Planning Framework, locations at the former Longannet and Cockenzie power station sites may have potential for a wider range of uses.
Innovation and Science Cluster	Edinburgh BioQuarter; Midlothian BioCampus: Easter Bush and Bush Estate, Midlothian; Alba Innovation Centre, West Lothian; Edinburgh Napier, Queen Margaret University; Heriot-Watt University and Edinburgh University (multiple campuses)	Research, Knowledge, Academia and Vocational Learning	Unique internationally recognised institutions supporting life science and technology research, innovation, academic and vocational education and training. The majority of sites and locations can accommodate space for start-ups, for spin-outs and grow-on businesses, as well as for more established businesses. Includes the Enterprise Areas at BioCampus and BioQuarter, where the extension of Edinburgh's tram network will enhance accessibility. Land adjacent to Queen Margaret University also provides opportunities for start ups, with a focus on life sciences, research and learning and food and drink.
Central Business Cluster	Edinburgh City Centre and Leith	Business and Financial Services, Tourism, Service and Creative industries	Extensive cluster in central Edinburgh reflecting the status as one of Europe's most important areas for financial and business services, service industries, tourism and the creative industries. Opportunities for continued growth associated with redevelopment in the city centre and expansion in Leith supported by proposed tram line extensions.

4 A Place to do Business

Significant Business Cluster	Comprises	Principal Sectors	Opportunities
West Edinburgh Business Cluster	International Business Gateway, Edinburgh Airport and Scotland's National Showground; Edinburgh Park, South Gyle and Gogarburn	Business and Financial Services	Growing cluster of existing and emerging developments located to the west of Edinburgh with a strong focus on business and financial services supported by mixed-uses including conference facilities and tourism.
West Lothian Cluster	Broxburn and Livingston Enterprise Areas and Heartlands Business Park	Manufacturing, Information and Communication	Comprises the West Lothian Enterprise Area (plots at Broxburn and Livingston) focused on food and drink manufacture and a range of opportunities associated with Heartlands Business Park including technology, media and logistics, making use of good connections to the transport network.
Borders Rail Cluster	Sites in Midlothian and Central Borders enabled by the Borders Rail Line.	Business Services, Food and Drink, Tourism	Presents opportunities for tourism, recreational development and wider business and industrial growth and investment in the central Borders. Scottish Government match funding to projects in Borders and Midlothian and recent investment in Tweedbank present significant opportunities. Closer to the city there are opportunities associated with planned new mixed-uses at Shawfair and at other locations close to the rail line.
East Lothian Cluster	Blindwells, Macmerry, Spott Road Dunbar, and Dunbar cement works once operations there cease	Business Services, Manufacturing, Energy, Tourism and Food and Drink	Land at Blindwells and Macmerry could provide for financial services, business and manufacturing. Land at Spott Road Dunbar and, over a longer term, Dunbar cement works presents opportunities for business and manufacturing. Mixed use development on these sites may be supported if it facilitates mixed communities and enables the development of land for employment uses.

Rural Economy

4.8 The city region benefits from a large rural area which holds a significant proportion of Scotland's prime agricultural land. The rural areas provide significant benefits to the urban population including food production, water supply, renewable energy, timber production and tourism and recreation. The region boasts an attractive coastline and a number of operational harbours. An impressive network of long distance routes, including the John Muir Way and the Fife Coastal Path means that visitors and residents can easily access the countryside and the historic settlements of our rural areas.

4.9 These assets support a diverse range of loose business clusters in small and medium scale businesses include tourism, food and drink, textiles manufacturing, farming and forestry, low carbon and creative and niche industries. These businesses make a significant contribution to the city region economy.

4.10 The Borders railway and the proposed new stations in East Linton and Reston present opportunities to promote diversification. The Tyne Esk Leader Project and the Borders Leader programme support diversification of agriculture and rural business. Diversification of the fishing and fish-processing industry in East Lothian, Scottish Borders and Fife is being supported by the Forth Fisheries Local Action Group.

4.11 The Borderlands initiative is a national cross-border project involving Scottish Borders Dumfries and Galloway, Carlisle City, Cumbria and Northumberland Councils. It seeks to deliver improved infrastructure, transport and communications links, economic growth and employment opportunities in rural areas of southern Scotland and northern England.

4.12 There are issues to be addressed to ensure the continued viability of the rural industries. These include the development of high speed broadband; the promotion of economic opportunity within the Fisheries Local Action Group area, the potential for harbours such as Eyemouth and Dunbar to service offshore wind farms; the promotion of low carbon opportunities including solar and hydro; the promotion of opportunities to maximise the benefits from the area's forestry, including the potential for sawmills and wood chip plants and the sustaining of mart and abattoir resources to serve the area's farming industries. **SESplan member authorities will therefore support the continued operation, diversification and expansion of rural businesses.**

4 A Place to do Business

Employment Land Supply

4.13 To achieve the vision of a thriving, successful and sustainable city region it is essential that there is sufficient employment land which is both available and situated in the right locations to provide jobs to meet the region's growing population. **Local Development Plans will identify and safeguard a sufficient supply of employment land taking account of market demands and existing infrastructure. This land should be able to deliver sites which are serviced or serviceable over the plan period.**

4.14 Local Development Plans will identify and safeguard large scale employment sites where necessary in line with the spatial strategy and, where appropriate, within the significant business clusters. This is to ensure employment opportunities are accessible by public transport and walking and cycling networks, to enable the regeneration of former sites and to strengthen the region's key economic sectors.

4.15 Local Development Plans will support diversification and re-categorisation of existing employment sites where this facilitates wider business opportunities, mixed-uses or an increased density of development, whilst ensuring an overall sufficient supply of employment land is maintained.

Responsible Resource Extraction

4.16 An adequate source of minerals for construction, manufacturing and energy, close to where they are needed, is essential to support economic growth and a low carbon city region. Minerals extraction also supports a range of jobs.

4.17 A sufficient supply of construction aggregates is required to meet the anticipated construction needs in the city region over the Strategic Development Plan period. Identification and safeguarding of these resources provides for a more sustainable and economically self-sufficient city region with less reliance on importing resources from elsewhere.

4.18 **SESplan will establish a Minerals Working Group. This group will review the aggregate resources of the city region (based on Scottish Government minerals survey data and relevant locally sourced information) to ensure there is a sufficient aggregates landbank of permitted reserves for construction aggregates of at least 10 years.**

4.19 **Local Development Plans will use the relevant monitoring information to identify and safeguard sufficient construction aggregates to form a land bank of reserves for a minimum of 10 years. These should be in locations where there are deposits of sufficient scale and quantity for commercial extraction and which could be worked without unacceptable environmental or amenity impacts in accordance with Scottish Planning Policy.**

4.20 **Local Development Plans will identify coal, oil and gas reserves to support a diverse energy mix, giving sufficient weight to the avoidance of long term environmental impacts and greenhouse gas emissions from their use.** The Scottish Government is currently maintaining a moratorium on granting development consents for unconventional oil and gas development across Scotland.

4.21 The region has a legacy of sites where minerals were formerly extracted. There are a number of examples in the region where sites have undergone, are currently undergoing, or will undergo restoration or regeneration to provide homes and employment or new settlements. These include sites such as Heartlands (West Lothian), Blindwells (East Lothian) and Dunbar cement works and quarry, once operations there cease. **Where relevant, Local Development Plans will identify former mineral sites and the potential means of restoration and regeneration in accordance with the vision and spatial strategy of the Strategic Development Plan.**

4 A Place to do Business

A Low Carbon Economy

4.22 The spatial strategy reflects the need for the region to grow in a way that contributes to a low carbon economy. New development is directed to locations where the need to travel is reduced and there are good public transport links. A range of public transport infrastructure enhancements and improvements to regional walking and cycling routes will also mean there are more opportunities to choose low carbon travel.

4.23 In line with the Placemaking Principles (Table 3.1), **Local Development Plans will identify, as appropriate, opportunities to co-locate sources of high heat demand (e.g. housing) with sources of heat supply (e.g. biomass power plants) and to locate new development where passive solar heating and solar power generation can be maximised.**

Energy Generation

4.24 The site of the former Cockenzie Power Station is not currently subject to specific proposals for carbon capture and storage and thermal generation. However, the Cockenzie site, along with the former Longannet power station are retained within the Forth Energy Business Cluster, reflecting the opportunity for these sites to contribute to renewables manufacture, servicing of offshore renewables and any possible

