

Notice of meeting and agenda

The City of Edinburgh Council

10.00 am, Thursday, 23 November 2017

Council Chamber, City Chambers, High Street, Edinburgh

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

Contact

E-mail: allan.mccartney@edinburgh.gov.uk

Tel: 0131 529 4246

1. Order of business

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

2. Declaration of interests

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

3. Deputations

- 3.1 If any

4. Minutes

- 4.1 The City of Edinburgh Council of 26 October 2017 (circulated) – submitted for approval as a correct record

5. Questions

- 5.1 By Councillor Rae - Powderhall Rail Line – for answer by the Convener of the Transport and Environment Committee
- 5.2 By Councillor Lang – Parking Issues in Newbridge - for answer by the Convener of the Transport and Environment Committee
- 5.3 By Councillor Lang – Excess Vehicle Speeds on Rural Roads - for answer by the Convener of the Transport and Environment Committee
- 5.4 By Councillor Lang – Lighting on the Cycle Path Network - for answer by the Convener of the Transport and Environment Committee
- 5.5 By Councillor Lang – Janitorial Review - for answer by the Convener of the Finance and Resources Committee
- 5.6 By Councillor Booth – Parking Enforcement - for answer by the Convener of the Transport and Environment Committee
- 5.7 By Councillor Miller – Affordable Housing - for answer by the Convener of the Planning Committee
- 5.8 By Councillor Mary Campbell – Education Maintenance Allowance - for answer by the Convener of the Education, Children and Families Committee
- 5.9 By Councillor Brown – Road Surfacing Works - for answer by the Convener of the Transport and Environment Committee

- 5.10 By Councillor Bruce – Grafitti on Street Furniture - for answer by the Convener of the Transport and Environment Committee
- 5.11 By Councillor Bruce – Grit Bins - for answer by the Convener of the Transport and Environment Committee
- 5.12 By Councillor Jim Campbell – Developer Contributions - for answer by the Convener of the Planning Committee
- 5.13 By Councillor Jim Campbell – EDI Transfer - for answer by the Convener of the Housing and Economy Committee
- 5.14 By Councillor Cook – Winter Weather Arrangements - for answer by the Convener of the Transport and Environment Committee
- 5.15 By Councillor Doggart – Utilisation of Artificial Sports Pitches - for answer by the Convener of the Culture and Communities Committee
- 5.16 By Councillor Hutchison – Muirhouse Tower Blocks - for answer by the Convener of the Housing and Economy Committee
- 5.17 By Councillor Hutchison – Planning and Enforcement - for answer by the Convener of the Planning Committee
- 5.18 By Councillor Johnston – Weekend Monitoring of Roadworks - for answer by the Convener of the Transport and Environment Committee
- 5.19 By Councillor Laidlaw – Teacher Shortages - for answer by the Convener of the Education, Children and Families Committee
- 5.20 By Councillor Rose – Pension Costs - for answer by the Convener of the Finance and Resources Committee
- 5.21 By Councillor Rose – Pupil Equity Funding - for answer by the Convener of the Education, Children and Families Committee
- 5.22 By Councillor Rose – Information Governance - for answer by the Leader of the Council
- 5.23 By Councillor Rust – Street Lighting Repairs - for answer by the Convener of the Transport and Environment Committee
- 5.24 By Councillor Rose – Blackford Avenue and Immediate Area - for answer by the Convener of the Transport and Environment Committee
- 5.25 By Councillor Whyte – Improvements in Education – for answer by the Convener of the Education, Children and Families Committee
- 5.26 By Councillor Young – Environmental Warden Visits - for answer by the Convener of the Transport and Environment Committee

- 5.27 By Councillor Young – Footbridges - for answer by the Convener of the Transport and Environment Committee
- 5.28 By Councillor Young – TRO for School Drop Off/Commuting Teachers and the Delays - for answer by the Convener of the Transport and Environment Committee
- 5.29 By Councillor Neil Ross – Changes on Employment Matters - for answer by the Convener of the Finance and Resources Committee
- 5.30 By Councillor Neil Ross - Budget Consultation - for answer by the Convener of the Finance and Resources Committee

6. Leader's Report

- 6.1 Leader's report

7. Appointments

- 7.1 Appointment to Outside Organisations/Committees – report by the Chief Executive (circulated)
- 7.2 Senior Councillor Allowances – report by the Chief Executive (circulated)

8. Reports

- 8.1 Improving Accessibility – Amendment to Procedural Standing Orders – report by the Chief Executive (circulated)
- 8.2 Implementing the Programme for the Capital: Council Performance Framework 2017-22 – report by the Chief Executive (circulated)
- 8.3 Establishment of Locality Committees 2017 – report by the Executive Director of Place (circulated)
- 8.4 Licensing (Scotland) Act 2005 - Reappointment of the City of Edinburgh Licensing Forum and Revised Constitution – report by the Executive Director of Place (circulated)
- 8.5 Revenue Monitoring 2017/18 – Month Five Position – referral from the Finance and Resources Committee (circulated)
- 8.6 Treasury Management: Mid-term report 2017/18 – referral from the Finance and Resources Committee (circulated)

9. Motions

9.1 By Councillor Day – Fireworks

“Council:

Notes with great concern the recent incident in north Edinburgh where police officers were targeted with fireworks, leading to serious injury to police officers, and the substantial damage caused to property in east Edinburgh as a result of fireworks.

Notes that across the city over 250 calls regarding dangerous fireworks and anti-social behaviour were received requiring emergency service attendance.

Calls for the Chief Executive to report to the February meeting of the Corporate Policy and Strategy Committee on:

- working with the Scottish and Westminster Governments to consider options for better control of the sale of fireworks to individuals; and
- encouraging organised and licensed community firework and bonfire events.”

9.2 By Councillor Lang – Fireworks

“Council;

1. recognises that the vast majority of Edinburgh residents enjoy fireworks responsibly as part of the annual Guy Fawkes night celebrations,
2. commends those working in Police Scotland, the Scottish Fire & Rescue Service and other agencies for their commitment, bravery and professionalism in seeking to protect our local communities from harm,
3. condemns the reported acts of violence which took place in some parts of Edinburgh around 5 November, including fireworks being thrown at emergency service staff, and expresses its sympathy and support to those who suffered injury,
4. acknowledges motion S5M-08695 which was recently tabled to the Scottish Parliament and which has received cross party support, calling on (i) the UK Government to review the rules governing the sale of fireworks, and (ii) the Scottish Government and its partner agencies to investigate and address the antisocial use of unlicensed fireworks,

5. agrees for the Leader of the Council to write to the Cabinet Secretary for Justice and the Secretary of State for Business, Innovation & Skills to express the Council's support for both reviews so new measures can be considered and, where possible, implemented [before 5 November 2018.](#)

9.3 By Councillor Brown – Bonfire Night

“Council

- Commends the resilience and bravery of emergency service personnel in respect of the much-reported and unprecedented levels of unruly and shameful behaviour on ‘Bonfire Night’ at a number of locations City-wide.
- Extends its gratitude to the female Police Officer hit by a firework deliberately thrown at her and wishes her a full and speedy recovery. No-one should expect to leave their home to attend their place of work and be subject to such a premeditated and despicable attack.
- Condemns the outrageous behaviour that resulted in not only the injuries to said officer but the damage to police vehicles.
- Agrees to work in conjunction with our emergency services colleagues to assist where practical in helping to identify those responsible in respect of behaviour unbecoming of this fine capital city.
- Agrees to work in conjunction with emergency services ahead of next year to assist where practical to prevent a repeat of a plethora of incidents that caused damage to personal property of local residents and left a series of public parks with scorched areas together with debris from unsolicited bonfires.”

9.4 By Councillor Graczyk – Prison Community Integration Working Group

“Council:

Recognises that services to prisoners at the front end after release are patchy and inconsistent and aims to create a collaborative working group to review and bring forward innovative ideas which provides advice, guidance and assistance to prisoners and their families before and after release.

1. Calls for a report in three cycles to improve help for prisoners’ reintegration into local communities and reduce the risk of further offending by giving them support, such as benefit, housing, employment, healthcare and befriender services which starts inside and seamlessly continues after their release. To improve communications between Council and relevant stakeholders including, prison specialist

agencies, NHS Lothian, Edinburgh Partnership and relevant Third Sector organisations.

2. Requests that said report includes, but is not limited to:

- (a) Exploring the establishment of a joint initiative of relevant groups between the Council, prison specialist agencies, NHS Lothian, relevant stakeholders including Third Sector organisations, and cross-party elected members;
- (b) themes of co-production and early prevention to address the root causes of reoffending and homelessness;
- (c) investigating the creation of an appropriate mechanism or body to assist any improvements in the effective implementation of service;
- (d) improving or implementing a City-wide information sharing network for advice and knowledge so all relevant stakeholders can be more informed;
- (e) investigating how housing and other relevant advice could be best delivered to all relevant stakeholders and prisoners to ensure the best support is provided for prisoners and their families;
- (f) considering best practice as operated by other local Councils and other external bodies representative of prison specialist agencies and relevant stakeholders;
- (g) the level of civic and budgetary support required by the Council;
- (h) contributing to the development of a common understanding on the implementation of framework and guidelines for all relevant stakeholders.”

9.5 By Councillor Jim Campbell – Motion Security Barriers

“Council

Holds dear our liberal democracy and regrets the need to install National Barrier Assets on the High Street at George IV Bridge & Cockburn Street and on St Giles Street.

Understands the imperative for keeping residents and visitors safe on our High Street prior to the Edinburgh Festival this year, an area of dense pedestrian activity.

Thanks Officers, Police Scotland and others for reacting swiftly to Home Office advice on vehicle borne security threats, which the National Barrier Assets are designed to counter.

Accepting this, Council requests a report to the Transport and Environment Committee in three cycles to:

- 1) Consider the likely duration of the need to protect pedestrians in the High Street with the likes of the National Barrier Assets.
- 2) Assess the impact the barriers had on pedestrian flows on the High Street during the peak summer period.
- 3) Model whether the National Barrier Assets could be re-positioned to improve pedestrian flows round their immediate vicinity, without compromising their primary purpose.
- 4) Develop and cost design proposals that would achieve the same security goal, but be in greater harmony with the historic streetscape and public realm and additionally control the access of service vehicles to the High Street.”

9.6 By Councillor Hutchison – Statutory Duties of the Council

“Council

Instructs the Head of Finance within two cycles to report on the feasibility of Department Heads reporting their Department’s expenditure from financial year 2018/19 in such a way as to make clear what the Council is spending on non-statutory services that do not have any external or dedicated funding stream to offset the cost, that Council can better understand costs and statutory obligations.

Asks the Head of Finance to report back to the Finance and Resources Committee within one cycle all non-statutory expenditure in the last 12 months of single payments, or payments to the same recipient, of £50,000 or over.”

9.7 By Councillor Whyte – Budget Meeting

“Council

Notes that the proposed budget meeting originally in the Council diary for Thursday 8 February 2018 has been cancelled without any explanation being provided to elected members through Group Leaders.

