

# Notice of meeting and agenda

## **The City of Edinburgh Council**

**10.00 am, Thursday, 24 November 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**

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- 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**

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- 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**

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- 3.1 If any

## **4. Minutes**

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- 4.1 The City of Edinburgh Council of 27 October 2016 (circulated) – submitted for approval as a correct record

## **5. Questions**

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- 5.1 By Councillor Rose – Freedom of Information – for answer by the Leader of the Council
- 5.2 By Councillor Mowat – Building Warrants – for answer by the Convener of the Planning Committee
- 5.3 By Councillor Rust – Christmas Lighting – for answer by the Convener of the Culture and Sport Committee
- 5.4 By Councillor Whyte – Homelessness – for answer by the Convener of the Health, Social Care and Housing Committee
- 5.5 By Councillor Rose – Accuracy of Statements Alleging Hate Crime – for answer by the Convener of the Communities and Neighbourhoods Committee
- 5.6 By Councillor Aitken – for answer by the Convener of the Transport and Environment Committee
- 5.7 By Councillor Rose – Clarification of Declared Ownership of India Buildings – for answer by the Deputy Leader of the Council
- 5.8 By Councillor Mowat – New Town Celebrations – for answer by the Convener of the Culture and Sport Committee
- 5.9 By Councillor Nick Cook – Road Defects – for answer by the Convener of the Transport and Environment Committee

- 5.10 By Councillor Booth – Sweeping of Leaves from Footpaths and Cyclepaths – for answer by the Convener of the Transport and Environment Committee

## **6. Leader's Report**

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- 6.1 Leader's report (circulated)

## **7. Appointments**

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- 7.1 If any

## **8. Reports**

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- 8.1 Edinburgh Local Development Plan - Adoption – report by the Executive Director of Place (circulated)
- 8.2 Queensferry High School - report by the Acting Executive Director of Communities and Families (circulated)
- 8.3 Revised Polling Arrangements as a Consequence of the City of Edinburgh (Electoral Arrangements) Order 2016 - report by the Chief Executive (circulated)
- 8.4 Boundary Commission for Scotland 2018 Review of UK Parliamentary Constituencies – report by the Chief Executive (circulated)
- 8.5 Chief Officer Appointments – report by the Chief Executive (circulated)
- 8.6 Council Diary 2016/17 – Adjustments – report by the Chief Executive (circulated)
- 8.7 Rolling Actions Log – report by the Chief Executive (circulated)
- 8.8 Capital Monitoring 2016/17 – Half Year Position – referral from the Finance and Resources Committee (circulated)
- 8.9 Treasury Management: Mid-Term Report 2016/17 – referral from the Finance and Resources Committee (circulated)
- 8.10 Fleet Replacement Programme 2016/17 – Approval of Prudential Borrowing – referral from the Finance and Resources Committee (circulated)
- 8.11 South East Scotland Archaeology Partnership – referral from the Culture and Sport Committee (circulated)

## 9. Motions

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### 9.1 By Councillor Hinds – Clean Energy Pledge

“This Council resolves to commit itself to a shift to 100% clean energy by 2050 in line with the pledge made last year at the Paris Summit.

Council recognises the challenges our communities face and acknowledges our responsibility to secure the future for them and for people around the world when faced with the challenge of a changing climate. We will strive to ensure we use cleaner energy supplies, greener transport systems and insulate homes.

Last year in Paris leaders seized the opportunity to commit to a new energy future. We will do the same. As a consequence of the agreement in Paris the world is coming together to create a cleaner, greener energy system - we are part of the change and we will continue to deliver our own commitments to our own communities.

We join with other Councils and communities across the UK who have made the same commitment to making a better future for all.”

### 9.2 By Councillor Donaldson - Hibernian Ladies – SSE Scottish Cup

“This Council congratulates Hibernian Ladies on winning the SSE Scottish Women’s Cup Final on 6 November 2016 by defeating Glasgow City 6-5 on penalties.

Council notes the exceptional achievement of one football club simultaneously holding the men’s and women’s Scottish Cups and that these both now reside at Easter Road Stadium.”

### 9.3 By Councillor Day – Lorne Street Properties

“Council notes the successful outcome to the discussions between the Council, the Trustees of the Miss Agnes Hunter Trust and RSL Chief Executives in relation to properties in Lorne Street. Residents had approached the Council with concerns that they may become homeless following a decision by the Trust to sell their portfolio of properties. As a result of discussions between the Trust, the Council and the Council’s housing association partners, the Trustees have now agreed the bulk sale of their portfolio in Leith to Places for People Scotland, a subsidiary of Castle Rock Edinvar. The acquisition will enable the residents to remain in their homes and will not affect their lease agreement or rights.

Council recognises the work of Council officers in this process, and the dedicated efforts of the Lorne Street residents, and congratulates them in achieving a successful outcome.

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

#### 9.4 By Councillor Lewis – Redford Barracks

“Council notes with regret the planned closure of Redford Cavalry and Infantry Army Barracks in Colinton as part of a wider strategy to close 36% of army bases across Scotland.

Council notes that this decision comes without any consultation with the local community and contrary to assurances given in 2012 that any cuts would be mitigated by the establishment of a multi-role brigade in Scotland and the return of 2,000 military personnel from Germany. Instead, over the last five years the MOD has cut troop numbers in Scotland by 36%.

Council further notes its concern about the effect this will have on both military families in the areas and the wider city economy and therefore calls for:

- The Council leader to write to MPs and MSPs to lobby the UK Government to consider reversing this decision.
- The Chief Executive to initiate a Member/Officer Working Group to consider the future for Redford Barracks and surroundings. This should consist of Council officers from all relevant areas and, as a matter of course - and in contrast to the MOD - ensure that locally elected members, Pentlands Neighbourhood Partnership, local Community Councils and other constituted local groups are regularly updated with developments.”

#### 9.5 By Councillor Griffiths – State Pensions for Women

“Council instructs the Council Leader to write to the Minister of State for Pensions calling upon the Government to reconsider the transitional state pension arrangements for women born on or after 6 April 1951, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements.”

## **Kirsty-Louise Campbell**

Interim Head of Strategy and Insight

## **Information about the City of Edinburgh Council meeting**

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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**

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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](mailto: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](http://www.edinburgh.gov.uk/cpol).

For remaining items of business likely to be considered in private, see separate agenda.

### **Webcasting of Council meetings**

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Generally the public seating areas will not be filmed. However, by entering the Council Chamber and using the public seating area, you are consenting to being filmed and to the use and storage of those images and sound recordings and any information pertaining to you contained in them for web casting and training purposes and for the purpose of keeping historical records and making those records available to the public.

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If you have any queries regarding this, and, in particular, if you believe that use and/or storage of any particular information would cause, or be likely to cause, substantial damage or distress to any individual, please contact Committee Services on 0131 529 4105 or [committee.services@edinburgh.gov.uk](mailto:committee.services@edinburgh.gov.uk) .

## The City of Edinburgh Council

Edinburgh, Thursday 27 October 2016

**Present:-**

### **LORD PROVOST**

**The Right Honourable Donald Wilson**

### **COUNCILLORS**

Elaine Aitken  
Robert C Aldridge  
Nigel Bagshaw  
Gavin Barrie  
Angela Blacklock  
Chas Booth  
Mike Bridgman  
Steve Burgess  
Andrew Burns  
Ronald Cairns  
Steve Cardownie  
Maureen M Child  
Nick Cook  
Gavin Corbett  
Cammy Day  
Denis C Dixon  
Marion Donaldson  
Karen Doran  
Paul G Edie  
Catherine Fullerton  
Nick Gardner  
Joan Griffiths  
Bill Henderson  
Ricky Henderson  
Dominic R C Heslop  
Lesley Hinds  
Sandy Howat

Allan G Jackson  
Karen Keil  
David Key  
Richard Lewis  
Alex Lunn  
Melanie Main  
Mark McInnes  
Adam McVey  
Eric Milligan  
Joanna Mowat  
Gordon J Munro  
Jim Orr  
Lindsay Paterson  
Ian Perry  
Alasdair Rankin  
Vicki Redpath  
Lewis Ritchie  
Keith Robson  
Cameron Rose  
Frank Ross  
Jason G Rust  
Alastair Shields  
Stefan Tymkewycz  
David Walker  
Iain Whyte  
Norman Work



## 1. Motion by Councillor Corbett – UK Social Entrepreneur of the Year

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### a) Deputation by Remakery

The deputation outlined the work carried out by Remakery and indicated that they had been shortlisted for the UK Social Entrepreneur of the Year Award. If they won the award, it was their intention to use the money to start the same work in other communities in other cities in the UK.

The deputation asked for the Council's support of their nomination by voting for them.

### b) Motion by Councillor Corbett

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

“Council:

Congratulates Sophie Unwin, the director of Remade in Edinburgh, on being shortlisted for the Bank of Scotland UK Social Entrepreneur of the Year as the only Scottish finalist.

Notes that voting closes tomorrow (28 October).

Highlights that voting is free by two methods - Text SEYA SOPHIE to 67076 or via [www.the-SSE.org/SEYA](http://www.the-SSE.org/SEYA) and wishes Remade every success in the event.”

### Decision

To approve the motion by Councillor Corbett.

## 2. Minutes

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### Decision

To approve the minute of the Council of 22 September 2016 as a correct record.

## 3. Questions

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

## 4 Leader's Report

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

- Councillor Godzik, Convener of Education, Children and Families Committee – thanks for work carried out in this role
- Budget consultation process
- Annual staff awards
- Unaccompanied asylum seeking children – positive role of Edinburgh citizens
- Opening of James Gillespie's and Portobello High Schools

The following questions/comments were made:

- |                      |  |
|----------------------|--|
| Councillor Ritchie   | - Edinburgh City 2050 Vision   |
|                      | - Edinburgh Falcons Cycle Speedway Team - congratulations  |
| Councillor Rose      | - Unaccompanied asylum seeking children in Edinburgh   |
|                      | - Regret in not fixing problems with roads, planning, licence applications, refuse collections and complaints  |
| Councillor Burgess   | - Refugees – how long the national transfer protocol for unaccompanied children will take to work up   |
| Councillor Aldridge  | - Staff leaving the organisation – transition – levels of community consultation   |
| Councillor Redpath   | - Thanks to Michelle Fraser - Muirhouse Shopping Centre Redevelopment  |
| Councillor Cardownie | - Pennywell Centre Redevelopment – Gunner Public House – recompense for tenant and any others affected by the Council's house building programme in the area |
| Councillor Hinds     | - Closure of Gallery at Inverleith House   |
| Councillor Tymkewycz | - George Taylor, Boxer – Commonwealth title - congratulations  |
| Councillor Whyte     | - Increase in street begging – effectiveness of some of the Council's services   |

- Councillor Lewis
- Closure of Gallery at Inverleith House
  - Cuts to opening hours at 16 Monuments Museum
  - Observatory – Calton Hill – Financial shortfall

## 5. Appointments to Committees

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The Council had made appointments to Committees for 2016-2017.

Councillor Godzik had intimated his resignation from the Education, Children and Families Committee and a replacement was sought.

### Decision

To note resignations from and appointments to Committees as follows:

#### **Education, Children and Families Committee:**

- To note the resignation of Councillor Godzik and to appoint Councillor Munro
- To appoint Councillor Day as Convener of the Committee.

#### **Corporate Policy and Strategy Committee:**

- To note the appointment of Councillor Day (as Convener of the Education, Children and Families Committee) to the Corporate Policy and Strategy Committee.

#### **Committee on Pupil and Student Support:**

- To note the resignation of Councillor Godzik and to appoint Councillor Day.
- To appoint Councillor Day as Convener of the Committee.

#### **Health, Social Care and Housing Committee:**

- To note the resignation of Councillor Day and to appoint Councillor Donaldson.
- To appoint Councillor Griffiths as Vice Convener of the Committee.

(References – Act of Council No 4 of 2 June 2016; report by the Chief Executive, submitted)

## 5. Appointments to Outside Organisations

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The Council had made appointments to outside organisations for 2012-2017.

Councillors Lunn and Perry had now resigned as Council representatives on the Board of Edinburgh and Lothians Greenspace Trust and the Council was invited to appoint members in their place.

### Decision

To note resignations from and appointments to Outside Organisations as follows:

- **Edinburgh and Lothians Greenspace Trust** – To note the resignations of Councillors Perry and Lunn and to appoint Councillors Gardner and Lewis.
- **John Watson Trust** – To note the resignation of Councillor Godzik and to appoint Councillor Day.
- **WEA Scotland** – To note the resignation of Councillor Godzik and to appoint Councillor Day.
- **Lothian Homes Trust** – To note the resignation of Councillor Day and to appoint Councillor Griffiths.
- **Life Care (Edinburgh) Ltd** – To note the resignation of Councillor Day and to appoint Councillor Griffiths.

(References – Act of Council No 2 of 24 May 2012; report by the Chief Executive, submitted)

## 6 Lothian Buses – Appointment of Executive Directors

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Details were provided on a request from Lothian Buses for consent to appoint up to three new Executive Directors to its Board to replace Executive Directors who had left or were shortly to leave the business.

### Decision

- 1) To appoint Sarah Boyd and Nigel Serafini to the Lothian Buses Board.
- 2) To note that recruitment for a further Executive Director would take place over the coming months.

- 3) To delegate authority to the Chief Executive, in consultation with the Convener and Vice Convener of the Transport and Environment Committee, to approve this appointment in due course on behalf of the Council.

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

## **7. The City of Edinburgh (Electoral Arrangements) Order 2016**

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The City of Edinburgh (Electoral Arrangements) Order 2016, which was laid before the Scottish Parliament on 14 September 2016 and came into force on 30 September 2016, gave effect to proposals made by the Local Government Boundary Commission for Scotland as a result of their Fifth Review of Electoral Arrangements for the area of the City of Edinburgh Council.

Details were provided on the changes that had been made by the Order.

### **Decision**

- 1) To note the new electoral arrangements for the City of Edinburgh Council area defined in The City of Edinburgh (Electoral Arrangements) Order 2016.
- 2) To note that following consultation with elected members a revised arrangement of polling districts and places would be presented to Council for approval in November 2016.

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

## **8. Leith Central Community Council Election**

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The Community Council triennial elections had commenced on 5 September 2016 with close of nominations on 26 October 2016.

Details were provided on the nominations which had been received for places on Leith Community Council and action which had been taken by the Chief Executive following the withdrawal of one of the candidates.

### **Decision**

To note the action taken by the Chief Executive in consultation with the Lord Provost, under the urgency provisions described in paragraph 4.1 of the Committee Terms of Reference and Delegated Function, not to hold a poll for Leith Central Community Council.

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

## **9. City of Edinburgh Council – Report to those Charged with Governance on the 2015-16 Audit**

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The Finance and Resources Committee had referred a report detailing the principal findings of the external auditor's statutory review of the Council's Annual Accounts to the Council for noting and to revise by £0.076m the level of in-year underspend transferred to the Council Priorities Fund.

### **Decision**

- 1) To note the report by the Finance and Resources Committee
- 2) To revise by £0.076m the level of in-year underspend transferred to the Council Priorities Fund.

(References – Finance and Resources Committee of 29 September 2016 (item 9); referral report by the Finance and Resource Committee, submitted.)

## **10. Audited Annual Report 2016 of the Lothian Pensions Fund, Lothian Buses Pension Fund and Scottish Homes Pension Fund – referral from the Pensions Committee**

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The Pensions Committee had referred a report on Audit Scotland's statutory audit of the Annual Report 2016 of the three pension funds administered by the City of Edinburgh Council to the Council for information.

### **Decision**

To note the report by the Pensions Committee.

(References – Pensions Committee 28 September 2016 (item 8); referral report by the Pensions Committee, submitted.)

### **Declaration of Interests**

Councillor Aldridge declared a financial interest as Chief Executive of an admitted organisation to the Lothian Pension Fund and left the meeting during the Council's consideration of the above item.

## **11. Pennywell-Muirhouse Civic Centre**

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Approval was sought to place a project order with Willmott Dixon Construction Ltd using the Scape Group Ltd framework to enable the redevelopment of the Pennywell/Muirhouse Civic Centre with a target project budget of £25.997m.

## Decision

- 1) To agree to place a Project Order with Willmott Dixon Construction Ltd for the redevelopment of the Civic Centre using the Scape Framework.
- 2) To agree a project budget of £25.997m for the redevelopment of the Civic Centre. Up to £23.908m of the project budget would be contracted through the Scape framework.
- 3) To agree the additional £5.190m of capital expenditure associated with this project to be included as part of 2017/18 – 2021/22 HRA capital investment programme.
- 4) To designate the Executive Director of Place to enter into a Delivery Agreement through Scape on the condition that the total cost did not exceed the project budget.
- 5) To agree to apply for Scottish Government funding to support the delivery of around 109 homes for social rent.
- 6) To approve the demolition of the area, subject to compliance with the Edinburgh City Local Plan (ECLP) and the Scottish Historic Environmental Policy (SHEP).
- 7) To agree the re-housing and award of silver priority for existing Council tenants and homeowners (if required) and the buyback of six former Council homes.
- 8) To agree to the Council managing the existing leases within the development area to allow redevelopment to take place in a phased manner, through negotiations with current tenants.
- 9) To agree the transfer of land at 15a Pennywell Road and 36, 34 and 34a Muirhouse Crescent from the General Fund to the HRA.

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

## 12. Recommendations of the Social Work Complaints Review Committee

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Details were provided on the recommendations of the Social Work Complaints Review Committee held on 21 July 2016 on a complaint against the Social Work Service within Communities and Families.

## **Decision**

To approve the recommendations of the Social Work Complaints Review Committee.

(Reference – report by the Chair of the Social Work Complaints Review Committee, submitted.)

## **Declaration of Interests**

Councillor Edie declared a financial interest as Chair of the Care Inspectorate and left the meeting during the Council's consideration of the above item.

## **13 Shelter Scotland – Motion by Councillor Heslop**

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

“Council supports the campaign by Shelter Scotland, 'Homelessness Far From Fixed' which is committed to four key objects:

- A safe and affordable home for everyone
- Help is available for everyone to keep or find a home
- A strong safety net to catch people if they lose their home
- That no-one should ever have to sleep rough on our streets

Congratulates the volunteers who took part in the Edinburgh launch of the campaign and encourages all City of Edinburgh Councillors to sign up to the objectives of this campaign.

Further notes that homelessness cannot be ignored and that more needs to be done at every level of government to help those who are the most vulnerable in our society.”

## **Decision**

To approve the motion by Councillor Heslop.

## **Declaration of Interests**

Councillor Corbett declared a financial interest as an employee of Shelter Scotland and left the meeting during the Council's consideration of the above item.



## Appendix 1

(As referred to in Act of Council No 3 of 27 October 2016)

### QUESTION NO 1

**By Councillor Mowat for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 27 October 2016**

Trade Waste

- Question** (1) How many users of the Council's trade waste service were there when the service stopped?
- Answer** (1) 1,309. Prior to the service being withdrawn a full explanation was provided to all customers outlining the rationale for the cessation. In addition full information on how to contact alternative trade waste collectors was provided, along with details of the legal responsibilities on businesses to ensure that all their waste was collected by a registered company.
- Question** (2) How many of the 41% of businesses without a valid trade waste contract were previously using the Council Service?
- Answer** (2) One
- Supplementary Question** Thank you Lord Provost. I thank the Convener for her response which given that it appears from these figures that the cessation of the provision of a trade waste service by the Council does not appear to be a contributory factor to the increased amounts of trade waste and fly-tipping by businesses that were seen on our streets and were causing so many problems over the summer period, can she explain what the problem was, and therefore if we have identified the cause of the problem, can she provide a solution?
- Supplementary Answer** Yes Councillor Mowat. You asked the question about, just for the people who are listening, how many years the Council's trade waste service were there when the service was stopped. Just to remind the Council and the public out there that the trade waste system that we carried out as a Council cost us money as a Council and what we decided to do was to ensure we were concentrating on our domestic waste and getting that right and not costing us money on the

trade waste, I'm assuming Councillor Mowat would welcome this since every Council meeting and every meeting I ever go to the only solution to our waste service in the city is privatisation and it's the private service who now carry out that service in the trade waste and as a Council we decided to withdraw from it because it was costing us money and resources. She asks the explanation of why customer and also prior to the withdrawal, I assume the question was that you know there was going to be all this difficulty and problem with trade waste but prior to the withdrawal, every company that was provided a service by the Council was given information, help and support regarding their trade waste service. Again a lot of people aren't aware that as a business, legally you must have a certificate and you must give proof that you are providing a waste service for your business and that is what we need to do.

There was 1 out of the 41% of businesses without a valid trade waste contract. Well I just actually have got the up to date figures, Councillor Mowat, we've now, as you will be aware Lord Provost, we now have a trade waste compliance unit which are going round all of the businesses particularly in areas in Gorgie/Dalry, Leith Walk where we believe we have got a real challenge in terms of communal bins being filled up not by domestic waste but by trade waste and so the compliance unit have now visited 800 premises and out of those 800 premises basically 432 were complying. Almost half were therefore not complying with their legal responsibilities so I think that's the proof Councillor Mowat that over half of the trade waste and the businesses that are providing trade waste don't even have the compliance, don't comply with the legality that they have in terms of providing their certificate and how they provide their waste. So there's your evidence – out of 800 premises in the last number of weeks visited, only 432 comply and there's been 18 fixed penalties issued to businesses throughout this city, so I think that that's your evidence that the businesses in this community do not have and I welcome the ones who do have the compliance and are actually complying with how they deal with their waste.

So there's your evidence, and we are going to come down hard on premises who don't have a trade waste compliance certificate and aren't dealing with their waste because the communal bins as you know Councillor Mowat, that are in your ward, are provided for domestic waste and not trade waste, there's your evidence.

## QUESTION NO 2

**By Councillor Nick Cook for answer  
by the Convener of the Transport and  
Environment Committee at a meeting  
of the Council on 27 October 2016**

### Question

Please provide details of the total number of complaints received about the condition of roads in Edinburgh in the last twelve months and to provide a breakdown by individual ward.

### Answer

Twenty one formal complaints were made in the last year about the condition of Edinburgh's roads. These were mostly general Edinburgh-wide complaints and therefore not specific to wards.

The Council does however receive a number of road enquiries, the majority of which are general enquiries relating to small road defects such as potholes. There are also frequently multiple enquiries raised about the same defect. For example, there were 68 enquiries for Greenbank Drive in the last year relating to the condition of the block paving in the street. Greenbank Drive has recently been resurfaced.

### Supplementary Question (1)

Thanks Lord Provost, I have to say I'm slightly disappointed in the quality of the answer to this question which is not of the high standard I usually expect from Councillor Hinds. An enquiry can be defined as an act of asking for information whereas a complaint is a statement of something that is unsatisfactory or unacceptable.

So the Council can manage to tell us that there's tens of thousands of complaints about missed collections each year but doesn't seem they can do the same for roads. I think people could be quite angry that if they take the time to report a concern over a pothole it's regarded as an enquiry over a minor defect.

Is this answer intentionally vague and obstructive or is the Council's reporting procedure not fit for purpose.

**Supplementary Answer (1)** Well I suppose if you don't ask the right question you don't get the right answer. Was it a complaint you're asking, was it an enquiry. It's very clear for the people out there again and for the Council "Please provide details of the total number of complaints received about the condition of roads in Edinburgh in the last twelve months and provide a breakdown by individual ward." The answer is 21 formal complaints were made in the last year about the condition of Edinburgh roads. They were mostly generally Edinburgh-wide complaints and therefore not specific to wards.

The Council does have a system of dealing with enquiries and road enquiries as it does with other types of services and I'll give you some examples so the public and the people in this Council can make up their minds – but some of the enquiries we have are drainage enquiries, blocked road gulleys, damaged gully units; signs damaged, missing a new signage where they are looking for that; street furniture, perhaps a guard rail, bollards, ironwork; street lighting, faults etc; kerbstone and flags broken damaged or missing; road safety concerns or roadworks or it may well be potholes as well.

So I'm only answering the question that he's asked about how many complaints and I've given him the answer so perhaps he might want to ask the right question at the next Council meeting.

**Supplementary Question (2)** Thanks Lord Provost for your indulgence, so if I use the same terminology Councillor Hinds, the Council was able to tell me that there was tens of thousands of waste collection complaints but not in relation to roads, so at least will you admit there is an inconsistency in approach rather than trying to obscure your answer to the question

**Lord Provost** Can you make sure you address all comments through the chair.

**Supplementary Answer (2)** I prefer looking to you to Councillor Cardownie, that's maybe why I'm doing it this time as well – sorry Steve I had to do that.

Could I say I think there is inconsistency and I have brought it up with the Director/Heads of Service because when people think about a complaint – what is a complaint what is an enquiry and that is dealt with by another service other than I'm responsible for and that is why we are asking as a group to have a presentation about the system about how we record how the public report. I think there is an inconsistency I've never denied that that is the case – there's inconsistency between what is an enquiry and what is a complaint and I think as a Council we need to address that and it's something I've been challenging the officers so we are quite clear about that and we will pursue it.

**QUESTION NO 3**

**By Councillor Rose for answer by the  
Convener of the Corporate Policy  
and Strategy Committee at a meeting  
of the Council on 27 October 2016**

Scottish Information Commissioner Appeals

- Question** (1) 1. Please detail for each of the last five years the number of occasions when appeals have been lodged with the Scottish Information Commissioner against decisions by City of Edinburgh Council in response to Freedom of Information or Environmental Information requests.
2. How many times has the Commissioner upheld or partially upheld the appeal in each of the past five years?
3. How many has an upheld appeal been because information has not been supplied within the statutory limits?

- Answer** (1) 1. Scottish Information Commissioner Appeals

a)

<b>Year:</b>	2011	2012	2013	2014	2015	2016*
<b>Total:</b>	18	21	17	16	12	16

\*2016 is included to provide up to date information and covers Jan-June 2016.

During the period 2011-2016, 13,339 statutory requests for information have been processed under Scotland's freedom of information laws. Of that total, the Council has been asked to review its initial response on 933 occasions – 7% of the overall total. The cumulative figure of 100 appeals to the Scottish Information Commissioner (detailed above) represents 0.74% of the total number of statutory requests received by the Council.

In relation to the period 2011-2016, a significant number of appeals to the Scottish Information Commissioner concern areas of controversy and particular public interest. For example, of the 100 appeals detailed above, 21 concerned the Property Conservation Service, with a further 8 relating to advertising drums within the City.

b) Upheld/ partially upheld for the applicant

<b>Year:</b>	2011	2012	2013	2014	2015	2016*
<b>Total:</b>	17	16	12	10	6	11

\*2016 is included to provide up to date information and covers Jan-June 2016.

The 72 decisions issued by the Scottish Information Commissioner represent 0.53% of the total number of statutory requests received by the Council for 2011-2016.

c) Information not supplied within the statutory limits

<b>Year:</b>	2011	2012	2013	2014	2015	2016*
<b>Total:</b>	7	2	3	2	1	5

\*2016 is included to provide up to date information and covers Jan-June 2016.

The 20 decisions issued against the Council for technical breaches represent 0.15% of the total number of statutory requests received by the Council for 2011-2016.

**Question** (2) Describe the ongoing governance, scrutiny and review processes in relation to these findings from the Scottish Information Commissioner.

**Answer** (2) All decisions issued by the Scottish Information Commissioner are received and acknowledged by the Chief Executive's Office and passed to the Council's Information Governance Unit to be actioned, as appropriate.



In line with Information Governance Unit's internal procedure for complying with decision notices, the notice is issued to the appropriate service area for action and also copied to the Head of Service and Director. The service area is then asked to provide evidence of compliance with the decision notice. When appropriate, the Information Governance Unit will provide assistance, support and training to improve practices and reduce associated information risks highlighted by the decision notice. Any non-compliance is reported to the appropriate Head of Service and Director, and the Head of Strategy and Insight as the Council's Senior Information Risk Owner.

All decision notices issued by the Scottish Information Commissioner in relation to CEC and all Scottish public authorities are discussed at the weekly team meetings of the Information Rights Team – a work stream within the Information Governance Unit. This ensures that lessons are learnt and best practice is followed at all times.

All decision notices are reported to the Information Council - the Council's Information Governance Group which has delegated authority from the Council Leadership Team for information governance matters within the Council. Performance in relation to statutory requests (including decision notices) is also reported to the Council Leadership Team on a four monthly basis. This approach is currently being reviewed as part of the new business partnering arrangements within Strategy & Insight with the view of taking information governance performance to Divisional Senior Management Teams on a more regular basis. This approach will ensure that information risks are highlighted and mitigated more quickly.

Under the Council's recently approved Information Governance Policy (Corporate Policy and Strategy Committee (CP&S) - 4 Oct 2016), an annual report on information governance will be brought to CP&S for scrutiny, including issues relating to decisions by the Scottish Information Commissioner.

The Council's FOI processes were audited in October 2015, including arrangements around decisions issued by the Scottish Information Commissioner. The audit was 'clean' with no improvement actions recommended or issued.

**Supplementary Question (1)** Thank you Lord Provost, I thank the Leader of the Council for his response. My question was about Freedom of Information requests and the number of appeals which the Council loses or partly loses and the answer was that we lose 72% in one form or another of the appeals which are made by the public to the decision that the Council has taken, usually not to release information and so my question to the Leader, Lord Provost, is do you agree that losing 72% of appeals suggests a defensive culture when more openness could save public time and resources?

**Supplementary Answer (1)** Thanks very much Lord Provost. Can I thank Councillor Rose for his question and his supplementary. I don't recognise the figure he's just quoted. It is certainly not within the answer that I've given him in writing which obviously people who are watching the webcam can't see but the actual answer says that of the number of appeals that we do lose only, only 0.15%, 0.15% we lose because of information not being provided and we only lose 0.53% of the overall number of appeals that come against us. So I don't recognise the figures that Councillor Rose quotes. I do though accept that every single appeal whether upheld or not is one appeal too many as Councillor Rose and I think the rest of the chamber hopefully knows I'm a great supporter and believer in as much openness as possible and I always accept that there's room for improvement.

**Supplementary Question (2)** Lord Provost, the Leader answers a completely different question and a completely different point from that which I made. I was referring to appeals, the figures he quotes relate to the total number of initial Freedom of Information requests. So do you agree that your answer in relation to the number of appeals is incorrect.

**Supplementary Answer (2)** No I don't

**QUESTION NO 4**

**By Councillor Rose for answer by the Deputy Leader of the Council at a meeting of the Council on 27 October 2016**

Free Public Wi-Fi in Edinburgh

**Question**

- (1) “Free public wi-fi across Edinburgh by summer” was a headline in March 2014 following an Edinburgh Council communication reporting a deal following an allocation of £150m by the UK Government to 22 cities in the national Super Connected Cities Programme. Edinburgh was one of those cities and engaged Gowex SA to provide public wifi as headlined. In the summer of 2014 the company was made bankrupt amidst charges against it of fraud and the Edinburgh free wifi project collapsed.

How much did the Council receive as part of that Programme and where is that money now?

**Answer**

- (1) The Connected Capital Programme has received over £6.5 million in funding from the Super Connected Cities Programme run by Broadband Delivery UK (DBUK) to date, broken down in the table that follows.

The Council will be submitting one further claim in November 2016 for the final broadband connection vouchers as the deadline for connections only recently expired on 30<sup>th</sup> September 2016 and SME’s need to provide an invoice from their supplier in order of the Council to make the payment and reclaim the monies from BDUK.

Project	Description	Funding Received £000's
Superfast Broadband connection scheme  – 22 cities	Edinburgh region	£894k
Superfast Broadband Connection Scheme  – 50 cities  Edinburgh acted as administrator for this scheme for Scotland apart from Aberdeen and Perth receiving 10% of the value of the vouchers for this service.	Edinburgh region - £537k  Glasgow region  - £848k  Inverness region – £29k  Dundee Region  - £33k  Stirling Region  - £104k	£1,552k
Public Transport Wifi	Wifi deployed on Lothian buses and tram fleet (713 buses and 27 trams)	£2,098k
Public Building Wifi	Wifi provided in 67 buildings (42 Council / 25 Non Council)	£1,835k
Outdoor Wireless Concession	Payments for wayleaves to allow siting of equipment on non-council buildings and changes to council lighting.	£176k
Total		£6,556k

Please note that funding is only received from the Government on provision of invoices, and was not an upfront grant payment.