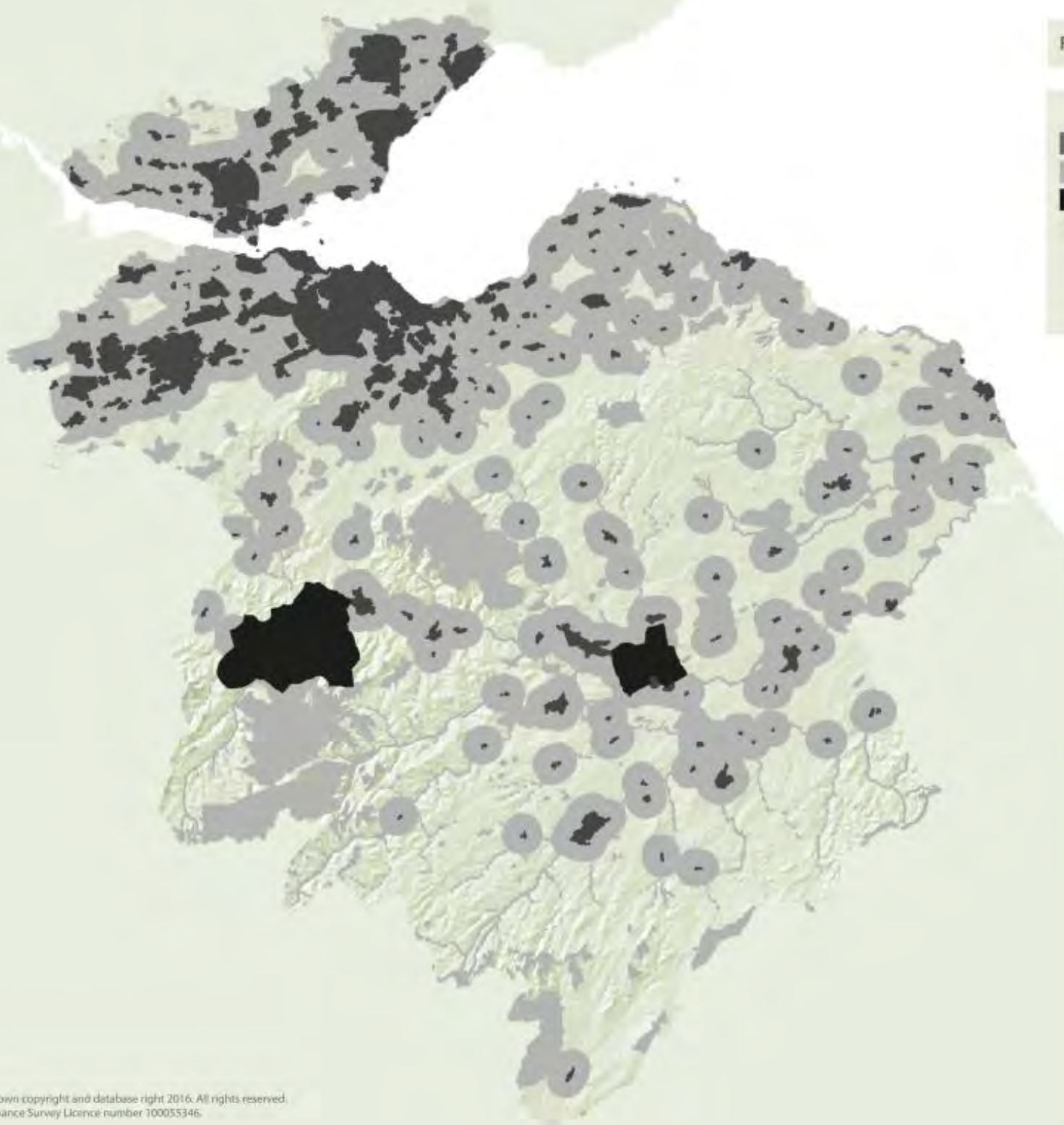
longer-term opportunities to contribute to a Carbon Capture and Storage Network. The potential for the regeneration of Longannet and Cockenzie provides opportunities to explore more innovative approaches to delivering low carbon places, such as district heating and energy storage schemes. In addition to the Forth Coast Cluster, The Innovation and Science Cluster (page 24) includes the University of Edinburgh, Napier University and Heriot-Watt University, all at the forefront of renewable energy research.

4.25 Wind farm developments in the region, particularly in the Scottish Borders and in East Lothian have already made a major contribution to Scotland's transition to a low carbon economy. There are also significant areas of peatland habitat in the Scottish Borders important for carbon sequestration. Figure 4.1 sets out a spatial framework that identifies areas with potential for wind farm development, subject to landscape capacity and detailed consideration against relevant Local Development Plan policy criteria. Included in this framework is a 2km separation zone around settlements. **Local Development Plans will apply these 2km separation zones up to a maximum of 2km from an identified settlement envelope or edge.**

4.26 SESplan will establish a Cross-Boundary Windfarm Working Group to explore the potential for a plan-led approach to identifying strategic capacity for wind farms and repowering opportunities (i.e. replace old turbines with new ones) in areas where there are likely to be cross-boundary effects. Relevant member authorities will pursue a collaborative plan-led approach to re-powering in order to minimise the impact on key cross-boundary assets.

4.27 Local Development Plans will also set out the full range of additional considerations they will apply to wind farm proposals based on the particular characteristics of each area. In doing so, they should liaise closely with neighbouring authorities to identify and establish a consistent policy approach to key strategic cross-boundary assets. These assets will include, but will not be limited to, the Pentland Hills Regional Park, the Lomond Hills Regional Park, the Lammermuir Hills and the Firth of Forth.

Figure 4.2 Onshore Wind Spatial Framework



- Settlements
- Areas of significant protection *
- Areas where wind farms not acceptable
- Areas with potential for wind farm development *

* Includes carbon and peatland data from SNH consultation draft dataset 2015
* Subject to landscape capacity and other assessment

4 A Place to do Business

Zero Waste

4.28 The Scottish Government's Zero Waste Plan seeks to make the most efficient use of resources by minimising demand and maximising reuse, recycling and recovery. The principle of 'zero waste' means wasting as little as possible and recognising that waste is an economic resource that can contribute to a low carbon economy.

4.29 Local Development Plans will support proposals which encourage recycling and recovery of waste where these are in accordance with the Zero Waste Plan and take account of environmental, transport, economic and amenity factors. Opportunities for co-location with other uses which can make use of any recovered heat will be supported. The current landfill capacity in the city region is in excess of the requirements set out by the Scottish Government.



A Place for Communities

5 A Place for Communities

Increasing Housing Delivery

5.1 New housing is needed to provide homes for those already living in the region, including younger people who need a first home, families who want to move up or older people who may wish to downsize. New homes are also needed for those who want to move here, helping the economy grow so that strategic centres and town centres can continue to thrive. Access to well designed, energy efficient, affordable homes supports health and wellbeing and helps create successful places.

This plan sets out ambitious targets for housing and a generous land requirement to enable these targets to be met.

Housing Supply Targets and Housing Land Requirements

5.2 Table 5.1 sets out the number of homes (The Housing Supply Target) to be built in the SESplan Housing Market Area. This has been divided between member authorities in a way that reflects housing need and demand as well as environmental and infrastructure capacity. This

provides a Housing Supply Target, split into market and affordable, for each local authority area over the years 2018-2030.

5.3 The Housing Land Requirement (Table 5.2) sets out the generous level of housing land needed to allow the Housing Supply Targets to be met. A 10% generosity margin has been applied to the Housing Supply Targets to calculate the Housing Land Requirements. The 10% margin provides for a generous land supply whilst ensuring that the viability of allocated sites is not undermined by an over supply of land.

Figure 5.1 Distribution of SESplan Housing Supply Target

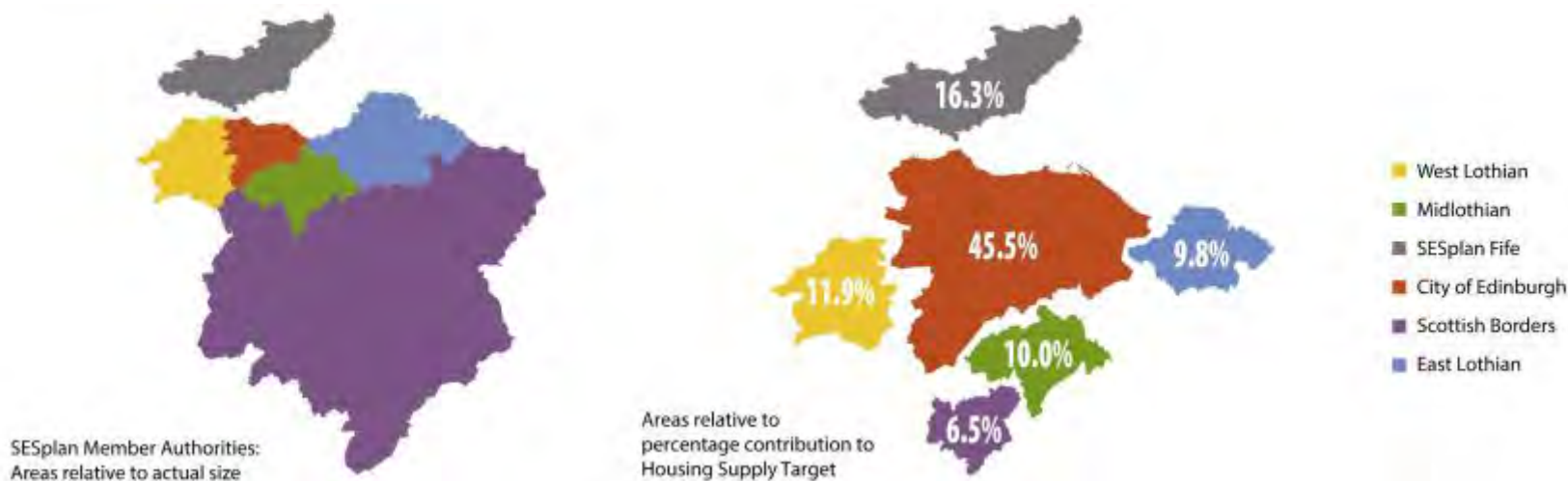


Table 5.1 Housing Supply Targets 2018-2030

Area	Number of Homes Annual Average			Number of Homes Period Total		
	Market	Affordable	Combined	Market	Affordable	Combined
City of Edinburgh	1,220	1,200	2,420	14,640	14,400	29,040
East Lothian	330	189	519	3,960	2,268	6,228
Fife ⁽³⁾	605	262	867	7,260	3,144	10,404
Midlothian	369	165	534	4,428	1,980	6,408
Scottish Borders	220	128	348	2,640	1,536	4,176
West Lothian	333	300	633	3,996	3,600	7,596
SESplan	3,077	2,244	5,321	36,924	26,928	63,852