Expresses concern that, with the meeting scheduled for 22 February 2018 now being designated the Budget Meeting, there will be no opportunity for other Council business or questions to the Administration to be raised for a three-month period between 14 December and 15 March.

Therefore, agrees that the Chief Executive undertake forward agenda planning to consider what business might be required to be conducted in this period prior to consulting Group Leaders on a way forward as to how this long gap in business and scrutiny can be resolved.”

9.8 By Councillor Main – Councillors Complaints Procedures

“Council notes that there are formal procedures in place to allow staff and public to make complaints about inappropriate behaviour of councillors: the complaints procedures and the externally commissioned whistle-blowing service.

Council also notes that Councillors cannot complain about fellow councillors through the whistle blowing service and there is no formal Council procedure for councillors who might wish to make a complaint about inappropriate behaviour of other Councillors.

Therefore asks that each political group to nominate one member to meet with the Chief Executive to ensure that the appropriate Council provision is made as soon as possible, in addition to the Standard Commission’s provisions of the Councillors’ Code of Conduct, and a report will be brought to the Corporate Policy and Strategy Committee within two cycles.”

Laurence Rockey

Head of Strategy and Insight

Information about the City of Edinburgh Council meeting

The City of Edinburgh Council consists of 63 Councillors and is elected under proportional representation. The City of Edinburgh Council usually meets once a month and the Lord Provost is the Convener when it meets.

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

Further information

If you have any questions about the agenda or meeting arrangements, please contact Allan McCartney, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 529 4246, e-mail allan.mccartney@edinburgh.gov.uk.

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

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

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The City of Edinburgh Council

Edinburgh, Thursday 26 October 2017

Present:-

LORD PROVOST

The Right Honourable Frank Ross

COUNCILLORS

Robert C Aldridge
Scott Arthur
Gavin Barrie
Eleanor Bird
Chas Booth
Claire Bridgman
Mark A Brown
Graeme Bruce
Steve Burgess
Lezley Marion Cameron
Ian Campbell
Jim Campbell
Kate Campbell
Mary Campbell
Maureen M Child
Nick Cook
Gavin Corbett
Cammy Day
Alison Dickie
Denis C Dixon
Phil Duggart
Marion Donaldson
Karen Doran
Scott Douglas
Catherine Fullerton
Neil Gardiner
Gillian Gloyer
George Gordon
Ashley Graczyk
Joan Griffiths
Ricky Henderson

Derek Howie
Graham J Hutchison
Andrew Johnston
David Key
Callum Laidlaw
Kevin Lang
Lesley Macinnes
Melanie Main
John McLellan
Amy McNeese-Mechan
Adam McVey
Claire Miller
Max Mitchell
Joanna Mowat
Gordon J Munro
Hal Osler
Ian Perry
Susan Rae
Alasdair Rankin
Lewis Ritchie
Cameron Rose
Neil Ross
Jason Rust
Stephanie Smith
Alex Staniforth
Mandy Watt
Susan Webber
Iain Whyte
Donald Wilson
Norman J Work
Louise Young

1 Minutes

Decision

To approve the minute of the Council of 21 September 2017 as a correct record.

2. Questions

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

3 Leader's Report

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

- Launch of Budget options – Budget consultation
- Edinburgh's Progression Towards a Low Emissions Zone – Edinburgh delivery mechanism
- Health and Social Care – Management/structure of the service
- Congratulations on marriage of Councillor Dixon

The following questions/comments were made:

Councillor Whyte	- Budget Consultation – increase in Council Tax and Charges
Councillor Main	- Adult Health and Social Care – Assessments, Care Homes, Doctor's surgeries – worsening services
Councillor Aldridge	- Cap of 3% on Council Tax increases – pledge for new compost tax
Councillor Day	- Bethany Trust – Annual Shelter Project - Central Government funding for local authorities
Councillor Key	- Congratulations to Councillor Ritchie for nomination for Glasgow Herald Local Politician of the year award
Councillor Smith	- Self Directed Support
Councillor Lang	- Anas Sarwar – non support of Coalitions

Councillor Neil Ross	- Commend the diligence of the Council's internal audit team for identifying high risks to the Council
Councillor Bridgman	- Commend the Council's Treasury Management Team
Councillor Cook	- New Primary School Campus in South Edinburgh
Councillor Munro	- Budget Consultation – seek meetings to make robust representations for Edinburgh to be fully and properly funded
Councillor Cameron	- Economic Strategy for Economic Growth – contributions by co-operatives
Councillor Douglas	- Self Directed Support Options
Councillor Mitchell	- Carers involvement in designing flexibility and choice into the self directed support and care systems
Councillor Johnston	- Self Directed Support – understanding of information available for applicants
Councillor Brown	- Council Leader – on-line commentary on first 100 days in the role
Councillor Gardner	- Heriot Watt University – International University of the Year
Councillor Osler	- Bield Care Homes closures
Councillor Work	- Banning of fracking by the Scottish Government
Councillor Webber	- Audit Scotland questions – Care Services

4 Edinburgh Integration Joint Board – Appointment of Chief Officer and Heads of Service

Details were provided on arrangements which had been agreed by the Edinburgh Integration Joint Board (IJB) for the permanent appointment of a Chief Officer and proposals for two Heads of Service Posts, a Head of Operations and a Head of Strategic Planning.

Decision

- 1) To note the arrangements for the appointment of the Chief Officer, Edinburgh Integration Joint Board.
- 2) To agree the arrangements for the recruitment and appointment of two Heads of Service posts, including the establishment of an IJB recruitment panel to make the appointments.
- 3) To delegate authority to the Chief Executive to authorise the appointment (if necessary) of the Chief Officer and two Heads of Service posts following the selection of appropriate candidates by the IJB.

(References – Edinburgh Integration joint Board, 13 October 2017 (item 1); report by the Chief Executive, submitted.)

5. Governance for the Edinburgh and South East of Scotland City Region Deal

The Council had approved the formation of a Joint Committee for the City Region Deal programme. Shadow delivery governance had been established with the Leaders from the six partner local authorities providing strategic direction for the negotiations with the UK and Scottish Governments to secure agreement of the Heads of Terms in July 2017.

Although a Joint Committee had been meeting on a shadow basis since June 2016, approval was now sought to formally establish a Joint Committee for the purpose of progressing and implementing the Edinburgh and South East Scotland City Region Deal. Details of the proposed remit and membership were provided.

Motion

- 1) To agree to establish a Joint Committee under Section 57 of the Local Government (Scotland) Act 1973 with East Lothian, Fife, Midlothian, West Lothian and Scottish Borders Councils, representatives from the higher education and further education sector, and business to oversee the governance arrangements for the Edinburgh and South East of Scotland City Region Deal.
- 2) To approve the arrangements that would inform the proposed Minute of Agreement establishing the Joint Committee as detailed in the appendix to the report by the Chief Executive.
- 3) To agree that the Leader of the Council be appointed to represent the Council on the Joint Committee.

- 4) To delegate authority to the Chief Executive, in consultation with the Leader of the Council, to negotiate and agree the Minute of Agreement establishing the Joint Committee, in line with the principles stated in the appendix to the report, and any financial and resource contributions, if they were required.
- 5) To note that the Chief Executive would report to Council upon the signing of the Minute of Agreement establishing the Joint Committee.
- 6) To note that the Project Management Office was being enhanced as partners entered the Implementation Phase and that contributions would be sought from Councils to fund this.
- 7) To note that an update would be provided to Corporate Policy and Strategy Committee in December 2017 on progress with the implementation of the Edinburgh and South East of Scotland City Region Deal.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

- 1) To approve the motion by Councillor McVey.
- 2) To add the following new 2) and renumber accordingly:

In recognition of the £2.5 billion contribution to GDP in Edinburgh alone contributed by the third sector, agrees that a further report should be submitted to Corporate Policy and Strategy Committee in December 2017, setting out how the third sector, and specifically social enterprises, should be included as core partners in delivering the City Region Deal.

- moved by Councillor Corbett, seconded by Councillor Miller

In accordance with Standing Order 20(7), the amendment was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion:

- 1) To agree to establish a Joint Committee under Section 57 of the Local Government (Scotland) Act 1973 with East Lothian, Fife, Midlothian, West Lothian and Scottish Borders Councils, representatives from the higher education and further education sector, and business to oversee the governance arrangements for the Edinburgh and South East of Scotland City Region Deal.

- 2) In recognition of the £2.5 billion contribution to GDP in Edinburgh alone contributed by the third sector, agrees that a further report should be submitted to Corporate Policy and Strategy Committee in December 2017, setting out how the third sector, and specifically social enterprises, should be included as core partners in delivering the City Region Deal. The report would also provide an update on progress with the implementation of the City Region Deal.
- 3) To approve the arrangements that would inform the proposed Minute of Agreement establishing the Joint Committee as detailed in the appendix to the report by the Chief Executive.
- 4) To agree that the Leader of the Council be appointed to represent the Council on the Joint Committee.
- 5) To delegate authority to the Chief Executive, in consultation with the Leader of the Council, to negotiate and agree the Minute of Agreement establishing the Joint Committee, in line with the principles stated in the appendix to the report, and any financial and resource contributions, if they were required.
- 6) To note that the Chief Executive would report to Council upon the signing of the Minute of Agreement establishing the Joint Committee.
- 7) To note that the Project Management Office was being enhanced as partners entered the Implementation Phase and that contributions would be sought from Councils to fund this.

(References – Act of Council No 10 of 30 June 2017; report by the Chief Executive, submitted.)

6 Locality Committees 2017

The Council had agreed to explore creating Locality Committees and established four working groups to have initial discussions.

Details were provided on the work of the groups, together with proposals for establishing Locality Committees.

Motion

- 1) To agree to Locality Committees being established based on the principles in paragraph 3.4 of the report by the Executive Director of Place and detailed proposals being set out in a report to Council in November 2017 for final approval.

- 2) To carry out a review and consultation of community planning structures and working arrangements at neighbourhood and locality levels, to inform the Edinburgh Partnership governance review.
- 3) To seek formal agreement to the review and consultation proposals from the Edinburgh Partnership at its meeting on 7 December 2017.
- 4) To continue with the Neighbourhood Partnerships pending the outcome of the proposed review and consultation of community planning arrangements.
- 5) To refer the report to the Culture and Communities Committee on 14 November 2017 for noting and discussion of the review and consultation process.
- 6) To agree that strategic oversight of the review and consultation process would be the responsibility of the Culture and Communities Committee.

- moved by Councillor McVey, seconded by Councillor Wilson

Amendment

- 1) To delete paragraph 1), add the following new paragraphs 1) and 2) and renumber from original paragraph 2):
 - 1) To agree to add the following principle to the locality principles in Paragraph 3.4.