**Question**

- (2) "Free wi-fi set to hit Edinburgh's city centre" was the headline of a press release from Edinburgh Council in May 2016 announcing a phased rollout over the summer and autumn of 2016 in conjunction with *intechology plc*. A short paragraph in an appendix to a report to the Governance, Risk and Best Value Committee, apparently written before the 'summer festival period' reported apparent progress and a publicity breakfast briefing in July.

When will it available?

Why is it later than indicated in the Council media briefing?

How much public money will it cost in finance and in kind?

**Answer**

- (2) The phased roll out of the outdoor wifi concession is in progress and should complete by the end of November in time for Edinburgh's Christmas celebrations. The network is in soft launch phase (i.e. live in some city centre areas but not being promoted) with testing and adjustment of the network in progress. Once the concession holder, Intechology, have fully tested the network and the Council are satisfied with coverage and performance, a full communications programme, including a media announcement, will commence.

As of 20 October 2016 installation is 82% complete with 68% of assets operational. The High Street was the first area to go live in the soft launch phase in the third week of August with other areas going live in the intervening time.

The roll out involves installing equipment and connections in over 20 buildings (8 of which are not owned by the Council) and 185 lighting and CCTV assets across the city centre and is one of the biggest city wifi installations in the UK, and the biggest in Scotland.

Work has been ongoing with numerous third parties, and the Council's legal, property, planning, lighting, roads and facilities management teams to facilitate this work. Due to the complications of working in a World Heritage Site the installation team has had to overcome numerous challenges in order to progress which has resulted in some delay to the roll out.

Intechnology are working with Unique Events and Underbelly to ensure extra temporary wifi access points are installed in those Christmas and Hogmanay event areas that require it.

Attached find a map showing the phased roll out – areas 1,2 and 3 are nearing completion with work ongoing in areas 4,5 and 6. See also [www.edinburghfreewifi.com](http://www.edinburghfreewifi.com) for FAQ's for users etc.

As a concession contract, Intechnology will own, operate and manage the network at no cost to the Council. Contract management will be required on an ongoing basis and the cost of this has been estimated to be approximately £80k over the initial duration of the contract (10 years). This will be met from rental income and any revenue share derived from the contract.

**Supplementary Question**

Thank you Lord Provost. I thank the Digital Economy Champion for his response and I appreciate that there were issues which may well have been beyond the Council's control but the fact of the matter is that we are now approaching two and a half years after this was promised and my question was about free public wi-fi in the central areas of the City.

Given the delays that we have had my supplementary to the Digital Economy Champion is, what steps are you taking to ensure that any further delays are minimized?

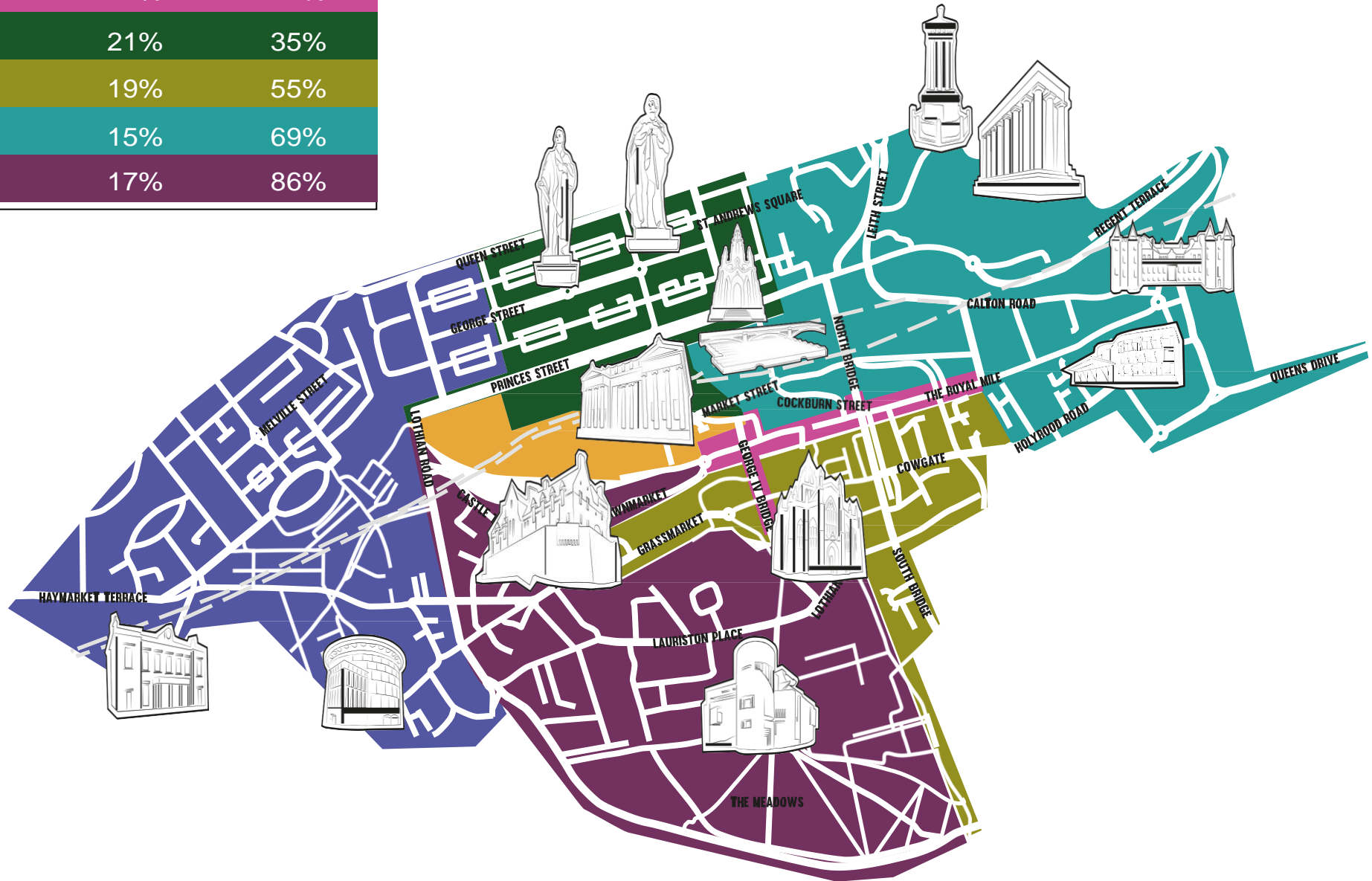
**Supplementary Answer**

Thank you Lord Provost and I thank Councillor Rose for his supplementary. As he is aware and he did allude to in his question the delays in the programme for two and a half years were predominantly due to the private sector company Gowex going into bankruptcy after almost a year and a half's negotiation with the Council and are currently seeing charges of fraud against them which kind of set us back a little bit Lord Provost and took us to a stage where we perhaps took a greater due diligence approach to the next replacement company.

But the programme of free wi-fi in the City centre has in fact been operational since before the summer festival

programme predominantly in the Royal Mile area and has continued to be rolled out and as the answer says has been rolled out into three areas, Old Town, New Town and the Royal Mile itself. These are almost complete so I'm not anticipating any further delays and am expecting the full programme to be up and running, Lord Provost, by the winter festivals.

Phase	Phase % of Total	Cumulative %
1	14%	14%
2	21%	35%
3	19%	55%
4	15%	69%
5	17%	86%





**QUESTION NO 5**

**By Councillor Booth for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 27 October 2016**

Facilities for Disposal of Waste in Public Parks

**Question** (1) Please can the Convener provide, for each of the public parks maintained by the City Council, a list of facilities to dispose of waste other than to landfill, and in each case what type of waste is collected.

**Answer** (1) Each public park in the city has litter receptacles for the disposal of general pedestrian litter. Currently these are emptied by our Street Cleaning teams. Waste manually collected by these teams is not directly sent to landfill but processed by a contracted third party on our behalf. Currently almost 30% of this waste stream is recycled. Where possible we are always looking for ways to encourage people to recycle. However in the past, where we have trialled recycling (paper and packaging), at for example Figgate Park and Saughton Park, this resulted in high levels of contamination and a number of acts of fire raising to a point that these sites were unsustainable. As a consequence we now aim to have a full range of recycling facilities available in close proximity to park users. A good example being Leith Links.

In addition there are underground bins (Silo Bins) in Princes Street Gardens, The Meadows, Bruntsfield Links and Harrison Park and for general waste. The contents of these are processed through a Materials Recovery Facility to maximise the amount of waste to be recycled from these receptacles

**Supplementary Question**

Thank you Lord Provost and I thank the Convener for her response. For the benefit of the webcam as the Lord Provost has noted, my question was about asking for a list of the recycling facilities in the city's parks and the answer from the Convener was that there have been some challenges in particular with contamination and with fire raising with recycling facilities and I absolutely acknowledge that this is a challenging area but I hope the Convener

agrees with me that we can collectively aim to do better than the 30% of recycling that we get from sending general bins to a materials recycling facility and I hope she agrees with me that we can aim to learn the lessons of where a segregated recycling in parks hasn't worked. So my question for the Convener is will she provide a list of the facilities that either are currently or have previously existed in parks, I know there's one in Leith Links in my own ward at least but it would be helpful to know where the others exist.

Will she also agree to look at what we can do to learn the lessons from where segregated recycling in parks hasn't worked and perhaps adjust her approach and will she agree to seek advice and potentially funding from Zero Waste Scotland and other partners in bringing this forward.

**Supplementary  
Answer**

Thank you for the question, of course I'd be happy to send the list regarding the parks but I think as you know in the answer as well as a consequence what the Council officers in Parks and also in Cleansing have looked at is providing a full range of recycling on the outskirts of the park for example as you know in Leith Links and that has been far more successful in terms of recycling and segregated recycling.

So, my assumption is that the officers have looked at where there's been contamination, have looked at what's the solution and have tried out on the outskirts of park and separate recycling and they believe that that has been successful so if we can provide on the outskirts of parks separate recycling we'll try to do that and obviously lessons learned, there's been fire-raising, contamination in terms of segregated recycling and of course we want to up the 30% at the moment that comes from the parks in terms of recycling and we'll obviously look at all the ways we can.

We have been very successful in receiving funding from Zero Waste Scotland for other initiatives we brought in of course if we can get funding, and external funding we should look at that.

## Item no 5.1

### QUESTION NO 1

**By Councillor Rose for answer by the  
Leader of the Council at a meeting of  
the Council on 24 November 2016**

#### **Freedom of Information**

#### **Question**

At the Council meeting on 27<sup>th</sup> October 2016, in response to Question No 3 asking for the numbers of appeals to the Scottish Information Commissioner against City of Edinburgh Council Freedom of Information responses, the Leader of the Council provided a table showing annual figures from 2011 to 2016 which added up to 100 occasions.

In a response to a secondary question about how many of those appeals had been successful or partially successful, a table was provided by the leader showing 72 such occasions in the same period.

In a follow up question the leader was asked if he agreed that losing 72% of appeals suggests a defensive culture when more openness could save public time and resources?

The leader claimed that the figure quoted in the follow up question was not contained in the answer. He then went on to claim that the Council loses only 0.53% of appeals (when the true figure supplied by the answer is 72%). Does the Council Leader accept his repeated error, and that the true figure is 72%?

#### **Answer**

## Item no 5.2

### QUESTION NO 2

By Councillor Mowat for answer by  
the Convener of the Planning  
Committee at a meeting of the  
Council on 24 November 2016

#### Building Warrants

- Question** (1) What income is received from building warrant fees in each of the last five years?
- Answer** (1)
- Question** (2) What is the cost of providing the building warrant service in each of the last five years?
- Answer** (2)
- Question** (3) What time did it take to grant a building warrant in each of the last five years?
- Answer** (3)
- Question** (4) How many complaints have been received about the building warrant service in each of the last five years?
- Answer** (4)

## Item no 5.3

### QUESTION NO 3

By Councillor Rust for answer by the  
Convener of the Culture and Sport  
Committee at a meeting of the  
Council on 24 November 2016

#### Christmas Lighting

**Question** (1) What is the Festive Lighting budget for the current and each of the past three years?

**Answer** (1)

**Question** (2) Who installs and manages Festive Lighting in the city?

**Answer** (2)

**Question** (3) Who plans the provision of Festive Lighting in the city each year?

**Answer** (3)

**Question** (4) Which locations in the council area have had Festive Lighting in each of the past three years?

**Answer** (4)

**Question** (5) What is the cost of repair/replacement of unused stock, including column mounted features, held by the council?

**Answer** (5)

## Item no 5.4

### QUESTION NO 4

**By Councillor Whyte for answer by the Convener of the Health, Social Care and Housing Committee at a meeting of the Council on 24 November 2016**

#### Homelessness

- Question** (1) What is the cost of provision of services to homeless people in each of the last five years: ( 2012/13 – 2016/17)
- a) In-house provision
  - b) With external partners through SLA's/Grants/Procurement – broken down by partner
- Answer** (1)
- Question** (2) What different service areas of the Council support the homeless directly or indirectly and in what ways?
- Answer** (2)
- Question** (3) How many people/households were registered as homeless in Edinburgh in each of the years 2012/13 - 2016/17?
- Answer** (3)
- Question** (4) What estimates do we have of numbers of people in the following categories in each of these years:
- a) homeless but not registered
  - b) sleeping rough
  - c) people asking for money on the streets
- Answer** (4)
- Question** (5) What actions does the Council take directly or indirectly to assist people asking for money on the streets to ensure it is not a necessity?
- Answer** (5)

**Question** (6) How many people asking for money on the streets have been assisted in each of the last five years and to what aims/outcomes?

**Answer** (6)

## Item no 5.5

### QUESTION NO 5

**By Councillor Rose for answer by the  
Convener of the Communities and  
Neighbourhoods Committee at a  
meeting of the Council on 24  
November 2016**

#### **Accuracy of Statements Alleging Hate Crime**

#### **Question**

On 10<sup>th</sup> November at the budget consultation event in the City Chambers the Convener of Communities and Neighbourhoods said:

“In terms of hate crime, [since the result of the EU referendum] what we have seen is a quadrupling in the number of incidents of hate crime that are reported to third party reporting, not necessarily to the police, and these are things that we need to be able to combat.”

Given that the Police Scotland has repeatedly indicated that post EU referendum levels of reporting of hate crimes have not shown an increase, and that the April-October 2016 statistics show a 3.2% drop in the number of hate crimes recorded (based on the same period in the previous year), on what basis did you refer to a quadrupling of hate crime incidents?

#### **Answer**



## Item no 5.6

### QUESTION NO 6

By Councillor Aitken for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 24 November 2016

#### Waste Banks

**Question** (1) Please provide a breakdown of the number of Waste Banks managed by private contractors within the city and their locations?

**Answer** (1)

**Question** (2) Please provide a list of the contractors and the number of waste banks they are responsible for?

**Answer** (2)

**Question** (3) Please advise if their performance is monitored, is it contractually underwritten and what action is taken if they are in breach and how many instances of breach have been recorded?

**Answer** (3)

## Item no 5.7

### QUESTION NO 7

**By Councillor Rose for answer by the Deputy Leader of the Council at a meeting of the Council on 24 November 2016**

#### **Clarification of declared ownership of India Buildings**

On 10<sup>th</sup> November at the budget consultation event in the City Chambers a question was asked about the disposal of Council property and, in particular, India Buildings. A member of the public stated that India Buildings had been sold by the Council.

In response, you stated, "As we speak just now, India Buildings is still in Council ownership. That is a fact."

An enquiry to the Property and Facilities Management Department by me on 11<sup>th</sup> November received the following written reply:

"India Buildings is not in Council ownership. It is owned by Jansons who are under offer to buy the adjoining land (11/15 Victoria Street), the gap site on Cowgate to the rear of the Central Library) from us to undertake a hotel development across both sites."

- |                 |  |
|-----------------|--|
| <b>Question</b> | <b>(1)</b> Who currently owns India Buildings (1-4 Victoria Street)?   |
| <b>Answer</b>   | <b>(1)</b>   |
| <b>Question</b> | <b>(2)</b> Subject to (1) please clarify if and when it was sold and the sequence of any offers/sale over the last 10 years.     |
| <b>Answer</b>   | <b>(2)</b>   |
| <b>Question</b> | <b>(3)</b> Please include any information which might clarify the circumstances for the questioner on 10 <sup>th</sup> November. |
| <b>Answer</b>   | <b>(3)</b>   |

## Item no 5.8

**QUESTION NO 8**

**By Councillor Mowat for answer by  
the Convener of the Culture and  
Sport Committee at a meeting of the  
Council on 24 November 2016**

### **New Town Celebrations**

**Question**

What plans does the Council have to celebrate the 250th anniversary of the founding of the New Town next year?

**Answer**

## Item no 5.9

### QUESTION NO 9

By Councillor Nick Cook for answer  
by the Convener of the Transport and  
Environment Committee at a meeting  
of the Council on 24 November 2016

#### Road defects

**Question** (1) Please detail the total number of enquiries received by the Council in relation to road defects (including potholes) in the last twelve months?

**Answer** (1)

**Question** (2) Please also provide a breakdown of the number of enquiries received per council ward?

**Answer** (2)

## Item no 5.10

### QUESTION NO 10

**By Councillor Booth for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 24 November 2016**

**Question** (1) Further to the answer to my question of 10 December 2015, what further action has been taken to implement a proactive approach to the sweeping of leaves from footpaths and cyclepaths?

**Answer** (1)

**Question** (2) Please list the times and dates on which Edinburgh's footpaths & cyclepaths have been swept since 1 November 2015.

**Answer** (2)

**Question** (3) Please provide the url on the council's website where concerns with a) footpaths & b) off-road cyclepaths can be reported.

**Answer** (3)

**Question** (4) Please list by month the number of complaints received since 1 November 2015 about a) footpaths and b) off-road cyclepaths, including the subject of the complaint, and the means of complaint (email / phone / web form / twitter / other)

**Answer** (4)



November 2016

### Still time to play your part



There's still time to play your part in our [public engagement](#) about council services.

The response so far has been really encouraging and I would like to thank the 2,000 of you who have already taken the time to have your say. We're keen to hear as many views as possible and have extended our deadline until Monday, 21 November.

Last week, attention turned to our Question Time event, giving members of the public the opportunity to quiz our panel of senior councillors (including myself!) on the council services that mattered to them.

It was a lively debate, with the Chair, Evening News deputy editor Euan McGrory, taking contributions from the floor and from those watching at home. Around 80 people attended and several hundred more tuned in live to the webcast. If you didn't catch the event, remember you can still [watch it online](#) on our archive.

Please take the time to have your say, if you haven't already, as we will consider all feedback prior to setting the final budget on 9 February 2017.

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### New Queensferry High School

I'm delighted that our proposals for a new Queensferry High School have moved a step closer to fruition. The feasibility study has been completed and we are now looking to work with our development partner on the future plans for a replacement school for the 1,200 pupils.

This will be the latest in a long list of high quality education facilities being provided in the city, with the new Portobello High School having opened its doors for the first time to pupils last month, a day after James Gillespie's High School was officially opened.

We will of course keep staff, parents and the local community fully updated as plans for the new Queensferry High School progress.

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### On the up and up

The New Waverley development, on our very doorstep on East Market Street, is now well underway – creating a noticeable buzz in a previously disused part of the Old Town.

In order to make the area more attractive during the construction period, the New Waverley Community Fund was set up and, earlier this week, the second phase of funding of £100,000 was announced.

Projects include much-needed improvements to Jacob's Ladder, making the steps between Calton Road and Regent Road more useable outside daylight hours and generally safer and more pleasant. Others include lighting up 'The Arches', art installations and a graveyard planting scheme.

The area was given a significant facelift using the first phase of funding (over £80,000) last autumn with [projects](#) ranging from community gardens to festival lighting for the Canongate.

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### Top technology award for city

So, Edinburgh has received yet another accolade, this time having been voted the Best European City for Technology to locate in 2016.

It is well deserved confirmation that this sector is buzzing in the Capital and I'm told that we saw off strong competition from Amsterdam, London and Barcelona in receiving votes from the readers of European Business Magazine.

Our tech sector has grown rapidly over the last 10 years with major tech companies such as Amazon and Microsoft making the city their home. We also have our own hugely successful home grown companies, such as our two 'unicorns' Skyscanner and FanDuel. Codebase, the UK's largest tech incubator also houses over 80 tech companies in Edinburgh and offers co-working space to start up businesses.

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### Countdown to Christmas

Christmas is fast approaching and plans are now well under way for our world-famous Winter Festivals. No other city compares to Edinburgh during this time of year and the Christmas and Hogmanay festivities remain a huge draw for visitors from all over the world.

Edinburgh's Christmas will kick off this weekend with 'Light Night' on Sunday, 20 November. When the button is pressed by Olympic cycling hero, Callum Skinner, 3,000 lights which decorate the 18m Mound

Christmas tree and more than 60,000 lights stretching across George Street for the 'Street of Light' will create Edinburgh's trademark Christmas glow.

After glistening for Christmas, the city will play host to three days of Hogmanay celebrations. The Concert in the Gardens, set in the Ross Bandstand against the backdrop of Edinburgh Castle, is already a sell-out with Paolo Nutini headlining. But there are plenty of other ways to join in from the Street Party to the Torchlight Procession. Find out more at [Edinburgh's Christmas](#) and [Edinburgh's Hogmanay](#).

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## Winter's coming

Winter is upon us and, whether it's a chilly one or not, it's good to know we're well prepared for whatever the weather has in store. Our salt supplies are stockpiled, gritting lorries have been serviced and staff are trained up and ready to go.

We're already monitoring road and pavement conditions 24/7 with gritters on standby and continuing to top up salt bins across the city where necessary. What's more, we're using leaflets, posters, social media and live winter weather web pages to keep people up-to-date and help them get ready for winter too.

Fortunately, it's been a few years since the last time we had really severe winter weather here in Edinburgh, but I would still encourage everyone to ensure they're well prepared by picking up a Ready for Winter leaflet or [reading the information](#) on our web pages.

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## Stay in the picture

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◆ EDINBURGH ◆  
THE CITY OF EDINBURGH COUNCIL

10.00am, Thursday, 24 November 2016

## Edinburgh Local Development Plan - Adoption

<b>Item number</b>	8.1
<b>Report number</b>	
<b>Executive/routine</b>	Executive
<b>Wards</b>	All

### Executive Summary

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The first statutory local development plan for the Council's area is now ready to be formally adopted. It sets out policies and proposals to guide development. It replaces two local plans, and implements the approved Strategic Development Plan for South East Scotland.

In September 2016 the Planning Committee approved modifications to the Local Development Plan (LDP) and noted that it would be progressed to formal adoption by full Council, as required by the Committee terms of reference and delegated functions.

### Links

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<b>Coalition Pledges</b>	<a href="#">P4</a> , <a href="#">P8</a> , <a href="#">P15</a> , <a href="#">P17</a> , <a href="#">P18</a>
<b>Council Priorities</b>	<a href="#">CP2</a> , <a href="#">CP4</a> , <a href="#">CP5</a> , <a href="#">CP8</a> , <a href="#">CP10</a> , <a href="#">CP11</a> , <a href="#">CP12</a>
<b>Single Outcome Agreement</b>	<a href="#">SO1</a> , <a href="#">SO2</a> , <a href="#">SO3</a> , <a href="#">SO4</a>



## Edinburgh Local Development Plan - Adoption

### 1. Recommendations

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- 1.1 It is recommended that:
  - 1.1.1 The Council formally adopts the Edinburgh Local Development Plan in the modified form published and notified in September 2016, subject to any necessary technical drafting amendments.
  - 1.1.2 The Council notes that the Ministerial letter which confirms that the LDP can now be adopted (Appendix 1) also provides feedback on the LDP project as a whole, and that this will be reported to the Planning Committee for consideration as part of the evaluation of the project.

### 2. Background

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- 2.1 Councils have to prepare local development plans (LDPs) for the whole of their areas. This requirement is a key part of the planning system as prescribed by the Planning etc. (Scotland) Act 2006. Once adopted, LDPs will replace local plans, in this case the Edinburgh City Local Plan (2010) and the Rural West Edinburgh Local Plan (2006, altered 2011).
- 2.2 The Council has now reached the final step in its first LDP process. The process as a whole is summarised in Figure 1:

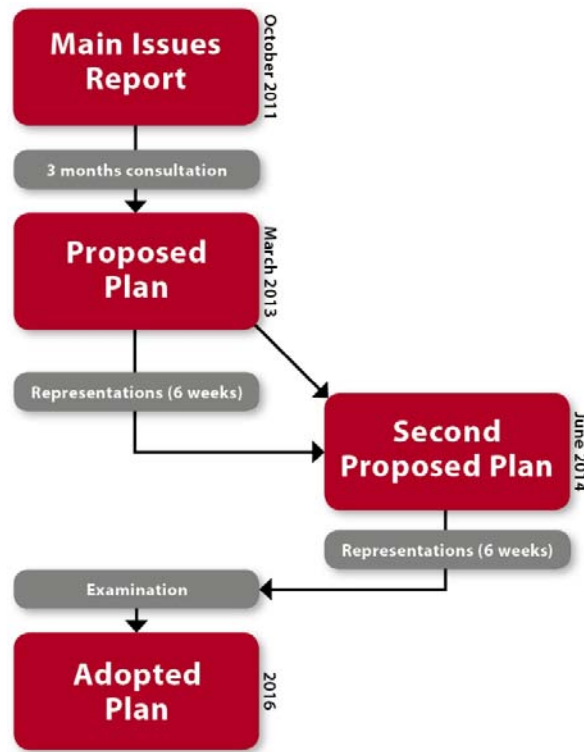


Figure 1 Key stages in LDP process

- 2.3 The LDP has been prepared to implement the Strategic Development Plan (SDP) for South East Scotland (2013, Supplementary Guidance 2014) and national planning policy.
- 2.4 The preparation process included opportunities for communities, individuals, businesses and organisations to make statutory representations on the LDP. Unresolved representations were submitted to an examination in 2015.
- 2.5 The examination considered the issues raised by representations, and reported its findings in June 2016. That report recommended some modifications to the LDP. The modifications were agreed by the Planning Committee on 5 September 2016. The report to that meeting provides an overview of the examination findings and changes to the LDP. The overview can be summarised as follows:
- 2.5.1 Endorsement of the LDP’s spatial strategy, including its support for brownfield regeneration the development of the city’s waterfront.
- 2.5.2 A finding that the LDP provides enough housing land overall, but that it is not currently expected to be built out quickly enough to meet SDP requirements in the short term. However, achieving that rate is not the only objective of the SDP, and it is also important to ensure that development comes forward in a planned manner which satisfactorily addresses cumulative impacts on infrastructure, such as transport and education.
- 2.5.3 Changes to policy on infrastructure provision and other matters are necessary to ensure compliance with the SDP and national policy.
- 2.6 The recommended modifications have all been made and result in the LDP as Modified. This was published on 16 September 2016 together with a notice stating

the Council's intention to adopt the LDP in that form. The LDP as proposed for adoption is therefore available online [here](#).

### 3. Main report

#### Aims and spatial strategy

3.1 The aims of the LDP have been arrived at following extensive consultation at an early stage of the project, where they received a broad degree of support. They are:

- AIM 1: Support the growth of the city economy.
- AIM 2: Help increase the number and improve the quality of new homes being built.
- AIM 3: Help ensure that the citizens of Edinburgh can get around easily by sustainable transport modes to access jobs and services.
- AIM 4: Look after and improve our environment for future generations in a changing climate.
- AIM5: Help create strong, sustainable and healthier communities, enabling all residents to enjoy a high quality of life.

3.2 It is considered that these aims are broadly aligned with the Council's priorities.

3.3 The LDP sets out a spatial strategy for the city, as summarised in Figure 2:

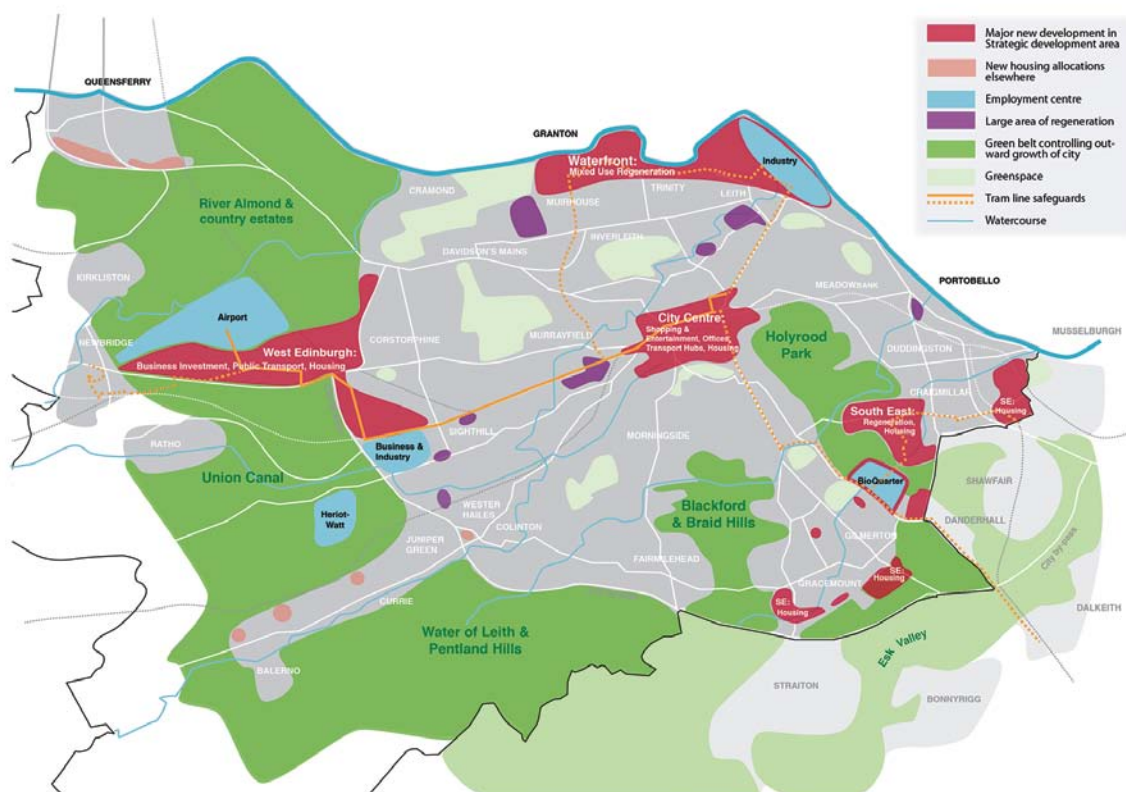


Figure 2: Spatial strategy of LDP as Modified

## **Process and next steps**

- 3.4 When the LDP as modified was published on 16 September 2016 as described in Section 2 above, stakeholders were notified of the intention to adopt as required by legislation. Scottish Ministers were also notified and sent a copy of the LDP as modified. There followed a statutory period during which the Council could not adopt the LDP and in which Scottish Ministers could make a response. That period has now ended and the Council can complete its duty to adopt the local development plan.
- 3.5 Once adopted, the LDP will form part of the statutory development plan. The two existing local plans will be superseded and no longer referred to in development management decisions on planning applications. The LDP will be used for day-to-day development management decisions and monitored accordingly.
- Interested parties, including those who made representations to the LDP, will be notified of the adoption. The adopted LDP will be published online in interactive form. It will also be designed into a landscape document format similar to the Second Proposed Plan in June 2014, with large diagrams. Any technical drafting amendments necessary at that stage will be carried out. The designed document will be the subject of a limited print run.
- 3.6 Work to prepare and adopt the set of statutory Supplementary Guidance required by the LDP will proceed. This will consist of 12 documents on the following:
- 3.6.1 The nine town centres designated in the LDP.
  - 3.6.2 BioQuarter and South East Wedge Parkland.
  - 3.6.3 Developer contributions and infrastructure delivery.
  - 3.6.4 Heat mapping and networks.
- 3.7 There is a statutory requirement to submit an updated Action Programme to the Scottish Government within three months of adopting an LDP. Work is underway to update the Second Proposed Action Programme to take account of the modifications and address the issues identified when it was reported to the Finance and Resources Committee in October 2015. It is intended to report an updated Action Programme to the Planning Committee in December 2016, and also to the Finance and Resources Committee in January 2017.
- 3.8 The Development Plan Scheme (May 2016) indicated an intention to gather feedback from interested parties on the LDP project as a whole. This is intended to help develop and improve ways of communicating and engaging with communities, individuals and key stakeholder groups. The Ministerial letter, confirming that the Council can proceed to adoption, also provided some feedback on the LDP project as a whole (Appendix 1). It is intended to report this to the Planning Committee for consideration as part of the evaluation of the project.
- 3.9 The timetable and preparation process for the next LDP project will be informed by consideration of all stakeholder feedback. It will also be informed by the timetable

for SDP 2, the wider review of the planning system, and the reporters' recommendations that this LDP be reviewed early.