5 A Place for Communities

Table 5.2 Housing Land Requirements 2018-2030

Area	Number of Homes Annual Average	Number of Homes Period Total
City of Edinburgh	2,662	31,944
East Lothian	571	6,851
Fife ⁽⁴⁾	954	11,444
Midlothian	587	7,049
Scottish Borders	383	4,594
West Lothian	696	8,356
SESplan	5,853	70,237

A Place for Communities 5

5.4 The Housing Supply Targets were informed by the 2015 SESplan Housing Need and Demand Assessment. The targets are reasonable, deliverable and supported by compelling evidence, set out in the SESplan Housing Background Paper. Evidence is drawn from economic, environmental and infrastructure analysis as well as delivery opportunities and funding. In summary:

- The majority of need and demand identified in the 2015 Housing Need and Demand Assessment is for affordable housing. Whilst the affordable targets are ambitious and set higher than 2010-2015 delivery levels, it is not possible to deliver the 4000+ affordable homes per annum suggested by the Housing Needs and Demand Assessment. Instead, the targets are a realistic estimate of what might be deliverable based on a range of factors, including potential levels of funding available to support affordable housing
- Market targets exceed the level of demand identified to help meet some of the shortfall in affordable housing need. This will be achieved through more affordable models of market housing, the role of help to buy schemes and an increased role for new build private rented housing

- A greater proportion of the region's housing need and demand is being met in the City of Edinburgh than previously. The distribution of the Housing Supply Targets supports the plan's strategy to locate housing nearer where people work, support public transport use and encourage more people to walk and cycle to work. This will help to improve air quality and reduce climate change impacts

5.5 Delivering the plan will require an ambitious affordable housing delivery programme. This is in line with SESplan member authority and Scottish Government plans to increase affordable housing delivery. **Local Development Plans will set out the proportion of affordable housing that will be sought on market sites, taking into account relevant local factors. Affordable housing will also be developed by housing associations and councils, making best use of the public estate.**

5.6 Specialist housing, including a wide range of housing with care and support, plays an important role in enabling people to live healthy lives with dignity and independence. **SESplan member authorities will ensure that Local Housing Strategies and Local Development Plans enable the types of homes that will address the needs of a growing, ageing population and the growth in the number of smaller households.**

5.7 The housing needs of gypsies and travellers is a potential cross-boundary issue. **SESplan member authorities will work together through the South East Scotland Housing Forum to update housing need information for these communities.**

5 A Place for Communities

2018-2030 Period

5.8 Local Development Plans will ensure that there is a sufficient supply of housing land to meet the Housing Land Requirements over the 10 year period from the expected date of plan adoption. Estimates indicate that there is sufficient housing land supply to meet the Housing Land Requirements for the 2018-2030 period in East Lothian, Fife, Midlothian, Scottish Borders and West Lothian. This is due to the existing land supply set out in Local Development Plans based on housing requirements in the previous Strategic Development Plan.

5.9 Estimates indicate that City of Edinburgh may have a shortfall of housing land. To meet any shortfall, the **City of Edinburgh Local Development Plan will give priority to brownfield sites in the urban area within the Green Belt's inner boundary and ensure all allocations are consistent with this Strategic Development Plan.**

5.10 For all SESplan member authorities the level of housing land to be allocated will depend on the estimates of housing land at the time of Local Development Plan preparation. This could include evidenced allowances for windfall sites and demolitions. **SESplan member authorities will also consider deallocating sites carried over from multiple plan cycles where action taken has proved ineffective in making them deliverable**

over a number of plan periods. SESplan member authorities will also consider deallocating sites where they are not required to meet plan objectives or consider changing such sites to long term growth opportunities.

5.11 A step change in the level of home building is needed for the Housing Supply Targets to be achieved. **SESplan member authorities will monitor the availability of effective housing land in relation to the SESplan Housing Market Area and by Local Authority Area. This will be monitored and updated annually through the housing land audit. They will maintain a five year effective housing land supply at all times measured against the five year housing supply targets. These are calculated by multiplying the annual average housing supply targets (Table 5.1) by five.**

5.12 Where a SESplan member authority determines there is a shortfall in the five year effective land supply, they will consider permitting proposals for additional housing supply, subject to the following criteria:

- **Development must be consistent with the spatial strategy of the development plan;**
- **The scale of the proposal and the proportion of affordable and market housing in the development must reflect the type (market or affordable) and scale of the shortfall identified;**
- **Development must demonstrate that a significant proportion of the total number of homes proposed will be completed in the next five years**
- **The scale, location and design of development must take account of the Placemaking Principles (Table 3.1);**
- **Development must align with any SESplan member authority guidance on green networks;**
- **Development must align with green belt objectives or the objectives of other designations fulfilling a similar function (Para. 3.6); and**
- **Development must demonstrate that any infrastructure required is already committed and funded, or will be delivered by the developer.**

2030-2038 Period

5.13 Indications of the scale of housing required have been provided for 2030-2038 based on the 2015 Housing Need and Demand Assessment estimates. These figures do not take into account wider factors that may influence delivery, given the difficulty of making robust assumptions about these at this time. They are higher than the Housing Supply Targets for 2018-30 and will require a further step-change in the rate of delivery of affordable housing if the full level of affordable need is to be met. Housing land allocations are likely to be required in all authorities for the 2030-2038 period to meet this need. These allocations will need to be made in Local Development Plans being prepared after the next Strategic Development Plan, in line with the spatial strategy. The next Strategic Development Plan will identify more specific locations for these to be met in line with the spatial strategy.

5 A Place for Communities

Table 5.3 Indicative Scale of Housing Required 2030-2038

Area	Number of Homes Combined Annual Average	Number of Homes Combined Period Total
City of Edinburgh	2,491	19,928
East Lothian	534	4,274
Fife ⁽⁵⁾	892	7,139
Midlothian	550	4,397
Scottish Borders	358	2,866
West Lothian	652	5,212
SESplan	5,477	43,816

Thriving Town Centres

5.14 The City of Edinburgh is the regional core of south east Scotland and provides a broad range of functions of regional and national importance. In addition, we have identified four strategic centres. These serve wide geographical areas and provide a range of functions at a sub-regional level, attracting significant footfall from beyond the settlement they serve.

5.15 The role of town centres is changing to promote a wider mix of uses which will enhance their vitality and viability. **Local Development Plans**

will support all uses in town centres that generate significant footfall such as retail and commercial leisure, offices, community, cultural facilities and opportunities for town centre living. **Local Development Plans will also encourage the development of an evening/ night-time economy in town centres.**

5.16 Local Development Plans will identify, taking account the hierarchy of centres in Table 5.4, a network of centres including town centres, local centres and commercial centres and explain how they can complement each other. Local Development Plans will apply a Town Centre First

policy. This means that when planning for any use that generates significant footfall, locations should be considered in the following order of preference:

- Town Centres (including the City Centre and Strategic Centres)
- Edge of town centre
- Other commercial centres identified in the development plan; and
- Out of centre locations that are easily accessible by a choice of transport modes or will be made so by investment delivered by relevant development

Table 5.4 Hierarchy of Centres

Hierarchy	Centres	Function
City Centre	Edinburgh City Centre	Diverse mix of uses including shopping, residential, leisure and evening economy, national government and cultural resources of national importance
Strategic Centres	Dunfermline, Glenrothes, Kirkcaldy and Livingston	Diverse mix of uses including shopping, residential, local governance, leisure and evening economy to support a wide geographical area
Town Centres	To be identified in Local Development Plans	Diverse mix of uses including shopping, residential, leisure and evening economy
Local Centres	To be identified in Local Development Plans	Mix of uses to support local needs
Commercial Centres	To be identified in Local Development Plans	Specific focus on retail and leisure uses

5 A Place for Communities

Enhanced Green Networks

5.17 Green infrastructure is the use of ecosystems, green spaces and water in strategic land use planning to deliver benefits for people and nature and to add value to the economy by supporting sustainable growth. Green infrastructure includes parks, open spaces, playing fields, woodlands, wetlands, floodplains, road verges, allotments and private gardens, as well as blue infrastructure such as sustainable urban drainage ponds, swales, wetlands, rivers and canals.

5.18 Green networks are connected areas of green and blue infrastructure. Well designed, multi-functional green networks are a fundamental component of successful places. They provide a range of benefits including:

- Improving quality of place to make the area more attractive to residents and investors
- Opportunities for biodiversity to flourish so that people can experience nature close to where they live
- Climate change mitigation and adaptation

- Flood management
- Opportunities to get outdoors and lead healthier lives
- Strengthening the landscape character that makes places distinctive
- Opportunities for safe and pleasant walking and cycling
- Improving vacant and derelict land
- Providing places to play and meet with friends, or take a break from work

5.19 Two Cross-Boundary Green Network Priority Areas and eight additional Green Network Priority Areas have been identified within the region. These indicate broad areas of greatest strategic importance for green network protection and enhancement and represent a significant component of the Central Scotland Green Network identified as a National Development in National Planning Framework 3.¹⁶⁾

5.20 SESplan will prepare Strategic Frameworks for the two Cross-Boundary Green Network Priority Areas and adopt these as

Supplementary Guidance to the Strategic Development Plan within one year of plan approval. SESplan member authorities will prepare non-statutory Frameworks for the other Green Network Priority Areas and incorporate the key elements of these frameworks into the relevant Local Development Plan at the first opportunity.