3.4.11 Locality Committees will appoint their Conveners and Vice-Conveners from their number on an annual basis.
 - 2) To agree Locality Committees should be established based on the principles in paragraph 3.4 of the report as amended above in 1) and detailed proposals should be set out in a report to Council in November 2017 for final approval.

- moved by Councillor Mowat, seconded by Councillor Staniforth

Voting

The voting was as follows:

For the motion	-	31 votes
For the amendment	-	32 votes

(For the motion – The Lord Provost, Councillors Arthur, Barrie, Bird, Bridgman, Cameron, Ian Campbell, Kate Campbell, Child, Day, Dickie, Dixon, Donaldson,

Doran, Fullerton, Gardiner, Gordon, Griffiths, Henderson, Howie, Key, Macinnes, McNeese-Mechan, McVey, Munro, Perry, Rankin, Ritchie, Watt, Wilson and Work.

For the amendment - Councillors Aldridge, Booth, Brown, Bruce, Burgess, Jim Campbell, Mary Campbell, Cook, Corbett, Daggart, Douglas, Gloyer, Graczyk, Hutchison, Johnston, Laidlaw, Lang, McLellan, Main, Miller, Mitchell, Mowat, Osler, Rae, Rose, Neil Ross, Rust, Smith, Staniforth, Webber, Whyte and Young.)

Decision

To approve the amendment as follows:

- 1) To agree to add the following principle to the locality principles in Paragraph 3.4 of the report by the Executive Director of Place:

3.4.11 Locality Committees will appoint their Conveners and Vice-Conveners from their number on an annual basis
- 2) To agree Locality Committees should be established based on the principles in paragraph 3.4 of the report as amended above in 1) and detailed proposals should be set out in a report to Council in November 2017 for final approval.
- 3) To carry out a review and consultation of community planning structures and working arrangements at neighbourhood and locality levels, to inform the Edinburgh Partnership governance review.
- 4) To seek formal agreement to the review and consultation proposals from the Edinburgh Partnership at its meeting on 7 December 2017.
- 5) To continue with the Neighbourhood Partnerships pending the outcome of the proposed review and consultation of community planning arrangements.
- 6) To refer the report to the Culture and Communities Committee on 14 November 2017 for noting and discussion of the review and consultation process.
- 7) To agree that strategic oversight of the review and consultation process would be the responsibility of the Culture and Communities Committee

(References – Act of Council No 2 of 22 June 2017; report by the Executive Director of Place, submitted.)

7. Audited Annual Report 2017 of the Lothian Pension Fund, Lothian Buses Pension Fund and Scottish Homes Pension Fund including Annual Report by External Auditor -

The Pensions Committee had referred a report on the Audited Annual Report for the year ended 31 March 2017 for the Lothian Pension Fund, the Lothian Buses Pension Fund and the Scottish Homes Pension Fund to the Council for information.

The unaudited Annual Report had been considered by the external auditor Scott-Moncrieff and their annual report to Members and the Controller of Audit was presented. The audited financial statement for the wholly-owned companies LPFE Limited and LPFI Limited were also provided.

Decision

To note the report by the Pensions Committee.

(References – Pensions Committee 27 September 2017 (item 11); referral report by the Pensions Committee, submitted.)

8 City of Edinburgh Council – 2016/17 Annual Audit Report to the Council and the Controller of Audit – referral from the Finance and Resources Committee

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.

Decision

To note the report by the Finance and Resources Committee

(References – Finance and Resources Committee of 28 September 2017 (item 6); referral report by the Finance and Resource Committee, submitted.)

9. Dalmeny Station – Motion by Councillor Lang

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

“Council notes;

1. the importance of Dalmeny Station as part of the City's public transport system, with over 100 train services between Fife and Edinburgh city centre each day,
2. how the station provides an important alternative to private car journeys into the city, particularly for those residents who work in the centre of Edinburgh,
3. the growth in the populations of Dalmeny, Queensferry and Kirkliston following major programmes of house building which has led to a substantial increase in the numbers using Dalmeny Station, from 361,000 in 2005/6 to 500,000 in 2015/16,
4. the Local Development Plan which designates significant land in rural west Edinburgh for new housing and which is likely to lead to a further increase the number of passengers using the station.

Council recognises;

- (a) the problems being faced by those living close to Dalmeny Station because of the current levels of car parking, with significant commuter parking on nearby roads and in spaces created for residents in new developments,
- (b) the difficulty created by the limited parking arrangements, which risks creating a disincentive towards using the station, forcing more commuters to choose to use their car to travel into Edinburgh via the busy and congested Barnton junction and Queensferry Road.

Council welcomes the recent improvements at the station, such as an increase in bike storage facilities, but believes this is insufficient in addressing the wider access issues around the station and that further significant action is needed.

Council therefore instructs officials to engage with Scotrail and Transport Scotland and seeks a report to the Transport & Environment Committee within two cycles. This report should set out an action plan for addressing these issues, including proposals to further maximise sustainable transport options to and from the station along with improved parking arrangements which benefit passengers and local residents.”

Decision

To approve the following adjusted motion by Councillor Lang:

Council notes;

1. the importance of Dalmeny Station as part of the City's public transport system, with over 100 train services between Fife and Edinburgh city centre each day,
2. how the station provides an important alternative to private car journeys into the city, particularly for those residents who work in the centre of Edinburgh,
3. the growth in the populations of Dalmeny, Queensferry and Kirkliston following major programmes of house building which has led to a substantial increase in the numbers using Dalmeny Station, from 361,000 in 2005/6 to 500,000 in 2015/16,
4. the Local Development Plan which designates significant land in rural west Edinburgh for new housing and which is likely to lead to a further increase the number of passengers using the station.

Council recognises;

- (a) the problems being faced by those living close to Dalmeny Station because of the current levels of car parking, with significant commuter parking on nearby roads and in spaces created for residents in new developments,
- (b) the difficulty created by the limited parking arrangements, which risks creating a disincentive towards using the station, forcing more commuters to choose to use their car to travel into Edinburgh via the busy and congested Barnton junction and Queensferry Road.

Council welcomes the recent improvements at the station, such as an increase in bike storage facilities, but believes this is insufficient in addressing the wider access issues around the station and that further significant action is needed.

Council therefore instructs officials to engage with Scotrail and Transport Scotland and seeks a report to the Transport & Environment Committee within three cycles. This report should set out an action plan for addressing these issues, including proposals to further maximise sustainable transport options to and from the station along with improved parking arrangements which benefit passengers and local residents.

Declaration of Interest

Councillor Young declared a non-financial interest in the above item as a frequent user of Dalmeny Station.

10 Daw Aung San Suu Kyi - Motion by the Lord Provost

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

“The City of Edinburgh Council awarded the Freedom of the City of Edinburgh to Daw Aung San Suu Kyi on 18 June 2005. She remained under house arrest in Burma (now Myanmar) at that time and the award was presented ‘in absentia’ in the presence of her son and the Director of Amnesty International. The award was in recognition of her personal courage and relentless pursuit of democratic justice in Burma, and reflected the award of the Nobel Peace prize to her in 1991. In conferring the award, the Council also recognised the commitment made by all those seeking to secure democracy and human rights in Burma by non-violent means.

Aung San Suu Kyi was elected to the position of State Counsellor on 5 April 2016.

The current crisis of the Rohingya minority in Myanmar’s Northern Rakhine State is of wide and grave international concern. This Council notes the ongoing calls from the United Nations, Amnesty International and many governments to the Burmese government to stop the violence and allow UN scrutiny and safe return of those fleeing Rakhine.

This Council condemns the violence and calls on Daw Aung San Suu Kyi, as a recipient of the Freedom of the City of Edinburgh and all that this award stands for, to use her influence and moral courage to intervene to stop the violence, to allow UN and international scrutiny and mediation to commence immediately, and to ensure a safe, democratic and peaceful solution for the people of the region.”

Decision

To approve the motion by the Lord Provost.

11 Robert Owen Award for an Inspirational Educator - Motion by Councillor Child

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

“Council congratulates Lindsey Watt, Headteacher, Castlevue Primary School on receiving the Robert Owen Award from the Scottish Government. The Award was

established to recognise the contribution of renowned educationalists across the world whose work has had significant impact and informed substantial education improvement activities in Scotland. The Award recognises Lindsey's hugely positive influence on Scottish education over many years, where she has provided outstanding and inspirational leadership for learning and has continuously improved children's experiences, attainment and life-chances.

Council requests that the Lord Provost writes to Lindsey expressing the Council's appreciation for her work and congratulating her for receiving this award."

Decision

To approve the motion by Councillor Child.

12 Spokes 40th Anniversary - Motion by Councillor Key

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

"Council:

Notes that Spokes, the Lothian Cycle Campaign, was formed in 1977.

Further notes that Spokes has been a key player in ensuring the promotion of safe cycling within the City and throughout the Lothians.

Congratulates Spokes on its 40th anniversary and looks forward to continuing to work in partnership to ensure that Edinburgh remains the most cycle friendly city in Scotland."

Decision

To approve the motion by Councillor Key.

Declarations of Interest

Councillors Arthur, Booth, Corbett, Key, Main and Miller declared a non-financial interest in the above item as members of Spokes.

13 Communal Bins - Motion by Councillor Jim Campbell

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

“Council:

1. Recognises the dangers of obstacles on the pavement as highlighted at last Council by Councillor Howie.
2. Instructs Council waste operatives to be mindful of all members of our community, and to always re-position empty bins to maintain a clear pathway along pavements.
3. Instructs Director of Waste, following the successful implementation of Clause 2, to write to all private waste collection services to request in the strongest terms that their employees always re-position empty bins to maintain a clear pathway along pavements.
4. Recognises that many Continental European cities have adopted different communal waste collection solutions, involving a suite of waste receptacles that feature a central lift point, controlled waste entry hatch at a lower height, offer greater capacity with a more efficient use of roadside space in a more acceptable aesthetic package, integral internal mechanisms protected from damage, and the possibility of ground location plates than ensure repeated precise placement.
5. Request a report to the Transport and Environment Committee within 2 cycles to cover;
 - a) The costs and benefits of replacing circa 1,800 wheeled communal bins in use in Edinburgh with Continental style receptacles described in Clause 4;
 - b) Where additional costs have been identified under clause 5a, investigate if these costs could be offset by identifying areas where individual bins could be replaced with new Continental style receptacles described in Clause 4;
 - c) Determine costs estimates to install semi-submerged central lift point communal waste disposal suites in Central Edinburgh to enhance the public realm that would be compatible with the description in Clause 4.”

Motion

To approve the motion by Councillor Jim Campbell.

- moved by Councillor Jim Campbell, seconded by Councillor Brown

Amendment

To note paragraphs 1-4 of the motion by Councillor Jim Campbell and note that a report on these issues had already been agreed and would be considered at the December meeting of the Transport and Environment Committee. If any further work was required it would be requested through that Committee.