#### **4. Measures of success**

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- 4.1 The Council successfully adopts the LDP in compliance with relevant legislation.
- 4.2 The growth of the city ensures sustainable places with good infrastructure.

#### **5. Financial impact**

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- 5.1 There are no direct financial impacts arising from this report. The costs of publishing the adopted plan and carrying out notifications will be met from the existing budgets.
- 5.2 The LDP Action Programme is being updated to take account of the modifications and address the issues identified when it was reported to the Finance and Resources Committee in October 2015. It is intended to report an updated Action Programme to the Planning Committee in December 2016, and to the Finance and Resources Committee in January 2017. The latter report will set out in more detail the financial implications for the Council.

#### **6. Risk, policy, compliance and governance impact**

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- 6.1 Preparing an LDP is a statutory process in which the risk of failure to comply with relevant legislation needs to be managed.
- 6.2 There is a statutory requirement for the Council to adopt a local development plan. Councils are required to prepare such plans as soon as practicable after the coming into force of the relevant legislation. Councils are also required to keep their statutory plans under review at intervals of no more than five years.
- 6.3 Following adoption, there will be a six week period in which aggrieved parties have the opportunity to make a legal challenge to the LDP on the grounds that the Council has erred in law and some or all of the LDP should be quashed.

#### **7. Equalities impact**

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- 7.1 An updated assessment of the equalities impact of the Plan is available in the report to Planning Committee of [5 September 2016](#).

#### **8. Sustainability impact**

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- 8.1 An updated assessment of the sustainability impact of the Plan is available in the report to Planning Committee of 5 September 2016.

## 9. Consultation and engagement

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- 9.1 The May 2016 Development Plan Scheme gave interested parties advance notice of the next procedural stages in the LDP process, including the publication of the LDP as Modified in September 2016, and its formal adoption in October or November 2016. Notice of the Council's intention to adopt the Plan was given in writing to all relevant stakeholders in advance of the publication of the LDP as Modified on 16 September 2016.
- 9.2 As part of the examination process, the Council submitted a report of conformity to Scottish Ministers. This set out the engagement activities which the Council carried out in relation to the period for representations to the Second Proposed Plan, in 2014. The examination reporter found these to be in conformity with what the Council had stated in the participation statement section of the development plan scheme in place at the time.

## 10. Background reading/external references

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- 10.1 [LDP as Modified](#), published and notified on 16 September 2016
- 10.2 Edinburgh Local Development Plan – Post-Examination Modifications, [Report to Planning Committee](#), 5 September 2016
- 10.3 [Environmental Report, Third Revision](#), June 2016
- 10.4 [Circular 6/2013 – Development Planning](#)
- 10.5 [Development Plan Scheme](#), May 2016

### **Paul Lawrence**

Executive Director of Place

Contact: Ben Wilson, Development Plan Team Manager

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## 11. Links

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<b>Coalition Pledges</b>	<p>P4 Draw up a long-term strategic plan to tackle both over-crowding and under use in schools</p> <p>P8 Make sure the city's people are well-housed, including encouraging developers to built residential communities, starting with brownfield sites</p> <p>P15 Work with public organisations, the private sector and social enterprise to promote Edinburgh to investors</p> <p>P17 Continue efforts to develop the city's gap sites and encourage regeneration</p> <p>P18 Complete the tram project in accordance with current plans</p>
<b>Council Priorities</b>	<p>CP2 Improved health and wellbeing: reduced inequalities</p> <p>CP4 Safe and empowered communities</p> <p>CP5 Business growth and investment</p> <p>CP8 A vibrant, sustainable local economy</p> <p>CP9 An attractive city</p> <p>CP10 - A range of quality housing options</p> <p>CP11 An accessible compact city</p> <p>CP12 - A built environment to match our ambition</p>
<b>Single Outcome Agreement</b>	<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>SO3 Edinburgh's children and young people enjoy their childhood and fulfil their potential</p> <p>SO4 Edinburgh's communities are safer and have improved physical and social fabric</p>
<b>Appendices</b>	<p>Appendix 1: Letter from Minister confirming Council can adopt (9 November 2016)</p> <p>(Note: the LDP as Modified was published on 16 September 2016 with a notice of intention to adopt it in that form. It consists of a written statement and four sheet Proposals Map and is available to view at <a href="http://www.edinburgh.gov.uk/localdevelopmentplan">www.edinburgh.gov.uk/localdevelopmentplan</a> or <a href="#">here</a>. Once formally adopted, the LDP will be published incorporating any necessary technical drafting amendments.)</p>



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Mr Andrew Kerr  
Chief Executive  
City of Edinburgh Council  
Chief Executive Department  
Waverley Court, Level 2:7  
Edinburgh  
EH8 8BG

Our ref: A15862868

9 November 2016

Dear Mr Kerr,

**Town and Country Planning (Scotland) Act 1997  
Notice of Intention to Adopt – Edinburgh Local Development Plan (LDP)**

I refer to correspondence from your colleague Ben Wilson of 16 September 2016, certifying notice of City of Edinburgh Council's intention to adopt the Edinburgh Local Development Plan.

I write to confirm that Scottish Ministers do not propose to issue a Direction in the case of this plan. The Council may therefore proceed to adopt the plan in accordance with the provisions of the Town and Country Planning (Scotland) Act 1997. Two copies of the Edinburgh Local Development Plan should be sent to Scottish Ministers in due course.

My decision not to intervene in this plan will enable its adoption and provide communities and investors with a greater degree of confidence about the future development of Edinburgh. However, this decision has not been made lightly, and I must stress my dismay at the very significant issues with timing and content that have arisen in this instance.

The city's first LDP has been in preparation since 2011, yet it is only being adopted now. Not only has the plan preparation period been lengthy but at the end of the process the Reporter has found that it contains a shortfall in the housing supply of over 7,000 homes. As I am sure you will agree, these homes are needed. In failing to provide an appropriate supply of land for housing, the opportunity for planning to support the continued growth of Scotland's capital city is being missed. Whilst I appreciate that this is a particularly challenging time for housing delivery, my concern as Minister is compounded by the fact that there is unmet need and demand for housing across Scotland and we need to take the steps that are necessary to resolve this situation. I appreciate that the City of Edinburgh Council has been taking positive action, for example in its support for private rented sector projects, but this imperative must also be an essential driver for the local development plan.





Substantial concerns have been raised throughout the plan's preparation that there is insufficient infrastructure, either available or being planned, to support future development and the much needed housing. The independent examination has resulted in significant changes to the plan to identify the relevant infrastructure required for development areas. Concerns also remain that City of Edinburgh Council will delay decisions on applications until further supplementary guidance is published. However, with a newly adopted LDP, I expect the City of Edinburgh Council to make decisions at the earliest opportunity which provide for or contribute to the infrastructure requirements identified in it. In part, I am reassured by the published statement that 'At the hearing the Council explained it would carry the risk of the required infrastructure provision and this would not delay development' (Examination Report page 146, paragraph 96). I expect to see this assurance carried through to future decision making.

In the instance of the International Business Gateway, I do not believe it is appropriate to support a change in housing numbers to a scale six times that identified as the settled view of the Council, which departs from the National Planning Framework (NPF) and which would effectively become one of the largest housing allocations in the plan. Such significant changes late in the process reduces the transparency on which trust and confidence is built. The International Business Gateway is of significant interest to Ministers given its status as a National Development and it having been considered by the Scottish Parliament. As the updated masterplan is prepared, I would wish to reinforce the conclusions of the Reporter regarding consistency with NPF and housing elements being subordinate to the primary role of business-led development which supports strategic airport enhancement.

Strong and effective leadership at the local level of government is absolutely vital, particularly so for a capital city. Planning involves taking difficult decisions about change to local areas and Councils should be resolute in fulfilling their responsibility, as planning authorities, to uphold the public interest and make those decisions. It is unacceptable that uncertainty is introduced by Council motions and late support for changes which are significantly different to the published Proposed Plan. This effectively passes responsibility to others and falls short of providing a fair and transparent planning service to members of the public who have engaged in the process in good faith.

An early review of this plan is to be progressed, as recommended by the Examination Reporter. I trust this review will be achieved in a timely and transparent manner. It is essential that the confidence of communities and investors in the value of the development plan process for Edinburgh is restored. When done well, I believe development plans have a critical role to play in setting the direction for the future of our places and in contributing to the achievement of overarching objectives of sustainable growth and reducing inequalities.

I hope to see this successfully delivered in the next Edinburgh LDP. In the meantime I would be happy to meet with you to discuss these issues further.

*Yours sincerely*

*Kevin Stewart*  
**KEVIN STEWART**

Copied to:

John Bury, Head of Planning  
Ben Wilson, Development Plan Team Manager

10am, Thursday, 24 November 2016

## Queensferry High School

<b>Item number</b>	8.2
<b>Report number</b>	
<b>Executive/routine</b>	Executive
<b>Wards</b>	All

### Executive summary

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A report to Council on [25 September 2014](#) approved the Council's commitment to a replacement Queensferry High School subject to a successful funding bid to the Scottish's Government's Schools for the Future Programme. The funding bid was successful although the Schools for the Future Programme was subsequently delayed due to the funding mechanism for the Programme being scrutinised in relation to its accordance with European legislation.

Council also approved that a feasibility study to develop the scope for the replacement High School could be progressed and this was commissioned when it was confirmed by the Scottish Government that the Schools for the Future Programme was continuing.

The feasibility study has now been completed and the next stage of the project is to agree an affordability cap within a New Project Request to hub South East Scotland Limited who will deliver the project in line with the Scottish Government's funding requirements.

This report provides an update on the project and requests Council approval to take the project forward to the next stage.

### Links

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<b>Coalition pledges</b>	<a href="#">P4</a>
<b>Council outcomes</b>	<a href="#">CO1</a> and <a href="#">CO2</a>
<b>Single Outcome Agreement</b>	<a href="#">SO3</a>

## Queensferry High School

### Recommendations

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- 1.1 Approve that a New Project Request (NPR) for a 1200 capacity replacement Queensferry High School is submitted to hub South East Scotland Limited and the affordability cap set for the project is aligned to the Scottish Futures Trust metric for a school of this size.
- 1.2 Agree a follow up report detailing the full cost implications to the Council resulting from the Scottish Government's revenue based funding model (which is now a requirement of the Schools for the Future Programme) will be submitted to the Finance and Resources Committee prior to financial close of the contract to deliver the new school.
- 1.3 Note that the long term success of the new Queensferry High School, in terms of it being able to operate within its design capacity, is dependent on the delivery of a new High School in west Edinburgh by 2023 as outlined in the Local Development Plan Action Programme and that the funding implications of this requirement will be reported to the Finance and Resources Committee as part of the regular Action Programme updates.
- 1.4 Note that a future catchment review for Queensferry High School to match available capacity is expected to be required in due course and the necessary proposals for statutory consultations will be presented to the Education, Children and Families Committee when required.

### Background

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- 2.1 A report to Council on [25 September 2014](#) approved that a funding application could be submitted to the Scottish Government's Schools for the Future Programme for a replacement Queensferry High School and committed the Council to match fund the project should the funding application be successful.
- 2.2 Following the report to Council the decision on the funding application was delayed due to a postponement of the entire Scotland's Schools for the Future Programme. The postponement was due to the funding mechanism for the Programme being scrutinised in relation to its accordence with European legislation. The outcome of the scrutiny was that future projects within the programme would have to be delivered through a predominantly revenue based (rather than the traditional capital based) funding model. The implications of this

change for the Council are outlined in the Financial Implications section of this report.

- 2.3 The report to Council in September 2014 also recommended that a feasibility study be undertaken to determine the scope of the project to deliver a replacement Queensferry High School. One of the main considerations for the feasibility study was to determine the eventual capacity of the school, particularly in relation to the additional pupils which are expected to be generated in the area over the next ten years from the housing sites included in the Local Development Plan (LDP). The output from the feasibility study and the implications for progression of the project are detailed in the following section of this report.

## Main report

- 3.1 The projections for Queensferry High School have recently been updated and indicate the following estimated school rolls until 2030.

Table 1: Queensferry High School Projected Roll by Year Group

Year	S1	S2	S3	S4	S5	S6	Total
2017	180	156	144	136	114	91	821
2018	191	180	156	144	124	84	879
2019	210	191	180	156	131	92	960
2020	217	210	191	180	142	97	1037
2021	260	217	210	191	164	105	1147
2022	240	260	217	210	173	121	1221
2023	260	240	260	217	191	128	1296
2024	258	260	240	260	197	141	1356
2025	280	258	260	240	236	145	1419
2026	296	280	258	260	218	174	1486
2027	319	296	280	258	236	161	1550
2028	315	319	296	280	234	174	1618
2029	317	315	319	296	254	173	1674
2030	320	317	315	319	269	187	1727

- 3.2 The steady increase in the predicted school roll is due to the pupils generated by recent and proposed future development in the school's catchment area working their way through the High School's feeder primaries and into the secondary school combined with pupils of secondary school age who will move directly into

the new housing. While it would be possible to construct a school to deal with this projected school roll it is also possible that the projection is overstated due to the significant scale of recent and future development in the school's catchment area overinflating the primary school pupil numbers included in the projection model for future years.

- 3.3 Further to this, a 1400 capacity school is currently the largest operated within the City of Edinburgh Council secondary school estate (Craigmount High School and Portobello High School) and it is generally accepted that schools beyond this capacity become more difficult to manage and operate from an educational perspective. Building a school to accommodate the projected school roll of greater than 1400 would also cause significant affordability issues due to the funding sources for the project being the revenue based funding model available through the Schools for the Future Programme and developer's contributions.
- 3.4 An alternative strategy to accommodate the expected pupil numbers would be to propose a catchment review of the school's current catchment area. This would most likely involve the transfer of the Kirkliston area from the current catchment area to the catchment area for the new High School which is proposed in the west of Edinburgh in the LDP Action Programme. The ability to deliver the proposed new high school in the West of Edinburgh by August 2023 is therefore a dependency for the success of the new High School at Queensferry in terms of it being able to operate within its design capacity in the longer term.
- 3.5 If the Kirkliston catchment change were progressed and approved and a new West Edinburgh High School is delivered through the infrastructure delivery mechanisms set up to support the LDP Action Programme then the revised projection for Queensferry High School is as shown in the table below.

**Table 2: Queensferry High School (minus Kirkliston S1 Cohort from 2023) Projected Roll by Year Group**

Year	S1	S2	S3	S4	S5	S6	Total
2017	180	156	144	136	114	91	821
2018	191	180	156	144	124	84	879
2019	210	191	180	156	131	92	960
2020	217	210	191	180	142	97	1037
2021	260	217	210	191	164	105	1147
2022	240	260	217	210	173	121	1221
2023	172	240	260	217	191	128	1208
2024	169	172	240	260	197	141	1179
2025	175	169	172	240	236	145	1137
2026	193	175	169	172	218	174	1101
2027	200	193	175	169	156	161	1054
2028	200	200	193	175	154	115	1037
2029	207	200	200	193	159	114	1073
2030	211	207	200	200	175	117	1110

- 3.6 Based on the strategy outlined above to transfer the Kirkliston area of Queensferry High School’s catchment area to a new west Edinburgh High School it is recommended that the new High School at Queensferry should be built to a capacity of 1200. The new school would include similar leisure facilities to the existing school and the current community access arrangements managed by Edinburgh Leisure would continue.

**Output from the Feasibility Study and Next Stage of the Project**

- 3.7 Due to the uncertainty created by all of the issues highlighted above the feasibility study to determine an initial design for a replacement Queensferry High School (commissioned through hub South East Scotland Limited (HSESL)) considered the following options:
- Construction of a 1200 capacity school;
  - Construction of a 1200 capacity school which has the ability to be extended when required to a final capacity of 1400;

- Construction of a 1400 school with “fallow” rooms which could be fitted out for use and occupation when required;
- Construction of a 1400 capacity school.

3.8 The estimated total capital cost of the four different options in the feasibility study (at current day prices) is provided in the table below:

Option	Cost
1200 capacity school	£40,359,724
Extendable 1200 capacity school	£42,494,457
1400 capacity school with fallow rooms	£42,411,889
1400 capacity school	£42,856,889

- 3.9 These costs include identified project abnormalities and additional client requirements which are over and above the specifications used to determine Scottish Government funding. The actual costs at the point of construction are also likely to be higher due to inflation in the cost of construction by the time of the tender exercise for the new school. The cost for the preferred option of a 1200 capacity school based on the Scottish Futures Trust (SFT) metric at Quarter 2 2017 (which is the funding date agreed to in the funding offer) is £35.216m. If inflation to the expected mid construction point of Quarter 1 2019 is applied (using the same cost indices used for the funding offer) then the estimated cost would be £38.738m.
- 3.10 There are elements of the project included within the feasibility study which are to be delivered outside the proposed contract boundary and could be delivered by the Council through other frameworks. It is therefore not recommended that these elements are included within the affordability cap for the New Project Request (NPR) which is required to be submitted to HSESL to take the project to the next stage and that the affordability cap for the NPR should be set at £38.738m which is based on the calculation in the previous paragraph. The additional elements outside the proposed contract boundary will only be delivered if affordable within the overall budget available for the new school.
- 3.11 The funding available from Scottish Government for the new school is based on the capacity of the existing school and, while it will be received annually through the revenue based funding model, the equivalent capital contribution is £25.247m. This is made up of the original core SFT funding of £19.854m for the project plus the contribution of £5.193m which was originally earmarked for the replacement St John’s RC Primary School which the Scottish Government has confirmed may be transferred to this project. The replacement St John’s RC primary has been included within Wave 3 school projects in the core Capital

Investment programme. A further £0.2m of SFT funding was also been made available specifically for the project's professional fees.

- 3.12 Council on 25 September 2014 approved an additional £5.777m from the Council's Capital Investment Programme for Queensferry High School. This means that a total of £31.024m is currently available for the school.
- 3.13 Based on the proposed affordability cap set for the project and the knowledge that the overall project costs will be higher based on the additional items which may require to be delivered out with the hub contract and other project costs such as internal project management and legal fees it is acknowledged that further funding is required to deliver the project. While it is not possible to determine the actual level of additional required funding until financial close of the contract it is likely to be in the range of £8 to 10 million. Based on this assessment, the projected maximum cost of the project would be in line with the feasibility cost estimates for a 1200 capacity school.
- 3.14 The source of the additional funding will be developers' contributions from the new housing proposed in Queensferry through approved planning applications or the new Local Development Plan sites which are generating the necessity for the capacity of the new school to be increased beyond the capacity of the existing school. The current estimate of the LDP developers' contributions for secondary school infrastructure in the Queensferry area is £8.839m and there are other developers' contributions which have already been agreed are approximately £0.750m. It is therefore expected that the additional funding required for the new High School is available but further work by planning and finance is required in order to finalise the mechanisms for which developers' contributions can be used within the project revenue based funding model.
- 3.15 It is expected that any developers contributions will be received retrospectively and the Council will be required to front fund the project and meet any interim borrowing costs with the risk that developers' contributions may fall short of the required total.
- 3.16 Financial assessments will therefore continue in tandem with the next design stages of the project and it is recommended that a follow up report detailing the full cost implications to the Council resulting from the Scottish Government's revenue based funding model will be submitted to the Finance and Resources Committee prior to financial close for the contract to deliver the new school.

## Measures of success

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- 4.1 The delivery of a replacement Queensferry High School on time and on budget.



### **Final Unitary Charges, Lifecycle and Facilities Management Costs**

- 5.1 The implications arising from the necessity for new schools within the Schools for the Future Programme to be delivered through a revenue based funding model are that although a capital based affordability cap is set with HSESL, the actual payments for the school will be annual unitary charges paid through revenue for 25 years which are calculated based on the final capital costs of construction.
- 5.2 The affordability cap includes several items such as pre construction design fees which can be paid for directly from the capital budget for the project and are therefore not included in the calculations used to determine the final unitary charges which will be paid by the Council.
- 5.3 The Council is also required to pay life cycle and facilities management costs which will require to be factored into future corporate property revenue budgets. These will depend on the design of the school and will be costed as part of the detailed financial modelling and reported to Finance and Resources Committee prior to financial close.
- 5.4 While it is not possible to determine the actual costs of the unitary charge, lifecycle and facilities management costs until financial close of the contract, an estimate of the potential charges is provided below based on the affordability cap proposed in this report.
- 5.5 It should be noted that the Council's Capital Investment Programme is funded through a combination of General Capital Grant from the Scottish Government, developers and third party contributions, capital receipts and borrowing. The borrowing required is carried out in line with the Council's approved Treasury Management Strategy and is provided for on an overall programme basis rather than for individual capital projects. Following instruction from Members, notional loan charge estimates are provided below, which it should be noted are based on the assumption of borrowing for the Council funded element of this capital project.
- 5.6 The annual unitary charge contribution which the Council will be required to fund for the delivery of the school at £38.738m capital cost amounts to £0.707m per annum for 25 years from 2020/21. Annual loans charges to cover an estimated extra expenditure of £2m, over the same period, will be £0.140m which gives a total estimated annual revenue cost of £0.847m.
- 5.7 Revenue budget provision of £0.426m to cover the loans charges on the £5.777m capital contribution were approved by Council on 25 September 2014 and there is therefore a gap in total revenue budget provision of £0.421m per annum which will be met by drawing down developers' contributions which are anticipated to commence from 2018/19.

## **Risk, policy, compliance and governance impact**

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- 6.1 All Communities and Families capital projects are delivered in line with the Council's Risk Management Policy and Framework.
- 6.2 The Queensferry High School replacement project will be overseen by an Investment Steering Group which operates based on the project management principles of Prince 2 following the same governance structure as all other Council major projects including the delivery of Wave 3 schools. The consideration and management of risk is undertaken through this group.
- 6.3 The contractors delivering any accommodation solutions will operate in accordance with all relevant legislative and health and safety requirements and have community engagement policies. The school communities will be kept informed of any issues that arise during the construction process which again mitigates against the risk of criticism of the Council in relation to these high profile and visible projects.
- 6.4 The engagement of hub South East Scotland Ltd for delivery of the new build accommodation reduces the risk of project delay as procurement timescales are reduced and provides a degree of cost certainty by establishing affordability caps prior to the finalisation of contracts.
- 6.5 The funding package assumes that all eligible developers' contributions will be attributed to the new Queensferry High School and will not be available for any additional capacity requirement at St Augustine's nor the new West Edinburgh High School noted in 3.5 above.
- 6.6 There is a risk that the full level of developers' contributions will not be achieved from development or not received in line with the cashflow assumed in the funding model. This would create a requirement for either further borrowing or additional revenue budget savings within Communities and Families to support the higher unitary charge. This risk has also been identified as a major concern by the Local Development Plan Action Programme Board and actions to mitigate that risk will be dealt with through the governance of that programme.

## **Equalities impact**

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- 7.1 There are no negative equality or human rights impacts arising from this report.
- 7.2 The Council will continue to ensure that the needs of pupils who have a disability are met by the accommodation available at the new school. The provision of facilities offered to school users with learning and behavioural support needs will be unaffected. Accordingly, these proposals have no significant impact on any equalities groups.

## Sustainability impact

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- 8.1 Work is under way involving the design team and the Council's sustainability team to ensure the new school is delivered utilising best practice in terms of energy efficiency and design. As with all its schools the Council will endeavour to ensure the new school is fully accessible to all modes of transport and will encourage travel to school by the most sustainable travel modes.

## Consultation and engagement

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- 9.1 This school community has been directly involved in the feasibility study and will continue to be involved in the project as it progresses.
- 9.2 Any proposal to address projected accommodation issues by catchment review would be conducted in accordance with the statutory consultation process set out in the Schools (Consultation) (Scotland) Act 2010, as amended by the Children and Young People (Scotland) Act 2014.

## Background reading/external references

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### Alistair Gaw

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## Links

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<b>Coalition pledges</b>	P04 - Draw up a long-term strategic plan to tackle both over-crowding and under use in schools
<b>Council outcomes</b>	C01 - Our children have the best start in life, are able to make and sustain relationships and are ready to succeed. C02 - Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities.
<b>Single Outcome Agreement</b>	S03 - Edinburgh's children and young people enjoy their childhood and fulfil their potential
<b>Appendices</b>	

# The City of Edinburgh Council

10.00 am, Thursday, 24 November 2016

## Revised Polling Arrangements as a Consequence of the City of Edinburgh (Electoral Arrangements) Order 2016

Item number	8.3
Report number	
Executive/routine	
Wards	All

### Executive Summary

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The City of Edinburgh (Electoral Arrangements) Order 2016 came into force on 30 September 2016, dividing the city into 17 wards. There are to be five wards with three members and twelve with four members. Following the elections on 4 May 2017 this will increase councillor numbers by 5 from 58 to 63 councillors. To accommodate the increased number of councillors and align wards better with local communities, the boundaries of all 17 wards have also been changed to some degree.

The Council must ensure under these revised ward boundaries that there are appropriate facilities to allow every elector to vote. The structure of polling districts and their associated polling places has therefore been reviewed. This report identifies a number of proposed revisions to polling arrangements. These would apply at the local government elections on 4 May 2017. There has been consultation with elected members, the public and disability groups. This is an interim proposal with a full review of polling facilities scheduled for late 2018.

## Revised Polling Arrangements as a Consequence of the City of Edinburgh (Electoral Arrangements) Order 2016

### Recommendations

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- 1.1 To note that the City of Edinburgh (Electoral Arrangements) Order 2016 changed the boundaries of all 17 Wards of the City of Edinburgh Council.
- 1.2 To note that a review of polling districts and places has been undertaken to ensure that polling facilities continue to support participation in the democratic process, with polling places being appropriately sited and accessible to all electors, including those with disabilities.
- 1.3 To note that elected members and the public have been consulted on revised arrangements for polling districts and places.
- 1.4 To approve the set of polling districts and polling places detailed in the Appendices.

### 2. Background

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- 2.1 As reported to Council on 27 October 2016 Scottish Ministers recently made the City of Edinburgh (Electoral Arrangements) Order 2016, which came into effect on 30 September 2016. These new electoral arrangements will apply to the local government elections with polling on 4 May 2017.
- 2.2 The Order addressed both councillor numbers and ward design. Overall councillor numbers have been increased to 63 in line with the Boundary Commission's methodology which takes account of the urban nature of Edinburgh, the number of electors per councillor and below average levels of deprivation. The design of the 17 wards was also revised with boundaries of each adjusted to reflect the new number of councillors and achieve a better fit with local communities.
- 2.3 Local authorities have a duty to divide their area into polling districts and to designate a polling place for each district. The aim is to ensure the optimal facilities for voting to support turnout in electoral events. The polling arrangements should support participation in the political process, with polling places accessible to all electors, including those with disabilities. Councils must also review these arrangements regularly to ensure that all electors have reasonable and accessible facilities for voting.

- 2.4 The current set of polling arrangements were agreed by Council on 12 December 2013 based on the previous ward boundaries. These are no longer valid under the new ward structure as parts of polling districts across the city have transferred from one ward to a neighbouring ward.
- 2.5 A review of the division of wards into polling districts and the allocation of a polling place for each has therefore been undertaken on the basis of the new ward structure. This is an interim review in response to the City of Edinburgh (Electoral Arrangements) Order 2016. The Electoral Registration and Administration Act (2013) requires a full review of arrangements every five years and a full review is still planned to meet this schedule in late 2018.

### **3. Main report**

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#### **Review of Polling Districts and Polling Places**

- 3.1 This limited review of polling districts and polling places within the City of Edinburgh Council area has been undertaken in response to the revised ward boundaries that will apply from 4 May 2017.
- 3.2 The aim of the review was to ensure that all the electors have as reasonable facilities for voting as are practicable in the circumstances; and so far as is reasonable and practicable, the polling places are accessible to all electors, including those with disabilities.
- 3.3 The review included officers from the City of Edinburgh Council and from the Electoral Registration Officer's staff. Data sources used in the review included:
- maps of the current wards, polling districts and polling places;
  - maps of the new wards;
  - input from the Electoral Registration Officer, including feedback on new building developments;
  - feedback from polling staff at recent electoral events;
  - feedback from voters and interest groups; and
  - turnout data from recent electoral events.
- 3.4 The full review, scheduled for 2018, will take into account this information plus a predictive analysis of population growth across the city and more detailed information from Planning regarding infrastructure shifts in the City.

#### **Polling Districts**

- 3.5 On the basis of this information the current arrangement of polling districts was assessed to ensure that it continues to offer an appropriate division of the area to support the participation of electors, promoting maximum turnout. Wherever possible natural neighbourhoods and recognised community boundaries are followed. Effort is made to avoid obstacles that might prevent voters from easily accessing a polling place such as busy roads or steep hills and to ensure that voters can travel across a polling district by foot to reach a polling place reasonably easily.

### **Polling Places**

- 3.6 A building must be designated as a polling place for each district. The current set of polling places for the city was assessed on the basis of location, capacity, availability and accessibility. The aim is to use fully accessible buildings, located conveniently for all voters, available for use in the event of any scheduled or unscheduled poll, with sufficient capacity to accommodate as many polling stations as may be required for the electorate of the district. It is not always possible to identify ideal premises in each area, so the best available options are chosen. For example, reasonable adjustments such as ramps may be needed to support access or exceptionally it may be appropriate to designate a place that is outwith the district.

### **The Use of Schools**

- 3.7 For the purpose of polling the Returning Officer is entitled to use, free of charge rooms within local authority schools. The closure of a school to allow polling can interrupt the pupils' education and pose challenges for parents and carers in terms of childcare. In many cases schools are often the best location for polling in a district.
- 3.8 To support this in recent years the Director of Communities and Families has designated a staff "in service training day" in all City of Edinburgh schools on the day of poll for all fixed term elections where the dates are well-known in advance. This includes elections to the UK Parliament, the Scottish Parliament and the City of Edinburgh Council. Aligning an existing in service training day with the day of poll has reduced the cost of the hire of polling places and minimised the overall disruption to pupils' education.
- 3.9 This interim review has not proposed any amendment to the approach to the use of schools as polling places and the policy will be included in the scheduled review of polling arrangements in 2018.

### **Proposed New Polling Districts and Polling Places**

- 3.10 A revised set of polling arrangements has been created for the City of Edinburgh Council area taking account of the new ward boundaries. Wherever possible existing polling arrangements have been maintained to avoid disruption to electors or confusion which could impact on turnout. The focus is always on promoting the best interests for the voter.
- 3.11 The polling scheme takes account of all relevant electoral boundaries aligning with UK Parliament constituencies and Scottish Parliament constituencies as well as council wards. Effort is made to allow electors to vote in the same place whatever the election.
- 3.12 The proposed revised arrangements allow for a total of 143 polling places. These are listed in appendix 1 which contains, by ward, a note of the proposed polling districts and the polling place allocated to each.