5.21 These frameworks will:

- **Identify and safeguard those elements of the green network that provide, or have the potential to provide, the greatest benefits for people and nature**
- **Identify strategic enhancements to green networks that will add value to existing settlements, developments for which land has already been allocated and any new allocations in subsequent Local Development Plans**
- **Provide an additional context for planning decisions**

6 Note however that the Scottish Borders Green Network Priority Area is not part of the Central Scotland Green Network National Development

Figure 5.2 Strategic Green Network Priority Areas

- 1 Dunfermline North and East
- 2 Ore Velley
- 3 Kirkcaldy Gateways
- 4 Levenmouth and Coast
- 5 Linlithgow
- 6 Polkemmet and Breich Water
- 7 Edinburgh and West
- 8 Edinburgh and East
- 9 Forth Shores
- 10 Scottish Borders





A Better Connected Place

Supporting Non-Car Travel

6.1 Improved connectivity, with a better walking and cycling network and more public transport options, will make the region an easier place to do business and a better place to live. The region currently experiences significant rail and road transport pressures, particularly on approaches to and journeys around Edinburgh. The spatial strategy in this plan, underpinned by the placemaking principles, addresses the need to reduce travel and to encourage more low carbon transport choices. It supports the SEStran Regional Transport Strategy hierarchy of provision by enabling more journeys to take place by walking, cycling and by public transport. This will contribute to improved air quality, help reduce greenhouse gas emissions and have significant health benefits for our communities.

6.2 The design, density, siting, layout and mix of uses in a place determines how easy it is to move around and influences the travel choices that people make to get to and from that place. **Development should take account of the needs of people before the movement of cars. Therefore in addition to the Placemaking Principles set out in Table 3.1, new development should be designed in accordance with [Designing Streets](#) to ensure that non-car travel is an easy and convenient choice.**

6.3 Local Development Plans will ensure that large scale housing development is located where there is good access to town centres and employment locations by walking and cycling routes and by public transport. Where new infrastructure is needed to enable this access, Local Development Plans will ensure that this is delivered ahead of, or as part of, new development.

6.4 Developments should be designed so that the density, use and layout helps reduce the need to travel by car. **Developments should include clear and direct links to public transport nodes and good access to walking and cycling networks. Development close to public transport nodes and interchanges should be at higher development densities.**

6 A Better Connected Place

Walking and Cycling

6.5 Significant infrastructure improvements are needed to help support the Scottish Government's vision for walking and cycling set out in the [National Walking Strategy](#) and the [Cycling Action Plan for Scotland](#). SESplan supports the objective that by 2020, 10% of all journeys taken in Scotland will be made by bike. Figure 6.1 identifies priority strategic functional (transport) and recreational routes to help support this objective and the Action Programme sets out the specific improvements to the network.

6.6 A strategic **Functional Route** is a continuous walking and cycling route providing a fast, direct route between multiple key destinations. It should be largely off road or physically separated from traffic, have a smooth surface and be appropriately lit and maintained so that it suits people of all abilities. A key purpose of these routes is to encourage more people to cycle or walk to school, work and the shops. A strategic **Recreational Route** may be indirect, can suit a range of different uses such as horse riding and may be of varying quality. Some of these will make an important contribution to the national long distance walking and cycling network, identified as a national development in National Planning Framework 3.

6.7 Figure 6.1 sets out the new routes prioritised for delivery and existing routes that require upgrading, with a focus on cross-boundary routes. These routes connect major settlements, growth areas and transport interchanges. **Local Development Plans will identify and safeguard the land needed to support the delivery of these strategic functional and recreational routes, taking into account the potential future re-use of old rail lines for rail and tram transport. Development near the routes identified in Figure 6.1 should provide good connections to them and contribute towards their delivery and upgrade where appropriate.**

6.8 In addition to strategic routes, improvements to local and more urban routes, not identified in this plan, will be essential in shifting journeys to walking and cycling. Combined, these improvements will support the development of exemplar walking and cycling friendly settlements as nodes on the regional and national network. **Local Development Plans will safeguard local routes and the route alignments needed to expand the local network. SESplan member authorities will ensure that Local Development Plan Action Programmes and walking/cycling plans set out how these local routes will be delivered.**

Figure 6.1 Strategic Walking and Cycling Routes



- Key Destination
- Existing Functional Route
- - - Proposed Functional Route
- Existing Recreational Route
- - - Proposed Recreational Route

6 A Better Connected Place

Strategic Transport Improvements

Strategic Projects

6.9 A range of transport infrastructure is needed to support the vision of this plan for a better connected place. Column A of Table 6.1 sets out strategic improvements that affect more than one SESplan member authority or are likely to have region-wide benefits. These projects will enable better movement around the region and better connections to and from other city regions in Scotland and the UK. Some of the projects in this column require further appraisal work before a commitment can be made to their delivery, but provided the need is supported by this further work, these projects are expected to come forward with the plan period.

Potential Strategic Cross-Boundary Projects

6.10 An ongoing Cross-Boundary Transport Appraisal will identify the additional cumulative and cross-boundary impacts from traffic likely to be generated from development associated with existing Local Development Plan allocations. This will be supplemented by an ongoing transport appraisal of this Strategic Development Plan. Column B of Table 6.1 sets out a potential list of projects that are currently being appraised. When the appraisals are complete, **SESplan will set out (based on a review of the projects listed in column B of Table 6.1) the specific infrastructure required to mitigate cross boundary movements in a Cross-Boundary Transport Contributions Framework and in subsequent SESplan Action Programmes. This contributions framework will be adopted as Supplementary Guidance within one year of the approval of this plan.**

Strategic Longer Term Projects

6.11 Column C of Table 6.1 sets out strategic longer term projects that may not be delivered in this plan period but are supported by SEStran and SESplan member authorities. They will improve journey times, reduce congestion, support economic growth and increase the accessibility of towns. Those marked [§] will require further appraisal work before a commitment can be made to their delivery.

6.12 Information on more local projects and those affecting a single authority is set out in Local Development Plans, the SEStran Regional Transport Strategy and accompanying Delivery Plan. The latter also sets out levels of commitment and funding status.

6.13 Local Development Plans will safeguard land as necessary for strategic projects, including potential strategic cross boundary projects and longer term projects. Local Development Plans will also safeguard land as necessary for local transport projects.

Figure 6.2 Strategic Transport Improvements

-  Junction New/Improvement
-  Road New/Upgrade
-  Tram Extension
-  Rail Upgrade/Extension
-  A720 Improvements and Orbital Bus
-  Rail Station New/Improvement



6 A Better Connected Place

Table 6.1 Strategic Transport Improvements

A. Strategic Projects 2018-2030	B. Potential Strategic Cross-Boundary Projects	C. Strategic Longer Term Projects
Edinburgh - Glasgow Rail Improvements	A720 Improvements, including Sheriffhall Junction - Junction Upgrades, Intelligent Transport Systems and Non-Car alternatives	High Speed Rail to England ^{††}
East Coast Mainline: Ongoing and Planned Improvements*	Improvements associated with trunk road approaches to Edinburgh including Junction Upgrades and Non-Car Alternatives such as Park and Ride Schemes [†]	A1 Dualling between Dunbar and Berwick Upon Tweed ^{§*}
Edinburgh-Glasgow via Shotts Rail Line Electrification	Edinburgh Orbital Bus and Associated Park & Ride Sites*	Borders Rail Extension to Hawick and Carlisle ^{§*}
East Linton* and Reston* Rail Stations on new Edinburgh-Berwick service	Edinburgh Cross-rail Services* [†]	Dunfermline-Alloa Passenger Rail Link ^{§*}
Edinburgh Waverley Capacity Improvements	Strategic Walking and Cycling Routes	East Coast Main Line: formation of four line section of track between Blindwells and Drem, including new station and over bridge for Blindwells ^{§*} .
Levenmouth Rail Link*		New trunk road interchange on the A1(T) at Adniston ^{§*}
Strategic Walking and Cycling Routes		
A801 Improvements		
Tram extensions: York Place to Newhaven*		

A Better Connected Place 6

A. Strategic Projects 2018-2030	B. Potential Strategic Cross-Boundary Projects	C. Strategic Longer Term Projects
City Centre to Edinburgh BioQuarter, Newcraighall and Queen Margaret University* Newhaven to Granton* Roseburn to Granton* Ingliston to Newbridge*		
A1 Junction Improvements*		
A92 Junction Improvements		
Dunfermline Northern Relief Road & Western Distributor Road		
A701 Relief Road and A702 Link		
Winchburgh Rail Station		
Winchburgh M9 Junction		
M9 J3 Upgrade		
* Not Committed † Not Mapped ‡ National Development § Further Appraisal Required		

6 A Better Connected Place

National Transport Developments

6.14 Freight by rail, road, sea and air plays an essential role in the regional economy. The most significant of these ports is Rosyth. The freight handling capacity of these ports is essential for North Sea shipping routes. **Local Development Plans will support Increased Freight Handling Capacity of Ports on the Forth and the need for associated infrastructure, safeguarding land where appropriate.**

6.15 In addition to its role as international gateway, Edinburgh Airport is a hub for wider investment and business development. Enhancement of the airport is a National Development. **SESplan member authorities will continue to work with the Edinburgh Airport operators to develop enhanced transport options for passengers using the airport, support the delivery of relevant masterplans and ensure that transport infrastructure improvements are integrated with the wider network in the region.**

Funding Transport Infrastructure

6.16 SESplan will prepare a Cross-Boundary Transport Contributions Framework to help fund some of the transport improvements needed to deliver the vision and adopt the framework as Supplementary Guidance to the plan within one year of plan adoption. The framework will focus on mitigating the most significant cumulative and cross-boundary impacts at specific 'hotspots' on the network, as identified in the relevant transport appraisals. A list of potential cross-boundary projects that may benefit from developer contributions is set out in Table 6.1 column B. **SESplan will set out (based on a review of the potential projects listed in column B of Table 6.1) the specific infrastructure required to mitigate cross-boundary movements, once the relevant transport appraisals have been completed.**

6.17 The Supplementary Guidance will set out:

- The detailed location and boundaries of the contribution zones within which the contributions may be required. These zones will be identified in and around Edinburgh and at those locations along Long -term Growth Corridors where developments are most likely to contribute to the impacts at cross boundary hot-spots;

- The link between development in each contribution zone and the proposed infrastructure improvement that will benefit from contributions generated from that zone;
- The specific infrastructure to be funded;
- The method for calculating the contributions required; and
- How, when and to whom payments should be made.