- moved by Councillor Macinnes, seconded by Councillor Doran

Voting

The voting was as follows:

For the motion	-	24 votes
For the amendment	-	39 votes

(For the motion: Councillors Aldridge, Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Gloyer, Graczyk, Hutchison, Johnston, Laidlaw, Lang, McLellan, Mitchell, Mowat, Osler, Rose, Neil Ross, Rust, Smith, Webber, Whyte and Young.

For the amendment: The Lord Provost, Councillors Arthur, Barrie, Bird, Booth, Bridgman, Burgess, Cameron, Ian Campbell, Kate Campbell, Mary Campbell, Child, Corbett, Day, Dickie, Dixon, Donaldson, Doran, Fullerton, Gardiner, Gordon, Griffiths, Henderson, Howie, Key, Macinnes, McNeese-Mechan, McVey, Main, Miller, Munro, Perry, Rae, Rankin, Ritchie, Staniforth, Watt, Wilson and Work.)

Decision

To approve the amendment by Councillor Macinnes.

14 Statues - Motion by Councillor Mowat

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

“Council:

Council notes that parts of a number of statues including Greyfriars Bobby's nose, David Hume's toe and Wojcek the bear's nose are being regularly rubbed by passers by which is removing the patina and exposing the bronze below creating patches of

shiny bronze and causing concern to residents and visitors who believe that the statues are being harmed by this inadvertent polishing and calls for a report in 2 cycles detailing:

1. Whether the rubbing and exposure of the bronze does damage the statue and what is the nature of this damage and whether it affects the structure of the statue or is cosmetic.
2. Recognising that it is very difficult to change human nature and prevent people from interacting with these statues what measures are available to protect these statues and the costs of these if indeed it is deemed necessary to take such measures; and
3. If evidence concludes that the discolouration is damaging in a material way to the statues what factors should be taken into consideration when commissioning or advising on new statues to prevent this happening to any such new commissions.”

- moved by Councillor Mowat, seconded by Councillor Whyte

Amendment

To approve the motion by Councillor Mowat subject to the information requested being included in a Members’ Briefing, which was publicly available, rather than a report.

- moved by Councillor Wilson, seconded by Councillor Ian Campbell

In accordance with Standing Order 20(7), the amendment was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor Mowat:

Council notes that parts of a number of statues including Greyfriar's Bobby's nose, David Hume's toe and Wojcek the bear's nose are being regularly rubbed by passers by which is removing the patina and exposing the bronze below creating patches of shiny bronze and causing concern to residents and visitors who believe that the statues are being harmed by this inadvertent polishing and calls for a Members’ Briefing, which was publicly available, detailing:

1. Whether the rubbing and exposure of the bronze does damage the statue and what is the nature of this damage and whether it affects the structure of the statue or is cosmetic.

2. Recognising that it is very difficult to change human nature and prevent people from interacting with these statues what measures are available to protect these statues and the costs of these if indeed it is deemed necessary to take such measures; and
3. If evidence concludes that the discolouration is damaging in a material way to the statues what factors should be taken into consideration when commissioning or advising on new statues to prevent this happening to any such new commissions.

15 A Placemaking Exercise for North West Portobello - Motion by Councillor Laidlaw

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

“Council calls for Planning Officers to conduct a Placemaking Exercise for North West Portobello in full consultation with local residents and their representative organisations using the Place Standard developed by Architecture and Design Scotland, the Scottish Government and NHS Scotland.

Council notes the following drivers for conducting this exercise:

- Significant change of use in area from industrial and leisure to residential and retail
- Several new developments constructed, under construction or at planning stage which have and will affect services and infrastructure
- Significant pressure on road networks and parking due to historic street design
- Presence of Portobello Conservation Area
- Lack of open space per the requirements of the Local Development Plan
- Pressure on key public services including schooling and medical provision

Council notes that a Participation Request was made to the City of Edinburgh Council under the Community Empowerment (Scotland) Act 2015 to be involved in the decision-making process on the sale of land at Westbank Street, and that a Community Engagement Exercise has taken place.

Council instructs Planning Officers to use the results of the Community Engagement Exercise to inform the scope of the Placemaking exercise.

Council notes that Action Porty has submitted an application for a Making Places co-design process.

If successful, Council instructs planning officers to ensure these processes are complementary to the Placemaking Exercise

Council agrees this Placemaking Exercise must be completed before any final decision is taken by Council on the sale of the Westbank site.”

Motion

To approve the motion by Councillor Laidlaw

- moved by Councillor Laidlaw, seconded by Councillor Mary Campbell

Amendment

To approve the motion subject to replacing the final paragraph with the following:

“Council instructs officers to ensure that the preferred bidder for the Westbank site fully reflects the outcomes of any wider Place Making Exercise in their future planning submission.”

- moved by Councillor Ritchie, seconded by Councillor Child

In accordance with Standing Order 20(7), the amendment was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor Laidlaw:

Council calls for Planning Officers to conduct a Placemaking Exercise for North West Portobello in full consultation with local residents and their representative organisations using the Place Standard developed by Architecture and Design Scotland, the Scottish Government and NHS Scotland.

Council notes the following drivers for conducting this exercise:

- Significant change of use in area from industrial and leisure to residential and retail
- Several new developments constructed, under construction or at planning stage which have and will affect services and infrastructure
- Significant pressure on road networks and parking due to historic street design

- Presence of Portobello Conservation Area
- Lack of open space per the requirements of the Local Development Plan
- Pressure on key public services including schooling and medical provision

Council notes that a Participation Request was made to the City of Edinburgh Council under the Community Empowerment (Scotland) Act 2015 to be involved in the decision-making process on the sale of land at Westbank Street, and that a Community Engagement Exercise has taken place.

Council instructs Planning Officers to use the results of the Community Engagement Exercise to inform the scope of the Placemaking exercise.

Council notes that Action Porty has submitted an application for a Making Places co-design process.

If successful, Council instructs planning officers to ensure these processes are complementary to the Placemaking Exercise

Council instructs officers to ensure that the preferred bidder for the Westbank site fully reflects the outcomes of any wider Place Making Exercise in their future planning submission.

16 Welcomes Webcast Subtitles - Motion by Councillor Graczyk

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

“Council:

1. Notes, the City of Edinburgh Council webcast will be provided with subtitles to improve accessibility for deaf and hard of hearing people.
2. Welcomes the recognition that subtitles are likely to be an important format for receiving information for deaf and hard of hearing. Welcomes the immense input by the City of Edinburgh Council and our webcast providers who are busy working on a base version of a transcription service that they hope will be rolled out by December 2017.
3. Thanks the Governance Officer Stuart McLean and members for their assistance in my request for webcast subtitles and for their work in partnership with our webcast providers to enable deaf and hard of hearing people to engage in Local Government business via webcast, making a positive difference in the lives of Deaf and hard of hearing people.”

Decision

To approve the motion by Councillor Graczyk.

17 EV and Parking Infrastructure - Motion by Councillor Jim Campbell

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

“Council:

1. Welcomes the initiatives of the UK and Scottish Governments to boost the use of low emissions vehicles.
2. Recognises that this represents a paradigm shift and opportunity for our City.
3. Awaits the forthcoming Business Case for Electric Vehicle (EV) in Edinburgh being prepared for the Transport & Environment Committee and understood to include
 - a. Estimates of adoption rates, including temporal and spatial demand models
 - b. Discussion on the maturity of charging technology
 - c. Capital cost estimates and the possibilities of offsetting these costs to avoid any burden on the Council budget
 - d. Requirements that new developments include public charging infrastructure that the Council can adopt
 - e. Exploration of EV charging payment mechanisms
 - f. Consideration of the impact the adoption of electric taxis will have in Edinburgh
 - g. Understanding of the impact of a Low Emissions zone on the Council's own vehicular fleet
4. Notes the wide variance in the number of Controlled Parking Permits issues per Permit & shared use space, ranging from a low of 1.41 in Zone 2 to a high, next door, of 2.54 in Zone 3. Council anticipates that the roll out of EV charging points could exacerbate issues with parking.

5. Instructs the Chief Executive to prepare a strategy paper within 4 cycles to the Corporate Policy and Strategy Committee including
 - a. An analysis of the possibility of adopting the same payment mechanism for EV charging and parking, including residential parking schemes
 - b. An analysis of whether such a payment mechanism would allow a more dynamic model of residential controlled and priority parking both in spatial and temporal terms
 - c. An analysis if such an approach could be extended to avoid the undesirable concentration of parking just outside controlled parking zones, and on residential streets near major traffic destinations
 - d. A discussion of what conditions would need to be in place to attract private capital to finance and run a city wide EV charging and parking infrastructure.”

Motion

To approve the motion by Councillor Jim Campbell

- moved by Councillor Jim Campbell, seconded by Councillor Laidlaw

Amendment

To note paragraphs 1-4 of the motion and note that a report on these issues had already been agreed and will be considered at the December meeting of the Transport and Environment Committee. If any further work was required it would be requested through that Committee.

- moved by Councillor Macinnes, seconded by Councillor Doran

In accordance with Standing Order 20(7), the amendment was accepted in place of the terms of the motion.

Decision

To approve the following amended motion by Councillor Jim Campbell:

- 1) To note the initiatives of the UK and Scottish Governments to boost the use of low emissions vehicles.
- 2) To note that this represented a paradigm shift and opportunity for our City.

- 3) To note the forthcoming Business Case for Electric Vehicle (EV) in Edinburgh being prepared for the Transport & Environment Committee and understood to include
 - a. Estimates of adoption rates, including temporal and spatial demand models
 - b. Discussion on the maturity of charging technology
 - c. Capital cost estimates and the possibilities of offsetting these costs to avoid any burden on the Council budget
 - d. Requirements that new developments include public charging infrastructure that the Council can adopt
 - e. Exploration of EV charging payment mechanisms
 - f. Consideration of the impact the adoption of electric taxis will have in Edinburgh
 - g. Understand of the impact of a Low Emissions zone on the Council's own vehicular fleet
- 4) To note the wide variance in the number of Controlled Parking Permits issues per Permit & shared use space, ranging from a low of 1.41 in Zone 2 to a high, next door, of 2.54 in Zone 3. Council anticipates that the roll out of EV charging points could exacerbate issues with parking.
- 5) To note that a report on these issues had already been agreed and would be considered at the December meeting of the Transport and Environment Committee. If any further work was required it would be requested through that Committee.

18 Heriot-Watt University - Motion by Councillor Webber

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

“Council

Welcomes Heriot-Watt University being named as the inaugural International University of the Year 2018. #TrulyGlobal

Notes this award is a wonderful accolade as it recognises the truly global nature of the education and influence of Heriot-Watt University. It operates as an integrated

global university across three countries and offers students, staff and partners exceptional opportunities in their education, research and employment.

Recognises the whole community receives tremendous benefits from their global outlook, whether learning on one or more of their campuses across the world, or working with world-leading academics on challenge-led research that actively supports delivery of sustainable development goals.

Therefore congratulates Heriot-Watt University's success and confirms its continued support for the work of all of the talented staff and students, across the world, in the coming months."