- 3.13 The opportunity has been taken to achieve a small reduction from the 145 places that have been used for recent elections with a potential saving in the total cost of polling place hire as a consequence.
- 3.14 Maps of the 17 Wards in the City of Council area as created by the City of Edinburgh (Electoral Arrangements) Order 2016 are presented in appendix 2. These maps show the division of the wards into polling districts, with the polling place for each district clearly identified on the map.
- 3.15 An analysis is provided at Appendix 3 of each ward showing the transfers of streets and individual properties between polling districts as a consequence of this review.
- 3.16 Where any polling place is changed signage will be placed at the new and former polling places on the next polling day. The change will also be highlighted on poll cards and in a schedule of other targeted communications.

### **Consultation**

- 3.17 This review is an interim measure in reaction to the revised ward boundaries implemented by Scottish Ministers, pending the full review in 2018. However even in a limited review, consultation with a range of voters and elected members is necessary to support a scheme that best fits the needs of all electors.
- 3.18 A limited programme of consultation has been undertaken with the public and elected members, focussing on any proposed changes to polling places as these are the direct elements that impact on the voter experience. Maps of the proposed new polling arrangements have been displayed publicly and on the council website. There has also been direct engagement with elected members given their knowledge of their local wards and issues that might affect voters. Members were encouraged to discuss the review with constituents and local interest groups. The review has also been highlighted to disability groups in the city some of whom have offered comment.
- 3.19 The public notice of the review is given in Appendix 4 which stated the deadline for responses and how comment should be provided. Comments were received from a number of stakeholders including elected members. As a result a number of the initial proposals have been revised to take account of suggestions to improve polling arrangements. Some other comments were noted and considered but did not lead to proposals being revised. A number of comments were received with respect to the continued use of schools as polling places. As above this policy will be reviewed at the next scheduled review.

### **Future review of polling districts and boundaries**

- 3.20 A full statutory review of all polling districts and polling places within the city must be undertaken every five years. The next full review in Edinburgh is scheduled for the autumn of 2018 and will still go ahead. This interim review will not affect that schedule, with the 2018 review being an opportunity to address wider policy issues for example around the use of schools and to address any major demographic trends and areas of new building.



#### **4. Measures of success**

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4.1 Not applicable

#### **5. Financial impact**

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5.1 Not applicable

#### **6. Risk, policy, compliance and governance impact**

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6.1 Not applicable

#### **7. Equalities impact**

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7.1 Not applicable.

#### **8. Sustainability impact**

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8.1 Not applicable.

#### **9. Consultation and engagement**

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9.1 Not applicable

#### **10. Background reading/external references**

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The City of Edinburgh (Electoral Arrangements) Order 2016

<http://www.legislation.gov.uk/ssi/2016/270/made>

Review of polling districts and places 2016: Information, notice of consultation, briefing note and maps relating to the review.

[http://www.edinburgh.gov.uk/downloads/download/2038/review\\_of\\_polling\\_districts\\_and\\_places\\_2016](http://www.edinburgh.gov.uk/downloads/download/2038/review_of_polling_districts_and_places_2016)

Electoral Commission Guidance on the Review of Polling Districts and Polling Places

<http://www.electoralcommission.org.uk/i-am-a/electoral-administrator/polling-place-reviews>

#### **Andrew Kerr**

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## 11. Links

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### Coalition Pledges

### Council Priorities

### Single Outcome Agreement

### Appendices

1 List of Proposed Polling Districts and Polling Places by Ward

2 Maps of the Wards of the City of Edinburgh Council showing proposed polling districts and polling places are available for download on the council website at <http://www.edinburgh.gov.uk/pollingreview>

3 An analysis by ward showing streets and properties transferring between polling districts

4 Public Notice of the consultation on the review of revised polling arrangements

## Appendix 1 List of Proposed Polling Districts and Polling Places by Ward

Ward No.	Ward Name	Polling District	Polling Place	Comments
1	Almond	WW01A	Echline Primary School	No change
		WW01B	Queensferry Primary School	No change
		WW01C	Dalmeny Parish Church Hall	No change
		WW01D	Kirkliston Community Centre	No change
		WW01E	Cramond Primary School	Gains Pinegrove Gardens from WW03E
		WW01F	Holy Cross Episcopal Church Hall	No change
		WW01G	Hillwood Primary School	Gains area at Gogar roundabout (WW03E) – no electors
		WW01H	Muirhouse Millennium Centre	Gains whole ward from Forth (previously WW04A)
		WW01I	North Edinburgh Arts Centre	Gains whole ward from Forth (previously WW04B)
		SWW01Z	no electors	Gains area at Hermiston roundabout (SWP07A) – no electors
2	Pentland Hills	SWP02B	Heriot-Watt University	Gains area at Hermiston and Calder roundabouts (SWP07A) – no electors
		SWP02C	Juniper Green Parish Church Hall	No change
		SWP02D	Clovenstone Community Centre	Gains Kingsknowe Golf course (SWP02E)
		SWP02F	Gibson Craig Halls	No changes

Ward No.	Ward Name	Polling District	Polling Place	Comments
		SWP02G	Currie Library	No changes
		SWP02H	Balerno Parish Church	No changes
		SWP02I	Sighthill Primary School	Gains Westburn Grove/Park from SWP07H (previously SWP07G)
		SWP02J	The Bridge Cafe, Holy Trinity Church	Gains Wester Hailes Education Centre from SWP07H and side road at Dumbryden Road from SWP07N (previously SWP07M)
		WP02A	Ratho Community Centre	No changes
<b>3</b>	Drum Brae / Gyle	SWW03G	Lothian Valuation Joint Board Office	No changes
		SWW03H	Mobile Polling Station	Gains whole district from Corstorphine/Murrayfield (previously SWW06J)
		WW03A	East Craig's Church Centre	Gains Barntongate Avenue from WW03B
		WW03B	Munro Community Centre	Loses Pinegrove Gardens to WW01E and Barntongate Avenue to WW03A
		WW03C	The Rannoch Centre	Loses Care Home at Ardshiel Avenue from WW03D
		WW03D	Fox Covert Primary School	Gains Care Home at Ardshiel Avenue from WW03C
		WW03E	Craigsbank Church Hall	Loses area at Gogar roundabout to WW01G – no electors
		WW03F	Gylemuir Primary School	Loses Gylemuir Road and Westerbroom to create new district of WW06K
<b>4</b>	Forth	NN04C	West Pilton Neighbourhood Centre	No changes

Ward No.	Ward Name	Polling District	Polling Place	Comments
		NN04D	Prentice Centre	No changes
		NN04E	Royston Wardieburn Community Centre	No changes
		NN04F	Granton Primary School, New Annex	No changes
		NN04G	Wardie Residents Club	No changes
		NN04H	Inverleith St Serf's Church	No changes
		NN04I	Victoria Primary School	Gains Main Street, Annfield and Jessfield from NN13A. Gains Hawthornvale from NN13B. Polling place changed to Victoria Primary School (previously Newhaven Church).
		NN04J	Trinity Primary School	Gains part of Industry Lane from NN13B
5	Inverleith	NC05D	Scottish Health Service Centre	No changes
		NC05G	St Stephen's Comely Bank Church	No changes
		NC05H	Stockbridge Parish Church	Loses India Street to NC11A
		NC05I	Bellevue Chapel	No changes
		NC05J	Bristo Baptist Church Hall	Loses Blinkbonny, Belford and Ravelston to NC06L

Ward No.	Ward Name	Polling District	Polling Place	Comments
		NN05F	St James' Episcopal Church Hall	Gains St Mark's Park from NN12C
		NW05E	Blackhall St Columba's Church Hall	No changes
		WC05L	Blackhall St Columba's – Local Govt elections and Holiday Inn Edinburgh City West for other elections	Newly created Polling District (1 property) from WC06C.
		WW05A	Blackhall Library	No changes
		WW05B	Blackhall Primary School	No changes
		WW05C	Drylaw Neighbourhood Centre	No changes
6	Corstorphine / Murrayfield	NC06L	Holiday Inn Edinburgh City West	Newly created from part of NC05J (Blinkbonny, Belford and Ravelston)
		WC06C	Holiday Inn Edinburgh City West	Loses 1 property to create new polling district of WC06C.
		WC06D	Murrayfield Parish Church Centre	No changes
		WC06G	Saughton Crescent Scout Hall	No changes
		WC06H	Roseburn Primary School	Merges with WC05K. Loses Wester Coates and Stanhope Place area to WC11D.
		WW06A	Corstorphine St Ninian's Church Hall	No changes

Ward No.	Ward Name	Polling District	Polling Place	Comments
		WW06B	St Anne's Parish Church Hall	No changes
		WW06E	10th Craigmmond Scout Hall	No changes
		WW06F	Carrickknowe Primary School	No changes
		WW06I	Carrickknowe Parish Church Hall	No changes
		WW06K	Gylemuir Primary School	Newly created polling district from part of WW03F.
7	Sighthill / Gorgie	SWC07D	Gorgie War Memorial Hall	No changes
		SWC07E	Gorgie Dalry Parish Church Hall	No changes
		SWC07F	Dalry Primary School	No changes
		SWP07A	St David's Church Hall	Loses Hermiston junction area to SWW01Z and SWP02B
		SWP07H	Murrayburn Primary School	Merges with SWP07I. Gate 55 polling place no longer needed.
		SWP07J	Stenhouse Primary School	No changes
		SWP07N	Longstone Primary School	Loses side road at Dumbryden Road to SWP02J. Gains unnamed access road bordering Union Canal from SWP02J.
		WP07B	Carrickvale Community Education Centre	No changes

Ward No.	Ward Name	Polling District	Polling Place	Comments
8	Colinton / Fairmilehead	SP08D	Buckstone Primary School	Loses area at Swan & Fox Spring Avenue/Pentland streets to SP10K. New polling place (previously St Fillan's).
		SP08G	Fairmilehead Parish Church Hall	No changes
		SWP08A	St Cuthbert's Episcopal Church Hall	Loses Dreghorn Link housing estate to SWP08F. Loses area to redraw boundary around new housing estate to SWP08E.
		SWP08B	St John's Colinton Mains Church	Polling place changes
		SWP08C	Pentland Primary School	No changes
		SWP08E	Dreghorn Loan Church Hall	Gains area to redraw boundary around new housing estate from SWP08A.
		SWP08F	Pentland Community Centre	Gains Dreghorn Link housing estate from SWP08A.
		SWS08H	St John's Colinton Mains Church for Local Govt and Craiglockhart Parish Church for all other elections	Newly created from part of SWS09G
9	Fountainbridge / Craiglockhart	SS09H	Greenbank Church Hall	No changes
		SWC09D	Tollcross Primary School	Loses Semple Street and Lower Gilmore Place to SWC10D and SWC11F.
		SWP09I	Kingsknowe Golf Club *NEW*	Loses Kingsknowe Golf Course to SWP02D (previously SWP02E)
		SWS09A	St Cuthbert's Church Hall	Merges with SWS07K.



Ward No.	Ward Name	Polling District	Polling Place	Comments
		SWS09B	Craiglockhart Primary School	No changes
		SWS09C	Fountainbridge Library	No changes
		SWS09E	Boroughmuir Rugby & Sports Club	No changes
		SWS09G	Craiglockhart Parish Church Hall	Loses area at Firrhill High School to create new polling district SWS08H
<b>10</b>	Morningside	EC10E	James Gillespie's Primary School for Local Govt elections and Novotel Edinburgh Centre for all other elections	Loses all properties apart from part of Warrender Park Crescent to EC11L. Change to polling place.
		SP10K	St Fillan's Church Hall	Newly created from part of SP08D
		SS10B	Polwarth Parish Church	Merged with SS09F
		SS10C	Morningside United Main Church Hall	No changes
		SS10F	Church Hill Theatre - Studio	Loses properties around Newbattle Terrace/Clinton Road to SS15F
		SS10G	James Gillespie's Primary School	Loses properties around Strathearn Road/Thirlestane Lane to SS15F
		SS10H	South Morningside Primary School	
		SS10I	Morningside Parish Church Halls	No changes

Ward No.	Ward Name	Polling District	Polling Place	Comments
		SS10J	Greenbank Church Hall	No changes
		SWC10D	Barclay Viewforth Church	Gains area around Gilmore Place from SWC09D.
		SWS10A	Church of Jesus Christ of LDS	No changes
11	City Centre	EC11G	Lauriston Halls	No changes
		EC11H	Lothian Chambers	Loses properties at Nicolson Street to EC15A
		EC11J	Waverley Court	No changes
		EC11L	Novotel Edinburgh Centre	Newly created from part of EC10E
		EC11M	Braidwood Community Centre	Newly created from part of EC15A(Dumbiedykes/Viewcraig)
		EE11K	Waverley Court for Local Govt and Abbeyhill Primary School for all other elections	Loses all properties east of Palace of Holyrood House to EE14D
		NC11A	The Roxburghe	Gains India Street from NC05H
		NC11B	Cafe Camino, St. Mary's Parish Centre	No changes
		NC11C	Cafe Camino, St. Mary's Parish Centre	No changes

Ward No.	Ward Name	Polling District	Polling Place	Comments
		NC11E	Walpole Hall	No changes
		SWC11F	Tollcross Primary School	Gains part of SWC09D and SWC10D (Semple Street and Lochrin place area). Previous polling place was Tollcross Community Centre.
		WC11D	Apex Haymarket Hotel	Gains part of WC06H (Wester Coates and Stanhope Place area)
12	Leith Walk	EN12G	Pilmenny Youth Centre	No changes
		EN12H	Norton Park Conference Centre	No changes
		EN12K	Holyrood Abbey Church Hall	Loses Montrose Terrace and Norton Place to create new polling district EN14L
		NN12A	Holy Cross RC Primary School	No changes
		NN12B	Ebenezer United Free Church Hall	No changes
		NN12C	Royal Navy & Royal Marine Assoc. & Club	Loses parts of Warriston Road to NN05F
		NN12D	Broughton Nursery	No changes
		NN12E	Pilrig St Paul's Church Hall	No changes
		NN12F	Lorne Primary School	No changes
		NN12I	McDonald Road Library	No changes

Ward No.	Ward Name	Polling District	Polling Place	Comments
		NN12J	Leith Walk Primary School	No changes
13	Leith	EN13E	Hermitage Park Primary School	No changes
		NN13A	Victoria Primary School Annex	Loses Main Street, Annfield and Jessfield to NN04I.
		NN13B	North Leith Parish Church Hall	Loses Hawthornvale to NN04I. Loses part of Industry Lane to NN04J.
		NN13C	St Mary's (Leith) RC Primary School	No changes
		NN13D	South Leith Parish Church Halls	No changes
14	Craigentinny / Duddingston	EE14A	St Ninian's RC Church Hall	Loses part of Restalrig and Finlays to EE14M
		EE14B	Craigentinny Community Centre	No changes
		EE14C	Wilson Memorial Church	Gains area south of Telferton from EE17A
		EE14D	Abbeyhill Primary School	Gains all properties east of Palace of Holyrood House from EE11K
		EE14F	New Restalrig Parish Church Hall	No changes
		EE14G	Northfield/Willowbrae Community Centre	No changes
		EE14H	Parson's Green Nursery School	Gains part of EE14J (Cavalry Park Drive and Duddingston Golf Course)
		EE14M	Restalrig Lochend Community Hub	Newly created from whole of EE13F and part of EE14A (Restalrig and Finlays)

Ward No.	Ward Name	Polling District	Polling Place	Comments
		EN14K	Norton Park Conference Centre	Newly created from EN12H (West Kilnacre and Hawkhill Close)
		EN14L	Abbeyhill Primary School for Local Govt elections and Holyrood Abbey Church for all other elections	Newly created polling district EN12K (Montrose Terrace and Norton Place)
15	Southside / Newington	EC15A	Southside Community Centre	Created from whole of EC15B and part of EC15A. Previous polling place Braidwood Community Centre.
		EC15C	Nelson Hall Community Centre	No changes
		ES15H	Cameron House Community Education Centre	Merged with ES16C. Loses are at Forckenford to ES17M.
		SS15D	St Catherine's Argyle Church	No changes
		SS15F	Marchmont St Giles' Parish Church	Gains properties around Newbattle Terrace/Clinton Road from SS10F and properties around Strathearn Road/Thirlestane Lane from SS10G
		SS15G	Mayfield Salisbury Church Hall	No changes
		SS15I	Reid Memorial Church Hall	No changes
		SS15J	Liberton Primary School	Newly created from parts of SS16A and SS16B north of Double Hedges Row and Glenallan Drive
16	Liberton /	EE16L	Goodtrees Neighbourhood Centre	No changes

Ward No.	Ward Name	Polling District	Polling Place	Comments
	Gilmerton	SE16D	Goodtrees Neighbourhood Centre	No changes
		SE16F	TA Centre	No changes
		SE16G	South Neighbourhood Office	No changes
		SE16H	Liberton Kirk Halls	No changes
		SE16I	Liberton Northfield Church Hall	No changes
		SE16J	Valley Park Community Centre	No changes
		SE16K	Gilmerton Community Centre	No changes
		SS16A	St John Vianney RC Primary School	Loses area north of Double Hedges Row and Glenallan Drive
		SS16B	St Gregory's RC Church Hall	Loses area north of Double Hedges Row and Glenallan Drive
		SS16E	Liberton Kirk Halls	No changes
17	Portobello / Craigmillar	EE17A	Portobello Town Hall	Loses area south of Telferton to EE14C
		EE17B	St John's RC Primary School	Merged with part of EE14J
		EE17C	St Philip's Church Hall	No changes
		EE17D	Bingham Community Centre	No changes

Ward No.	Ward Name	Polling District	Polling Place	Comments
		EE17E	Brunstane Primary School	Loses new housing estate next to Newcraighall area to EE17K
		EE17G	East Neighbourhood Centre	No changes
		EE17J	Hays Community Business Centre	No changes
		EE17K	Newcraighall Primary School	Gains new housing estate next to Newcraighall area from EE17E
		ES17M	East Neighbourhood Centre	Gains area around Forckenford from EE15H
		SE17L	East Neighbourhood Centre	No changes

### APPENDIX 3 - Properties and streets that transferring between Polling Districts

New Ward No.	Properties transferring between Polling Districts
1	<p>WW01E - Gains the following properties from WW03B</p> <p style="padding-left: 40px;">Queensferry Road (Part) Odds 559-567 Pinegrove Gardens (All) Maybury Road (Part) Odds 1-15</p> <p>WW01H (New PD) – Gains all content from WW04A</p> <p>WW01I (New PD) – Gains all content from WW04B</p>
2	<p>SWP02I (New PD) – Gains all content from SWP07G</p> <p>SWP02I (New PD) – Also gains the following properties from SWP07H</p> <p style="padding-left: 40px;">Westburn Grove (All) Westburn Park (All)</p> <p>SWP02J (New PD) – Gains all content from SWP07M</p> <p>SWP02E – Gives all properties to SWP09I (New PD)</p>
3	<p>WW03B - Gives the following properties to WW01E</p> <p style="padding-left: 40px;">Queensferry Road (Part) Odds 559-567 Pinegrove Gardens (All) Maybury Road (Part) Odds 1-15</p> <p>SWW03H (New PD) – Gains all content from SWW06J</p> <p>WW03F – Gives the following properties to WW06K (New PD)</p> <p style="padding-left: 40px;">Pentland Hill Nursing Home, 23 Gylemuir Road Broomhall Drive (All) Gylemuir Road (All) Lamont Place (All) Meadow Place Road (All) South Gyle Road Odds 1-43 and Evens 2-20 Wester Broom Avenue (All) Wester Broom Drive (All)</p>



New Ward No.	Properties transferring between Polling Districts
	<p>Wester Broom Gardens (All)  Wester Broom Grove (All)  Wester Broom Place (All)  Wester Broom Terrace (All)</p> <p>WW03A – Gains the following properties from WW03B (consequential amendment following consultation)</p> <p>Barntongate Avenue (Evens)  Blackthorn Court (All)  Drumbrae North (Numbers 4 and 6 only)</p>
4	<p>WW04A – Gives all content to WW01H (New PD)</p> <p>WW04B – Gives all content to WW01I (New (PD)</p> <p>NN04I - Gains all properties <b>Except</b> the following from NN13A</p> <p>Fairbairn Place (All)  Glenarm Place (All)  Goosander Place (All)  Goosander Street (All)  Lindsay Road (Part) Odds 123-131  Melrose Drive (All)  Newhaven Place (Part) Evens only  Sandpiper Road (All)  Western Harbour Breakwater (All)  Western Harbour Drive (All)  Western Harbour Midway (All)  Western Harbour Place (All)  Western Harbour Terrace (All)  Western Harbour View (All)  Western Harbour Way (All)  Windrush Drive (All)</p> <p>NN04J – Gains the following properties from NN13B</p> <p>Hawthornvale number 43 only  Newhaven Road (All) Evens 194-218</p>
5	<p>WC05L (New PD) - Gains only one property from WC06C</p> <p>195 Queensferry Road</p>

New Ward No.	Properties transferring between Polling Districts
	<p>NN05F – Gains the following properties from NN12C</p> <p style="padding-left: 40px;">Warriston Road numbers 15 -26 inclusive</p> <p>WC05K – Gives all content to residual part of WC06H</p> <p>NC05H – Gives the following properties to NC11A</p> <p style="padding-left: 40px;">India Street 56-58 Evens</p> <p>NC05J – Gives the following properties to NC06L (New PD)</p> <p style="padding-left: 40px;">Back Dean (All)  Belford Avenue (All)  Belford Gardens (All)  Blinkbonny Avenue (All)  Blinkbonny Gardens (All)  Blinkbonny Grove (All)  Blinkbonny Grove West (All)  Blinkbonny Road (All)  Craigleith Drive (All)  Crarae Avenue (All)  Garscube Terrace (Janitor’s House, St George’s School)  Orchard Road South (All)  Queensferry Terrace (All)  Ravelston Dykes (All)  Ravelston Park (All)  Ravelston Place (All)  Ravelston Terrace (All)</p>
6	<p>WW06K (New PD) – Gains the following properties from WW03F</p> <p style="padding-left: 40px;">Pentland Hill Nursing Home, 23 Gylemuir Road  Broomhall Drive (All)  Gylemuir Road (All)  Lamont Place (All)  Meadow Place Road (All)  South Gyle Road Odds 1-43 and Evens 2-20  Wester Broom Avenue (All)  Wester Broom Drive (All)  Wester Broom Gardens (All)</p>

New Ward No.	Properties transferring between Polling Districts
	<p>Wester Broom Grove (All)  Wester Broom Place (All)  Wester Broom Terrace (All)</p> <p>NC06L (New PD) – Gains the following properties from NC05J</p> <p>Back Dean (All)  Belford Avenue (All)  Belford Gardens (All)  Blinkbonny Avenue (All)  Blinkbonny Gardens (All)  Blinkbonny Grove (All)  Blinkbonny Grove West (All)  Blinkbonny Road (All)  Craigleith Drive (All)  Crarae Avenue (All)  Garscube Terrace (Janitor’s House, St George’s School)  Orchard Road South (All)  Queensferry Terrace (All)  Ravelston Dykes (All)  Ravelston Park (All)  Ravelston Place (All)  Ravelston Terrace (All)</p> <p>SWW06J – Gives all content to SWW03H (New PD)</p> <p>WC06H – Gives the following properties to WC11D</p> <p>Balbirnie Place (All)  Borthwick Place (All)  Carberry Place (All)  Catherine Place West (All)  Devon Place (All)  Hampton Place (All)  Hampton Terrace (All)  Kew Terrace (All)  Osborne Terrace (All)  Pembroke Place (All)  Stanhope Place (All)  Stanhope Street (All)  Sutherland Street (All)  West Coates (All)</p>

New Ward No.	Properties transferring between Polling Districts
	<p>West Stanhope Place (All)  Wester Coates Avenue (All)  Wester Coates Gardens (All)  Wester Coates Place (All)  Wester Coates Road (All)  Wester Coates Terrace (All)</p> <p>WC06H (Residual part) - Gains all content from WC05K</p> <p>WC06C - Gives only one property to WC05L (New PD)</p> <p>195 Queensferry Road</p>
7	<p>SWP07G – Gives all content to SWP02I (New PD)</p> <p>SWP07H – Gives the following properties to SWP02I (New PD)</p> <p>Westburn Grove (All)  Westburn Park (All)</p> <p>SWP07I – All content to merge with the remainder of SWP07H</p> <p>SWP07M – Gives all content to SWP02J (New PD)</p> <p>SWS07K – Gives all content to SWS09A</p>
8	<p>SP08D – Gives the following properties to SP10K (New PD)</p> <p>Braid Road (Part) Evens only  Buckstane Park (All)  Comiston Grove (All)  Comiston Rise (All)  Comiston Springs Avenue (All)  Comiston View (All)  Fox Spring Crescent (All)  Fox Spring Rise (All)  Pentland Crescent (All)  Pentland Gardens (All)  Pentland Grove (All)  Pentland Terrace (All)  Swan Spring Avenue (Part) All properties <u>except</u> numbers 63, 65 and 67  NB. 54 Oxgangs Avenue (Oxgangs Young Peoples Centre) which is currently in SWP08C should be in SP08D</p>

New Ward No.	Properties transferring between Polling Districts
	<p>SWS08H (New PD) – Gains the following properties from SWS09G</p> <p style="padding-left: 40px;">Oxgangs Road North numbers 5, 7, 115 and 117 only</p> <p>SWP08F – Gains the following properties from SWP08A (consequential amendment following consultation)</p> <p style="padding-left: 40px;">Dreghorn Link (Part) Evens 28-44</p>
9	<p>SS09F – Gives all content to SS10B</p> <p>SWP09I (New PD)– Gains all properties from SWP02E</p> <p>SWS09A – Gains all content from SWS07K</p> <p>SWC09D – Gives the following properties to SWC10D</p> <p style="padding-left: 40px;">Gilmore Place (Part) Evens 82-102 Rope Walk (All) St Peters Buildings (All) St Peters Place (All)</p> <p>SWC09D – Also gives the following properties to SWC11F</p> <p style="padding-left: 40px;">Chalmers Buildings (All) Fountainbridge (Part) Odds 97-125 and Evens 52-96 Gardners Crescent (Part) 1-34 inclusive Gilmore Place (Part) Evens *48-80 Leamington Road (All) Lothian Road (All) Lower Gilmore Bank (All) Lower Gilmore Place (All) Morrison Street (All) Ponton Street (All) Port Hamilton (All) West Tollcross (All)</p> <p>SWS09G – Gives the following properties to SWS08H (New PD)</p> <p style="padding-left: 40px;">Oxgangs Road North numbers 5, 7, 115 and 117 only</p>

New Ward No.	Properties transferring between Polling Districts
10	<p><b>Ward name to change from Meadows/Morningside to Morningside</b></p> <p>EC10E – Gives all properties <b>except</b> the following to EC11L (New PD)</p> <p style="padding-left: 40px;">Warrender Park Crescent (Part) numbers 22-32 inclusive</p> <p>SP10K (New PD) – Gains the following properties from SP08D</p> <p style="padding-left: 40px;">Braid Road (Part) Evens only  Buckstane Park (All)  Comiston Grove (All)  Comiston Rise (All)  Comiston Springs Avenue (All)  Comiston View (All)  Fox Spring Crescent (All)  Fox Spring Rise (All)  Pentland Crescent (All)  Pentland Gardens (All)  Pentland Grove (All)  Pentland Terrace (All)  Swan Spring Avenue (Part) All properties <b>Except</b> numbers 63, 65 and 67</p> <p>SS10B – Gains all content from SS09F</p> <p>SS10F - Gives the following properties to SS15F</p> <p style="padding-left: 40px;">Canaan Lane (Part) Even numbers *60, 64 and 70/1-70/5 *(These numbers are currently incorrectly included in PD SS10I)  Clinton Road (All)  Fairholm Mews (All)  Newbattle Road (Part) Numbers 17 and 92 (Norwood House) only  Whitehouse Loan (Part) Evens 134-172*  *Number 172 Whitehouse Loan is currently incorrectly included in SS10G  Woodcroft Road (All)</p> <p>SS10G – Gives the following properties to SS15F</p> <p style="padding-left: 40px;">Strathearn Road (Part) Evens 20-86  Strathfillan Road (All)</p> <p>SWC10D – Gains the following properties from SWC09D</p>

New Ward No.	Properties transferring between Polling Districts
	<p>Gilmore Place (Part) Evens 82-102  Rope Walk (All)  St Peters Buildings (All)  St Peters Place (All)</p> <p>SWC10D – Gives the following properties to SWC11F</p> <p>St Josephs House, 43 Gilmore Place  Bruntsfield Place (Part) Numbers 3-46 inclusive  Gillespie Crescent (All)  Gillespie Place (All)  Gillespie Street (All)  Gilmore Place (Part) Odds up and including 95  Hailes Street (All)  Leamington Place (All)  Leamington Terrace (Part) Odds 1-21  Leven Close (All)  Leven Street (All)  Lochrin Buildings (All)  Lochrin Place (All)  Lochrin Terrace (All)  Upper Gilmore Place (All)  Upper Gilmore Terrace (All)  West Tollcross (All)</p>
11	<p>EC11H – Gives the following properties to EC15A</p> <p>Nicolson Street (Part) Flats at Number 5 only  *Potterrow (Part) Flats at 16-18 although these are already included in EC15A  South College Street (All)</p> <p>EC11L (New PD) - Gains all properties <b>Except</b> the following from EC10E</p> <p>Warrender Park Crescent (Part) numbers 22-32 inclusive</p> <p>EC11M (New PD) – Gains the following properties from EC15A</p> <p>Dumbiedykes Road (All)  Holyrood Court, Dumbiedykes Road (All)  Lochview Court, Dumbiedykes Road (All)  Holyrood Road (All)  Viewcraig Gardens (All)</p>

New Ward No.	Properties transferring between Polling Districts
	<p>Viewcraig Street (All)</p> <p>EE11K – Gives all properties <b>Except</b> the following to EE14D</p> <p>Croft-An-Righ (All) *Holyrood Palace has no domestic properties or electors</p> <p>NC11A - Gains the following properties from NC05H</p> <p>India Street 56-58 Evens *(These appear to already be included in NC11A?)</p> <p>SWC11F – Gains the following properties from SWC09D</p> <p>Chalmers Buildings (All) Fountainbridge (Part) Odds 97-125 and Evens 52-96 Gardners Crescent (Part) 1-34 inclusive Gilmore Place (Part) Evens *48-80 Leamington Road (All) Lothian Road (All) Lower Gilmore Bank (All) Lower Gilmore Place (All) Morrison Street (All) Ponton Street (All) Port Hamilton (All) West Tollcross (All)</p> <p>SWC11F – Also gains the following properties from SWC10D</p> <p>St Josephs House, 43 Gilmore Place Bruntsfield Place (Part) Numbers 3-46 inclusive Gillespie Crescent (All) Gillespie Place (All) Gillespie Street (All) Gilmore Place (Part) Odds up and including 95 Hailes Street (All) Leamington Place (All) Leamington Terrace (Part) Odds 1-21 Leven Close (All) Leven Street (All) Lochrin Buildings (All) Lochrin Place (All) Lochrin Terrace (All)</p>



<b>New Ward No.</b>	<b>Properties transferring between Polling Districts</b>
	<p>Upper Gilmore Place (All)  Upper Gilmore Terrace (All)  West Tollcross (All)</p> <p>WC11D – Gains the following properties from WC06H</p> <p>Balbirnie Place (All)  Borthwick Place (All)  Carberry Place (All)  Catherine Place West (All)  Devon Place (All)  Hampton Place (All)  Hampton Terrace (All)  Kew Terrace (All)  Osborne Terrace (All)  Pembroke Place (All)  Stanhope Place (All)  Stanhope Street (All)  Sutherland Street (All)  West Coates (All)  West Stanhope Place (All)  Wester Coates Avenue (All)  Wester Coates Gardens (All)  Wester Coates Place (All)  Wester Coates Road (All)  Wester Coates Terrace (All)</p>
<b>12</b>	<p>EN12H – Gives the following properties to EN14K</p> <p>Hawkhill Close (All)  Lochend Butterfly Way (All) Blocks 32 and 34  West Kilnacre (All) numbers 4-6 inclusive</p> <p>EN12K – Gives the following properties to EN14L (New PD)</p> <p>Montrose Terrace (All)  Norton Place East (All)  Norton Place West (All)</p> <p>NN12C - Gives the following properties to NN05F</p> <p>Warriston Road numbers 15 -26 inclusive</p>