6.18 The Contributions Framework will be based on the the following principles:

- It will be informed by the outputs of the Cross-Boundary Transport Appraisal and the Strategic Development Plan Transport Appraisal;
- In principle, it will apply to housing, business, industrial retail and commercial leisure developments within contribution zones that do not have planning consent at the time of the adoption of the Supplementary Guidance. The impacts of requested contributions on the viability of these types of developments will be examined during preparation of the Supplementary Guidance;
- The Framework will complement and not duplicate existing approaches to securing transport contributions from developers

- The Framework will complement and not duplicate other potential funding mechanisms such as the City Region Deal;
- A set of standard charges will be applied to each contribution zone;
- Charges will be in proportion to the scale and impact of development;
- The level of the standard charges will be considered in light of the potential impacts on development viability; and
- It will comply with the tests that apply to planning obligations.

6.19 These projects will not mitigate all impacts on the strategic transport network. **SESplan member authorities will therefore continue to seek contributions towards the non-cross boundary transport infrastructure needed to mitigate impacts on local networks and infrastructure required to connect development sites with the transport network. Local Development Plans will be accompanied by transport appraisals in accordance with Scottish Government guidance.**



Glossary

Glossary

Glossary

Term	Description
Action Programme	Accompanies the Strategic Development Plan and identifies the how when and by who of delivery of the plan.
Affordable Housing	Housing of reasonable quality that is affordable to people on modest incomes.
Allocation	Land identified in a local development plan for a particular use.
Area of Coordinated Action	Locations identified in National Planning Framework 3 that would benefit from co-ordinated action and masterplanning to deliver low carbon infrastructure.
Areas of Medium to High Flood Risk	Areas where the annual probability of coastal or watercourse flooding is greater than 0.5% (1:200 years).
Areas of Significant Protection (Wind farms)	Areas where wind farms may be appropriate in some circumstances, but where further consideration will be needed to demonstrate that any significant effects on the qualities of these areas can be substantially overcome by siting, design or other mitigation.
Assisted Area Status	Areas with Assisted Area Status are places where government can offer additional financial support to businesses under European Commission state aid rules.
Brownfield Land	Land which has previously been developed. The term may cover vacant or derelict land, land occupied by redundant or unused building and developed land within the settlement boundary where further intensification of use is considered acceptable.
City Region Deal	Funding mechanism in which contributions and risks are shared between councils and central government and across sectors, based on the improved performance of the regional economy.
Climate Change Adaptation	The adjustment in economic, social or natural systems in response to actual or expected climate change.

Glossary

Term	Description
Commercial Centre	Examples include out-of-centre shopping centres, commercial leisure developments, factory outlet centres, retail parks or clusters of larger mixed retail units and leisure units.
Cross-Boundary Green Networks	Areas where Green Network Priority Areas cross local authority boundaries and require a coordinated approach to deliver enhancements.
Development Plan	A document setting out how places should change and what they could be like in the future. It stipulates what type of development should take place and where should not be developed. The Development Plan for each of the local authority areas within this city region comprises the relevant Local Development Plan and the Strategic Development Plan (supported by relevant supplementary guidance).
Effective Land Supply	The part of the established housing land supply which is free or expected to be free of development constraints in the period under consideration.
Established Land Supply	The total housing land supply including the effective housing land supply plus remaining capacity for sites under construction, sites with planning consent, sites in adopted local development plans and where appropriate other buildings and land with agreed potential for housing development.
Green Belt	Area of countryside around cities or towns which aims to prevent urban sprawl and inappropriate development.
Green Infrastructure	Green infrastructure is the use of ecosystems, green spaces and water in strategic land use planning to deliver benefits for people and nature and to add value to the economy by supporting sustainable growth. Green infrastructure includes parks, open spaces, playing fields, woodlands, wetlands, floodplains, road verges, allotments and private gardens, as well as blue infrastructure such as sustainable urban drainage ponds, swales, wetlands, rivers and canals.
Green Network	Green networks are connected areas of green and blue infrastructure.
Green Network Priority Areas	Areas of greatest strategic importance for green network protection and enhancement.

Glossary

Term	Description
Greenfield Land	Land in a settlement or rural area which has never been developed, or where traces of any previous development are now such that the land appears undeveloped.
Heat Mapping	Mapping showing heat demand and supply of heat used for buildings.
High Speed Rail	Type of rail transport that operates significantly faster than normal trains, typically over 125mph in the UK.
Housing Market Area	Geographical space in which people will search for housing and within which they are willing to move while maintaining existing economic and social relationships.
Housing Need and Demand Assessment (HNDA)	The evidence used as a basis for identifying future housing requirements to ensure suitable land is allocated through development plans.
Infrastructure	Public transport, roads, sewerage, water supply, schools, gas, electricity, telecommunications etc. which are needed to allow developments to take place.
Moratorium	The delay or suspension of an activity or law.
Natura site	Internationally important nature conservation sites designated under the Habitats and Birds Directives.
Place Standard	The Place Standard tool is an online resource providing a simple evaluation framework for evaluating places. It enables people to think about and discuss the physical and social elements of a place in a structured way.
Significant Business Cluster	Broad areas where similar or complementary uses operate.
Spin-outs	Businesses attempting to take ideas and inventions to market.
Supplementary Guidance	Guidance that can be adopted and issued by a strategic development planning authority in connection with a Strategic Development Plan, or by a planning authority in connection with a Local Development Plan. On adoption, any such guidance will form part of the development plan.

Glossary

Term	Description
Thermal Generation	Steam driven power supply.
Windfall	A site which becomes available for development during the plan period which was not anticipated to be available when the plan was being prepared.
World Heritage Site	A site designated by the United Nations Educational, Scientific and Cultural Organization (UNESCO) that are of outstanding universal value to humanity and have been inscribed on the World Heritage List to be protected for future generations to appreciate and enjoy.

Supplementary Guidance

Supplementary Guidance	Timescale
Cross-Boundary Transport Contributions Framework	To be adopted within 1 year of approval of Strategic Development Plan
Edinburgh and West Cross-Boundary Green Network Framework	To be adopted within 1 year of approval of Strategic Development Plan
Edinburgh and East Cross-Boundary Green Network Framework	To be adopted within 1 year of approval of Strategic Development Plan

Photographs



Photographs: 1. Queensferry Crossing Construction (Courtesy of Transport Scotland); 2. Central Scotland Green Network, Fife; 3. Quatermile, Edinburgh; 4. King's Park, Midlothian; 5. A90 Cycle Path (Courtesy of Sustrans); 6. Tram St Andrew Street, Edinburgh.

SESplan

The Strategic Development Planning Authority
for Edinburgh and South East Scotland



• EDINBURGH •
THE CITY OF EDINBURGH COUNCIL


East Lothian
Council


Fife
COUNCIL


Midlothian


Scottish
Borders
COUNCIL


West Lothian
Council

Table 1. Schedule of changes to graphics (approved by SESplan committee) that still need to be made to SESplan Ratification Version prior to Proposed Plan Publication

Section	Changes
Fig. 3.4	Symbols for new rail stations to be inserted at Levenmouth and at Cameron Bridge (between Windygates and Methilhill)
	Forth Coast Cluster symbol currently located near Kinghorn to be moved to its intended location of Burntisland (error correction)
	Symbology for Dunfermline Green belt to be changed to ensure that it stands out on the diagram (error correction)
Fig. 3.5	Currently reads 'Borders' an error introduced during recent graphics changes. This will be corrected to 'Scottish Borders'
Figure 4.1	Forth Coast Cluster symbol currently located near Kinghorn to be moved to its intended location of Burntisland
	Symbols for new rail stations to be inserted at Levenmouth and at Cameron Bridge (between Windygates and Methilhill)



Action Programme

September 2016

STRATEGIC DEVELOPMENT PLAN ACTION PROGRAMME – 2016 UPDATE

List of Tables

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Table 3	Action Table	5

INTRODUCTION

Purpose

The purpose of this Action Programme is to set out the key strategic actions needed to deliver the vision of the Strategic Development Plan for South-east Scotland. The SESplan Strategic Development Plan covers the City of Edinburgh, East Lothian, West Lothian, Midlothian, the Scottish Borders, and South Fife. Section 21 of the Planning etc. (Scotland) Act 2006 requires the Strategic Development Planning Authority (SDPA) to prepare an Action Programme that sets out how the authority expects to implement the Plan.

Outcomes

The SESplan vision will be achieved by:

- Providing direction to local development plans – Local Development Plans in the city region have to be consistent with the Strategic Development Plan.
- Providing a context for decisions on planning applications – all planning applications have to be made in accordance with the development plan unless material considerations indicate otherwise
- Influencing investment plans and other strategic plans and strategies affecting the region.
- Identifying some specific actions that require the input and coordination of more than one local planning authority to deliver.