Decision

To approve the motion by Councillor Webber.

19 Housing First Model - Motion by Councillor Whyte

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

"Council:

Council notes the apparent success of the "Housing First" model in resolving street homelessness and rough sleeping in both the United States and Scandinavia with further evidence from elsewhere.

Council further notes the intention of the UK Government to pilot the Housing First approach in England and Wales as part of a renewed attempt to end rough sleeping following successful work in the 1990s with the Rough Sleepers' Initiative.

Council recognises the publication of recent research by the Social Justice Foundation detailing the success of the approach as compared with traditional methods in amongst other areas sustainability of tenancies and recovery from addiction.

Council therefore instructs the Director of Place to report within three cycles on the implications of implementing a Housing First approach in Edinburgh as a first step to ending Rough Sleeping and reducing street begging - the report to detail the requirements for Housing, the costs involved, the potential outcomes and the changes required in other services (including those of partners)."

Motion

To approve the motion by Councillor Whyte with the adjustment in Paragraph 3 to read “*Council recognises the publication of recent research by the Centre for Social Justice Centre detailing.....*”.

- moved by Councillor Whyte, seconded by Councillor Hutchison

Amendment 1

Council notes paragraphs 1-3 of the motion. Council recognises that work on this issue is already underway and therefore agrees to amend paragraph 4 to read:

“Council also recognises that both Scottish Government and Council have separately initiated Homelessness Task Forces. If the proposed format and remit for the latter is agreed at the Housing and Economy Committee on November 2nd it will be populated by a representative from each political group.

The proposed remit for the Council’s Homelessness Task Force includes ‘establishing what works, reviewing cases where successful outcomes have been achieved’. Accordingly the Council’s Homelessness Task Force will consider the merits of initiatives like Housing First and others, and report thereon to a future meeting of the Housing and Economy Committee”.

- moved by Councillor Barrie, seconded by Councillor Cameron

Amendment 2

To add at the end of the motion:

Agrees to write to the relevant UK minister to highlight the impact that cuts to welfare safety nets are having on increased rough sleeping and destitution.

- moved by Councillor Rae, seconded by Councillor Burgess

In accordance with Standing Order 20(7), Amendment 2 was accepted as an addendum to Amendment 1.

Voting

The voting was as follows:

For the Motion	-	18 votes
For Amendment 1 (as adjusted)	-	45 votes

(For the motion: Councillors Brown, Bruce, Jim Campbell, Cook, Daggart, Douglas, Graczyk, Hutchison, Johnston, Laidlaw, McLellan, Mitchell, Mowat, Rose, Rust, Smith, Webber and Whyte.

For Amendment 1 (as adjusted): The Lord Provost, Councillors Aldridge, Arthur, Barrie, Bird, Booth, Bridgman, Burgess, Cameron, Ian Campbell, Kate Campbell, Mary Campbell, Child, Corbett, Day, Dickie, Dixon, Donaldson, Doran, Fullerton, Gardiner, Gloyer, Gordon, Griffiths, Henderson, Howie, Key, Lang, Macinnes, McNeese-Mechan, McVey, Main, Miller, Munro, Osler, Perry, Rae, Rankin, Ritchie, Neil Ross, Staniforth, Watt, Wilson, Work and Young.)

Decision

To approve Amendment 1 (as adjusted) by Councillor Barrie as follows:

Council notes the apparent success of the "Housing First" model in resolving street homelessness and rough sleeping in both the United States and Scandinavia with further evidence from elsewhere.

Council further notes the intention of the UK Government to pilot the Housing First approach in England and Wales as part of a renewed attempt to end rough sleeping following successful work in the 1990s with the Rough Sleepers' Initiative.

Council recognises the publication of recent research by the Centre for Social Justice detailing the success of the approach as compared with traditional methods in amongst other areas sustainability of tenancies and recovery from addiction.

Council recognises that work on this issue is already underway, and both Scottish Government and Council have separately initiated Homelessness Task Forces. If the proposed format and remit for the latter is agreed at the Housing and Economy Committee on November 2nd it will be populated by a representative from each political group.

The proposed remit for the Council's Homelessness Task Force includes 'establishing what works, reviewing cases where successful outcomes have been achieved'. Accordingly the Council's Homelessness Task Force will consider the merits of initiatives like Housing First and others, and report thereon to a future meeting of the Housing and Economy Committee.

Council agrees to write to the relevant UK minister to highlight the impact that cuts to welfare safety nets are having on increased rough sleeping and destitution.

20 Unmet Self-Directed Care - Motion by Councillor Doggart

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

“Council:

Apologises to the 800 or so City of Edinburgh residents who have been assessed as having critical or substantial support needs that the Council has not met.

Recognises our responsibility to provide the c. 7,000 hours of unmet weekly care for those individuals, in line with the Self-Directed Support Act.

Instructs the Chief Executive within one cycle to report on the feasibility of the Service Matching Unit designing bundles of aggregated unmet hours, to interest providers to take part in regular auctions, to find the lowest price at which supply meets demand of the individuals and the Act.”

- moved by Councillor Doggart, seconded by Councillor Webber

Amendment

Council:

Accepts paragraph one of the Motion, noting that the most recent figures show there are approximately 700 people currently waiting for domiciliary care.

Accepts paragraph two of the Motion, noting latest statistics show 5,824 hours of unmet weekly care.

Notes that responsibility for these services sits with the Edinburgh Integration Joint Board (EIJB), and amends paragraph three to read:

Council is interested in the feasibility of the Health and Social Care Partnership designing bundles of aggregated unmet hours, to engage service providers to take part in regular auctions to achieve best value in the delivery of care to meet individuals’ needs. Council therefore refers these matters to the Edinburgh Integration Joint Board for further consideration.

- moved by Councillor Henderson, seconded by Councillor Ian Campbell

In accordance with Standing Order 20(7), the amendment was accepted in place of the terms of the motion.

Decision

To approve the following amended motion by Councillor Doggart:

Council:

Apologises to the 800 or so City of Edinburgh residents who have been assessed as having critical or substantial support needs that the Council has not met, noting that the most recent figures show there are approximately 700 people currently waiting for domiciliary care.

Recognises our responsibility to provide the c. 7,000 hours of unmet weekly care for those individuals, in line with the Self-Directed Support Act, noting latest statistics show 5,824 hours of unmet weekly care.

Notes that responsibility for these services sits with the Edinburgh Integration Joint Board (EIJB), and that Council is interested in the feasibility of the Health and Social Care Partnership designing bundles of aggregated unmet hours, to engage service providers to take part in regular auctions to achieve best value in the delivery of care to meet individuals' needs. Council therefore refers these matters to the Edinburgh Integration Joint Board for further consideration.

21 Christmas Lights - Motion by Councillor Hutchison

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

“Council:

Welcomes the announcement of funding for Christmas lights in high streets across the city and recognises that this relatively small investment in the context of the overall cost of the city's festive celebrations is crucial in helping local communities throughout the city to celebrate Christmas.

Council regrets that a decision on provision of festive lights in communities across Edinburgh for Christmas 2017 was not made until October and acknowledges that this is much too late in the year, given the fact that community groups across the city have already made their own arrangements.

Council further acknowledges that a decision to re-instate this funding, which was withdrawn in 2016, for a single year is illogical and may be unhelpful in light of significant investments already made by community groups and multi year contracts entered into.

Council apologises to all affected community groups for the uncertainty around funding for Christmas lights and for the inconvenience caused by the lateness of this decision and the subsequent poor communication of the decision once it was made.

Council agrees that all future decisions on funding for community Christmas lights will be made for a period of not less than 3 years and will be communicated no later than March in the year in which the decision is reviewed.

Motion

To approve the motion by Councillor Hutchison.

- moved by Councillor Hutchison, seconded by Councillor Smith

Amendment

Council notes the content of the motion and welcomes the programme to provide festive lighting across the city for 2017/18.

Council acknowledges that the timing of the confirmation of this programme was directly affected by:

- the opportunity to return to the previous programme for Christmas lights/trees was presented as a result of the supplementary funding made by the Scottish Government in March for the 2017/18 budget;
- the subsequent programme of consultation with local communities allowing a plan to be developed in partnership with them.

Council notes that a tender is currently being produced for Christmas lights/tree provision for the period 2018/21 and that the outcome of this will be reported in good time to allow communities to plan for the festive period.

- moved by Councillor Wilson, seconded by Councillor Ian Campbell

In accordance with Standing Order 20(7), the amendment was accepted in place of the terms of the motion.

Decision

To approve the following amended motion by Councillor Hutchison:

- 1) To welcome the programme to provide festive lighting across the city for 2017/18.
- 2) Council acknowledge that the timing of the confirmation of this programme was directly affected by:

- the opportunity to return to the previous programme for Christmas lights/trees was presented as a result of the supplementary funding made by the Scottish Government in March for the 2017/18 budget;
 - the subsequent programme of consultation with local communities allowing a plan to be developed in partnership with them.
- 3) To note that a tender was currently being produced for Christmas lights/tree provision for the period 2018/21 and that the outcome of this would be reported in good time to allow communities to plan for the festive period.

22 Developer Contributions – Emergency Motion by Councillor Ritchie

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

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

“The Council:

1. Notes the recent decision by the Supreme Court sitting in Edinburgh on the case involving the Elswick Development Company Ltd and the Aberdeen City and Shire Strategic Development Authority.
2. Notes that the court found that the Authority’s supplementary guidance on developer contributions to be unlawful.
3. Notes that the Scottish Government is reviewing the process of funding development infrastructure and that new proposals are likely to be contained in draft legislation published by the end of the year.
4. Notes that the Scottish Government has not yet confirmed that the Council may adopt its Supplementary Guidance on Developer Contributions.
5. In the meantime requests the Head of Legal Services in consultation with the Chief Planning Officer to review the implications of the Elswick ruling for the Council’s procedures for collecting developer contributions and to report the outcome to Planning Committee.”

Decision

To approve the motion by Councillor Ritchie.

23 Settlement Agreement with Viridor Waste Management Limited – referral from the Governance, Risk and Best Value Committee

The Council, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of the following item of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraphs 8 and 10 of Part 1 of Schedule 7(A) of the Act.

The Finance and Resources Committee had referred a report on a settlement agreement with Viridor Waste Management Limited (“Viridor”) to cover various issues arising out of a long-standing waste contract to the Council for approval of the use of reserves to meet the settlement agreement.

Decision

To approve the use of reserves to meet the settlement agreement costs.

(References: Finance and Resources Committee 28 September 2017 (item 20); referral report from the Finance and Resources Committee, submitted)

Appendix 1

(As referred to in Act of Council No 2 of 26 October 2017)

QUESTION NO 1

By Councillor Osler for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 26 October 2017

Question **(1)** When will the much anticipated East Fettes Avenue Crossing Point from Inverleith Park to Broughton High School finally be constructed?