New Ward No.	Properties transferring between Polling Districts
13	<p>EE13F – Gives all content to EE14M (New PD)</p> <p>NN13A - Gives all properties <b>Except</b> the following to NN04I</p> <p style="padding-left: 40px;">Fairbairn Place (All)  Glenarm Place (All)  Goosander Place (All)  Goosander Street (All)  Lindsay Road (Part) Odds 123-131  Melrose Drive (All)  Newhaven Place (Part) Evens only  Sandpiper Road (All)  Western Harbour Breakwater (All)  Western Harbour Drive (All)  Western Harbour Midway (All)  Western Harbour Place (All)  Western Harbour Terrace (All)  Western Harbour View (All)  Western Harbour Way (All)  Windrush Drive (All)</p> <p>NN13B – Gives the following properties to NN04J</p> <p style="padding-left: 40px;">Hawthornvale number 43 only  Newhaven Road (All) Evens 194-218</p>
14	<p>EE14A – North section to be merged with EE14M (New PD).</p> <p>The following properties to move from EE14A to EE14M (New PD)</p> <p style="padding-left: 40px;">Findlay Avenue (All)  Findlay Cottages (All)  Findlay Gardens (All)  Findlay Grove (All)  Findlay Medway (All)  Lochend Avenue (All)  Lochend Square (All)  Restalrig Crescent (All)  Restalrig Road South (Part) Odds 137-161 and Evens 176-198  Restalrig Square (All)  Sleigh Drive (Part) Odds only</p> <p>EE14D– Gains all properties <b>Except</b> the following from EE11K</p>

New Ward No.	Properties transferring between Polling Districts
	<p>Croft-An-Righ (All) *Holyrood Palace has no domestic properties or electors</p> <p>EE14J – Gives all properties <b>Except</b> the following to EE17B</p> <p>Abercorn Cottages (All) Cavalry Park Drive (All) Duddingston Road West (All) Meadowfield Avenue (All) Meadowfield Drive (All) Meadowfield Gardens (All) Meadowfield Terrace (All) Old Church Lane (All) The Causeway (All) Woodlands Grove (All)</p> <p>EE14J - The remainder of EE14J (see above) to be merged with EE14H EE14K (New PD) - Gains the following properties from EN12H</p> <p>Hawkhill Close (All) Lochend Butterfly Way (All) Blocks 32 and 34 West Kilnacre (All) numbers 4-6 inclusive</p> <p>EE14L (New PD) - Gains the following properties from EN12K</p> <p>Montrose Terrace (All) Norton Place East (All) Norton Place West (All)</p> <p>EE14M (New PD) – Gains all content from EE13F</p>
15	<p>EC15A - Gains the following properties from EC11H</p> <p>Nicolson Street (Part) Flats at Number 5 only *Potterrow (Part) Flats at 16-18 although these are already included in EC15A South College Street (All)</p> <p>EC15A -- Gives the following properties to EC11M (New PD)</p> <p>Dumbiedykes Road (All) Holyrood Court, Dumbiedykes Road (All)</p>

New Ward No.	Properties transferring between Polling Districts
	<p>Lochview Court, Dumbiedykes Road (All)  Holyrood Road (All)  Viewcraig Gardens (All)  Viewcraig Street (All)</p> <p>EC15A – The remainder of EC15A to merge with EC15B to become EC15A</p> <p>ES15H – Gains all content of ES16C</p> <p>ES15H – Gives the following properties to ES17M</p> <p style="padding-left: 40px;">Forkenford (All)</p> <p>SS15F - Gains the following properties from SS10F</p> <p style="padding-left: 40px;">Canaan Lane (Part) Even numbers *60, 64 and 70/1-70/5 *(These numbers are currently incorrectly included in PD SS10I)  Clinton Road (All)  Fairholm Mews (All)  Newbattle Terrace (Part) Numbers 17 and 92 (Norwood House) only  Whitehouse Loan (Part) Evens 134-172*  *Number 172 Whitehouse Loan is currently incorrectly included in SS10G  Woodcroft Road (All)</p> <p>SS15F -Also gains the following properties from SS10G</p> <p style="padding-left: 40px;">Strathearn Road (Part) Evens 20-86 and Number 21B  Strathfillan Road (All)</p> <p>SS15J (New PD) – Gains the following properties from SS16A</p> <p style="padding-left: 40px;">Gilmerton Road (All) Numbers 4, 8 and 20 only  Liberton Road (All)  Mid Liberton (All)  Nether Liberton Court (All)  Orrok Lane (All)  Orrok Park (All)</p> <p>SS15J (New PD) – Also gains the following properties from SS16B</p> <p style="padding-left: 40px;">Clapper Lane (All)  Gilmerton Road (Part) Odds 207-233</p>

New Ward No.	Properties transferring between Polling Districts
	<p>Old Mill Lane, Gilmerton Road (All) Old Dalkeith Road (Part) Numbers 42 and 50 only</p>
16	<p>ES16C - Gives all content to ES15H</p> <p>SS16A - Gives the following properties to SS15J (New PD)</p> <p>Gilmerton Road (All) Numbers 4, 8 and 20 only Liberton Road (All) Mid Liberton (All) Nether Liberton Court (All) Orrok Lane (All) Orrok Park (All)</p> <p>SS16B – Gives the following properties to SS15J (New PD)</p> <p>Clapper Lane (All) Gilmerton Road (Part) Odds 207-233 Old Mill Lane, Gilmerton Road (All) Old Dalkeith Road (Part) Numbers 42 and 50 only</p>
17	<p>EE17B - Gains all properties <b>Except</b> the following from EE14J</p> <p>Abercorn Cottages (All) Cavalry Park Drive (All) Duddingston Road West (All) Meadowfield Avenue (All) Meadowfield Drive (All) Meadowfield Gardens (All) Meadowfield Terrace (All) Old Church Lane (All) The Causeway (All) Woodlands Grove (All)</p> <p>EE17E – The following properties to move to EE17K (PD boundary adjustment to take account of the new housing estate intersecting current boundary).</p> <p>Andrew Balfour Grove (All) Bauld Drive (All) Flockhart Gait (All) Oster Loan (All)</p>

New Ward No.	Properties transferring between Polling Districts
	ES17M - Gains the following properties from ES15H  Forkenford (All)

# Edinburgh (Electoral Arrangements) Order 2016

## Consultation on revised polling arrangements

The City of Edinburgh (Electoral Arrangements) Order 2016 provided for an increase in the number of councillors in the capital from 58 to 63. The Order also made changes to every ward boundary to reflect the increase in councillor numbers.

As a consequence of these boundary changes, the current arrangement of polling districts and places across the city needs to be reviewed. A review of polling places has now been undertaken and some changes are proposed.

The Council must ensure that all electors have reasonable facilities for voting and that arrangements are as realistic as possible. We must also make sure that, as far as is reasonable and practicable, the polling places are accessible to all electors including those with disabilities.

### Where to find information about the review

Copies of the proposed polling districts, places and other supporting information can be viewed at:

- The City Chambers (City Chambers, High Street, Edinburgh EH1 1YJ)
- Central Library (George IV Bridge, Edinburgh, EH1 1EG)

Alternatively, you can access and download any of this material from the Council website [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk). If you do not have internet access, the material can be accessed on-line from any library in the city.

### How to respond

We would be pleased to hear from you if you have any comments about your current polling place. If you are not happy with your polling arrangements it would be a great help to us if you could suggest a better alternative polling place in your area.

We can accept comments from you up to 07 November 2016 and you can respond in the following ways:

#### By Post

Polling District and Polling Station Review  
The City of Edinburgh Council  
Room 9 / 42, City Chambers  
249 High Street  
Edinburgh, EH1 1YJ

#### By Email

[elections@edinburgh.gov.uk](mailto:elections@edinburgh.gov.uk)

### What happens next

A report will be made to Council on 24 November seeking approval of the new polling scheme. It is our intention to incorporate any changes in the new electoral register which will be published on 1 December 2016.

# The City of Edinburgh Council

10.00 am, Thursday, 24 November 2016

## Boundary Commission for Scotland - 2018 Review of UK Parliamentary Constituencies

Item number 8.4  
Report number  
Executive/routine  
Wards

### Executive Summary

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The UK Parliament has decided to reduce the number of UK Parliament constituencies from 650 to 600. Scotland will see the number of constituencies fall from 59 to 53. The Boundary Commission for Scotland published its initial proposals on 20 October 2016. Proposals for Edinburgh are to have four constituencies wholly contained within the Council boundary plus one constituency, Edinburgh Pentlands and Livingston, including a substantial part of West Lothian. The proposed names for the constituencies are: Edinburgh East, Edinburgh North & Leith, Edinburgh South West & Central, Edinburgh West, and Edinburgh Pentlands & Livingston. A consultation on the proposals is open until 11 January 2017.

### Links

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Coalition Pledges  
Council Priorities  
Single Outcome Agreement



## Boundary Commission for Scotland - 2018 Review of UK Parliamentary Constituencies

### 1. Recommendation

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- 1.1 To note the Boundary Commission for Scotland consultation on the new UK Parliamentary Constituencies for 2018.

### 2. Background

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- 2.1 The 2018 review of UK Parliamentary constituencies is required by the Parliamentary Constituencies Act 1986. It is being conducted simultaneously by the four Boundary Commissions in Scotland, England, Northern Ireland and Wales.
- 2.2 This report describes the Initial Proposals for UK Parliament Constituencies in Scotland set out by the Boundary Commission for Scotland.
- 2.3 The Boundary Commissions for England, Northern Ireland and Wales commenced their consultations on new constituency boundaries in September 2016.

### 3. Main report

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- 3.1 The UK Parliament has decided to reduce the number of UK Parliament constituencies from 650 to 600. Scotland will see the number of constituencies fall from 59 to 53. The Boundary Commission for Scotland published its initial proposals on 20 October 2016.
- 3.2 As set out in legislation each constituency apart from Na h-Eileanan an Iar (the Western Isles) and Orkney & Shetland must be within 5% of the UK electoral quota of 74,769. All Edinburgh constituencies are within this margin.
- 3.3 The proposed changes for Edinburgh are:
- four constituencies wholly contained within the Council boundary;
  - one constituency, Edinburgh Pentlands and Livingston, includes part of West Lothian
  - the proposed names for the constituencies are: Edinburgh East, Edinburgh North & Leith, Edinburgh South West & Central, Edinburgh West, and Edinburgh Pentlands & Livingston.
- 3.4 Maps showing the proposed boundaries have been produced by the Boundary Commission.
- 3.5 A pack containing relevant maps and material describing the background and procedures for the review has been made available to all political groups on the Council.

- 3.6 These documents have been made available for public consultation at City Chambers and a number of libraries throughout the Council area. They are available to download from the Commission's website: <http://www.bcomm-scotland.independent.gov.uk/>. The consultation is also signposted from the Council's website.
- 3.7 The Commission requires representations on its proposals to be submitted by Wednesday 11 January 2017. Comments on the proposals should state whether they approve of, or object to, the proposals and to give reasons for approval or objection. In particular, objectors should state what they propose in place of the Commission's recommendations. An objection accompanied by an alternative proposal is likely to carry more weight than a simple statement of objection.
- 3.8 In addition to requesting comments in writing the Commission will hold a number Public Hearings to allow comments to be made in person. The relevant Hearing for Edinburgh will take place on Wednesday 7 December 2016 at Apex Hotel, Waterloo Place, Edinburgh EH1 3BH (tbc).
- 3.9 Following the consultation period the Commission will review the comments and amend the proposals as appropriate. There will be revised proposals and further consultation in autumn 2017. The Commission will report to the Secretary of State for Scotland in September 2018 so that the new constituencies can be considered for approval by Parliament. It is intended that the new constituency boundaries will be effective for the May 2020 General Election.

#### **4. Measures of success**

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- 4.1 Not applicable

#### **5. Financial impact**

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- 5.1 Not applicable

#### **6. Risk, policy, compliance and governance impact**

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- 6.1 Not applicable

#### **7. Equalities impact**

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- 7.1 Not applicable

#### **8. Sustainability impact**

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- 8.1 Not applicable

## 9. Consultation and engagement

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- 9.1 A public consultation will run for 12 weeks to 11 January 2017.
- 9.2 Details of the proposals have been placed in libraries and at the City Chambers reception along with further information on the Council's website.
- 9.3 There is opportunity for a Council response or political groups may wish to respond individually.

## 10. Background reading/external references

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- 10.1 Boundary Commission for Scotland - new Parliamentary constituencies portal to view current and proposed boundaries and to make comments  
<https://www.bcs2018.org.uk/>
- 10.2 Boundary Commission for Scotland Initial Proposals - 2018 Review web pages  
[http://www.bcomm-scotland.independent.gov.uk/2018\\_westminster/initial\\_proposals/index.asp](http://www.bcomm-scotland.independent.gov.uk/2018_westminster/initial_proposals/index.asp)
- 10.3 Information is also located on the Council's website at  
[http://www.edinburgh.gov.uk/info/20033/elections\\_and\\_voting/1519/2018\\_review\\_of\\_uk\\_parliamentary\\_constituencies](http://www.edinburgh.gov.uk/info/20033/elections_and_voting/1519/2018_review_of_uk_parliamentary_constituencies)
- 10.4 Interactive map of current and proposed ward boundaries  
<http://edinburghcouncil.maps.arcgis.com/apps/webappviewer/index.html?id=1c291745a99f4abcbc9bed0ef9aec08a>

### **Andrew Kerr**

Chief Executive

Contact: Kirsty-Louise Campbell, Head of Strategy & Insight (Interim)

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## 11. Links

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**Coalition Pledges**  
**Council Priorities**  
**Single Outcome Agreement**  
**Appendices**

10.00am, Thursday, 24 November 2016

## Chief Officer Appointments

**Item number** 8.5  
**Report number**  
**Executive/routine**  
**Wards**

### Executive Summary

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This report asks Council to approve the recommendations of the Recruitment Committee and appoint to the following roles:

- Head of Strategy and Insight;
- Head of Communication Services;
- Head of Information Technology;
- Head of Legal and Risk; and
- Head of Property and Facilities Management.

Council is asked to note that the Head of Customer Services role will be dealt with in a separate report on the B agenda.

### Links

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**Coalition Pledges**  
**Council Priorities**  
**Single Outcome Agreement**

## Chief Officer Appointments

### 1. Recommendations

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- 1.1 That subject to the appropriate pre-employment checks Council appoint:
- Laurence Rockey as Head of Strategy and Insight;
  - Simon Higgins as Head of Communication Services;
  - Bruce Strang as Head of Information Technology;
  - Nick Smith as Head of Legal and Risk; and
  - Peter Watton as Head of Property and Facilities Management.
- 1.2 Note that the Head of Customer Services role will be dealt with in a separate report on the B agenda.

### 2. Background

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- 2.1 The Council is working through a period of significant transformational change which is re-shaping how services are delivered and address the significant current financial challenges. As part of the transformation process a number of permanent Chief Officer level vacancies have arisen.
- 2.2 In July 2016, FWB Park Brown Limited were engaged to support the Council in identifying a strong field of candidates with the right levels of skills, experience and attributes for all vacant Chief Officer roles which included the following:
- Head of Strategy and Insight;
  - Head of Communication Services;
  - Head of Information Technology;
  - Head of Legal and Risk;
  - Head of Head of Customer Services; and
  - Head of Property and Facilities Management
- 2.3 External online advertising and social media recruiting methods were used to source candidates, as well as more traditional search methods.

### **3. Main report**

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- 3.1 The initial composition of the Recruitment Committee for the six roles detailed in paragraph 2.2 was Councillors Aldridge, Burgess, Burns, Cook, Rankin, Rose and Ross.
- 3.2 The Recruitment Committee shortlisted applications on Thursday 6 October 2016 and those shortlisted were invited to attend a Recruitment Committee assessment centre held on Monday 31 October, Tuesday 1 November and Wednesday 2 November 2016.
- 3.3 Following the assessment centres the Recruitment Committee met on 7 November 2016 and agreed to recommend the following candidates:
- Laurence Rockey as Head of Strategy and Insight;  
Simon Higgins as Head of Communication Services;  
Bruce Strang as Head of Information Technology;  
Nick Smith as Head of Legal and Risk; and  
Peter Watton as Head of Property and Facilities Management.
- 3.4 The Head of Customer Services role will be dealt with in a separate report to Council.
- 3.5 Councillor Aldridge was unable to attend the assessment centres and in line with the Council's recruitment and selection policy for the recruitment of Chief Officers he did not attend the Recruitment Committee meeting on 7 November 2016.

### **4. Measures of success**

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- 4.1 That individuals with the right levels of skills, experience and attributes are appointed to undertake the six roles detailed in paragraph 2.2.

### **5. Financial impact**

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- 5.1 The five roles are currently within the Council's Chief Officer structure and the costs will therefore be contained within current budgets.
- 5.2 The use of FWB Park Brown Limited was in with line the procurement exercise approved by the Chief Executive in June 2016.

### **6. Risk, policy, compliance and governance impact**

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- 6.1 The Council's recruitment and selection policy for the recruitment of Chief Officers has been followed.

## 7. Equalities impact

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7.1 The appointment process complies with relevant equalities legislation.

## 8. Sustainability impact

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

## 9. Consultation and engagement

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9.1 The recruitment process has been conducted in an open and transparent manner.

## 10. Background reading/external references

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10.1 [Recruitment and Selection Procedure – Senior Officers, Report to Corporate Policy and Strategy Committee, 6 September 2016](#)

### **Andrew Kerr**

Chief Executive

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## 11. Links

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**Coalition Pledges**

**Council Priorities**

**Single Outcome**

**Agreement**

**Appendices**

**10.00am, Thursday, 24 November 2016**

## **Council Diary 2016/17 - Adjustments**

<b>Item number</b>	8.6
<b>Report number</b>	
<b>Executive/routine</b>	
<b>Wards</b>	All

### **Executive summary**

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The schedule of meetings of Committees and Sub-Committees is a reserved matter for full Council. A change to the meetings schedule for the Licensing Sub-Committee of the Regulatory Committee is now proposed.

It is also suggested that the Council budget meeting should be held on Thursday 9 February 2017, with an ordinary Council meeting held on 26 January 2017. This reverses the agreed schedule.

### **Links**

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**Coalition pledges**  
**Council outcomes**  
**Single Outcome Agreement**



## Council Diary 2016/17 - Adjustments

### Recommendations

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- 1.1 To agree to hold meetings of the Licensing Sub-Committees on alternate Fridays in place of the current meetings schedule.
- 1.2 To authorise the Chief Executive, in consultation with the Convener of the Sub-Committee, to prepare a meetings schedule on this basis for the remainder of the current Diary period.
- 1.3 To agree to hold the 2017/18 Council budget meeting on 9 February 2017, with an ordinary Council meeting on 26 January 2017.

### Main report

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- 2.1 The Council Diary is approved annually by full Council as required by Standing Order 4.2.
- 2.2 While scope exists to call special meetings as necessary, any adjustment to the meetings schedule requires Council approval.
- 2.3 The Licensing Sub-Committee currently meets monthly, on the Wednesday and Friday of the same week. Business is ordered to accommodate this.
- 2.4 It is proposed that there would be business benefits in refocusing scheduled meetings to a single day. While occasional diary clashes may occur, informal consultation with the Sub-Committee members has indicated that the Friday offers the best solution. To accommodate the volume of Sub-Committee business, meetings would be held fortnightly.
- 2.5 If this approach is accepted, it is recommended that authority to schedule Sub-Committee meetings for the remainder of the current Diary period be delegated to the Chief Executive, in consultation with the Convener.
- 2.6 The Council budget meeting is currently scheduled for Thursday, 26 January 2017. To allow maximum budgetary information to be available following the Scottish Parliament's consideration of the national budget, it is proposed that this be delayed slightly to 9 February 2017. An ordinary Council meeting will be held on 26 January 2017.

### Measures of success

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- 3.1 The Council budget is formed with full knowledge of the national funding to be provided to local authorities.
- 3.2 The Sub-Committee business is dealt with within all statutory and other appropriate timescales.

## Financial impact

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4.1 Not applicable.

## Risk, policy, compliance and governance impact

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5.1 The Council could be open to legal challenge for not considering applications within legislative timescales.

5.2 The Council budget decision might also be open to challenge if it appeared that all relevant information had not been made available to members.

## Equalities impact

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6.1 Not applicable.

## Sustainability impact

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7.1 Not applicable.

## Consultation and engagement

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8.1 Not applicable.

## Background reading/external references

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[Council Diary 2016-17](#)

### Andrew Kerr

Chief Executive

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## Links

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**Coalition pledges**

**Council outcomes**

**Single Outcome**

**Agreement**

**Appendices**

## The City of Edinburgh Council

May 2015 to October 2016

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	25-06-15	Elsie Inglis (1864-1917) – Motion by Councillor Rose ( <a href="#">Agenda of 25 June 2015</a> )	Given current World War 1 commemorations, and in particular the opportunity arising from the 100 <sup>th</sup> anniversary of her death, calls for a report to the October meeting of council outlining moves to commemorate her work and life and opportunities for a statue in Edinburgh's High Street or elsewhere.	Executive Director, City Strategy and Economy	August 2016	Culture and Sport Committee 23 August 2016	Recommended for Closure
2	20-08-15	<a href="#">Future Investment in the School Estate – Wave 4</a>	To note that a report would be brought back to the Council on the outcome of this process, together with the proposed approach to prioritisation, at a later date.	Executive Director of Communities and Families	October 2016		There will be a brief update on Wave 4 in the overarching Vision for Life Long Learning

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							report to Education, Children and Families Committee in December 2016. Once the feasibility studies are complete a full report on the outcomes will be presented to full Council.
3	19-11-15	<a href="#">Edinburgh Tram Extension - Next Steps</a>	1) To continue consideration of the commencement of all Stage 1 activities as set out in the OBC, including the commencement of procurement processes for external support (project management, commercial, legal	Executive Director of Place	Spring 2017		Paper brought forward to Council in December 2015 setting out proposed way forward.  Council agreed to commence with Stage 1 activities and for Officers to report back to full Council in Spring

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>and technical) and site investigation until the next Council Meeting on Thursday 10<sup>th</sup> December 2015.</p> <p>2) To continue the proposal to delegate authority to the Chief Executive or such other officer to whom the Chief Executive may sub-delegate to award the external support contracts and site investigation contract(s), subject to:</p> <p>a) consultation with the Convener of the Finance and Resources</p>	Executive Director of Place			2017.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Committee; and  b) the summary of the procurement processes being reported at the end of Stage 1.  until the next Council Meeting on Thursday 10<sup>th</sup> December 2015.  3) To continue the proposal that, at the conclusion of Stage 1, the project financials would be further refined to take account of the new Government guidance on Local Authority borrowing, taxation advice and any revision in assumptions, particularly patronage and capital costs until</p>	Executive Director of Place			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>the next Council Meeting on Thursday 10<sup>th</sup> December 2015.</p> <p>4) To continue the proposal that a report will be brought back to Council at the end of Stage 1 recommending a way forward until the next Council Meeting on Thursday 10<sup>th</sup> December 2015.</p> <p>5) To defer a decision on the implementation of any high level governance structure, as set out in the OBC, until additional information was forthcoming at the</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
	19.12.15	<a href="#">Edinburgh Tram Extension - Next Steps</a>	<p>December meeting of Council.</p> <p>6) To note that legal advice was being sought on the Council's options to acquire the remaining 67 plots of land for Phase 1b and the options would be reported to Council in December 2015.</p> <p>To note that a report would be brought back to Council in Spring/Summer 2017 recommending a way forward.</p>	Executive Director of Place	Spring 2017		
4	19-11-15	<a href="#">St James Quarter - Update on Progress</a>	To delegate authority to the Chief Executive to take forward the potential development site at Picardy Place to the open market, to engage marketing agents to	Executive Director of Place	May 2017		Advice regarding the timing for the marketing and disposal of the site will be sought during the construction



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>provide a full marketing campaign and to seek tenders in order to secure best value for the site's disposal. A report on the offers received would be brought back to Council for a decision on disposal and would also consider:-</p> <ul style="list-style-type: none"> <li>i) is this Common Good land;</li> <li>ii) the traffic implications of developing this site on wider traffic movements across the east of the City at this key traffic node; and</li> <li>iii) what the impact on active travel and place making would be if the site were released for development.</li> </ul>				<p>phase of St James. A report will be brought back to the Council in accordance with the recommendations of the report of 19 November 2015. A further update will be provided in May 2017.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
5	19-11-15	Meantime Use of Vacant Properties – Motion By Councillor Corbett <a href="#">Agenda of 19 November 2015</a>	Instructs a report to Corporate Policy and Strategy Committee within 3 cycles on the options for embedding meantime use as a routine option for long term empty property	Executive Director of City Strategy and Economy  Now with the Acting Executive Director of Resources	August 2016	6 September 2016 Corporate Policy and Strategy Committee	<b>Recommended for Closure</b>
6	10-12-15	<a href="#">Executive Management Structure</a>	To agree the revised Organisational Structure as detailed in Appendix 1 to the report by the Chief Executive subject to a further review by Council within one year to consider whether the role of Deputy Chief Executive should be reinstated.	Chief Executive	December 2016		
7	10-12-15	<a href="#">Formal Collaboration Proposal for Edinburgh, Lothians, Borders and Fife Councils</a>	1) To report back to Council in 6 months. (to include the wider issues referred to in the outstanding action.)	Chief Executive	June 2016		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) To ask the Chief Executive to report on progress of any shared service proposals at the next full Council meeting, or an appropriate Committee, in order that elected members can monitor and accelerate progress where necessary.	Chief Executive	February 2016		Shadow Joint Committee – Roads Services – now meeting
8	10-03-16	<a href="#">Energy for Edinburgh</a>	To note that a further report would be submitted to Council on progress within six months.	Executive Director of Place	September 2016	22 September 2016	Recommended for Closure
9	10-03-16	<a href="#">Funding Package Proposal for a New Meadowbank</a>	To note that the outcome of the tender exercise, analysis of the expenditure and income cash flow, and revised estimates of total project cost would be	Acting Executive Director of Communities and Families	Ongoing		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			reported to the Council, at which point the final funding package would be confirmed and a contribution from the Capital Investment Programme would be requested				
10	28-04-16	<a href="#">Appointments to Outside Organisations</a>	1) To agree, in principle, to the appointment of Councillor Cardownie as a Trustee of the Ken Buchanan MBE Foundation on an interim basis subject to a further report being submitted to a future meeting of the Council once the Foundation had been formally constituted as an organisation.	Chief Executive	Ongoing		In June 2016 a report to Council gave advice to elected members on unincorporated associations and other organisations. It confirmed that where the organisation was a trust that had elected members as trustees, further work would be required to be

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>2) That the further report requested include information on whether it was appropriate for the Council to appoint members:</p> <p>i) to unincorporated organisations or organisations in an advisory capacity only; and</p> <p>ii) to the Ken Buchanan MBE Foundation once it was formally constituted.</p>	Chief Executive			commissioned to ascertain the potential liabilities for the elected member and the Council. This work would be carried out as part of the Review into Outside Bodies to be carried out before the Local Government Elections in May 2017.
11	02-06-16	<a href="#">Common Good Asset Register</a>	1) To note that further reports would be brought to Committee once Scottish Ministers	Acting Executive Director of Resources	March 2017		Government advice is expected in January 2017

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>guidance on common good registers had been issued and to consider the implications arising from compliance with the Land Registration (Scotland) Act 2012.</p> <p>2) To note that the Council Leader was to write to COSLA requesting that Common Good would be put on a future agenda and note that the report made no reference to this and request a further report to be brought to Council in one cycle to</p>	Acting Executive Director of Resources	30 June 2016	30 June 2016	Recommended for Closure

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			provide an update on the matters previously instructed by Committee and on which the above report was silent.				
12	30-06-16	<a href="#">Report of Pre-Determination Hearing - South East Wedge Site, Old Dalkeith Road, Edinburgh</a>	To continue consideration of the application to a future meeting for further discussions to take place between the Council and the developers.	Executive Director of Place			<b>Recommended for Closure</b> - This Planning application has been withdrawn so no further action is required.
13	30-06-16	EU Referendum – Emergency Motion by Councillor Corbett	To call 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		Ongoing		Corporate Policy and Strategy Committee on 4 October 2016 established a Member/Officer Working Group to co-ordinate Council and Partner Responses.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
14	25-08-16	<a href="#">Governance - Operational Governance Framework Annual Review 2016</a>	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.	Chief Executive	February 2017		The Scheme of Delegation would be reviewed and submitted to the Council in February 2017.
15	27-10-16	<a href="#">The City of Edinburgh (Electoral Arrangements) Order 2016</a>	To note that following consultation with elected members a revised arrangement of polling districts and places would be presented to Council for approval in November 2016	Chief Executive	November 2016	November 2016	<b>Recommended for Closure</b>



# The City of Edinburgh Council

10.00am, Thursday 24 November 2016

## Capital Monitoring 2016/17 – Half Year Position – referral report from the Finance and Resources Committee

Item number	8.8
Report number	
Executive/routine	
Wards	

### Executive Summary

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On the 3 November 2016 the Finance and Resources Committee considered a report that set out the overall position of the Council's capital budget at the half year position (based on month five data) and the projected outturn for the year. The report has been referred to the City of Edinburgh Council for approval of prudential borrowing for Mortonhall Crematorium refurbishment investment.

### Links

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Coalition Pledges	See attached report
Council Priorities	See attached report
Single Outcome Agreement	See attached report

# Terms of Referral

## Capital Monitoring 2016/17 – Half Year Position

### Terms of Referral

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- 1.1 Prudential borrowing of £0.3 million was proposed to fund additional costs related to the approved Mortonhall Crematorium refurbishment programme. The borrowing would directly part fund a package of two new cremators and an associated mercury abatement system which would improve operational resilience of the crematorium.
- 1.2 The associated loan charges over a five year period would result in a cost of £0.071 million per annum to be funded by income generated by the Scientific, Bereavement and Registration Services. As such, the cost of the prudential borrowing could be contained within existing Place revenue resources.
- 1.3 The Finance and Resources Committee agreed:
  - 1.3.1 To note the projected capital outturn positions on the General Fund and Housing Revenue Account (HRA) at month five.
  - 1.3.2 To note the prudential indicators at month five.
  - 1.3.3 To note the proposed prudential borrowing for Mortonhall Crematorium refurbishment investment, and remit for approval by Council on 24 November 2016.
  - 1.3.4 To refer the report to the Governance, Risk and Best Value Committee as part of its work-plan.

### For Decision/Action

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- 2.1 The City of Edinburgh Council is asked to approve prudential borrowing of £0.3 million for Mortonhall Crematorium refurbishment investment.

### Background reading/external references

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Minute of the Finance and Resources Committee, 3 November 2016

#### **Kirsty-Louise Campbell**

Interim Head of Strategy and Insight

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## Links

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<b>Coalition Pledges</b>	See attached report
<b>Council Priorities</b>	See attached report
<b>Single Outcome Agreement</b>	See attached report
<b>Appendices</b>	See attached report

# Finance and Resources Committee

10.00am, Thursday, 3 November 2016

## Capital Monitoring 2016/17 – Half year position

Item number 7.3  
Report number  
Executive/routine  
Wards

### Executive Summary

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The month five position shows that the Council is projecting to borrow £63.698m and will be in receipt of grants and capital income amounting to £100.877m. Together this will fund projected capital investment of £164.575m. The level of borrowing is projected to be £1.235m less than budget based on both the net impact of a small deficit in capital receipts / grant income and slight slippage on gross expenditure.