The delivery of this plan and the Local Development Plans that it seeks to direct, raises a number of issues that could be considered strategic. For example, many of the larger housing sites allocated in LDPs will not be able to be delivered without a substantial investment in new education provision. However, most of the actions to deliver the housing and infrastructure needed are already set out in the action programmes related to each of the local development plans in the city region.

This updated Action Programme will therefore focus on:

- Actions to deliver cross-boundary infrastructure and infrastructure of regional importance
- Action to help deliver national developments
- Actions that require the input and coordination of more than one local planning authority to deliver

Development of the Action Programme

This Action Programme has been developed in consultation with the member authorities, The Scottish Government, Key Agencies and other public and private stakeholders. Many of the funding commitments in the plan will be dependent on future Government spending reviews and public and private sector finance. The City Region Deal proposal, currently the subject of negotiation with Scottish and UK Government, is also likely to have a key role to play in delivering SESplan's vision.

How will it be used?

Organisations identified as having a Lead Role in carrying out an action will:

- Co-ordinate the planning, delivery and monitoring of the action
- Provide updates to SESplan on progress and funding where requested
- Advise SESplan on changes needed to the Action Programme related to that action
- Seek to ensure, in collaboration with others, that all relevant plans or strategies, (including investment strategies) support the delivery of the action

Organisations identified as having a Partnership Role in carrying out an action will:

- Provide the Lead Partner(s) with information on request
- Work closely with the lead partner to help plan, deliver and monitor the action
- Seek to ensure, in collaboration with others, that all relevant plans or strategies, (including investment strategies) support the delivery of the action

Monitoring and review

This Action Programme will be republished at least every two years. The existing Action Programme, approved in September 2015, was prepared in the context of SDP1 and therefore this new Action Programme has been prepared to set out the actions specifically required for SDP2. In practice, the Action Programme will be used by SESplan and its partners as a 'live' high level project management tool, updating and publishing more frequently if significant changes are required.

TABLES

Table 1. Actions Completed Since September 2015 [to be completed before publication]

Action	Progress

Table 2. Column headings/ Legend for Action Table

Delivery Action	Number [to be completed before publication] , title and description of individual actions <i>Italic:</i> Action associated with National Development <u>Underlined:</u> Actions that SESplan will play a leading role in coordination and delivery
Timing	Date range within which action likely to be implemented
Lead/ Partners	Lead partner highlighted in bold text
Cost/Funding	Indication of the cost of carrying out the action, the status and breakdown of funding and list of funding sources, where known. Not applicable (n/a) is used where actions can be implemented within current work programmes without significant additional funding required. To be confirmed (t.b.c.) is used where funding information will be sought prior to the next Action Programme update. Unknown is used where further studies will be required to produce cost estimates and these are not likely to be completed before the next Action Programme update.
Progress	Provides one of the following status updates Underway/ Under construction – the action is in the process of being implemented Policy Support – the action has support in plans and programmes other than the SDP Proposed – the action is proposed but has no formal commitment

Table 3. Action Table

The action table is structured around the three Delivery Themes in SESplan 2. A Place to Do Business (Grey), A Place for Communities (Red) and a Better Connected Place (Yellow).

	Delivery Action	Timing	Lead (Bold) /Partners	Cost/Funding	Progress
	A Place to Do Business				
1.	<p>City Region Deal</p> <p>Example proposals include a regional network of incubator facilities; regional collaboration to expand overseas trade; invest to protect and enhance the world famous culture and leisure assets in the region including the Edinburgh Festivals; developing advanced digital technology to support business and culture; developing a clear and integrated regional infrastructure strategy with all public sector partners; developing an integrated regional skills programme to increase opportunities for learning and development for everyone.</p>	2016-2030	<p>City Deal Partnership, East Lothian Council, West Lothian Council, Scottish Borders Council, Midlothian Council, Fife Council, Universities, Colleges, private sector, third sector, UK Government, Scottish Government and agencies. A wide range of other public and private stakeholders and partners will be involved in delivery.</p>	<p>Ambition is to secure £2bn of funding. Estimated that an additional £3bn worth of private sector investment could be leveraged if the bid is successful.</p>	<p>Proposed</p> <p>Announcement that negotiations on a City Region deal will be commenced for South East Scotland City Region made in 2016 UK Budget.</p> <p>N.B. the City Region deal area also likely to include St Andrews and North-East Fife</p>
2.	<p>Edinburgh Airport Improvements: Deliver enhanced facilities at Edinburgh Airport and supporting improvements in surface transport and other infrastructure as identified in NPF3, SESplan SDP and City of Edinburgh LDP.</p>	2016-2030	<p>Transport Scotland, Network Rail, Global Infrastructure Partners,</p>	<p>Costs of some interventions still t.b.c.</p>	<p>Underway</p> <p>2016 – Winter – Edinburgh Gateway Rail Station to open. Works progressing on schedule</p>

			Edinburgh International Development Partnership , Edinburgh International Business Gateway Landowners, City of Edinburgh Council		<p>2016 – 2011 Airport Masterplan to be updated by Global Infrastructure Partners.</p> <p>2017 – Edinburgh International Gateway – First phase plans for the £700m mixed use urban extension at Edinburgh International Business Gateway have been submitted by a consortium comprised of Murray Estates, New Ingliston, Frogmore and Salmon Harvester.</p> <p>International Business Gateway is supported by the Edinburgh tram running through the heart of the site.</p>
3.	<i>Enhanced High Voltage Energy Transmission Network</i> Needed to facilitate renewable electricity development and its export.	2016-2020	Scottish Power Energy Networks	t.b.c.	Underway Scottish Power operate the transmission network in the SESplan area.
3A.	<i>Carbon Capture and Storage Network and Thermal Generation</i> Explore options for a wider range of opportunities at Longannet and Cockenzie	2016-2020	Scottish Power, Scottish Government, Fife Council, East Lothian Council	t.b.c	Proposed East Lothian Council will prepare supplementary guidance for former Cockenzie site subject to review of National Planning Framework. Fife Council are leading on Longannet taskforce.
4.	<u>Cross-boundary Windfarm Working Group</u> A working group will be established to explore the potential for a plan-led approach to identifying strategic capacity for wind farms and re-powering opportunities (i.e. replacing old turbines with new	2016-2020	SESplan, East Lothian Council, Scottish Borders Council, Midlothian Council, West	n/a	Proposed Scottish Natural Heritage has published guidance on Decommissioning and Restoration Plans for

	ones) in areas where there are likely to be cross-boundary effects. The geographic scope of this group to be decided by the working group		Lothian Council, Scottish Natural Heritage, Scottish Environmental Protection Agency		wind farms which is relevant to issues related to repowering
5.	<i>Additional Freight Handling Capacity on the Forth (Rosyth)</i> Create multimodal container terminal facilities with deep water access and improved supporting port, road and rail infrastructure.	2016-2030	Fife Council, Scottish Environmental Protection Agency, Babcock, Forth Ports, Scottish Government	t.b.c.	Underway Work in connection with the Marine Licence application, including the preparation of an updated Environmental Impact Assessment (EIA), is progressing
6.	<u>Minerals– Aggregate Resources Review.</u> Establish a Minerals Working Group to review the aggregate resources of the city region (based on either Scottish Government minerals survey data or locally sourced information) to ensure there is a sufficient aggregates land bank of permitted reserves for construction aggregates of at least 10 years.	2016-2018	SESplan member authorities	n/a	Proposed
Better Connected Place					
7.	<u>Complete Cross Boundary Transport Appraisal</u> Appraisal identifying cumulative and cross boundary impacts of development on strategic transport network. Models impact of development associated with SDP1 and emerging LDPs. Will identify measures and interventions that could be developed to mitigate impacts of development.	2016	Transport Scotland, SESplan member authorities, City of Edinburgh Council, Fife Council, Midlothian Council, East Lothian Council, West Lothian Council, Scottish Borders Council	c. £140K Funded by Scottish Government	Underway Appraisal work underway. Reports due Autumn 2016
8.	<u>Complete Strategic Development Plan Transport</u>	2016	SESplan, Transport	c. £14K	Underway

	<p>Appraisal (SDP2 Transport Appraisal) Appraisal identifying additional impacts of development as a result of additional development required by SDP2 Housing Supply Targets</p>		<p>Scotland, City of Edinburgh Council, Fife Council, Midlothian Council, East Lothian Council, West Lothian Council, Scottish Borders Council</p>	<p>Funded by SESplan member authorities</p>	<p>Appraisal of impacts as a result of additional development required in City of Edinburgh is complete. Further appraisal work required when Cross Boundary Appraisal is complete.</p>
<p>9.</p>	<p><u>Cross-boundary Transport Contributions Framework</u></p> <p>Produce supplementary guidance "Cross Boundary Transport Contributions Framework" that will set out a framework for requesting contributions towards infrastructure to mitigate the cumulative and cross boundary impacts of additional traffic generated from new developments. Guidance will set out:</p> <ul style="list-style-type: none"> • The detailed location and boundaries of the contribution zones within which the contributions will be required. These zones will be identified at locations within the Growth Corridors and the City Region Core where developments are most likely to contribute to traffic hot-spots • The specific infrastructure to be funded • The method for calculating the contributions required • How, when and to whom payments should be made 	<p>2016-2019</p>	<p>SESplan, Transport Scotland, City of Edinburgh Council, Fife Council, Midlothian Council, East Lothian Council, West Lothian Council</p>	<p>t.b.c</p>	<p>Proposed Framework to be developed following completion of Cross Boundary Transport Appraisal.</p>