Answer **(1)** Consultation on the proposed design for the crossing improvement is due to commence shortly. Following this, it will be necessary to undertake the statutory process for a Traffic Regulation Order (TRO) to alter the existing parking facilities to accommodate the new crossing point. The TRO process usually takes six to nine months to complete.

It is therefore currently expected that, subject to the successful completion of the TRO process, the crossing will be constructed during the 2018 school summer holidays.

Question **(2)** Why has it taken so long?

Answer **(2)** Unfortunately the demands on our roads services have meant that this project has not been able to be progressed to date. I have asked officers to ensure that the proposed delivery date of summer 2018 is achieved.

Supplementary Question Thank you very much indeed Convener for your answers and I would be extremely grateful if you could keep me informed to the progress. Thank you. No further question.

Supplementary Answer Happy to do so.

QUESTION NO 2

**By Councillor Lang for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 26 October 2017**

Question (1) Why does the Council's Active Travel Plan, as refreshed in 2016, make no mention of Kirkliston or, other than a reference to the completed cycle route NCN 1 cycle route, Queensferry?

Answer (1) Many areas of Edinburgh are not specifically named in the Active Travel Action Plan (ATAP).

Question (2) Why do the seven maps contained within the Active Travel Plan specifically exclude Kirkliston and Queensferry?

Answer (2) Six of the maps referred to are extracts from census data, principally included for illustrative purposes. To make them more readable, these exclude some areas towards the edge of the Council area. However, a link to the source website will be added to the electronic version of the ATAP on the Council website enabling the reader to access maps covering the full Council area.

The seventh map shows the proposed QuietRoutes network. This network extends to the entire Council area, including Kirkliston and Queensferry but unfortunately the westernmost part of the city was omitted from the published 2016 map in error. The electronic version of the ATAP will now be amended to show the full network.

Question (3) When will be Active Travel Plan next be refreshed?

Answer (3) The ATAP will be refreshed in 2018.

Question (4) What Active Travel projects are anticipated to be taken forward in Queensferry and Kirkliston, particularly in light of the Local Development Plan?

Answer

(4) The Local Development Plan Action Programme includes a number of active travel projects associated with planned developments in the Queensferry/Kirkliston area including:

- **Builyeon Road (HSG 32)**
- **South Scotstoun (HSG 33)**
- **Dalmeny (HSG 34)**
- **Dalmeny Station**
- **West Edinburgh Transport Contribution Zone Pedestrian/Cycle Actions**

Information on each of these projects can be found on the Council website:

http://www.edinburgh.gov.uk/info/20013/planning_and_building/66/edinburgh-local-development-plan

Projects in the ATAP are dependent on developments proceeding and on securing the necessary planning conditions and/or funding/implementation agreements with the relevant developers.

Supplementary Question

Thank you very much. I thank the Convener for the answers she has provided. Does she recognise that if this document had been published, dare I say, with so many maps excluded, say Liberton and Gilmerton, then perhaps her and her constituents would probably be as frustrated as mine.

Does she accept that practices such as this only fuel the perception which does exist in many parts of Queensferry and Kirkliston that they are not a priority and can I at least just ask her for her help to try and ensure that documents like this more accurately reflect the fact that this is a Council which serves all of the communities in the City and not just those within the City Bypass?

**Supplementary
Answer**

Councillor Lang I'm happy to agree that all areas are important to this Edinburgh Council and that indeed they should be reflected in terms of the electronic presence in the publication of our, in this case, Travel Plan. I think the written answer that was given gives you a full commitment that it's now going to be amended to show the full network of maps and I think that's something that we can all welcome, particularly the residents of your particular Ward. I can go no further than that other than to commit to the fact that I've been talking to officials about the need to reflect all of these areas. We are conscious of changes that are occurring in your area and we need to be cognisant of that in all of our work. Thank you.

QUESTION NO 3

**By Councillor Lang for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 26 October 2017**

Question (1) How many free to use car parks are owned and maintained by the Council and will she publish a list of such car parks?

Answer (1) There are three Park and Ride car parks owned and maintained by the Council:

- Hermiston Park and Ride
- Ingliston Park and Ride
- Straiton Park and Ride

There are a number of locations through the city which may be used as parking by the public and/or residents. We will work to provide a comprehensive list of these locations over the next couple of weeks.

Question (2) Which of these car parks are open and accessible to caravans and motorhome vehicles?

Answer (2) Only Ingliston Park and Ride is open and accessible to caravans and motorhome vehicles for day parking.

Question (3) Which of these car parks have restrictions on overnight parking?

Answer (3) Ingliston Park and Ride has restrictions on overnight parking.

Question (4) What statutory powers exist for the Council to introduce restrictions on overnight parking at its car parks?

Answer (4) Traffic Regulation Orders (TROs) are the only powers available in respect of restricting overnight parking in car parks. Ingliston Park and Ride is the only Council facility which has an enforceable TRO in place to restrict overnight parking.

**Supplementary
Comment**

Thank you again for the answers. My question really related less to park and ride and more to other car parks so given the Convener has promised some more data for me in the next couple of weeks I will hold off my supplementary until I get that information.

QUESTION NO 4

**By Councillor Lang for answer by the
Convener of the Finance and
Resources Committee at a meeting
of the Council on 26 October 2017**

Question (1) When was the £1m funding agreed for the redevelopment of the High Street in Queensferry?

Answer (1) This scheme budget was first approved at the Transport and Environment Committee on [12 January 2016](#).

Question (2) What progress has been made in the delivery of the project since this date?

Answer (2) Procurement is progressing for the appointment of a consultant to carry out consultation and design for the project. This appointment should be made by early 2018 and it is expected that the scheme will commence on site in late summer 2018.

Question (3) What specific improvements are expected to be delivered through this project?

Answer (3) The scheme is for sett renewal however it is recognised that this is an opportunity to improve the local infrastructure, parking control, traffic management and pedestrian areas.

A local project board will be appointed to oversee the consultation and design phases to ensure that the scheme takes account of all feedback provided.

Supplementary Question Thank you. A very simple question, given the funding for this was agreed in January 2016, for what reason is it going to take almost two years to even appoint a contractor let alone start work?

**Supplementary
Answer**

Thank you Lord Provost and I thank Councillor Lang for his question. I agree the delay is very regrettable but now and again we do come across practical problems in terms of the tendering process or recruiting a consultant and I'm afraid that's what happened in this case. We got a long way down the road with the appointment of a consultant only for that individual to be barred in the end due to performance issues. So the Council then went through a traditional competitive tendering process but the delay in appointment has been partly due to a function of resource and competing priorities. We have lost some staff as a result of transformation in the North West Locality Team and that hasn't helped the process but in Spring/Summer of this year we undertook a pre-selection process with the support of the Procurement Team who also have noted that they have resource pressures too. But I would like to assure Councillor Lang that the Administration does remain wholly committed to the delivery of a successful town centre in consultation with the local community.

QUESTION NO 5

By Councillor Gloyer for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 26 October 2017

Question

The Convener will be aware that Murrayfield Community Council hosted a site visit to Ellersly Road for council officers and Living Streets on the 15th of August. What progress has been made since that site visit on improving safety and access for pedestrians on Ellersly Road?

Answer

The site visit highlighted a number of improvements for safety and access and these are currently being reviewed to identify what engineering solutions can be implemented to improve safety.

Some of these can be delivered in the short term and will be delivered in the next six months.

Work is continuing to develop solutions to the more complex issues and I will ensure local members are kept updated on progress.

Supplementary Question

I'd like to thank the Convener for her answer. Of course we all appreciate that the more complex issues will take time to develop and implement and I look forward to further updates in due course. However, as you point out, on that site visit there were a number of things that were identified as "quick wins" and I'm a bit puzzled as to why they are going to take six months to implement. They were things like removing redundant road signs and moving a grit bin. They are small things but cumulatively they would make it very much easier for pedestrians to negotiate the narrowest sections of those pavements.

Could the Convener give me an assurance that these small minor improvements will be implemented before the end of this year?

**Supplementary
Answer**

Thank you Councillor Gloyer. I hesitate to commit departments to specific deadlines like that but I can assure you that when we refer to them being delivered within the next six months it does not mean we are going to be waiting until five and a half months from now to deliver all of them.

You will have seen, no doubt, that there is a wide range, and you are correct they are relatively small pieces of work but there are a number of them including such things as removing redundant and ineffective signage, road layout warning, etc. So, some of these require processes to be gone through. I will be asking officials to expedite them as quickly as possible.

QUESTION NO 6

By Councillor Gloyer for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 26 October 2017

Question

A signalised pedestrian crossing across the A8 at Kaimes Rd was first assessed as having high priority in October 2009. At what stage is the design of this crossing at present?

Answer

The majority of the funding for this crossing was secured through the Planning process, via a Section 75 Agreement with a developer. This funding became available for use by the Council in late November 2016.

It is intended to implement the crossing as part of a wider scheme of improvements to the Council's QuietRoute 9 and preliminary design work for this is currently underway. Consultation on the proposals is planned to take place shortly and it is currently expected that these will be implemented during financial year 2018/19.

Supplementary Question

Again, thank you for your answer. It's very good to have it confirmed that the Section 75 funding is in place and I'm pleased to read there will be consultation on the proposals. It seems to me that this is an opportunity to improve access around the crossing as well as just between the two pavements. For example, there are a couple of steps down to the footpath to Traquair Park which mean that anyone in a wheelchair or with a pram has to detour through the Forestry Commission's grounds.

Could the Convener ensure that the consultation that's envisaged includes people who would actually use the crossing and that they are able to influence the final design?

Supplementary Answer

Thank you Councillor Gloyer. Yes, I can confirm that and I hope we will also have your input to that consultation too. Thank you.

QUESTION NO 7

By Councillor Booth for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 26 October 2017

Question

When will the council publish technical drawings for their proposals for carriageway changes to:

- a) Picardy Place
- b) Leith Street

Answer

Picardy Place

Transport and Environment Committee on 5 October agreed to carry out further engagement on the transport layout for Picardy Place. The proposed designs will shortly be published online and at stakeholder and public events. The schedule of publication is currently being developed.

Leith Street

The redetermination order promoted for Leith Street went live on 3 October:

http://www.edinburgh.gov.uk/downloads/download/2349/rso_1713_leith_street_calton_road_greenside_row_waterloo_place

Supplementary Question

Thank you Lord Provost and I thank the Convener for her response. I'm sure she will agree with me that it's very difficult for a key stakeholder such as Living Streets or Spokes to respond to Council consultations on carriageway changes if the technical drawings have not been published. In her response she said that the redetermination order promoted for Leith Street has been published. That is correct but unfortunately it doesn't include technical drawings.

Will she give me, or will she give the Council, a date on which the technical drawings for these two streets will be published please?

**Supplementary
Answer**

Thank you Councillor Booth. I will not give you a precise date at this particular meeting because I've not had a chance to discuss it officials and it also requires them to augment what is already there on the online presence but I will undertake to get that done as quickly as I possibly can.