### Links

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Coalition Pledges [P3](#); [P8](#); [P30](#); [P31](#); [P33](#); [P42](#)  
Council Priorities CO1; CO16; CO20; CO23; CO25  
Single Outcome Agreement [SO3](#); [SO4](#)

## Capital Monitoring 2016/17 – Half year position

### 1. Recommendations

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- 1.1 Members of the Finance and Resources Committee are requested to:
- 1.1.1 Note the projected capital outturn positions on the General Fund and HRA at month five;
  - 1.1.2 Note the prudential indicators at month five;
  - 1.1.3 Note the proposed prudential borrowing for Mortonhall Crematorium refurbishment investment, and remit to Council for approval on 24 November 2016; and
  - 1.1.4 Refer the report to the Governance, Risk and Best Value Committee as part of its work-plan.

### 2. Background

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- 2.1 This report sets out the overall position of the Council's capital budget at the half year position (based on month five data) and the projected outturn for the year.

### 3. Main report

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- 3.1 The position at month five is summarised in the table below, while further details can be seen in Appendix 1.

	<b>Outturn Variance at Month Five £000</b>	<b>Outturn Variance at Month Three £000</b>	<b>Movement from Month Three £000</b>
Net (slippage)/acceleration in gross expenditure	(1,485)	0	(1,485)
Net (surplus)/deficit in capital receipts/grant income	250	0	250
<b>Net increase/(decrease) in borrowing requirement</b>	<b>(1,235)</b>	<b>0</b>	<b>(1,235)</b>

- 3.2 As presented in the table at 3.1 above, the month five position reports £1.485m of slippage in gross expenditure, compared to a balanced position at month three. At month five, capital receipt income projects a net deficit of £0.250m compared to a balanced position at month three. The net effect of the variances projected at month five is a reduction of £1.235m in the amount the Council requires to borrow corporately to support its capital programme relative to budgeted assumptions.
- 3.3 Explanations for significant slippage and accelerations projected at month five are presented in Appendix 2.

#### **Capital receipts/grant income**

- 3.4 A review of capital receipts from asset sales undertaken by Corporate Property and Finance estimates that net receipts of £18.743m will be realised in 2016/17, compared to a budget of £18.993m resulting in a receipts deficit of £0.250m. The decrease from the month three position relates to estimated fees in relation to these disposals such as associated marketing and legal costs.
- 3.5 Excluding costs of disposal and transfers to capital fund, receipts are projected to balance against budget in 2016/17. However, it should be noted that this is based on a small number of high value receipts that are due in the second half of the year. Therefore, there remains a risk that unforeseen and uncontrollable factors delay settlement of these and that this gross balanced position is not achieved. Colleagues within Corporate Property are closely monitoring the capital receipts position.

#### **Prudential Indicators**

- 3.6 The prudential indicator monitoring at month five is shown in Appendix 3.

#### **Housing Revenue Account (HRA)**

- 3.7 The Housing Revenue Account is forecasting to balance to budget (no move from month three) as shown in Appendix 4. At month five, the forecast is gross expenditure of £44.334m (£44.334m at month three), capital receipts / grant income of £22.461m (£21.304m at month three) and prudential borrowing of £21.873m (£23.030m at month three). The 2016/17 borrowing requirement has reduced since month three due to an increase in capital receipt income based on an upsurge in sales as the Right to Buy scheme concludes.
- 3.8 Performance against budget is being closely monitored across the HRA capital programme. In order to mitigate against the potential of slippage, opportunities are currently being assessed to accelerate two contracts from the 2017/18 programme, should this be necessary.

### **Prudential borrowing**

- 3.9 Prudential borrowing of £0.3m is proposed to fund additional costs relating to the approved Mortonhall Crematorium refurbishment programme. The borrowing will directly part fund a package of two new cremators and an associated mercury abatement system improving operational resilience of the crematorium. The associated loan charges over a five year period will result in a cost of £0.071m per annum to be funded by income generated by Scientific, Bereavement and Registration Services. As such, the cost of this prudential borrowing can be contained within existing Place revenue resources.

## **4. Measures of success**

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- 4.1 Completion of capital projects as budgeted for in the 2016/17 capital programme.
- 4.2 Identifying slippage at the earliest opportunity and accelerating projects where possible to ensure best use of available resources.

## **5. Financial impact**

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- 5.1 The projected 2016/17 general fund outturn outlines capital borrowing of £63.698m. The overall loan charges associated with this borrowing over a 20 year period would be a principal amount of £63.698m, interest of £41.466m, resulting in a total cost of £105.164m based on a loans fund interest rate of 5.1%. The loan charges will be interest only in the first year, at a cost of £1.644m, followed by an annual cost of £5.176m for 20 years. The borrowing required is carried out in line with the Council's approved Treasury Management Strategy.
- 5.2 The loan charge costs outlined above can be met from this year's revenue budget for loan charges.

## **6. Risk, policy, compliance and governance impact**

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- 6.1 Significant budget virements have complied with relevant financial rules and regulations.
- 6.2 Capital monitoring and budget setting processes adopted ensure effective stewardship of resources. The processes applied aim to ensure projects are delivered on time and budget whilst fulfilling the financial criteria of value for money.
- 6.3 Monitoring of major capital projects including risk assessment is carried out by colleagues within the Strategy and Insight division.

## 7. Equalities impact

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- 7.1 The Council's capital expenditure contributes to the delivery of the public sector equality duty to advance equality of opportunity and foster good relations e.g. enhancement works related to the Disability Discrimination Act, works on Communities and Families establishments and capital expenditure on Council housing stock.
- 7.2 There is little contribution with regard to capital expenditure and the duty to eliminate unlawful discrimination, harassment or victimisation.

## 8. Sustainability impact

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- 8.1 The impacts of the projects set out within the appendices 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 help achieve a sustainable Edinburgh because they are ensuring funding for key strategic projects that will enhance facilities and infrastructure in the city. A carbon impact assessment shall be carried out on each new project to achieve the most sustainable outcome for the city in each case.
- 8.3 The proposals in this report will increase the city's resilience to climate change impacts because they are securing funding for flood prevention projects.

## 9. Consultation and engagement

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- 9.1 Consultation on the capital budget will be undertaken as part of the budget process.

## 10. Background reading/external references

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- 10.1 None

### **Hugh Dunn**

Acting Executive Director of Resources

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## 11. Links

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<b>Coalition Pledges</b>	<p>P3 – Rebuild Portobello High School and continue progress on all other planned school developments, while providing adequate investment in the fabric of all schools</p> <p>P8 – Make sure the city’s people are well-housed, including encouraging developers to build residential communities, starting with brownfield sites</p> <p>P30 – Continue to maintain a sound financial position including long-term financial planning</p> <p>P31 – Maintain our City’s reputation as the cultural capital of the world by continuing to support and invest in our cultural infrastructure</p> <p>P33 – Strengthen Neighbourhood Partnerships and further involve local people in decisions on how Council resources are used</p> <p>P42 – Continue to support and invest in our sporting infrastructure</p>
<b>Council Priorities</b>	<p>CO1 – Our children have the best start in life, are able to make and sustain relationships and are ready to succeed</p> <p>CO16 – Edinburgh draws new investment in development and regeneration</p> <p>CO20 – Culture, sport and major events – Edinburgh continues to be a leading cultural city where culture and sport play a central part in the lives and future of citizens</p> <p>CO23 – Well-Engaged and Well-Informed – Communities and individuals are empowered and supported to improve local outcomes and foster a sense of community</p> <p>CO25 – The Council has efficient and effective services that deliver on objectives</p>
<b>Single Outcome Agreement</b>	<p>SO3 - Edinburgh’s children and young people enjoy their childhood and fulfil their potential</p> <p>SO4 - Edinburgh’s communities are safer and have improved physical and social fabric</p>
<b>Appendices</b>	<p>1 – Capital Monitoring 2016/17 – General Fund</p> <p>2 – Slippage / Acceleration on capital projects 2016/17</p> <p>3 – Prudential Indicators 2016/17</p> <p>4 – Capital Monitoring 2016/17 - HRA</p>

## Capital Monitoring 2016/17

## General Fund Summary

## Period 5

Expenditure	Revised Budget £000	Adjusts £000	Total Budget £000	Actual to Date £000	Projected Outturn £000	Projected Variance £000	%
Chief Executive	15,789	-	15,789	-	15,789	-	0.00%
City Strategy and Economy	397	-	397	91	397	-	0.00%
Communities and Families	45,781	-	45,781	16,453	44,296	(1,485)	-3.24%
Edinburgh Integration Joint Board Place	4,167	-	4,167	2,622	4,167	-	0.00%
Resources - Asset Management Works	83,362	5,628	88,990	18,891	88,990	-	0.00%
	10,936	-	10,936	4,708	10,936	-	0.00%
<b>Total Gross Expenditure</b>	<b>160,432</b>	<b>5,628</b>	<b>166,060</b>	<b>42,765</b>	<b>164,575</b>	<b>(1,485)</b>	<b>-0.89%</b>

## Resources

<i>Capital Receipts</i>							
General Services	19,634	-	19,634	5,017	19,634	-	0.00%
Less additional receipt income to capital fund	(5,559)	-	(5,559)	-	(5,559)	-	0.00%
Ring-fenced asset sales	4,895	23	4,918	23	4,918	-	0.00%
Less Fees Relating to Receipts	-	-	-	-	(250)	(250)	
<i>Total Capital Receipts from Asset Sales</i>	<i>18,970</i>	<i>23</i>	<i>18,993</i>	<i>5,040</i>	<i>18,743</i>	<i>(250)</i>	<i>-1.32%</i>
Developer and other Contributions	7,468	2,444	9,912	1,675	9,912	-	0.00%
Capital Grants Unapplied Account drawdown	808	-	808	546	808	-	0.00%
<i>Total Capital Receipts</i>	<i>27,246</i>	<i>2,467</i>	<i>29,713</i>	<i>7,261</i>	<i>29,463</i>	<i>(250)</i>	<i>-0.84%</i>
<i>Grants</i>							
Scottish Government General Capital Grant	41,626	-	41,626	17,344	41,626	-	0.00%
Cycling, Walking and Safer Streets	540	-	540	-	540	-	0.00%
Management Development Funding	29,248	-	29,248	2,885	29,248	-	0.00%
<i>Total Grants</i>	<i>71,414</i>	<i>-</i>	<i>71,414</i>	<i>20,229</i>	<i>71,414</i>	<i>-</i>	<i>0.00%</i>
<b>Total Resources</b>	<b>98,660</b>	<b>2,467</b>	<b>101,127</b>	<b>27,490</b>	<b>100,877</b>	<b>(250)</b>	<b>-0.25%</b>

<b>Balance to be funded through borrowing</b>	<b>61,772</b>	<b>3,161</b>	<b>64,933</b>		<b>63,698</b>	<b>(1,235)</b>	<b>-1.90%</b>
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**CAPITAL MONITORING 2016/2017 - Period 5****Slippage and Acceleration on Projects**

Slippage on projects is shown as a negative value, while acceleration or overspends are shown as positive values.

**Key to variance category***Type*

1. Slippage due to unforeseen delays

2. Slippage due to optimistic budget

3. Slippage due to timing of payments

4. Acceleration on a project

*Explanation*

Slippage that has occurred due to unforeseen circumstances or delays that for the most part, are out with the Council's control.

Slippage that has occurred due to optimism bias when budget was set. Issues include projecting spend on block budgets when a programme of works has not been considered or designed, not applying a discount factor for adverse weather / risk issues, providing for too much contingency and predicting an optimistic works timetable.

Slippage that has occurred where a project is on time and schedule but is as a result of the timing of cash flows.

Represents accelerated spend on a project i.e. due to better than anticipated progress.

Note that a project will exhibit an element of all of the above but the over riding reason has been considered when applying a variance category.

	<b>Period 5</b>	<b>Period 3</b>	<b>Movement between periods</b>	<b>Explanations for Significant Slippage / Acceleration</b>	<b>Variance Category</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>		
<b><u>Communities and Families</u></b>					
Early learning and childcare estate improvements	-1,085	0	-1,085	Due to tender submission stage taking longer than originally envisaged.	2
Duncan Place improvement	-400	0	-400	Delay in contract start due to requirement for value engineering exercise to bring project in line with available budget.	1
<b>Total Communities and Families</b>	<b>-1,485</b>	<b>0</b>	<b>-1,485</b>		

	Period 5 £000	Period 3 £000	Movement between periods £000	Explanations for Significant Slippage / Acceleration	Variance Category
<b>Total for all Services</b>	<b>-1,485</b>	<b>0</b>	<b>-1,485</b>		
<b>Summary of Variance Category</b>					
1. Slippage due to unforeseen delays	-400	0	-400		
2. Slippage due to optimistic budget	-1,085	0	-1,085		
3. Slippage due to timing of payments	0	0	0		
4. Acceleration on a project	0	0	0		
	<b>-1,485</b>	<b>0</b>	<b>-1,485</b>		

**PRUDENTIAL INDICATORS 2016/17 - Period 5****Indicator 1 - Estimate of Capital Expenditure**

	2015/16 Estimate £000	2015/16 Actual £000	2016/17 Estimate £000	2016/17 Forecast £000	2017/18 Estimate £000	2017/18 Forecast £000	2018/19 Estimate £000	2018/19 Forecast £000	2019/20 Estimate £000	2019/20 Forecast £000	2020/21 Estimate £000	2020/21 Forecast £000
Children & Families	46,877	48,181	0	0	0	0	0	0	0	0	0	0
Corporate Governance	2,729	7,407	0	0	0	0	0	0	0	0	0	0
Economic Development	58	42	0	0	0	0	0	0	0	0	0	0
Health & Social Care	6,328	5,680	0	0	0	0	0	0	0	0	0	0
Services for Communities	76,616	77,149	0	0	0	0	0	0	0	0	0	0
SfC - Asset Management Programme	13,224	14,516	0	0	0	0	0	0	0	0	0	0
Other Capital Projects	259	3,014	0	0	0	0	0	0	0	0	0	0
Unallocated funding - indicative 5 year plan 2019-2023 funding	0	0	0	0	0	0	0	0	7,000	7,000	7,000	7,000
Chief Executive	0	0	17,291	15,789	1,125	1,125	0	0	0	0	0	0
City Strategy and Economy	0	0	508	397	363	1,230	0	0	0	0	0	0
Communities and Families	0	0	50,436	44,296	7,595	24,549	10,184	12,984	14,766	6,709	558	165
Edinburgh Integration Joint Board Place	0	0	4,229	4,167	114	152	0	0	0	0	0	0
Resources - Asset Management Works	0	0	98,896	88,990	72,101	92,026	30,719	32,154	24,201	72,698	19,834	19,835
	0	0	24,044	10,936	11,035	12,944	8,436	8,334	19,173	29,097	14,000	14,000
Total General Services	146,091	155,989	195,404	164,575	92,333	132,026	49,339	53,472	65,140	115,504	41,392	41,000
Housing Revenue Account	38,253	35,626	48,508	44,334	65,708	65,708	76,500	76,500	84,794	84,794	85,022	85,022
Total	184,344	191,615	243,912	208,909	158,041	197,734	125,839	129,972	149,934	200,298	126,414	126,022

The 'estimate' figures relate to those reported in the prudential indicators as part of the budget motion in January 2016. Differences between these and the 'forecast' figures relate to further realignment and rephasing that has taken place as part of the revised budget process. Note that 2015/16 is presented in the former council structure whilst 2016/17 onwards represents the most up to date structure based on Council transformation.

**Indicator 2 - Ratio of Financing Costs to Net Revenue Stream**

	2015/16 Estimate %	2015/16 Actual %	2016/17 Estimate %	2016/17 Forecast %	2017/18 Estimate %	2018/19 Estimate %	2019/20 Estimate %	2020/21 Estimate %
General Services	12.03	11.51	12.00	12.00	11.94	11.66	11.55	N/A
Housing Revenue Account	35.40	37.31	36.64	34.11	39.33	40.73	42.49	44.60

Figures for 2017/18 onwards are indicative as the Council has not set a General Services or HRA budget for these years. The figures for General Services are based on the current long term financial plan that ends to 2019/20. HRA figures are based on the current business plan.

### Indicator 3 - Capital Financing Requirement

	2015/16 Estimate £000	2015/16 Actual £000	2016/17 Estimate £000	2016/17 Forecast £000	2017/18 Estimate £000	2017/18 Forecast £000	2018/19 Estimate £000	2018/19 Forecast £000	2019/20 Estimate £000	2019/20 Forecast £000	2020/21 Estimate £000	2020/21 Forecast £000
General Services (including finance leases)	1,317,584	1,275,213	1,297,933	1,269,014	1,260,004	1,268,917	1,191,945	1,205,843	1,133,225	1,198,283	1,064,001	1,130,286
Housing Revenue Account	374,029	357,602	377,947	362,890	387,821	375,552	406,950	397,684	437,419	431,267	474,861	470,427
Total	1,691,613	1,632,815	1,675,880	1,631,904	1,647,825	1,644,469	1,598,895	1,603,527	1,570,644	1,629,550	1,538,862	1,600,713

Forecasts include the capital financing requirement relating to PPP assets. Note that the difference between the estimated and actual figure in 15/16 is due to the EICC Atria receipt settling in 15/16 rather than in 16/17 as envisaged, leading to repayment of the outstanding capital advance on this and a reduction in the Capital Financing Requirement.

### Indicator 4 - Authorised Limit for External Debt

	2016/17 Estimate £000	2016/17 Rev Est £000	2017/18 Estimate £000	2017/18 Rev Est £000	2018/19 Estimate £000	2018/19 Rev Est £000	2019/20 Estimate £000	2019/20 Rev Est £000	2020/21 Estimate £000	2020/21 Rev Est £000
Borrowing	1,591,015	1,591,015	1,617,379	1,617,379	1,630,954	1,630,954	1,558,749	1,558,749	1,507,508	1,507,508
Credit Arrangements	226,589	226,600	215,777	215,787	205,412	205,420	195,958	195,965	187,755	187,763
Total	1,817,604	1,817,615	1,833,156	1,833,166	1,836,366	1,836,374	1,754,707	1,754,714	1,695,263	1,695,271

Credit Arrangements includes both the short and long term liabilities relating to finance leases and PFI assets.

### Indicator 5 - Operational Boundary for External Debt

	2016/17 Estimate £000	2016/17 Rev Est £000	2017/18 Estimate £000	2017/18 Rev Est £000	2018/19 Estimate £000	2018/19 Rev Est £000	2019/20 Estimate £000	2019/20 Rev Est £000	2020/21 Estimate £000	2020/21 Rev Est £000
Borrowing	1,491,015	1,491,015	1,487,329	1,487,329	1,520,904	1,520,904	1,478,699	1,478,699	1,457,458	1,457,458
Credit Arrangements	226,589	226,600	215,777	215,787	205,412	205,420	195,958	195,965	187,755	187,763
Total	1,717,604	1,717,615	1,703,106	1,703,116	1,726,316	1,726,324	1,674,657	1,674,664	1,645,213	1,645,221

Credit Arrangements includes both the short and long term liabilities relating to finance leases and PFI assets.

**Indicator 6 - Impact on Council Tax and House Rents**

	<b>2016/17</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2020/21</b>
	<b>Estimate</b>	<b>Forecast</b>	<b>Estimate</b>	<b>Forecast</b>	<b>Estimate</b>	<b>Forecast</b>	<b>Estimate</b>	<b>Forecast</b>	<b>Estimate</b>	<b>Forecast</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
for the band "D" Council Tax	2.46	-1.86	9.17	-0.81	13.68	13.07	18.02	24.06	N/A	N/A
for the average weekly housing rents	-0.19	-0.22	-0.68	-0.78	-0.50	-0.60	0.55	0.44	3.50	3.39

In calculating the incremental impact of capital investment decisions on the band "D" Council Tax, investment decisions relating to National Housing Trust Phases have been omitted. As agreed with the Scottish Government, the borrowing and associated interest costs related to this expenditure are directly rechargeable to the Limited Liability Partnerships (LLPs) at agreed periods in the future. As such, there is no cost to the Council in relation to this element of borrowing and therefore it has been omitted in calculating the incremental impact of capital investment decisions.

The changes between the forecast and the original estimate reflect the realignment of the Capital Investment Programme reported to Finance and Resources Committee in August 2016.

**CAPITAL MONITORING 2016/17****Housing Revenue Account Summary****Period 5**

	Revised Budget £000	Actual to Date £000	Projected Outturn £000	Projected Variance	
				£000	%
Gross Expenditure	44,334	12,032	44,334	0	0.0%
Total Gross Expenditure	44,334	12,032	44,334	0	0.0%

<b>Resources</b>					
Capital Receipts	-4,183	-983	-7,444	-3,261	78.0%
Developers and Other Contributions	-11,847	-743	-6,572	5,275	0.0%
Specific Capital Grant	-5,274	-2,485	-8,445	-3,171	0.0%
Total Resources	-21,304	-4,211	-22,461	-1,157	5.4%

<b>Borrowing</b>					
Borrowing	23,030	7,821	21,873	-1,157	-5.0%
Total	23,030	7,821	21,873	-1,157	-5.0%



# The City of Edinburgh Council

10.00am, Thursday 24 November 2016

## Treasury Management: Mid-Term Report 2016/17 – referral report from the Finance and Resources Committee

Item number	8.9
Report number	
Executive/routine	
Wards	

### Executive Summary

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On the 3 November 2016 the Finance and Resources Committee considered a report that provided an update on Treasury Management Activity in 2016/17. The report has been referred to the City of Edinburgh Council for approval of the Treasury Management Strategy.

### Links

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<b>Coalition Pledges</b>	See attached report
<b>Council Priorities</b>	See attached report
<b>Single Outcome Agreement</b>	See attached report

# Terms of Referral

## Treasury Management: Mid-Term Report 2016/17

### Terms of Referral

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- 1.1 In accordance with the Treasury Management Strategy that was set in March 2016, the Council had completed no borrowing during the first half of the financial year and continued to fund capital expenditure temporarily from cash deposits. This approach generated significant short-term savings in Loans Charges for the Council. In following this Strategy, account was also being taken of the likely movement in interest rates in the medium and longer term and the Council's future estimated borrowing requirement.
- 1.2 The investment return for 2016/17 continued to show out-performance against the Fund's benchmark, although very low in absolute terms, while maintaining the security of investments as a priority.
- 1.3 The Finance and Resources Committee agreed:
  - 1.3.1 To note the mid-term report on Treasury Management for 2016/17.
  - 1.3.2 To refer the report to the City of Edinburgh Council for approval and subsequent referral by the City of Edinburgh Council to the Governance, Risk and Best Value Committee for scrutiny.

### For Decision/Action

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- 2.1 The City of Edinburgh Council is asked to approve the Treasury Management Strategy and refer the report to the Governance, Risk and Best Value Committee for scrutiny.

### Background reading/external references

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Minute of the Finance and Resources Committee, 3 November 2016

#### **Kirsty-Louise Campbell**

Interim Head of Strategy and Insight

Contact: Veronica MacMillan, Committee Clerk

E-mail: [veronica.macmillan@edinburgh.gov.uk](mailto:veronica.macmillan@edinburgh.gov.uk) | Tel: 0131 529 4283

## Links

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<b>Coalition Pledges</b>	See attached report
<b>Council Priorities</b>	See attached report
<b>Single Outcome Agreement</b>	See attached report
<b>Appendices</b>	See attached report

# Finance and Resources Committee

10.00am, Thursday, 3 November 2016

## Treasury Management: Mid-Term Report 2016/17

<b>Item number</b>	7.7
<b>Report number</b>	
<b>Executive/routine</b>	
<b>Wards</b>	

### Executive summary

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The purpose of this report is to give an update on Treasury Management activity in 2016/17.

In accordance with the Strategy set in March 2016 the Council completed no borrowing during the first half of the financial year and continued to fund capital expenditure temporarily from cash deposits. This approach generates significant short-term savings in Loans Charges for the Council. In following this Strategy, account is also being taken of the likely movement in interest rates in the medium and longer term and the Council's future estimated borrowing requirement.

The investment return for 2016/17 continues to show out-performance against the Fund's benchmark, although very low in absolute terms, while maintaining the security of the investments as a priority.

### Links

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<b>Coalition pledges</b>	<a href="#">P30</a>
<b>Council priorities</b>	<a href="#">CP13</a>
<b>Single Outcome Agreement</b>	<a href="#">SO1</a>

## Treasury Management: Mid-Term Report 2016/17

### 1. Recommendations

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- 1.1 It is recommended that the Committee:
- 1.1.1 notes the mid-term report on Treasury Management for 2016/17; and
  - 1.1.2 refers the report to City of Edinburgh Council for approval and subsequent referral by City of Edinburgh Council to the Governance Risk and Best Value Committee for scrutiny.

### 2. Background

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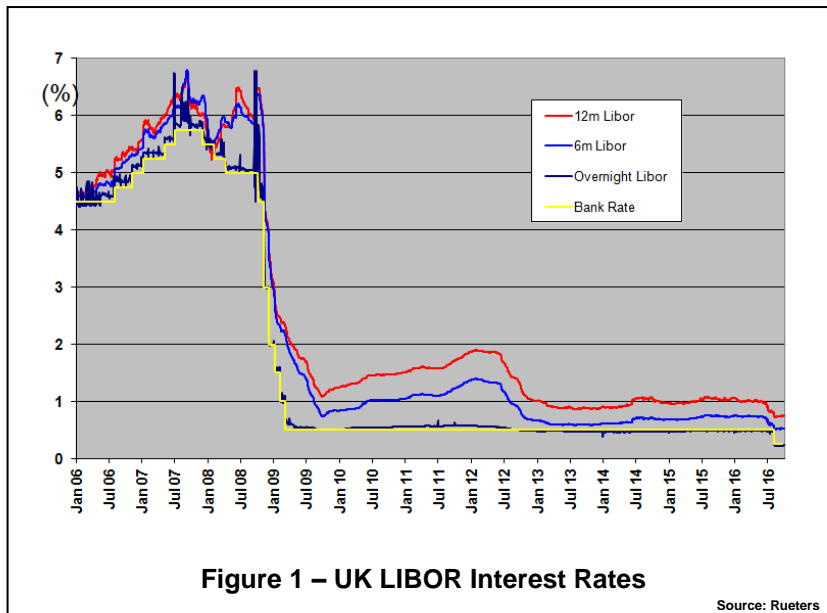
- 2.1 The Council has adopted the CIPFA Code of Practice on Treasury Management in the Public Sector, and under the code, the mid-term report has been prepared setting out activity undertaken.

### 3. Main report

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#### 3.1 Interest Rate Background

- 3.1.1 During the six months, the Bank of England's Monetary Policy Committee (MPC) reduced UK Bank Rate and increased Quantitative Easing (QE) as part of a package to stimulate the economy after the result of the EU referendum. At the MPC's meeting of the 4 August 2016, UK Bank Rate was reduced for the first time since March 2009 to 0.25% and QE increased by £60bn to £435bn. The Bank of England also announced at its 4 August 2016 meeting, that it would be buying up to £10bn of Corporate Bonds and has introduced a scheme, 'The Term Funding Scheme', which will encourage banks to pass on cuts in Bank Rate to customers by providing funding for banks at interest rates close to Bank Rate.



3.1.2 Figure 1 details Inter-Bank Lending Rates since the start of 2006 and shows that the overnight rate continues to follow the Bank Rate. All interest rates dropped in line with the reduction in Bank Rate to 0.25% at the beginning of August.

### 3.2 Interest Rate Forecast

3.2.1 Table 1 gives a Reuters poll of up to 56 economists, taken 15 September, showing their forecasts for UK Bank Rate until Quarter 4, 2017. This shows most economists polled believe that the UK Bank Rate will be at 0.1% from Quarter 4, 2016.

	Q3/16	Q4/16	Q1/17	Q2/17	Q3/17	Q4/17
Median	0.25	0.1	0.1	0.1	0.1	0.1
Mean	0.25	0.13	0.11	0.11	0.12	0.12
Mode	0.25	0.1	0.1	0.1	0.1	0.1
Min	0.25	0	0	0	0	0
Max	0.25	0.25	0.25	0.25	0.5	0.5
Count	56	56	53	53	53	52

Table 1 – Economists’ Forecasts for UK Bank Rate

3.2.2 This reflects the MPC’s August minutes which said that “*If the incoming data prove broadly consistent with the August Inflation Report forecast, a majority of members expect to support a further cut in Bank Rate to its effective lower bound at one of the MPC’s forthcoming meetings during the course of the year. The MPC currently judges this bound to be close to, but a little above, zero*”. There is therefore a danger that the MPC have talked themselves into a further reduction in Bank Rate in November, although it is not seen that this is as likely as the market expectations would suggest.

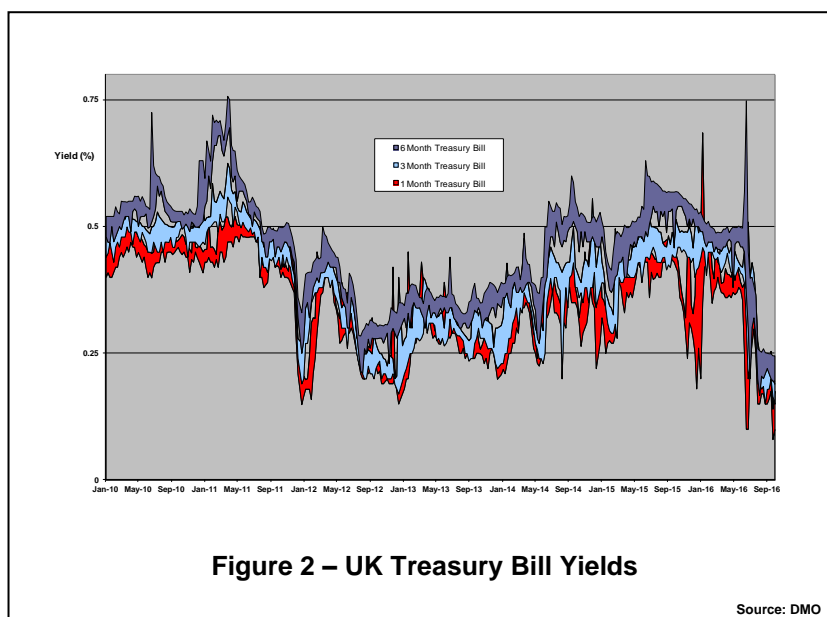
3.2.3 The annual rate of inflation (CPI) remains well below the Bank of England’s lower limit. The minutes of the Bank of England’s September

meeting noted that inflation was expected to pick up further over the remainder of 2016. This is mainly due to the waning influence of past falls in energy and food prices and the sharp depreciation in Sterling beginning to drive up imported material costs. According to the minutes CPI is expected to rise to around its 2% target in the first half of 2017.

### 3.3 Investment Out-turn

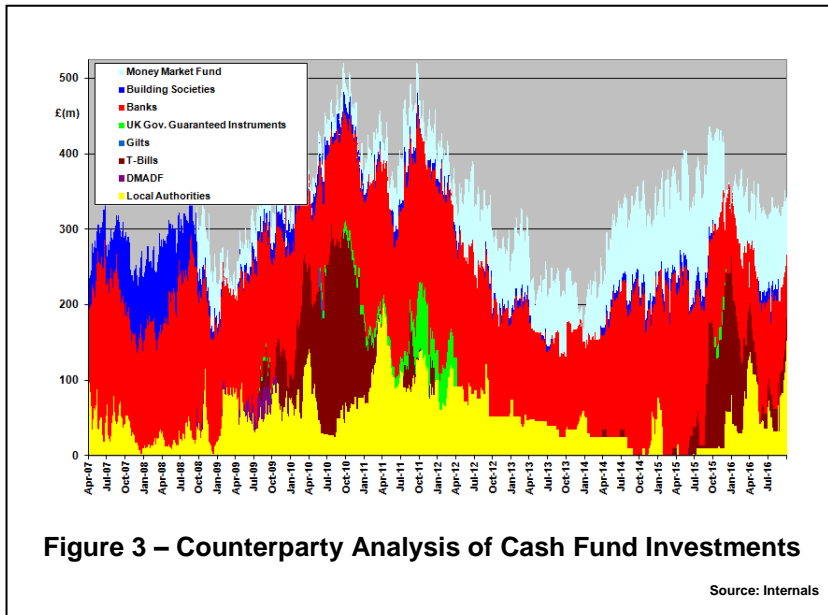
3.3.1 The Treasury Management strategy is to ensure that surplus funds are invested in accordance with the list of approved organisations for investment, minimising the risk to the capital sum and optimising the return on these funds consistent with those risks. The Cash Fund's Investment Strategy continues to be based around security of the investments.