10.	Edinburgh/Glasgow rail improvements: <ul style="list-style-type: none"> • Electrification of Edinburgh/Glasgow Queens Street line • Increase in capacity and reduction in journey times of trains between Edinburgh and Glasgow Queen Street: and • Further improvements will be set out in stage 2 	2016-2019	Network Rail, Transport Scotland, Abellio Scotrail	1 st stage Funded	Under construction Completion expected in 2019. Stage 2, to be developed in 2020's, may include Dalmeny Chord allowing Edinburgh-Glasgow trains to stop at Edinburgh Gateway Station.
11.	East Coast Mainline Improvements Ongoing improvements to the East Coast Mainline and potential future improvements. Linked to capacity and platform improvements works at Edinburgh Waverley station.	2016-2030	Network Rail, Transport Scotland	t.b.c.	Underway Potential initial list of suggest improvements set out in Network Rail Scotland Route Study .
11A.	Four line section of track between Blindwells and Drem Capacity improvements and allows for new station to serve Blindwells development (see action 36)	2024-2030	Network Rail, Transport Scotland East Lothian Council	t.b.c	Proposed No commitment and further appraisal required
12.	Edinburgh-Glasgow via Shotts Line Electrification Electrification of 75 km of the Shotts Line between Holytown and Midcalder junctions. Will allow for faster services, including potential Edinburgh-Livingston-Glasgow Central express service	2016-2019	Network Rail, Transport Scotland, Abellio Scotrail	Funded	Underway Preparation work underway.
13.	Winchburgh Rail Station New station to support ongoing development in the Winchburgh Core Development Area.	2016-2019	Network Rail, Transport Scotland, SEStran, Abellio Scotrail, West Lothian Council.	Developer funded	Underway Design work on new stations is underway. New service and stops are included as part of recent Franchise award. Timetable details to be confirmed.
14.	Winchburgh M9 Junction New Junction on M9 supporting ongoing development in the Winchburgh Core Development Area.	2024-2030	Transport Scotland, West Lothian Council [lead t.b.c]	Developer funded	Policy support
15.	M9 Junction 3 Upgrade	2018-	Transport Scotland,	Developer funded	Policy support

	Development of Westbound slips on Junction East of Linlithgow.	2030	West Lothian Council [lead t.b.c]		
16.	East Linton and Reston Rail Stations New stations on East Coast Mainline supported by a new two-hourly service between Edinburgh and Berwick.	2018-2030	Network Rail, Transport Scotland, Abellio Scotrail, SEStran, East Lothian Council, Scottish Borders Council	Funding for design work by East Lothian Council and Scottish Borders Council	Underway Initial design work on new stations has been completed. New services and stations are included as priced options in the recent franchise.
17.	Levenmouth Rail Link Re-open rail line and new stations at Leven and Cameron Bridge for a passenger service.	2018-2030	Fife Council, Transport Scotland, Network Rail, SEStran, Abellio Scotrail	t.b.c	Policy support Fife Council has approved the findings and recommendations of the Levenmouth Scottish Transport Appraisal Guidance. This has been submitted to Transport Scotland for their consideration and approval of the recommendations. Following this Fife Council will engage with Network Rail to undertake the GRIP process.
18.	Edinburgh Cross-rail Services New cross-Edinburgh services and suburban rail capacity enhancements	2018-2030	Network Rail, Abellio Scotrail, SEStran	Unknown	Policy support Supported by SEStran. Fife - Edinburgh - Borders Rail services have been introduced.
19.	Dunfermline Northern Relief Road and Western Distributor Road Road improvements required to deliver planned housing and employment growth in Dunfermline	2016-2030	Fife Council	Funding to be secured through planning permission and legal agreements.	Policy support Policy support in FIFEplan
20.	Newbridge Junction Upgrade: Public transport improvements, incl. Edinburgh bound bus lane to roundabout. Safeguards included in emerging Edinburgh LDP	2016-2030	Transport Scotland, South East Scotland Transport, City of Edinburgh Council,	t.b.c	Underway A joint study looking at options for improving public transport services through junction has been

			West Lothian Council		completed, and new computerised junction control in place. New bus lanes on the A89 and A8 is also supported but no funding identified.
21.	<p>Improvements on trunk road approaches to Edinburgh including Junction Upgrades and Non-Car Alternatives</p> <p>This may include upgrades to junctions on the M9, M8, M90, A1, A71, A68, A89 and A8 and could include upgrades to strategic cycle routes as non-car alternatives.</p>	2018-2030	SEStran, Transport Scotland, SESplan Member Authorities	Unknown	Proposed List of improvements will be generated based on evidence from the Cross Boundary Transport Appraisal and the Transport Appraisal of the Strategic Development Plan
22.	<p>Park and Ride Sites:</p> <ul style="list-style-type: none"> • Extensions - Ingliston, Hermiston and Sheriffhall sites • Potential new sites - Gilmerton Road (City of Edinburgh Council area); Lasswade Road (City of Edinburgh Council area); North A68/A720 junction (Midlothian area); Lothianburn A702/A720; Rosyth; Broxburn; Heartlands (Whitburn); Winchburgh (new M9 Junction) Linlithgow (coach park and ride); Winchburgh rail station; Tranent & Blindwells to link with public transport options, including orbital bus routes • Park and Rail at proposed Halbeath Rail Halt 	2016-2030	SEStran, City of Edinburgh Council, Fife Council, West Lothian Council, Midlothian Council, Network Rail, Transport Scotland	t.b.c Various levels of commitment. Some funding will be raised through developer contributions.	[progress on individual sites to be confirmed prior to publication] Land secured for Hermiston Extension. Rosyth Park and Ride has planning consent. Heartlands Park and Ride has planning consent.
23.	<p>A701 and A702 improvements</p> <p>Relief road for A701 with link to A702</p>	2018-2030	Midlothian Council	t.b.c	Policy support
24.	<p>A801 Improvements</p> <p>Carriageway improvements and new viaduct to improve links between Grangemouth and the M8</p>	2018-2030	West Lothian Council, Falkirk Council	t.b.c To be funded by development	Policy support
25.	<p>A92 Junction Improvements</p> <p>Improvements to roundabouts on A92 around</p>	2018-2030	Fife Council	t.b.c To be funded by	Policy support Further appraisals required.

	Kirkcaldy and Glenrothes. Includes works to Redhouse Roundabout			development	
26.	West Edinburgh infrastructure improvements: Upgrade of A8 dumbbells (two roundabouts linked by a bridge or underpass) and Eastfield Rd, Gogar link road (through International Business Gateway site connecting airport to Gogar roundabout), upgraded junctions, International Business Gateway tram halt and bus priority measures.	2016-2030	Edinburgh International Development Partnership comprising Scottish Government, Scottish Enterprise, Transport Scotland, City of Edinburgh Council, Edinburgh Airport, RHASS, private landowners	In excess of £56m	Policy support Policy support in Rural West Edinburgh Local Plan and Proposed LDP. Application for International Business Gateway phase 1 submitted with transport study.
27.	A1 Junction Improvements: Improvements to junctions on A1(T) in East Lothian to accommodate development in East Lothian LDP. Does not cover Old Craighall which will be assessed under Cross-Boundary Transport Appraisal.	2018-2030	Transport Scotland, East Lothian Council, Developers. [Lead t.b.c prior to publication]	Unknown	Proposed More detail will be set out in East Lothian LDP Transport Appraisal.
27A	New A1(T) Junction at Adniston The potential for a new trunk road interchange on the A1(T) at Adniston to facilitate further development in the area including the potential for an eastern by-pass of Tranent, will be investigated.	2024-2030	Transport Scotland, East Lothian Council, Developers	Unknown	Proposed Further investigation appraisal work is required.
28.	A720 Improvements Potential junction improvements and non-car alternatives that will be required to mitigate impact of development on movement along radial	2018-2030	Transport Scotland, City of Edinburgh Council, East Lothian, Midlothian	Unknown	Proposed No committed interventions yet. Cross Boundary Transport Appraisal to inform prioritisation process.

	routes to, and orbital routes around Edinburgh.		Council		
29.	Edinburgh Orbital Bus and Associated Park and Ride Part dedicated bus route supporting orbital movement around Edinburgh with supporting park & ride infrastructure.	2018-2030	SEStran, City of Edinburgh Council, Midlothian Council, East Lothian Council, Transport Scotland	Unknown	Proposed Supported by SEStran led appraisal complete but no commitment or funding. Policy support in SDP and RTS.
30.	Strategic Walking and Cycling Routes: Functional Routes				
30a.	Glenrothes - Kirkcaldy Connects major towns with strategic centres.	2018-2030	Fife Council, SEStran, Sustrans, SNH	Unknown	Proposed
30b.	Dunfermline - Edinburgh Would connect settlement, expansion areas and employment centres along the A90 corridor which suffers from significant congestion. Good quality off-road route exists between Edinburgh and southern Bridgehead but there is no quality provision between Dunfermline and Rosyth.	2018-2030	Fife Council, City of Edinburgh Council SEStran, Sustrans, SNH	Unknown	Proposed No current commitment to undertake work between Dunfermline and Rosyth
30c.	A89/A8 Would connect settlement, expansion areas and employment centres along A8/A89 corridor which suffers from significant congestion. Off-road route exists between Bathgate and Broxburn along A89. Some sections in City of Edinburgh area are narrow, poorly surfaced and need upgrading.	2016-2030	City of Edinburgh Council, West Lothian Council, SEStran, Sustrans, SNH	t.b.c.	Underway Route safeguarded from Harthill to Bathgate. Works underway at Gogar interchange as part of Edinburgh Gateway Station works, forming a hub and providing additional safe crossing point of A8. Upgrade of surface and width along A8 commenced 2015/16, further work planned for 2017/18.
30d.	A71 Separated Route Current proposal for high quality separated new route along the route of the A71 from West Calder to Edinburgh. Would provide a safe route along	2016-2030	City of Edinburgh Council, West Lothian Council, SEStran, Sustrans,	t.b.c.	Underway West Lothian Council have appointed AECOM to undertake route study. City of Edinburgh