I'd like to speak also to the Picardy Place element in the question that you asked. I'd like to take this opportunity to remind people that we are actually delaying our processes on Picardy Place in order to expand our degree of consultation on that. I hope that that will be welcomed by all those who have been considering this question.

QUESTION NO 8

**By Councillor Lang for answer by the
Convener of the Finance and
Resources Committee at a meeting
of the Council on 26 October 2017**

- Question** (1) If he will produce a table showing
- (a) which community centres will see a reduction in the
 number of hours of janitorial cover arising from the current
 review of facilities management and
- (b) the number of hours reduction being proposed at
 each centre.
- Answer** (1) The Facilities Management service is subject to a formal
 organisational review across the City. This involves a formal
 consultation process with the janitorial staff covered by the
 review and with the relevant trade unions. This process is
 due to conclude in December.
- Following the closure of the consultation, the service will be
 in a position to produce a clear breakdown of the “as is” and
 “to be” arrangements which will be introduced.
- Question** (2) Which community centre management committees have
 received formal notification of the proposed new levels of
 janitorial cover?
- Answer** (2) Running alongside the formal consultation with janitorial
 staff, there has been a programme of community centre
 engagement visits, which remains ongoing, with
 management committees to discuss with them the proposals
 for cover and how that best can fit in with the activities they
 provide. There are 38 community centres in Edinburgh and
 to date 26 have taken up the opportunity to discuss the
 Facilities Management service review.
- Question** (3) What hourly rate will be charged to community centres for
 the mobile janitor(s) to attend outwith the hours covered by
 their assigned janitor?

Answer (3) The charging for janitorial support is an integral part of the review of the Facilities Management service. A fundamental principle of this is that the service cannot offer services which operate at a loss. As such, work is underway to prepare a suite of charges which will be applied when janitorial support is required out of hours. This is due for completion in December and these charges will form part of the Facilities Management Business Plan from the next financial year.

Question (4) What assessment has been made of the expected cuts to community organisations, clubs and other activities which may arise from the reduction in core hours and charges for mobile janitors?

Answer (4) Community centres across the City receive services from three different Council areas: Lifelong Learning, Business Support and Facilities Management. All of these areas have had or are undertaking organisational reviews, aligned to approved Council budget decisions, which affect the levels of support that the Council as a whole is able to provide to each individual Centre.

This does throw up a range of issues and to consider these, the Council has established an internal officer working group from the three services to consider the impact and interdependencies that the changes to each function will have. Part of this group's remit is to consider what activities take place during the week in each centre and how best the Council can support them.

Question (5) Why have elected members received no formal briefings from officials on the specific changes being proposed at each community centre and the likely impact of such changes?

Answer (5) Formal briefings have previously taken place with elected members on the wider Facilities Management review. Meetings will be arranged with political groups once the final model for Janitorial services has been agreed with staff, unions and Communities and Families.

In addition, some management committees have invited their local Councillors along to the meetings they are holding

with the Facilities Management review team and I would encourage members to engage with this approach.

Supplementary Question (1) Thank you. I have to say I was quite puzzled by the answers which the Convener provided in the questions that I asked here. It's recognised that specific revised levels of cover have already been provided to a number of community centres and to management committees. So, why was that information not able to have been provided to this Council today in response to the question that I asked? Are we really at a point where we have to start asking freedom of information requests to get this kind of basic information? And, secondly, will a final set of proposals be subject to a decision of any Committee of this Council?

Supplementary Answer (1) I thank Councillor Lang for his question. To answer the second question first, the answer is yes these decisions will ultimately be made by a Council Committee. On the first point, I do understand that there are a number of things going on with the consultation process at the moment with the janitorial staff themselves. There's also a programme of community centre engagement visits going on. Most of the community centres have engaged. Some of those that have not, I think the majority of those that haven't has been because they are going to be unaffected by what's proposed, but I'd be happy to provide Councillor Lang with any additional information that he feels is lacking at the moment.

Supplementary Question (2) Sorry Lord Provost, I still don't understand why is it that the information that is already in the public domain that has been provided directly to community centres, why has that information not been provided to me in response to the first question that I asked. I do not understand why that information cannot be provided to this Council.

Supplementary Answer (2) Well, I can't answer that question definitively Lord Provost. It very much depends on precisely what information has been provided to each of the community centres involved. But I'm happy to look at that question in more detail to see if there are any issues which could be resolved.

QUESTION NO 9

**By Councillor Staniforth for answer
by the Convener of the Culture and
Communities Committee at a
meeting of the Council on 26 October
2017**

On Friday 13th October the Bank of Scotland announced its intention to close the Museum on the Mound permanently [on 29th December 2017](#).

- | | | |
|-------------------------------|-----|---|
| Question | (1) | Did the Bank of Scotland discuss its intentions with the Council before announcing the closure? |
| Answer | (1) | No contact was made with the Culture service prior to the closure being announced. |
| Question | (2) | What action can being taken by Council to ensure that valuable educational services continue uninterrupted and that safeguards public access to the museum artefacts? |
| Answer | (2) | A meeting will be requested with the Museum Curator to explore what aspects of the Collection may fit with the Council's Museums Collecting Policy should the Bank of Scotland decide to dispose of any part of their Collection. |
| Question | (3) | What action is being taken to safeguard other privately owned educational and cultural venues? |
| Answer | (3) | While the Council maintains regular contact with cultural providers in the city, we are not actively involved in safeguarding privately operated educational or cultural venues. |
| Supplementary Question | | I thank the Convener for his answers. They were very illuminating. Would the Convener be willing to write to the Lloyds Banking Group to express dismay at the closure of the Museum of the Mound and ask them to reverse their decision? |

**Supplementary
Answer**

Thank you Councillor Staniforth. Yes, I'm very happy to do that and, as it says in the answer, we have set up a meeting to discuss this. I share the sentiments. The problem with obviously private collections is that they are private so we don't have any comprehensive list of these collections across the City so it very much is on a case by case basis. You have flagged up this case and I thank you for that. I'm more than happy to say yes to that.

QUESTION NO 10

**By Councillor Jim Campbell for
answer by the Convener of the
Education, Children and Families
Committee at a meeting of the
Council on 26 October 2017**

School Recruitment

Question

For all recruitment into school based rolls from June 2017 to date, what is the average:

- a) Number of days between job advertisement and interview?
- b) Number of days between interview and first written offer being made?
- c) Number of days from requesting PVG checks from candidates and gaining PVG certification?
- d) The proportion of first offers that are accepted.

Answer

- a) The closing date for the post should be one week after the advert goes live. Information is usually included when interviews will take place to allow candidates to plan ahead. On average 7-14 days after closing date.
- b) Successful candidates' paperwork is processed by the school Business Manager and passed to the recruitment team – the length of time before written confirmation is received is variable.
- c) The average time from us sending a PVG application to Disclosure Scotland and getting a certificate back is 8.5 days.
- d) Schools and Lifelong Learning don't hold this information centrally, but would estimate that almost all are accepted.

**Supplementary
Question**

Thank you. I'd like to thank the Convener for his answer and also just register my slight shock at the lack of precision with some of the data. This information is pretty standard I would say in the private sector so I am surprised that we don't have a good feel for the length of time it's taking to make offers, the length of time it's taking for them to be accepted and the acceptance rate. Certainly, at a parent council I was recently at, the Head Teacher was very disappointed that several of the offers she had made to candidates were turned down because they had already accepted alternative employment.

So, would the Convener consider gathering this information?

**Supplementary
Answer**

I was going to ask you, I presume you were talking about a specific appointment here, and obviously you've just clarified that. I'm quite happy to look at that. The information you got is very generalised but if you have a specific issue then I'm willing to take that up and give you an answer.

QUESTION NO 11

**By Councillor McLellan for answer by
the Convener of the Regulatory
Committee at a meeting of the
Council on 26 October 2017**

Question (1) How many licences have been issued by the Council to commercial dog walkers since their inception in 2014?

Answer (1) The Council has no power to licence commercial dog walkers under existing licensing legislation.

The Council introduced a Commercial Dog Walkers scheme in 2014 to city parks where the parks management rules apply. This requires commercial dog walkers to register prior to any of these parks and to abide by a code of conduct.

382 dog walkers have registered since the introduction of the Commercial Dog Walkers scheme in 2014.

Question (2) How many complaints have been received in that time about the operation of licensed commercial dog-walkers?

Answer (2) Since 2014 four complaints have been received.

Question (3) How many of those complaints were upheld?

Answer (3) All four complaints were upheld and have been resolved.

Question (4) How many licenses have been revoked in that time?

Answer (4) No permits have been revoked as part of the Commercial Dog Walkers scheme.

Question (5) To ask what measures are taken to ensure dog walkers continue to meet the conditions of their licenses?

Answer (5) The code of conduct is published and available to all commercial dog walkers registered with the Council scheme. If we become aware that the code has been breached, we would arrange for the matter to be investigated and would contact the dog walker concerned.

QUESTION NO 12

**By Councillor Johnston for answer
by the Convener of the Transport and
Environment Committee at a meeting
of the Council on 26 October 2017**

Question (1) What steps does the Council take to ensure that third parties, such as power or telephone providers, reinstate road markings after works have completed?

Answer (1) A reinstatement carried out by a Utility company is considered not complete until the permanent replacement of any road markings have taken place.

The Council inspects 100% of all reinstatements carried out by Utilities during the 2 year guarantee period to make sure compliance with the Specification for Reinstatements on Roads.

If a reinstatement fails an inspection the Utility is charged an inspection fee and it is re-inspected every 17 days until it is completed correctly. Last year the Council carried out over 34,000 inspections.

Question (2) Does the council measure how many repairs have been effected within the twelve month post-works deadline?

Answer (2) Reinstatements are guaranteed for two years, or three years in the case of deep openings.

The council carries out monthly performance checks on all Utilities including the numbers of outstanding reinstatements. These are recorded and reported as part of a Performance Framework.

**Supplementary
Comment** Thank you for that answer. I asked the question because there was some confusion about the extent of the guarantee paid but I'm pleased that's been clarified and it is indeed two years as opposed to one year. Thank you.

QUESTION NO 13

By Councillor Smith for answer by the Convener of the Housing and Economy Committee at a meeting of the Council on 26 October 2017

- Question** (1) When a council owned residential property becomes available when someone finishes their tenancy/leaves the property, how is the property evaluated and on what basis, to confirm any maintenance/repairs that are required?
- Answer** (1) Where a termination has been notified in advance and where access is provided, a pre-termination inspection is carried out to identify if there are any issues that will result in a chargeable repair so that these can be advised to the tenant. This inspection is carried out during while the tenancy is 'live'.
- For all tenancy terminations a comprehensive property condition inspection is carried out by a Quality Control Officer (QCO). This will identify if there are any repairs required to bring the property back up to the agreed 'Standard of Let'. This is due to be reviewed in 2018.
- Question** (2) How is this evaluation reviewed and by whom?
- Answer** (2) There is no evaluation of the QCO inspection as the 'Standard of Let' states the conditions which apply. Any works undertaken are inspected by the QCO or Housing Property Team Leader. The local Housing Officer will also inspect the property following completion of the works in advance of arranging a viewing for prospective tenants.
- Question** (3) Please confirm the total costs of repairs/maintenance per year on council owned residential properties between tenancies for the last 3 years.