3.3.2 The rates on the Council's call accounts with Banks fell following the reduction in UK Bank Rate in August. Some of the rates were linked to UK Bank Rate and fell immediately whereas others had a notice period before the reduction took effect. As an example, the Council's transactional banker has intimated that the interest rate on the Council's overnight deposits will reduce from 0.25% to 0.01% in December. The interest rate which can be achieved by investing in UK Treasury Bills has also reduced significantly. Figure 2 below shows the rates achieved in the Friday auctions of UK Treasury Bills.

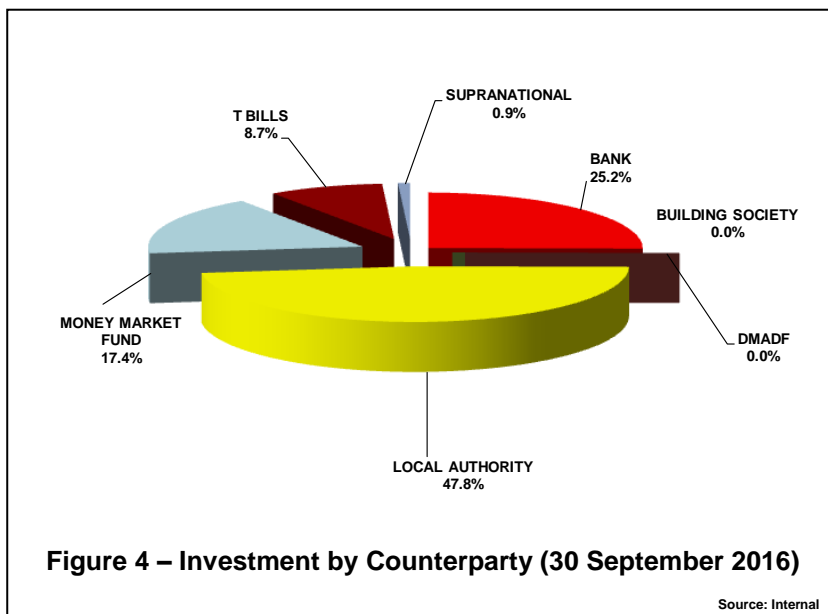


3.3.3 A sign of how low rates have fallen was that the lowest accepted yield for a one month UK Treasury Bill at the auction on the 30 September was only 0.08%.

3.3.4 Figure 3 below shows the distribution of Cash Fund deposits since inception. Appendix 2 shows the detail of cash fund investments as at 30 September 2016.

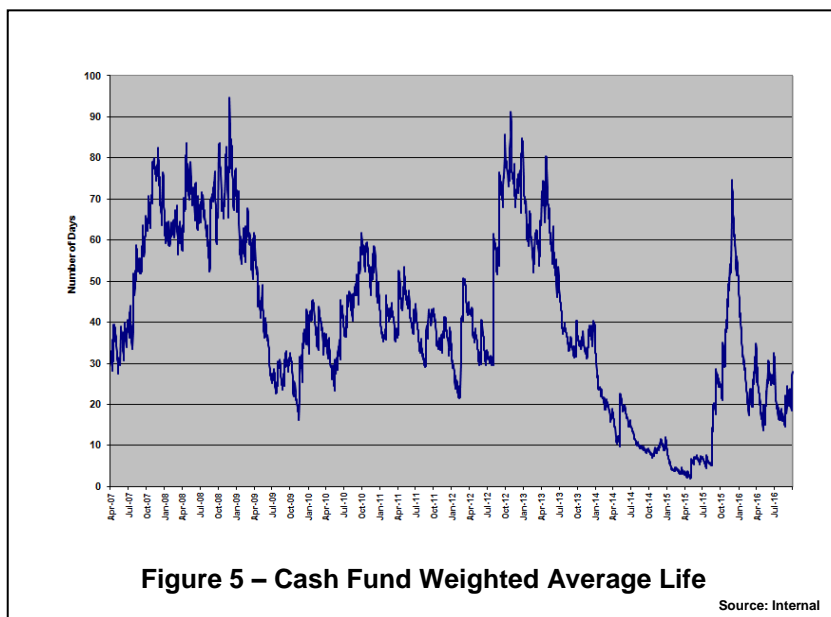


3.3.5 Earlier in the year slightly longer Treasury Bills were purchased and local authority deposits was placed as a small risk mitigation against the EU Referendum result. Most of the local authority deposits matured in September but there was a shortage of cash in the inter Local Authority market in September. Treasury were able to agree fixed deposits at an increased yield to Bank Rate, although at significantly lower rates than those maturing. It remains a challenging environment for cash investment in striking the balance between high levels of security and achieving an adequate return. Figure 4 below shows the investments by counterparty at the end of the half year.





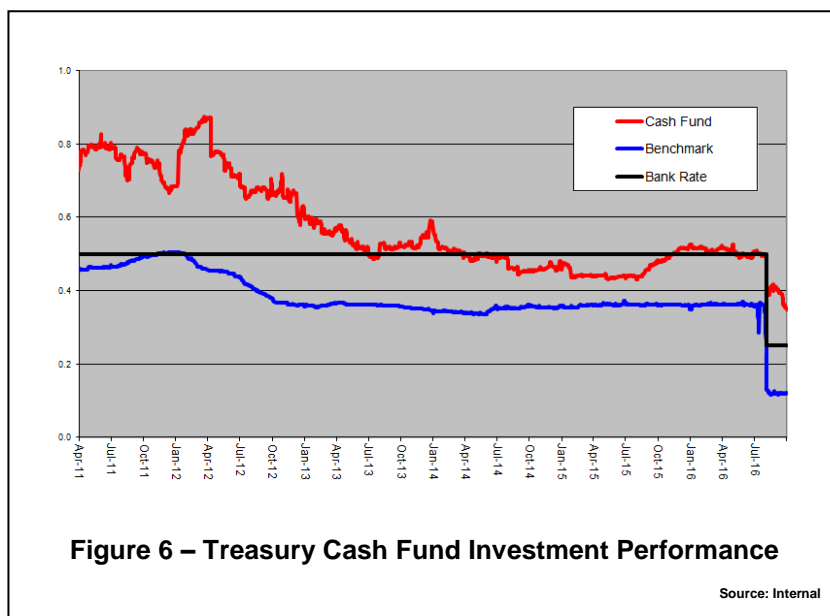
- 3.3.6 Over half of the cash fund is invested in Local Authority deposits and UK Treasury Bills. A further quarter is invested with Banks, including higher rated institutions such as HSBC and Svenska Handelsbanken. At the end of the six months, all Bank deposits were held in instant access call accounts. The Treasury team has remained in dialogue with these institutions to attempt to reduce the impact of the reduction in Bank Rate and maintain the best interest rates.
- 3.3.7 Figure 5 below shows the Weighted Average Life (WAL) – i.e. the average time to maturity of the Cash Fund investments since inception.



- 3.3.8 The WAL (weighted average time to the final maturity of investments) was 31 days at the start of the financial year. This was mainly due to some six month fixed deposits with a Local Authority at an attractive rate locked in before the Euro referendum to mitigate interest rate risk. UK Treasury bills with six month maturities and a six month deposit with a Local Authority kept the WAL close to 30 days at points during May and June. The WAL then reduced before increasing to 27 days towards the end of the six months due to three month Local Authority deposits.

### 3.4 Cash Fund Performance

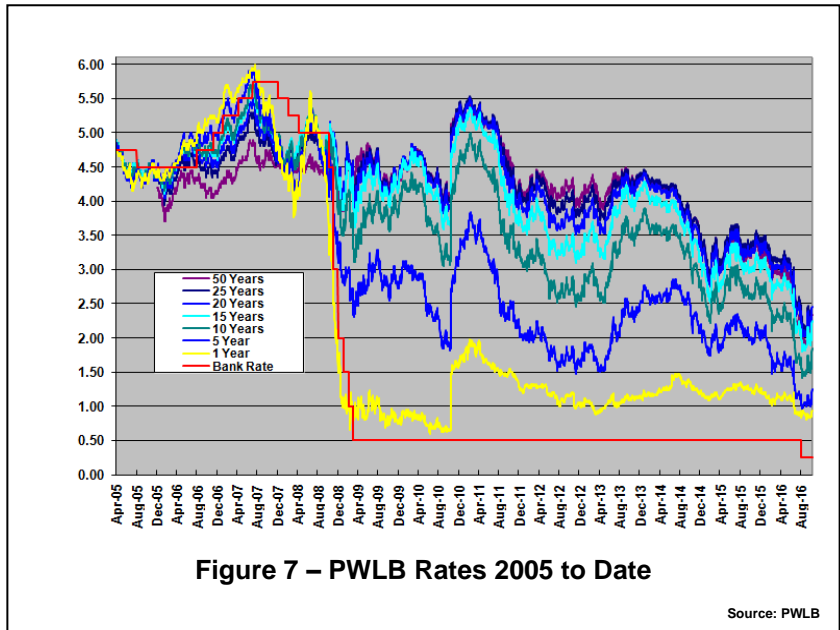
3.4.1 The annualised rate of return for the Cash Fund for the six months to September 2016 was 0.47% against the benchmark of 0.28%. The rate of return on the cash fund will reduce due to the effect of the reduction in Bank Rate and the cash fund rate as at the 30 September was 0.35% against the seven day Libid benchmark of 0.12%. Figure 6 below shows the daily investment performance of the Cash Fund against its benchmark since April 2011.



### 3.5 Debt Management Activity

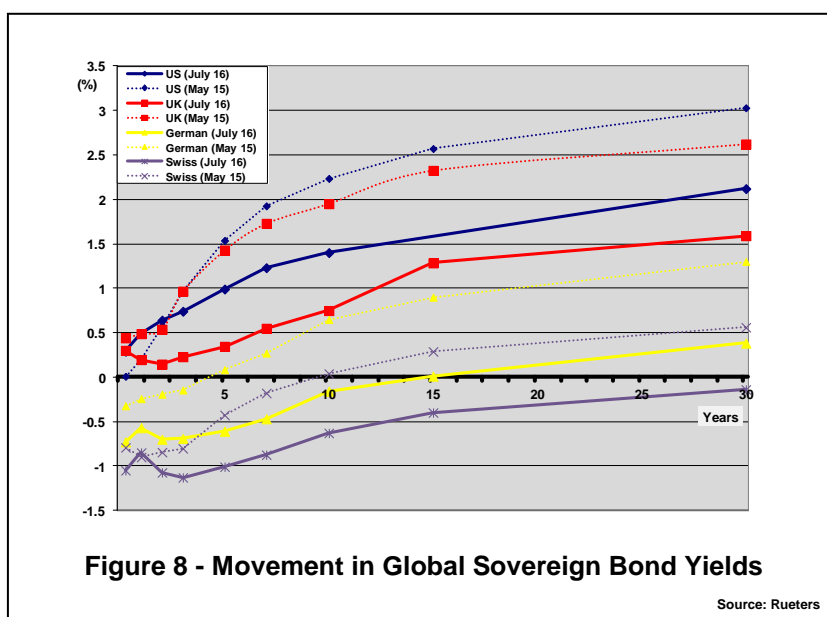
3.5.1 The Debt Management strategy for 2016/17 is to continue to use the Council’s investment balances to fund capital expenditure. The Council has undertaken no PWLB borrowing since December 2012, despite £131m in PWLB debt maturing over this period. Appendix 1 shows the current debt portfolio.

3.5.2 Figure 7 below shows the PWLB borrowing interest rates since the start of the 2005/06 financial year.



3.5.3 Following the referendum result, Gilt yields fell sharply across all maturities on the view that the Bank Rate would remain extremely low for the foreseeable future. The yield on the 10 year Gilt fell from 1.37% on 23 June to a low of 0.52% in August; a quarter of what it was at the start of 2016. The 10 year Gilt yield has subsequently risen to 0.69% at the end of September and up to 1% in early October. The yield on the two and three year Gilts briefly dipped into negative territory intra-day on 10 August as prices were driven higher by the Bank of England’s bond repurchase programme. The programme had failed to meet its targets on 9 August when pension funds and insurance companies failed to sell enough Gilts to the central bank to meet its target. The next reverse auction was back on track when the Bank of England successfully bought £1.17bn of UK Gilts. The fall in Gilt yields was reflected in the fall in PWLB borrowing rates as can be seen in figure 7 above.

3.5.4 The result of the UK’s EU Referendum has created significant uncertainties for the UK economy. Although the fall in Sterling will boost the UK in the short term, it is likely that UK GDP will falter in the medium term and inflation will be higher than it otherwise would have been. Bond yields have fallen significantly, and the magnitude of the movement in sovereign bond yields between May 2015 and July 2016 is shown in Figure 8 below.



3.5.5 The following table shows the revised comparison of cumulative capital expenditure funded by borrowing (the Council's underlying need to borrow) and the actual external debt which the Council has.

**SUMMARY OF CAPITAL FUNDING V EXTERNAL DEBT**

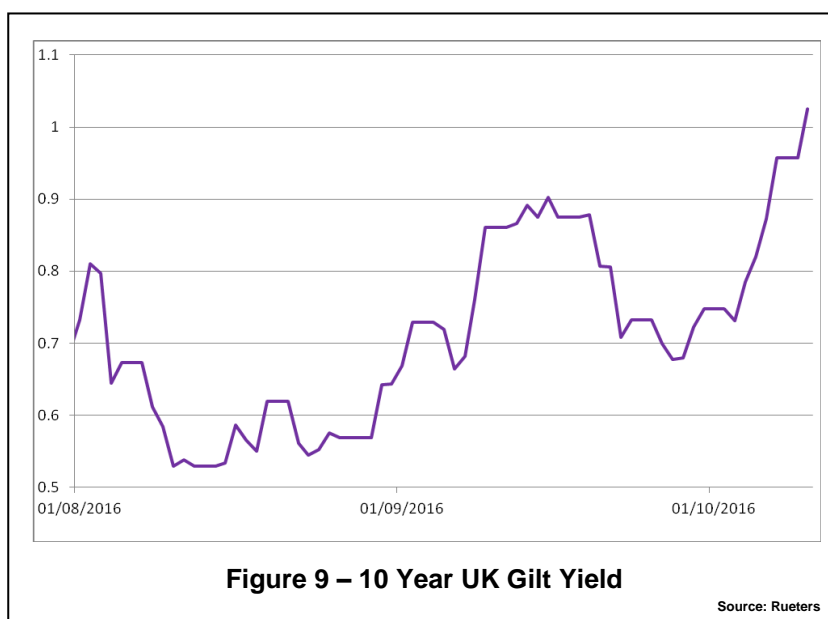
Capital Funding v. External Debt	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
	£000	£000	£000	£000	£000	£000
Debt b/fd	1,412,998	1,369,745	1,317,761	1,293,406	1,268,446	1,294,865
Cumulative capital expenditure b/fd	1,510,154	1,424,417	1,430,588	1,449,554	1,416,492	1,450,200
Over / under borrowed b/fd	-97,156	-54,672	-112,827	-156,148	-148,046	-155,335
GF capital financed by borrowing	-14,151	63,272	69,853	5,934	58,837	1,500
HRA capital financed by borrowing	16,705	23,030	30,929	42,477	56,491	65,226
less scheduled repayments by GF	-57,883	-60,584	-61,068	-59,553	-58,195	-61,059
less scheduled repayments by HRA	-27,156	-16,585	-18,267	-20,345	-22,908	-26,066
less scheduled repayments by Former Joint Boards	-3,252	-2,962	-2,481	-1,575	-517	-544
<b>Underlying Need to Borrow</b>	<b>-85,737</b>	<b>6,171</b>	<b>18,966</b>	<b>-33,062</b>	<b>33,708</b>	<b>-20,943</b>
Plus total maturing debt	43,605	51,984	54,355	54,960	53,581	55,567
Total borrowing requirement	-42,132	58,155	73,321	21,898	87,289	34,624
Planned PWLB or short borrowing for year	352	0	30,000	30,000	80,000	30,000
Debt at end of the year	1,369,745	1,317,761	1,293,406	1,268,446	1,294,865	1,269,298
Cumulative capital expenditure	1,424,417	1,430,588	1,449,554	1,416,492	1,450,200	1,429,257
Cumulative over / under borrowed	-54,672	-112,827	-156,148	-148,046	-155,335	-159,959

3.5.6 The main difference from the Treasury Management Strategy approved in March is that the cumulative capital expenditure funded by borrowing at the end of the 2015/16 financial year was significantly lower than forecast. This was a result of the reduction in capital advances due to the receipt of the monies for Atria One at the end of the financial year and additional repayment of HRA advances. Although the receipt for Atria One was unbudgeted for in 2015/16 due to uncertainty over the timing of the receipt, it had been allowed for in the longer term Treasury Management and Capital planning. More detail including updated prudential indicators are included in the month five capital monitoring report also included on the agenda.

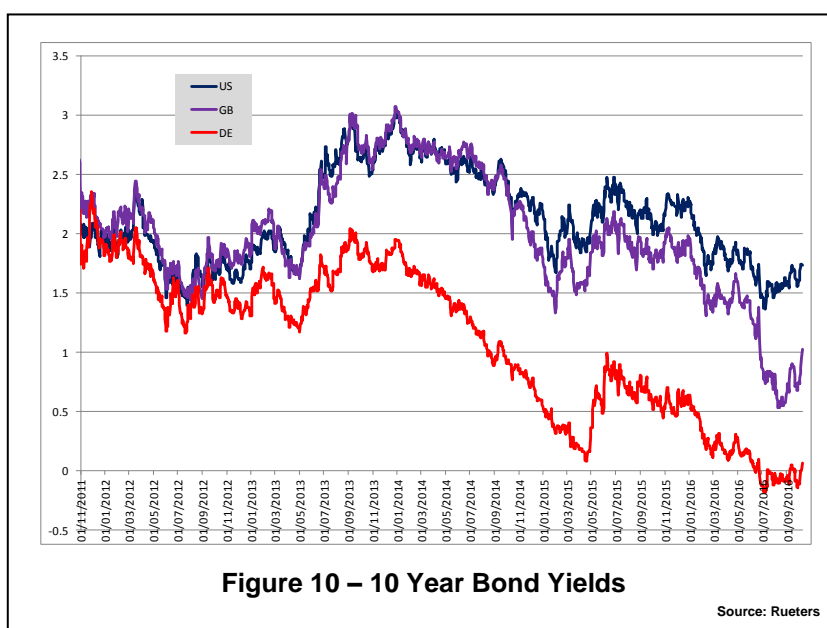
3.5.7 The table above shows no need to undertake borrowing this financial year, and at present, it is intended to continue the current strategy of reducing investments to temporarily fund capital expenditure. However, there are a number of major projects which may result in an increase in the Council's borrowing requirement, including:

- negotiations on the City Deal are on-going but may result in a substantial borrowing requirement for the Council;
- the Edinburgh Homes project may result in a significantly increase in the borrowing requirement for housing; and
- the business case for extensions of the Trams line is still being developed.

3.5.8 As noted above, when an extension of the QE programme was announced by the MPC at the start of August, Gilt yields fell to historic lows. However, since then they have edged back up as shown in Figure 9 below.



3.5.9 Some consideration was given pre-EU Referendum and again in August to locking in the historically low borrowing rates. However, there is no certainty on the quantum and timing of the borrowing required for the major projects above if they go ahead. Given the uncertainty and the additional cost of carry of borrowing it was decided to continue the current strategy rather than undertake what might be considered somewhat speculative pre-borrowing. Figure 10 below puts the movement since August into a slightly longer perspective, and shows the equivalent US and German 10 year yields. Consideration will also continue to be given to alternative funding sources to the PWLB.



3.5.10 Since the start of the financial year £34.3m of debt has matured at an average rate of 7.25% and has not been re-financed. For the financial year 2016/17 £52.0m of debt is due to mature in total at an average rate of 7.53%.

3.5.11 In June Barclays Bank informed the Council of its decision to permanently waive its rights under the lender's option of the LOBO feature of the Loans to change the applicable interest rate in the future. This effectively converts the Authority's Barclays LOBO loans to fixed rate loans removing uncertainty on both interest cost and maturity date. Barclays stated they had been exploring ways to create more certainty in respect of the interest rate arrangements they have with clients. This will help reduce the sensitivity of unpredictable market conditions to Barclays and improve core capital which is a publicly stated strategic objective of theirs.

#### **4. Measures of success**

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- 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.

#### **5. Financial impact**

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- 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.

#### **6. Risk, policy, compliance and governance impact**

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- 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 the first half of 2016/17.

#### **7. Equalities impact**

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

#### **8. Sustainability impact**

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- 8.1 There are no adverse sustainability impacts arising from this report.

#### **9. Consultation and engagement**

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- 9.1 None.

#### **10. Background reading / external references**

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- 10.1 None.

## Hugh Dunn

Acting Executive Director of Resources

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## Links

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<b>Coalition pledges</b>	P30 - Continue to Maintain a sound financial position including long-term financial planning
<b>Council priorities</b>	CP13 – Deliver lean and agile Council services
<b>Single Outcome Agreement</b>	SO1 - Edinburgh's Economy Delivers increased investment, jobs and opportunities for all
<b>Appendices</b>	1: Outstanding Debt at 30 September 2016 2: Outstanding Investments at 30 September 2016



## Appendix 1

### Outstanding Debt at 30 September 2016

#### Market Debt (non LOBO)

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)
Maturity	30/03/1992	30/03/2017	1,000,000	10.25
Maturity	21/08/1992	21/08/2017	500,000	9.75
Maturity	21/08/1992	21/08/2017	500,000	9.75
Maturity	30/06/2005	30/06/2065	5,000,000	4.4
Maturity	07/07/2005	07/07/2065	5,000,000	4.4
Maturity	21/12/2005	21/12/2065	5,000,000	4.99
Maturity	28/12/2005	24/12/2065	12,500,000	4.99
Maturity	14/03/2006	15/03/2066	15,000,000	5
Maturity	18/08/2006	18/08/2066	10,000,000	5.25
Maturity	01/02/2008	01/02/2078	10,000,000	3.95
			<b>64,500,000</b>	

#### Market Debt (LOBO)

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)
Maturity	12/11/1998	13/11/2028	3,000,000	4.75
Maturity	15/12/2003	15/12/2053	10,000,000	5.25
Maturity	18/02/2004	18/02/2054	10,000,000	4.54
Maturity	28/04/2005	28/04/2055	12,900,000	4.75
Maturity	01/07/2005	01/07/2065	10,000,000	3.86
Maturity	24/08/2005	24/08/2065	5,000,000	4.4
Maturity	07/09/2005	07/09/2065	10,000,000	4.99
Maturity	13/09/2005	14/09/2065	5,000,000	3.95
Maturity	03/10/2005	05/10/2065	5,000,000	4.375
Maturity	23/12/2005	23/12/2065	10,000,000	4.75
Maturity	06/03/2006	04/03/2066	5,000,000	4.625
Maturity	17/03/2006	17/03/2066	10,000,000	5.25
Maturity	03/04/2006	01/04/2066	10,000,000	4.875
Maturity	03/04/2006	01/04/2066	10,000,000	4.875
Maturity	03/04/2006	01/04/2066	10,000,000	4.875
Maturity	07/04/2006	07/04/2066	10,000,000	4.75
Maturity	05/06/2006	07/06/2066	20,000,000	5.25
Maturity	05/06/2006	07/06/2066	16,500,000	5.25
Maturity	26/02/2010	26/02/2060	5,000,000	8.2
Maturity	26/02/2010	26/02/2060	10,000,000	8.2
Maturity	25/02/2011	25/02/2060	15,000,000	8.245
Maturity	25/02/2011	25/02/2060	10,000,000	8.245
			<b>212,400,000</b>	

## PWLB

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)
Maturity	15/08/1991	15/11/2016	10,000,000.00	10.875
Maturity	10/12/2008	10/12/2016	5,000,000.00	3.61
Maturity	02/12/2011	02/06/2017	5,000,000.00	2.28
Maturity	27/03/1992	25/09/2017	10,000,000.00	10.625
Maturity	09/10/2008	09/10/2017	5,000,000.00	4.39
Maturity	03/04/1992	25/03/2018	30,000,000.00	10.875
Maturity	23/04/2009	23/04/2018	15,000,000.00	3.24
Maturity	17/09/1992	15/05/2018	8,496,500.00	9.75
Maturity	09/06/2009	09/06/2018	5,000,000.00	3.75
Maturity	17/09/1993	15/11/2018	5,000,000.00	7.875
Maturity	23/03/1994	15/11/2018	5,000,000.00	8
Maturity	14/03/1994	11/03/2019	2,997,451.21	7.625
Maturity	18/10/1993	25/03/2019	5,000,000.00	7.875
Maturity	30/03/2009	30/03/2019	5,000,000.00	3.46
Maturity	21/04/2009	21/04/2019	10,000,000.00	3.4
Maturity	23/04/2009	23/04/2019	5,000,000.00	3.38
Annuity	12/11/2008	12/11/2019	1,830,151.84	3.96
Maturity	23/03/1994	15/11/2019	5,000,000.00	8
Maturity	07/12/1994	15/11/2019	10,000,000.00	8.625
Annuity	01/12/2008	01/12/2019	1,811,267.42	3.65
Maturity	01/12/2009	01/12/2019	5,000,000.00	3.77
Maturity	14/12/2009	14/12/2019	10,000,000.00	3.91
Maturity	15/02/1995	25/03/2020	5,000,000.00	8.625
Maturity	21/04/2009	21/04/2020	10,000,000.00	3.54
Maturity	12/05/2009	12/05/2020	10,000,000.00	3.96
Maturity	21/10/1994	15/05/2020	5,000,000.00	8.625
Maturity	07/12/1994	15/05/2020	5,000,000.00	8.625
Maturity	21/11/2011	21/05/2020	15,000,000.00	2.94
Maturity	16/08/1995	03/08/2020	2,997,451.21	8.375
Maturity	09/12/1994	15/11/2020	5,000,000.00	8.625
Annuity	10/05/2010	10/05/2021	2,482,373.05	3.09
Maturity	21/10/1994	15/05/2021	10,000,000.00	8.625
Maturity	10/03/1995	15/05/2021	11,900,000.00	8.75
Maturity	12/06/1995	15/05/2021	10,000,000.00	8
Maturity	02/06/2010	02/06/2021	5,000,000.00	3.89
Maturity	16/08/1994	03/08/2021	2,997,451.21	8.5
Maturity	28/04/1994	25/09/2021	5,000,000.00	8.125
Maturity	23/04/2009	23/04/2022	5,000,000.00	3.76
Maturity	12/06/1995	15/05/2022	10,200,000.00	8
Maturity	14/06/2010	14/06/2022	10,000,000.00	3.95
Maturity	31/03/1995	25/09/2022	6,206,000.00	8.625
Maturity	16/02/1995	03/02/2023	2,997,451.21	8.625
Maturity	24/04/1995	25/03/2023	10,000,000.00	8.5

<b>Loan Type</b>	<b>Start Date</b>	<b>Maturity Date</b>	<b>Principal Outstanding</b> (£)	<b>Interest Rate</b> (%)
Maturity	05/12/1995	15/05/2023	5,200,000.00	8
Maturity	20/09/1993	14/09/2023	2,997,451.21	7.875
Maturity	20/09/1993	14/09/2023	584,502.98	7.875
Maturity	08/05/1996	25/09/2023	10,000,000.00	8.375
Maturity	13/10/2009	13/10/2023	5,000,000.00	3.87
Maturity	05/12/1995	15/11/2023	10,000,000.00	8
Maturity	10/05/2010	10/05/2024	10,000,000.00	4.32
Maturity	28/09/1995	28/09/2024	2,895,506.10	8.25
Maturity	14/05/2012	14/11/2024	10,000,000.00	3.36
Annuity	14/12/2009	14/12/2024	6,322,600.62	3.66
Maturity	17/10/1996	25/03/2025	10,000,000.00	7.875
Maturity	10/05/2010	10/05/2025	5,000,000.00	4.37
Maturity	16/11/2012	16/05/2025	20,000,000.00	2.88
Maturity	13/02/1997	18/05/2025	10,000,000.00	7.375
Maturity	20/02/1997	15/11/2025	20,000,000.00	7.375
Annuity	01/12/2009	01/12/2025	9,924,798.06	3.64
Maturity	21/12/1995	21/12/2025	2,397,960.97	7.875
Maturity	21/05/1997	15/05/2026	10,000,000.00	7.125
Maturity	28/05/1997	15/05/2026	10,000,000.00	7.25
Maturity	29/08/1997	15/11/2026	5,000,000.00	7
Maturity	24/06/1997	15/11/2026	5,328,077.00	7.125
Maturity	07/08/1997	15/11/2026	15,000,000.00	6.875
Maturity	13/10/1997	25/03/2027	10,000,000.00	6.375
Maturity	22/10/1997	25/03/2027	5,000,000.00	6.5
Maturity	13/11/1997	15/05/2027	3,649,966.00	6.5
Maturity	17/11/1997	15/05/2027	5,000,000.00	6.5
Maturity	13/12/2012	13/06/2027	20,000,000.00	3.18
Maturity	12/03/1998	15/11/2027	8,677,693.00	5.875
Maturity	06/09/2010	06/09/2028	10,000,000.00	3.85
Maturity	14/07/2011	14/07/2029	10,000,000.00	4.9
EIP	14/07/1950	03/03/2030	3,412.54	3
Maturity	14/07/2011	14/07/2030	10,000,000.00	4.93
EIP	15/06/1951	15/05/2031	3,515.40	3
Maturity	06/09/2010	06/09/2031	20,000,000.00	3.95
Maturity	15/12/2011	15/06/2032	10,000,000.00	3.98
Maturity	15/09/2011	15/09/2036	10,000,000.00	4.47
Maturity	22/09/2011	22/09/2036	10,000,000.00	4.49
Maturity	10/12/2007	10/12/2037	10,000,000.00	4.49
Maturity	08/09/2011	08/09/2038	10,000,000.00	4.67
Maturity	15/09/2011	15/09/2039	10,000,000.00	4.52
Maturity	06/10/2011	06/10/2043	20,000,000.00	4.35
Maturity	09/08/2011	09/02/2046	20,000,000.00	4.8
Maturity	23/01/2006	23/07/2046	10,000,000.00	3.7
Maturity	23/01/2006	23/07/2046	10,000,000.00	3.7

<b>Loan Type</b>	<b>Start Date</b>	<b>Maturity Date</b>	<b>Principal Outstanding</b> (£)	<b>Interest Rate</b> (%)
Maturity	19/05/2006	19/11/2046	10,000,000.00	4.25
Maturity	07/01/2008	07/01/2048	5,000,000.00	4.4
Maturity	27/01/2006	27/07/2051	1,250,000.00	3.7
Maturity	16/01/2007	16/07/2052	40,000,000.00	4.25
Maturity	30/01/2007	30/07/2052	10,000,000.00	4.35
Maturity	13/02/2007	13/08/2052	20,000,000.00	4.35
Maturity	20/02/2007	20/08/2052	70,000,000.00	4.35
Maturity	22/02/2007	22/08/2052	50,000,000.00	4.35
Maturity	08/03/2007	08/09/2052	5,000,000.00	4.25
Maturity	30/05/2007	30/11/2052	10,000,000.00	4.6
Maturity	11/06/2007	11/12/2052	15,000,000.00	4.7
Maturity	12/06/2007	12/12/2052	25,000,000.00	4.75
Maturity	05/07/2007	05/01/2053	12,000,000.00	4.8
Maturity	25/07/2007	25/01/2053	5,000,000.00	4.65
Maturity	10/08/2007	10/02/2053	5,000,000.00	4.55
Maturity	24/08/2007	24/02/2053	7,500,000.00	4.5
Maturity	13/09/2007	13/03/2053	5,000,000.00	4.5
Maturity	12/10/2007	12/04/2053	5,000,000.00	4.6
Maturity	05/11/2007	05/05/2057	5,000,000.00	4.6
Maturity	15/08/2008	15/02/2058	5,000,000.00	4.39
Maturity	02/12/2011	02/12/2061	5,000,000.00	3.98
			<b>1,038,651,581.03</b>	

## **SALIX**

<b>Loan Type</b>	<b>Start Date</b>	<b>Maturity Date</b>	<b>Principal Outstanding</b> (£)	<b>Interest Rate</b> (%)
EIP	07/01/2015	01/09/2021	394,785.70	0
EIP	31/03/2015	01/04/2023	1,262,028.18	0
EIP	22/09/2015	01/10/2023	329,699.55	0
			1,986,513.43	

## Appendix 2

### Outstanding Deposits at 30 September 2016

<u>COUNTERPARTY</u>	<u>START DATE</u>	<u>MATURITY</u>	<u>OUTSTANDING</u>	<u>INTEREST</u>
			(£)	(%)
Bank of Scotland	27/09/2007	/ /	31,712,699.09	0.3
Royal Bank Of Scotland	23/05/2008	/ /	4,565,616.96	0.25
Santander UK Business Reserve	16/09/2008	/ /	65,581.11	0.4
Barclays Bank	26/11/2010	/ /	94,272.02	0.25
Deutsche Bank AG, London	01/06/2011	/ /	50,448,370.62	0.377264
Svenska Handelsbanken	13/01/2012	/ /	50,378,055.29	0.35
Goldman Sachs Sterling Liquid Reserve	08/05/2012	/ /	9,478,240.14	0.271232
HSBC Bank Plc	01/07/2013	/ /	18,273.27	0.15
Lancashire County Council	05/05/2016	07/11/2016	10,000,000.00	0.575
Spelthorne Borough Council	12/09/2016	14/11/2016	16,000,000.00	0.3
Rotherham Metropolitan Borough Council	26/08/2016	26/10/2016	10,000,000.00	0.27
Glasgow City Council	25/08/2016	17/10/2016	17,540,000.00	0.27
Glasgow City Council	02/09/2016	02/12/2016	14,812,000.00	0.3
Leeds City Council	26/09/2016	1 month notice	25,000,000.00	0.3
London Borough of Barking and Dagenham	14/09/2016	16/01/2017	5,000,000.00	0.3
London Borough of Newham	20/09/2016	20/12/2016	10,000,000.00	0.3
Suffolk County Council	20/09/2016	21/11/2016	5,000,000.00	0.32
West Berkshire Council	21/09/2016	05/10/2016	2,000,000.00	0.34
Medway Council	22/09/2016	24/10/2016	5,000,000.00	0.34
Dudley Metropolitan BC	26/09/2016	03/01/2017	6,500,000.00	0.35
London Borough of Newham	28/09/2016	05/10/2016	3,000,000.00	0.34
Buckinghamshire County Council	29/09/2016	31/10/2016	5,000,000.00	0.34
Buckinghamshire County Council	29/09/2016	29/12/2016	10,000,000.00	0.34
London Borough of Newham	29/09/2016	13/10/2016	3,000,000.00	0.34
West Berkshire Council	30/09/2016	14/10/2016	7,500,000.00	0.34
Buckinghamshire County Council	30/09/2016	31/10/2016	10,000,000.00	0.36
European Investment Bank	16/08/2016	07/12/2016	3,094,442.75	0.32
H M Treasury	23/05/2016	21/11/2016	9,975,874.78	0.485
H M Treasury	31/05/2016	28/11/2016	9,976,007.02	0.485
H M Treasury	27/06/2016	28/12/2016	9,971,348.08	0.57
			<b><u>345,130,781.13</u></b>	

The £345m on deposit is represented by:

- £103m Lothian Pension Fund
- £234m City of Edinburgh Council
- £3.3m CEC Council Companies
- £4.8m Other

10.00am, Thursday 24 November 2016

## Fleet Replacement Programme 2016/17 – Approval of Prudential Borrowing – referral report from the Finance and Resources Committee

Item number	8.10
Report number	
Executive/routine	
Wards	

### Executive Summary

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On the 3 November 2016 the Finance and Resources Committee considered a report on the ongoing-fleet review. As part of the review, a number of vehicles had been identified and prioritised for replacement or renewal. There were two options for vehicle finance, capital purchase financed by prudential borrowing, or operating lease. The report has been referred to the City of Edinburgh Council for approval in principle that the required expenditure was funded through prudential borrowing supported by Place.