	this busy road corridor.		Transport Scotland, SNH		examining potential of enhancements along Calder Road.
30e.	Edinburgh - Penicuik Connects existing settlements, growth areas, Straiton Commercial Centre and Science and Knowledge Cluster along commuter heavy A701 corridor	2018-2030	Midlothian Council, City of Edinburgh Council, SEStran, Sustrans, Transport Scotland, SNH	t.b.c.	Proposed Support for different parts of route connecting settlements along A701 in Midlothian LDP.
30f.	Edinburgh - Gorebridge New route from Gorebridge to Dalkeith via Newtongrange, Mayfield and Easthouses, with a safe crossing at Sheriffhall and on to Edinburgh. Potentially including A7 urbanisation work. Connects settlements, major growth areas and major employment locations.	2018-2030	Midlothian Council, City of Edinburgh Council, SEStran, Sustrans, Transport Scotland, SNH	t.b.c.	Policy support Support for different parts of routes connecting settlements along A701 in Midlothian LDP.
30g.	A1/A199 Spinal through the centre of East Lothian broadly following the A1 corridor and the route of the A199. Links existing settlements employment sites and housing growth areas (including Queen Margaret University, Wallyford and Blindwells).	2016-2030	East Lothian Council, City of Edinburgh Council, SEStran, Sustrans, Transport Scotland, SNH	t.b.c.	Underway East Lothian Council have appointed Ironside Farrar to undertake route study
30h.	Edinburgh Orbital Route Proposed route following the Edinburgh bypass (A720). Sections would include route along former railway path between Straiton and Shawfair. Proposed linking with Gyle and A90 at Barnton. Could be developed as part of Orbital Bus proposal.	2018-2030	City of Edinburgh Council, East Lothian Council, Midlothian Council, SEStran, Sustrans, Transport Scotland, SNH	t.b.c.	Proposed No detail appraisal work undertaken at this stage. Sustrans plan to construct Straiton to Shawfair path within the next 2 years.
31.	Strategic Walking and Cycling Route Recreational Routes				
31a.	Pilgrims Way – Culross & North Queensferry to St Andrews	2016-2030	SESplan Member Authorities, Sustrans, SEStran, SNH	Unknown	[progress on individual sites to be confirmed prior to publication]
31b.	John Buchan Way Extension to Clyde Walkway	2016-	SESplan Member	Unknown	[progress on individual sites to be

		2030	Authorities, Sustrans, SEStran, SNH		confirmed prior to publication]
31c.	Tweed Cycleway Peebles to Kelso	2016-2030	SESplan Member Authorities, Sustrans, SEStran, SNH	Unknown	Innerleithen to Walkerburn completion due in 2019
31d.	River Tyne Walkway Extension from Haddington to Vogrie Country Park	2016-2030	SESplan Member Authorities, Sustrans, SEStran, SNH	Unknown	[progress on individual sites to be confirmed prior to publication]
32.	High Speed Rail Linking Edinburgh and Glasgow city centres with London and offering good connections to the rest of the rail network.	2016-2038	Scottish Government	Unknown	Policy support National policy support. An extended a joint study between Transport Scotland, the Department for Transport and HS2 Ltd, into bringing HS2 further and faster into Scotland is expected to report in 2016.
33.	A1 Dualling between Dunbar and Berwick Upon Tweed Proposal to complete dualling of the A1 within Scotland creating a better connection along East Coast.	2018-2038	Scottish Government	t.b.c.	Policy support Local policy support but no current support or commitment from Scottish Government. Further appraisal work required. Department of Transport is committed to the important work on the A1 between Newcastle and the Border dualling 13 miles of the single carriageway in Northumberland.
34.	Borders Railway Extensions to Hawick and Carlisle	2018-2038	Transport Scotland, Scottish Borders Council, Abellio	Unknown	Policy support All partners are committed to scoping potential further feasibility

			Scotrail, Network Rail, SEStran, Carlisle City Council and Dumfries & Galloway Council		work in relation to extending the Borders Railway line towards Hawick and Carlisle, including turning options at and beyond Tweedbank. It is envisaged that pre-feasibility work in relation to extending the Borders Railway will be initiated in 2016.
35.	Dunfermline-Alloa Passenger Rail Link Create sustainable connection between Alloa and Dunfermline using existing track.	2018-2038	Transport Scotland, Fife Council, Clackmannanshire Council	Unknown	Policy support Local policy support but no current support or commitment from Scottish Government.
36	Blindwells Rail Station New rail station to support sustainable development of new settlement.	2018-2038	Transport Scotland, Network Rail, East Lothian Council	Unknown	Policy support Policy support in emerging East Lothian LDP but no current support or commitment from Scottish Government.
37.	Edinburgh Tram Extensions				
37a.	St Andrew Square to Newhaven - Needed to support significant scale of development at Leith and Waterfront	2016-2030	City of Edinburgh Council	No funding in place. Developers along tram routes would be expected to contribute.	Policy support Council has approved in principle and period of site investigation and procurement underway over next year. Firm commitment still to be confirmed.
37b.	Newhaven to Granton - Needed to support significant scale of development at Waterfront	2018-2030	City of Edinburgh Council	No funding in place. Developers along tram routes would be expected to contribute.	Policy support Rights to start construction extend to March 2021. City of Edinburgh Council approved a report in March agreeing to compulsory purchase the land before the rights expire. Other routes have policy support only.
37c.	Ingliston Park & Ride to Newbridge	2018-2030	City of Edinburgh Council	No funding in place. Developers along tram routes would	

				be expected to contribute.	
37d.	City Centre to Edinburgh BioQuarter, Newcraighall and Queen Margaret University	2018-2030	City of Edinburgh Council	No funding in place. Developers along tram routes would be expected to contribute.	Policy support
37e.	Roseburn to Granton	2018-2030	City of Edinburgh Council	No funding in place. Developers along tram routes would be expected to contribute.	Policy support
Place for Communities					
37.	<u><i>Supplementary Guidance for Cross-boundary Green Networks 1. Edinburgh & East</i></u>	2016-2019	SESPlan, Scottish Natural Heritage, City of Edinburgh Council, Midlothian Council, East Lothian Council, Forestry Commission Scotland, Scottish Environmental Protection Agency, Lothian and Fife Green Network Partnership, Sustrans	t.b.c.	Proposed Technical Paper on SESplan Green Networks Published 2015
38.	<u><i>Supplementary Guidance for Cross-boundary Green Networks 2. Edinburgh & West</i></u>	2016-2019	SESPlan, Scottish Natural Heritage, City of Edinburgh Council, West Lothian Council,	t.b.c.	Proposed Technical Paper on SESplan Green Networks Published 2015

			Forestry Commission Scotland, Scottish Environmental Protection Agency, Lothian and Fife Green Network Partnership, Sustrans		
39.	<p><i>Cross Boundary Green Network Framework for the Green Network Priority Areas that do not cross boundaries.</i></p> <p>Note: Scottish Borders is not italicised since it was not selected as part of the Central Scotland Green Network National Development.</p> <p><i>Dunfermline North & East Ore Valley Kirkcaldy Gateways Levenmouth & Coast</i></p>	2016-2024	Fife , Scottish Natural Heritage, Forestry Commission Scotland, Lothian and Fife Green Network Partnership, Scottish Environmental Protection Agency	t.b.c.	Underway Green Networks in Fife – FIFEplan Background Paper setting out recommendations as to how green networks should be spatially defined and assessed for inclusion in the Fife LDP.
	<i>Linlithgow</i>	2016-2024	West Lothian Council , Scottish Natural Heritage, Forestry Commission Scotland, LFGNP, Scottish Environmental Protection Agency	t.b.c.	Proposed

	<i>Polkemmet & Breich Water</i>	2016-2024	West Lothian Council , Scottish Natural Heritage, Forestry Commission Scotland, Lothians and Fife Green Network Partnership, Scottish Environmental Protection Agency	t.b.c.	Proposed
	<i>Forth Shores</i>	2016-2024	City of Edinburgh Council , Scottish Natural Heritage, Forestry Commission Scotland, Lothians and Fife Green Network Partnership, Scottish Environmental Protection Agency	t.b.c.	Proposed
	Scottish Borders	2016-2024	Scottish Borders Council , Scottish Natural Heritage, Forestry Commission Scotland, Scottish Environmental Protection Agency	t.b.c.	Policy support Scottish Borders Council intends to produce Supplementary Guidance
40.	Monitor SESplan Housing Land Supply	2016-	SESplan, SESplan	n/a	Underway

	SESplan and SESplan member authorities will work with Homes for Scotland to develop standards for the preparation of Housing Land Audits. Prepare an annual housing audit including information on the housing land supply and other factors such as completions and significant appeal decisions in consultation with Homes for Scotland.	2030	member authorities, Homes for Scotland		
41.	<u>Monitor need for specialist housing provision.</u> SESplan member authorities will work together through the South-east Scotland Housing Forum to update housing need information for communities with specialist housing needs.	2016-2030	SESplan member authorities	n/a	Proposed
42.	<u>Review Remit and Purpose of SESplan Housing Market Partnership</u> Review the remit and purpose of SESplan Housing Market Partnership. Consider whether the remit could be expanded to include additional joint action to support the rate of market and affordable housing delivery.	2016-2018	SESplan member authorities, Homes for Scotland, SESplan Housing Market Partnership	n/a	Proposed