### Links

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<b>Coalition Pledges</b>	See attached report
<b>Council Priorities</b>	See attached report
<b>Single Outcome Agreement</b>	See attached report

# Terms of Referral

## Fleet Replacement Programme 2016/17 – Approval of Prudential Borrowing

### Terms of Referral

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- 1.1 When the scope of the proposed vehicle replacement programme had been completed, Fleet Services would present a report to Council on the capital spend required for the vehicle programme, and an estimate of each vehicle lot, cost and estimated delivery. This would be revised and updated each year, and presented to Council to report progress including seeking approval for the following year's spending plans.
- 1.2 The Finance and Resources Committee agreed:
  - 1.2.1 To note the report and to remit to Council for approval in principle that the expenditure outlined in the report be funded through prudential borrowing supported by Place, should Treasury assessment deem this to be the financing method that represented best value.
  - 1.2.2 To agree in principle for these acquisitions to be made without additional reporting to Council, however to still be controlled under the rules set out in the Council's Contract Standing Orders.
- 1.3 The Executive Director of Resources has confirmed that the Council has approximately three months from the initial purchase of the vehicles to carry out an option appraisal as to the most economic option to fund the replacement programme, either by prudential borrowing or leasing.

### For Decision/Action

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- 2.1 The City of Edinburgh Council is asked to:
  - 2.1.1 Approve in principle that the expenditure outlined in the report be funded through prudential borrowing supported by Place, should Treasury assessment deem this to be the financing method that represented best value.
  - 2.1.2 Agree in principle for these acquisitions to be made without additional reporting to Council, however to still be controlled under the rules set out in the Council's Contract Standing Orders.

### Background reading/external references

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**Kirsty-Louise Campbell**

Interim Head of Strategy and Insight

Contact: Veronica MacMillan, Committee Clerk

E-mail: [veronica.macmillan@edinburgh.gov.uk](mailto:veronica.macmillan@edinburgh.gov.uk) | Tel: 0131 529 4283

**Links**

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<b>Coalition Pledges</b>	See attached report
<b>Council Priorities</b>	See attached report
<b>Single Outcome Agreement</b>	See attached report
<b>Appendices</b>	See attached report



# Finance and Resources Committee

10.00am, Thursday, 3 November 2016

## Fleet Replacement Programme 2016/17 - Approval of Prudential Borrowing

Item number	7.15
Report number	
Executive/routine	Executive
Wards	All Wards

### Executive Summary

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As part of the on-going Fleet Review a number of vehicles have been identified and prioritised for replacement or renewal. There are two options for vehicle finance; these are capital purchase financed by prudential borrowing, or operating lease. The decision on how to fund the vehicle is taken after the vehicle is purchased based on an options appraisal carried out by Treasury.

This report seeks approval in principle that the required expenditure is funded through prudential borrowing supported by Place, should Treasury assessment deem this to be the financing method representing best value for money to the Council.

### Links

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Coalition Pledges	<a href="#">P44 and P49</a>
Council Priorities	<a href="#">CP08 and CP09</a>
Single Outcome Agreement	<a href="#">SO4</a>

## Fleet Replacement Programme 2016/17 - Approval of Prudential Borrowing

### 1. Recommendations

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- 1.1 To note the contents of this report and remit to Council for approval, the principle that the expenditure outlined below be funded through prudential borrowing supported by Place, should Treasury assessment deem this to be the financing method representing best value; and
- 1.2 To agree in principle, for these acquisitions to be made without additional reporting to the Council, however to still be controlled under the rules set out in the Council's Contract Standing Orders.

### 2. Background

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- 2.1 Fleet and Workshop Services are working in partnership with the Commercial Excellence programme to carry out a Fleet Review. The review has three main work-streams:
  - 2.1.1 Fleet cost modelling - developing a fleet cost model that simplifies charges and enables the setting of budgets for transparency, accountability and ownership. This will require all fleet costs to be brought above the line and for charging and budgets to accurately reflect whole life costs, including residual values, through a fixed price for the life of the vehicle.
  - 2.1.2 Demand management – reducing the overall demand for existing and new vehicles through evidence based ‘challenge meetings’ with service managers. The challenge meetings will also identify future vehicles replacement needs which will then be costed and allocated to financial years for purchasing, in line with a procurement plan (see below) and budget allocations. Surplus vehicles will be either ‘off-hired’ or sold and the associated spend redirected to support investment in new fleet or taken as savings.
  - 2.1.3 Effective supply side management – this will involve batching the required vehicles into generic vehicle types in order to maximise buying power and consolidate suppliers (this will also deliver benefits in terms of managing the supply of spares and parts for on-going maintenance). Based on firmed up demand contracts or frameworks will be evaluated to identify those which

deliver the best value for money. Consideration will also be given to alternatives to direct ownership such as lease or hire where appropriate. Procurement of new vehicles will be overseen by a Fleet Procurement Board to ensure that a consistent, 'one Council approach' is being applied that and that other strategic objectives such as reduction in tail pipe emissions are also addressed.

- 2.2 One of the outputs from this review is a revised fully costed five year vehicle replacement programme and associated procurement plan. This work should be completed before the end of the current financial year
- 2.3 There are two options for vehicle finance; these are capital purchase financed by prudential borrowing, or operating lease. The decision on how to fund the vehicle is taken after the vehicle is purchased based on an options appraisal carried out by Treasury.
- 2.4 This report is to seek approval in principle that the expenditure outlined below be funded through prudential borrowing supported by Place, should Treasury assessment deem this to be the financing method representing best value for money to the Council.

### **3. Main report**

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- 3.1 When the scope of the proposed vehicle replacement programme has been completed, Fleet Services will present a report to Council on the capital spend required for the vehicle programme, and an estimate of each vehicle lot, cost and estimated delivery. This will be revised and updated each year, and presented to Council to report progress, including seeking approval for the following year's spending plans.
- 3.2 The accurate planning of procurement is very difficult as a number of factors can influence the eventual point of delivery and payment of a vehicle. The biggest effect is from delivery lead times on the specialist types of vehicles and equipment that the Council purchases.
- 3.3 As an interim measure, a small number of discrete vehicle groups are identified as required now to replace vehicles that are no longer fit for purpose or on hire to help realise service efficiencies and improvements. These are: - Food Waste Vehicles, Passenger Transport Buses, Community Recycling Centre (CRC) vehicles, tractors and Litter Presses.
- 3.4 Tractors - The three tractors used for beach cleaning activity, as well as other duties, have suffered excessive corrosion due to the operation near and in salt water while of the two compact tractors used by grounds maintenance one has been de-fleeted and while the other has become uneconomic to repair due a transmission failure. As a result of this procurement the number of tractors will reduce from 5 to 3.

- 3.5 Food Waste Vehicles - The current vehicles are not able to cope with the increasing tonnage of food waste that is being collected and are also "spot" hired. To meet the requirement Waste and Cleansing Services have specified a vehicle with larger capacity that will improve the service and allow them to reduce the fleet by one vehicle.
- 3.6 Passenger Transport Buses - Many of the passenger transport buses are past their optimal life cycle age and do not comply with the standards required for carrying wheelchair passengers and this is now affecting service delivery. The lead times of these vehicles is such that they cannot be left until the end of the review to begin the procurement process. In this case Passenger Operations management have chosen to only replace half of the required number, and are confident that these vehicles will be needed as part of the future requirement of the service.
- 3.7 CRC Site equipment - The equipment at the Community Recycling Centres (CRC) sites requires to be replaced. Aging fleet items and expensive "spot" hires are meeting the requirement presently, with the correct choice of vehicle a significant improvement in the service can be made, while saving the Council money.
- 3.8 Litter Presses - These vehicles operate mainly around the city centre, and the current operation is made up of 3 old fleet units, and 3 "spot" hires. The fleet units are 11 years old and are presenting challenges in that they are not wholly suitable for the service, and they are expensive to maintain, as well as difficult to source parts for. Purchase of new fleet units would allow the service to reduce its fleet to 5 vehicles, and would also allow this service to operate in partnership with waste collections thereby realising an efficiency in collection routes.
- 3.9 These procurements will be completed independently of each other, and will have different timelines.
- 3.10 The prices quoted within this document are estimates as the final purchase price cannot be verified until the final specification has been exposed to competition and the preferred bidder of the procurement exercise determined.
- 3.11 The table below shows the estimated cost of each of these proposed vehicle purchases. The expected delivery is the most likely date, based on current experience of lead times, however until an order is placed these cannot be confirmed.

Project Name	No Vehicles	Estimated Total Cost	Expected Delivery
Tractors	3	£92,000	July 2016
Food Waste Vehicles	8	£778,000	March 2017
Passenger Buses	12	£960,000	March 2017

CRC Site equipment	3	£345,000	February 2017
Litter Presses	5	£460,000	March 2017
Total	31	2,635,000	

#### 4. Measures of success

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- 4.1 Council is able to replace vehicles as required, and that the Council is aware of planned expenditure.
- 4.2 Each of these procurements will have their own individual measures of success, but, in general terms front line council services will benefit from reduced vehicle failure and reliance on external hires, and better utilisation.

#### 5. Financial impact

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- 5.1 A revenue budget is available and the final method of financing the vehicles will be decided after the vehicles have been purchased. Treasury will carry out a financial options appraisal to identify the method of financing that will deliver best value for the Council
- 5.2 When the vehicles are purchased, options that will be considered include (i) Operating Lease through sale and lease back mechanism and (ii) Public Works Loan Board (Prudential)
- 5.3 This report outlines expenditure of £2.635m that, following Treasury assessment, could potentially be funded through capital expenditure. If this became the case and it were to be funded fully by borrowing, the overall loan charges associated with this expenditure over an average asset life of 6 years would be a principal amount of £2.635m and interest of £0.221m, resulting in a total cost of £2.856m based on a projected Prudential Works Loan Board rate of 2% The annual loan charges would be £0.476m.
- 5.4 It should be noted that the Council's Capital Investment Programme is funded through a combination of General Capital Grant from the Scottish Government, developers and third party contributions, capital receipts and borrowing. The borrowing required is carried out in line with the Council's approved Treasury Management Strategy and is provided for on an overall programme basis rather than for individual capital projects. Following instruction from Members, notional loan charge estimates have been provided above, which it should be noted are based on the assumption of borrowing in full for this capital project.
- 5.5 Should the expenditure outlined in this report be funded through capital, provision for funding the associated loan charges will be met from an identified revenue budget within the Place directorate.

## 6. Risk, policy, compliance and governance impact

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6.1 The following risks have been identified as potential issues to the Council::

Risk	Mitigating Action
Savings targets not made due to late delivery of vehicles	Fleet Service, with Commercial and Procurement Services are able manage procurement process, and minimise delays.
Service delivery affected by failed fleet units.	Fleet maintenance will endeavour to keep these vehicles operational, however should a vehicle become uneconomic to repair, a spot hire may be sourced as a short term solution. This will mean extra expense to the Council.

6.2 The expenditure of these procurements will be managed in accordance with procurement rules, and final sign off will be at Director level, and a separate report produced.

6.3 To fully comply with both Finance Rules / Regulations and Contract Standing Orders all vehicle expenditure must be subject to Council scrutiny. As a result Fleet Services plan to present the Council with a report at the start of each financial year with the planned expenditure for that year, and the expenditure incurred to date.

## 7. Equalities impact

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7.1 The procurement of 12 new passenger transport buses will improve wheelchair accessibility, provide greater flexibility in meeting the differing needs of passenger transport customers and provide improved passenger comfort.

7.2 There are no other direct equalities impacts arising from this report.

## 8. Sustainability impact

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8.1 The new vehicles will be compliant with a higher environmental standard and contribute to improved air quality as a consequence of reduced emissions particularly of Nitrogen Oxides (NOX) and particulate matter (PM's).

## 9. Consultation and engagement

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Fleet and Workshop Services have engaged with service areas to identify their fleet replacement requirements. Finance and Commercial and Procurement Services have also been consulted.

## 10. Background reading/ external references

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None

### **Paul Lawrence**

Director of Place

Contact: Rob Fraser, Fleet Resource and Asset Manager

E-mail: [rob.fraser@edinburgh.gov.uk](mailto:rob.fraser@edinburgh.gov.uk) | Tel: 0131 347 1911

## 11. Links

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Coalition pledges	P44 – Prioritise keeping our streets clean and attractive P49 – Continue to increase recycling levels across the City and reducing the proportion of waste going to landfill
Council priorities	CP8 - A vibrant, sustainable economy CP9 - An attractive city
Single Outcome Agreement	SO4 – Edinburgh’s communities are safer and have improved physical and social fabric.

10.00am, Thursday, 24 November 2016

## South East Scotland Archaeology Partnership – referral from the Culture and Sport Committee

Item number	8.11
Report number	
Wards	All

### Executive summary

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The Culture and Sport Committee on 25 October 2016 considered the attached report by the Executive Director of Place detailing a proposed statement of co-operation between the Archaeology Services of City of Edinburgh Council, East Lothian Council and the Scottish Borders Council. The statement outlined how the individual Local Authority Archaeological Services would co-operate on joint projects and events at a regional level but continue to adhere to their own individual policies and plans.

The report has been referred to the City of Edinburgh Council for approval.

### Links

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<b>Coalition pledges</b>	See attached report
<b>Council priorities</b>	See attached report
<b>Single Outcome Agreement</b>	See attached report



# Terms of Referral

## South East Scotland Archaeology Partnership

### Terms of referral

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- 1.1 On 25 October 2016, the Culture and Sport Committee noted a proposed statement of co-operation between the Archaeology Services of City of Edinburgh Council, East Lothian Council and the Scottish Borders Council. The statement outlined how the individual Local Authority Archaeological Services would co-operate on joint projects and events at a regional level but continue to adhere to their own individual policies and plans.
- 1.2 The Culture and Sport Committee agreed:
  - 1.2.1 To note the co-operation statement and proposals for the creation of the South East Scotland Archaeology Partnership (SESAP), and to refer this to the City of Edinburgh Council for approval.
  - 1.2.2 That a consultation and engagement plan be submitted to a future meeting of the Committee.

### For Decision/Action

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- 2.1 The City of Edinburgh Council is asked to approve the co-operation statement and the creation of a South East Scotland Archaeology Partnership (SESAP).

### Background reading / external references

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Minute of Culture and Sport Committee of 25 October 2016

#### **Kirsty-Louise Campbell**

Interim Head of Strategy and Insight

Contact: Ross Murray, Acting Committee Clerk

E-mail: [ross.murray@edinburgh.gov.uk](mailto:ross.murray@edinburgh.gov.uk) | Tel: 0131 469 3870

### Links

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<b>Coalition pledges</b>	See attached report
<b>Council priorities</b>	See attached report
<b>Single Outcome</b>	See attached report

**Agreement**

**Appendices**

See attached report

# Culture and Sport Committee

10.00am, Tuesday, 25 October 2016

## South East Scotland Archaeology Partnership

Item number

Report number

Executive/routine

Wards

All

### Executive Summary

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The purpose of this report is to advise Committee of the co-operation statement and proposals for the creation of the South East Scotland Archaeology Partnership (SESAP), and to refer this to the City of Edinburgh Council for approval.

This statement of co-operation (appendix 1) formalises the evolving and growing relationship between the three Local Authority Archaeology Services for the purposes of delivering joint projects and events across the South-East Scotland Region including the annual Archaeology Conference and South East Scotland Archaeological Research Framework (SESARF).

The statement outlines how the individual Local Authority Archaeological Services will continue to co-operate on projects at a regional level but still adhere to their own individual council policies and plans.

### Links

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Coalition Pledges

[P15, P28, P31, P40](#)

Council Priorities

[CP5, CP6, CP7, CP8, CP9, CP12](#)

Single Outcome Agreement

N/A

## South East Scotland Archaeology Partnership

### 1. Recommendations

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- 1.1 It is recommended that Committee notes the co-operation statement and proposals for the creation of the South East Scotland Archaeology Partnership (SESAP), and to refer this to the City of Edinburgh Council for approval.

### 2. Background

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- 2.1 Since 2010 the Local Authority Services for the City of Edinburgh Council, East Lothian Council and Scottish Borders Council have worked together to deliver the Edinburgh, Lothians and Borders Archaeology Conference in November of each year. The successful conference attracting on average 150 members of the public and profession grew out of the annual conference established in 2002 by the City of Edinburgh Council and East Lothian Council.
- 2.2 The annual conference has grown to be one of Scotland's largest regional and national archaeological conferences, giving an overview of recent archaeological fieldwork and research being carried out within the South East of Scotland (Appendix 2). The conference provides an important platform for the three Local Authority Services, professionals and community groups to discuss and promote the results of their work to a wide audience.
- 2.3 There is now a drive nationally to develop regional archaeological research frameworks to help deliver the benefits of the historic environment and archaeology and to open up opportunities for people to engage with heritage. The areas covered by the three Local Authority Archaeology Services encompass an obvious regional grouping in terms of archaeological research.

### 3. Main report

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- 3.1 In conjunction with the Archaeological Services of East Lothian Council and the Scottish Borders Council, funding has been secured from the Society of Antiquities of Scotland to take forward and develop an initial project design for an archaeological research framework covering the south east of Scotland.
- 3.2 Following a competitive tendering process, Northlight Archaeology has been appointed to develop this detailed project design. This will be the initial step in

developing the SESARF. This framework will link each of the three Council's individual policies as well as national policies and guidance covering the Historic Environment as well as exploring other links to Place Making and Wellbeing agendas. A regional symposium with key stakeholders will be held in early 2017 to discuss the proposed project design and how to implement its development.

- 3.1 To enable the delivery of the Research Framework and to apply for future grants, the working relationship between the three Local authorities needs to be formalised and a partnership statement of co-operation has to be drawn up.

#### **4. Measures of success**

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- 4.1 Delivery of the annual Edinburgh, Lothians and Borders Archaeology Conference and the development of the SESARF.

#### **5. Financial impact**

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- 5.1 There are currently no direct financial implications arising from the signing of the collaborative co-operation statement however any future costs will be contained within the relevant service budgets.
- 5.2 If approved, the collaborative statement will allow for the application of grants to further develop the SESARF which will help to promote future research and engagement opportunities in Edinburgh and the regions heritage.

#### **6. Risk, policy, compliance and governance impact**

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- 6.1 Not applicable.

#### **7. Equalities impact**

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- 7.1 The work of SESAP and the development of the SESARF will contribute to the Council's wider delivery of its Equality Act 2011 responsibilities by encouraging engagement and understanding of our archaeological heritage.

#### **8. Sustainability impact**

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- 8.1 The signing of the SESAP collaborative co-operation statement will help to sustain the current partnership work being undertaken by the three Local Authority Archaeological Services and will help to promote and develop new opportunities for research and engagement in Edinburgh's and the South East of Scotland's rich archaeological heritage.

## 9. Consultation and engagement

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- 9.1 The work described in this report is central to the Council's Archaeology service's outreach and promotion of the City's heritage, and builds upon over 15 years of discussions arising from the annual conference. The development of the Regional Research Framework will require engagement across the heritage sector, public bodies, stakeholders and the public.

## 10. Background reading/external references

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10.1 None

### Paul Lawrence

Executive Director of Place

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E-mail: [john.lawson@edinburgh.gov.uk](mailto:john.lawson@edinburgh.gov.uk) | Tel: 0131 558 1040

## 11. Links

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<b>Coalition Pledges</b>	P15: Work with public organisations, the private sector and social enterprise to promote Edinburgh to investors P28: Further strengthen our links with the business community by developing and implementing strategies to promote and protect the economic wellbeing of the City P31: Maintain our City's reputation as the cultural capital of the world by continuing to invest in our cultural infrastructure P40: Work with World Heritage Trust and other stakeholders to conserve the City's built heritage
<b>Council Priorities</b>	CP5 – Business growth and investment CP6 – A creative, cultural capital CP7 – Access to work and learning CP8 – A vibrant, sustainable local economy CP9 – An attractive city CP12 – A built environment to match our ambition
<b>Single Outcome Agreement</b>	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
<b>Appendices</b>	Appendix 1: SESAP Concordant Appendix 2: 2016 Edinburgh, Lothians & Borders Archaeology Conference Programme

## **APPENDIX 1**

### **South East Scotland Archaeology Partnership (SESAP)**

The South East Scotland Archaeology Partnership (SESAP) aims to promote, care for and enhance our understanding of the archaeology of South East Scotland. The partnership between the region's three Local Authority Archaeology Services, City of Edinburgh, East Lothian (also covering Midlothian) and Scottish Borders Councils, will provide opportunities to develop projects that will deliver benefits for the archaeology and historic environment of the area, as well as opportunities for people to engage with the heritage of the area. The three Archaeology Services have been working together since 2010 to put on the annual Edinburgh, Lothians and Borders Archaeology Conference, building upon the earlier joint conference established in 2002 between city of Edinburgh and East Lothian Councils.

The annual archaeology conference has grown to be a significant regional and national conference, giving an overview of recent archaeological projects in South East Scotland. The conference is open to all and provides professionals and members of the public an important opportunity to hear and discuss firsthand accounts of the archaeological fieldwork and research being undertaken in the area. SESAP aims to build on this successful partnership working and regional perspective to deliver benefits for the archaeology and historic environment of South East Scotland.

SESAP will continue to hold the annual regional archaeology conference in November. The partnership will also develop a South East Scotland Archaeological Research Framework, to help archaeological and heritage projects in the area to maximise their research potential and to help enhance our understanding and benefits of the rich archaeological resource in this part of Scotland.

The partnership will hold three formal meetings per year. Any of the members can withdraw from the partnership at any time by providing notice to the other parties. There will be a review of the partnership in June 2019.

### **Vision**

The Vision of the South East Scotland Archaeology Partnership is to promote, care for and enhance our understanding of the archaeology and historic environment of South East Scotland.

The Archaeology Services of City of Edinburgh, East Lothian and Scottish Borders Councils have committed themselves to working co-operatively to support the aims of the partnership, and to deliver at a regional level the aims of *Our Place in Time* - the Historic Environment Strategy for Scotland.

## Aims

The partnership aims to promote, care for and enhance our understanding of the archaeology and historic environment of South East Scotland. The partnership will:

- Work together to continually develop our understanding of the archaeology and historic environment of South East Scotland
- Explore ways to promote the heritage of the area and increase opportunities for people to enjoy it and protect it
- Share expertise and knowledge
- Explore examples of best practice and develop joint funding proposals

In addition, the partnership is committed to:

- Providing the annual Edinburgh, Lothians and Borders Archaeology Conference
- Developing a South East Scotland Archaeological Research Framework

### Concordat

The organisation undernoted has agreed to work in partnership to promote, protect and enhance the archaeology and historic environment of South East Scotland.

I, the undersigned, on behalf of my organisation, am committed to supporting the objectives of the partnership by working together to provide and co-ordinate high quality programmes and projects which will provide benefits to the archaeology and historic environment of the area and link into other initiatives within the public, private and voluntary heritage sector.

Name.....

Position.....

Organisation.....

Address.....

Email.....

Tel. no.....

Signed.....Date.....



## Booking Form

Edinburgh, Lothians & Borders  
Archaeology Conference 2016  
Saturday 19th November 2016  
9.00am - 4.45pm

Queen Margaret University, Musselburgh

I wish to book in advance:\*

..... places at £15 each

..... buffet lunches at £10 each

Please indicate any special dietary requirements:

Vegetarian  Gluten Free

Other

Total enclosed £ .....

I wish to pay by debit/credit card

Name .....

Address .....

Email Address .....

Daytime tel. no .....

Please tick if you would like to be sent information about future archaeology events.

**Tickets £15, Buffet Lunch £10**

**Buffet Lunch MUST BE PRE-BOOKED**

Conference only tickets available on the day.

For bookings please phone with details of your debit/credit card or send a cheque payable to **East Lothian Council** to:

**Irene Burnett,**

**Community Partnerships, East Lothian Council,  
John Muir House, Haddington, East Lothian, EH41 3HA.  
Tel: 01620 827408 or Email: bookings@eastlothian.gov.uk**

For further information please contact either:

Andrew Robertson on **Email: arobertson1@eastlothian.gov.uk**

John Lawson on **Email: john.lawson@edinburgh.gov.uk**

Christopher Bowles

on **Email: christopher.bowles@scotborders.gov.uk**

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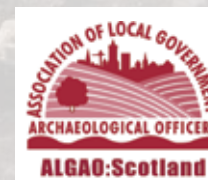
# Edinburgh, Lothians & Borders Archaeology Conference



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HERITAGE**



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## Programme

Saturday 19th November 2016 (9.00am - 4.45pm)  
Queen Margaret University, Musselburgh

# Programme

- Chairs** *Morning:* Stephanie Leith (ELCAS). *Afternoon:* Christopher Bowles (SBC).
- 0900-0930 Registration, tea & coffee
- 0930-0940 **Welcome & SESARF the Future!**  
*John A Lawson (CECAS)*
- 0940-1005 **Aberlady Angles: Recent work in the Glebe Field**  
*Ian Malcolm (Aberlady Conservation and Historical Society) & Andy Heald and Ross Murray (AOC Archaeology Group)*
- 1005-1030 **The Almost King Near a Car Park: Geophysics Results from the Auld Kirk and Philiphaugh, Selkirk**  
*Christopher Bowles (Scottish Borders Council)*
- 1030-1040 Discussion
- 1040-1110 **COFFEE/TEA BREAK**
- 1110-1135 **Around the Town: The excavation of a medieval Burgh-ditch at East Market Street Edinburgh**  
*Jessica Lumb (AOC Archaeology Group)*
- 1135-1200 **Disease, death and burial in post-medieval Leith**  
*Richard Newman (Wardell Armstrong)*
- 1200-1225 **Scottish soldiers in Durham: scientific identification of the skeletons from Palace Green**  
*Andrew Millard (Durham University)*
- 1225-1240 Discussion
- 1240-1340 **LUNCH**



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- 1340-1405 **Riddles Court, a Merchants House fit for a King**  
*Mike Cressey (CFA Archaeology)*
- 1405-1430 **Interpreting Hume Castle and Deserted Village using 3D data from a UAV survey**  
*Piers Dixon & Georgina Brown (Historic Environment Scotland)*
- 1430-1455 **The evolution of settlement at Roslin from prehistory to the 21st century**  
*Kevin Paton (AOC Archaeology Group)*
- 1455-1510 Discussion
- 1510-1540 **COFFEE/TEA BREAK**
- 1540-1605 **The Archaeology of Edinburgh's 18th Century Botanic Garden**  
*Tom Addyman or Andrew Morrison (Addyman Archaeology)*
- 1605-1630 **Shootinglee: Hunting Lodge, Forest Stead or Toun – survey and excavation**  
*Joyce Durham (Peeblesshire Archaeology Society) & Piers Dixon (Historic Environment Scotland)*
- 1630-1645 Discussion
- 1645 **CLOSE**

This is the annual conference organised by the City of Edinburgh Council, East Lothian Council and Scottish Borders Council. It provides an important opportunity to hear and discuss first hand accounts of the archaeological fieldwork and research being undertaken in Edinburgh, East Lothian, Midlothian and the Scottish Borders. Abstracts available online at [www.eastlothian.gov.uk/archaeology](http://www.eastlothian.gov.uk/archaeology) and on the day.

A buffet lunch is available but must be pre-booked.  
Tea and coffee will be provided at registration, morning and afternoon breaks.

## How To Find Us

Queen Margaret University is on the eastern fringe of Edinburgh, right beside the seaside town of Musselburgh, and is easily accessed from the city and beyond. The area is bordered by the main east coast rail line to London and the A1. It also neighbours the city by-pass. The university is very easy to reach by train, as it is situated right beside Musselburgh Station. The rail service from Edinburgh Waverley to Musselburgh takes around six minutes.

- Parking** Parking available at the venue.
- Traveline** Telephone: 0871 200 2233 for bus information.

More information about the venue and travel can be found at: [www.qmu.ac.uk](http://www.qmu.ac.uk)