Answer	<p>(3) 2014/15 - £6,893,666 (2,878 properties)</p> <p>2015/16 – £5,307,994 (2,280 properties)</p> <p>2016/17 - £7,528,229 (2,467 properties)</p> <p>April to Sept 2017 - £3,305,042 (1,832 properties)</p>
Question	<p>(4) Of those repairs, does the council monitor or review the percentage of those relating to normal wear and tear, and those caused by damage? If so, please also provide details of this for each of the last 3 years.</p>
Answer	<p>(4) The Council records details of the tenant where repairs are identified as either deliberate or careless. It does not record the number of repairs carried out in these circumstances.</p>
Supplementary Question	<p>Thank you very much and I thank the Convener for his thorough answers. May I ask if the Convener would be happy to meet with me to discuss the specific case in my Ward which led to me asking the questions in advance of the review which he mentions in his answer to Question 1?</p>
Supplementary Answer	<p>Thank you to Councillor Smith for her question. Absolutely, my door is open to any Councillor who wants to discuss Ward issues at any time.</p>

QUESTION NO 14

By Councillor Doggart for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 26 October 2017

Question (1) Will the Convener please confirm that the Administration still anticipates the opening of the new primary school in Caanan Lane in 2020?

If completion is not anticipated for that date, could the Convener set out a new target for the opening of the much needed school in the south of the city?

Answer (1) Yes, the current estimate is that construction of the new school building will be complete by August 2020.

Question (2) Will the Convener explain what financial impact the new building will have on existing school budgets, particularly for South Morningside Primary?

Answer (2) There is no change proposed to the methods which are used to calculate the budget for South Morningside Primary School.

Question (3) Will the Convener meet with the South Morningside Primary Parent Council to explain how the administration will meet its target, provide the finance to maintain the high standards of South Morningside Primary and avoid the problems that have affected the opening of the new Boroughmuir school building?

Answer (3) Before the end of the year, Council Officers are due to set up meetings with all the families from existing schools who will be affected by the creation of the new school. As Convener I would also be delighted to meet with the Parent Council of South Morningside Primary School.

Supplementary Question (1) Lord Provost, thank you to the Convener for his answers. In August, Councillor Neil Ross asked around the issues affecting Oaklands Care Home and the concerns that parents had that the unresolved issues around that Care Home would delay the completion of the school at Canaan Lane.

So, is the Convener able to confirm that the issues affecting Oaklands Care Home have indeed been resolved and they will have no subsequent impact on the completion date of the new school?

Supplementary Answer (1) Sorry, I'm a bit confused as the question was about South Morningside Primary School here, not Oaklands. If you could clarify what the link between the two are.

Supplementary comment (2) Absolutely, South Morningside Primary School is connected to the new school that will be built in Canaan Lane and the parents are concerned, as you can see from the question, that there would be funding issues.

Supplementary Answer (2) Right, okay. Well, I think in the answer to your last question, I'm quite happy to meet the parents. Obviously, this is a fairly complicated issue which would take a long time to explain in this Chamber and it would be better to meet the parents to hear from them directly what the issues are. So, I'll give you a commitment that I'll meet them with yourself.

QUESTION NO 15

**By Councillor Jim Campbell for
answer by the Convener of the
Planning Committee at a meeting of
the Council on 26 October 2017**

- Question** (1) Do we maintain a central register of all Section 75 contributions agreed with developers?
- Answer** (1) Whilst there is no register of all Section 75 contributions, officers monitor contributions expected and collected from developers as part of the overall monitoring of planning obligations.
- Question** (2) What date was this register started?
- Answer** (2) Systematic monitoring of Section 75 contributions has been undertaken for approximately ten years.
- Question** (3) What is the total value of all section 75 contributions agreed since the register was started?
- Answer** (3) Since 2014 £25m of Section 75 contributions have been received.
- Question** (4) What is the value of unchallenged section 75 payments made that were included on the register?
- Answer** (4) The Council does not record the value of unchallenged Section 75 payments made.
- Question** (5) Is the collection rate since the date of the register higher or lower than the collection rate prior to the register?
- Answer** (5) We do not hold a record of collection rates prior to the recording of Section 75 contributions. In monitoring contributions it is recognised that the levels of Section 75 contributions have fluctuated in recent years depending on the nature of individual developments and general construction rates of developers in the city.

**Supplementary
Question**

I thank the Convener for his answer. I actually asked for this in response to something a constituent had raised with me. She had told me, and I was surprised to hear it, that the Council didn't keep a record of all the Section 75s that have been agreed by Planning. And, I'm rather surprised to find the Convener confirming that. That had come about after an incident in my Ward where the best part of £1m that had been agreed with the developer wasn't, in fact, paid due to a lack of management shall we say.

So, what confidence can the Convener give me and my constituent that we now have a process in place so that once Section 75s have been agreed with developers we are managing that through to the money coming to this City?

**Supplementary
Answer**

Thank you very much for the question. Although there is no formal register for recording planning obligation contributions, all planning determinations and all planning obligations whether achieved through statutory means through Section 75 or any other planning legislation are recorded on the Council's Uniform Database that is publicly available and all the information is there to see. In anticipation of your question and your supplementary question, I've got further information here on the scale of charges that we've had on various different subject areas over various different years and I'm more than happy to share it with you.

QUESTION NO 16

By Councillor Webber for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 26 October 2017

- Question** (1) Can the Convener confirm if and when a school catchment area review will take place (in particular in Pentland Hills given all the new FAMILY 4/5 bed homes being built! – this also covers Kirkliston and Ratho as these children go to Balerno HS)?
- Answer** (1) A report to the Education, Children and Families Committee on 10 October 2017 provided an update on the proposals for informal consultation to take place with school communities in the west and south west of the city. Workshop sessions looking at options for potential catchment changes will be held with school communities during November and Officers are currently finalising the detail of the options which will be presented. Local members will be informed about the options in advance of them being discussed with the school communities. Only once the views of the school communities have been heard and considered will final proposals for any statutory consultations be brought forward to the Committee for consideration.
- Question** (2) Can the Convener confirm what consultation had taken place regarding the catchment area review with:
- a) The Schools – High Schools and Primary
- b) The Community Councils
- Answer** (2) The detail for consultation with the schools is provided in the answer above. As part of the informal consultation period Council Officers will also engage with appropriate Community Councils.
- Question** (3) Can the Convener confirm when the outcomes will be presented?
- Answer** (3) A further update on the informal consultation process will be provided to Committee in December 2017.

**Supplementary
Question**

Thank you very much and thank you Convener for your answers to my question. A couple of supplementaries. Can I just get an assurance from you that, in fact, all the local schools will be involved in these consultations that are scheduled to take place in November. And, again, as these workshops are scheduled to take place in November as I've just said, and November starts next week, that perhaps the Convener might provide the dates for these consultations as soon as possible? Thank you.

**Supplementary
Answer**

I'm quite happy to confirm that all primary schools will be involved and I'm also happy, as soon as we have had the meetings with the local councillors involved, because that's not happened yet, and it's going to happen as soon as possible hopefully. And once that's happened and the local councillors understand what the proposals are it will then go out to consultation in November some time.

QUESTION NO 17

**By Councillor Rust for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 26 October 2017**

- Question** (1) What factors are considered in the siting of general waste litter bins in public areas and when was there last a review of such bin provision?
- Answer** (1) Currently sites are assessed and a decision is made on the suitability of the site based on the intensity of use (i.e. how well used it is), complaints and history of littering in the area. There is an ongoing review of this with a draft policy document being developed.
- Question** (2) How many general waste litter bins have been removed per ward over the past 5 years?
- Answer** (2) We do not record the number of waste litter bins removed.
- Question** (3) How many of these bins have been replaced per ward?
- Answer** (3) As above.
- Question** (4) How many outstanding requests are there for litter bins and at what locations?
- Answer** (4) There are currently three outstanding litter bin requests. Two in Meadows Morningside and one in Southside Newington.
- Question** (5) As at 11th September Council staff e-mailed: "We are unable to supply a new litter bin at the moment due to none being available". When were litter bins last available?
- Answer** (5) We are currently using a number of second hand bins to replace damaged bins or be placed where there is an identified need. Additional bins are currently being ordered.

Supplementary Question (1) Thank you Lord Provost and for that build up although the question is not really that exciting. I thank the Convener for the answers to her questions. I've got a couple of points to make and it's simply in relation to the ongoing review and draft policy, whether there's a timescale for that reporting as I wasn't aware of it at all and in particular in terms of the new bins being ordered if there was a timescale for that.

The second issue was in relation to Answer (4), I find it very hard to believe that there are only three outstanding requests. I know personally of quite a number in my Ward so I'd quite like to understand how these figures have been collated because I think that answer is erroneous. A very final point, it has been raised with me by a community group as to whether, and this may be able to form part of the review of the policy, if a community group was to purchase or put funds towards buying general waste litter bins and agreeing a location with the Council whether the Council would be willing to empty those bins? Thank you.

Supplementary Answer (1) Thank you very much for the supplementary question. Clearly if you are stating that there are outstanding bin requests, we will have to look into that and I will come back to you specifically on that particular point. I'm surprised to hear if they haven't been recorded. It depends I suppose on the nature of the request that's gone in.

In terms of the last point you made about communities being able to provide their own bins, that's something I'd like to discuss with the Head of Service and I'll come back to you again on that. Thank you.

Supplementary Question (2) On the question of the general timescale for review of the policy, is there a timescale?

Supplementary Answer (2) Again, that's something I'd like to come back to you with after discussing it with the officials. Thank you.

QUESTION NO 18

By Councillor Bruce for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 26 October 2017

Question (1) Why did it take over 3 months to get the street lights back on for the section of Lanark Road West between Bridge Road & Ravelrig Road in Balerno?

Answer (1) The Council and Scottish Power Energy Networks (SPEN) have been working to resolve this issue since July this year. Following investigations on site, SPEN were able to provide power to the street lights on Bridge Road on 25 September 2017, but Lanark Road West remained dark.

The latest information from SPEN is that they are having difficulty pinpointing the location of the fault that affected the street lights on Lanark Road West and continue with their investigations.

Question (2) Since work has been done on Q1, why are the lights on 24 hours a day (apart from one which doesn't come on at all) on this stretch of road?

Answer (2) SPEN are having difficulty locating the point of the fault, so they are currently on 24 hours in the hope that the fault becomes "open circuit" and they will have the fault location and can carry out a permanent repair.

Question (3) Lampposts appear to have codes associated with them – why do these not appear on the Council Website or on lampposts themselves? (responses from the street light team note codes which if made available would assist in the identification of those reported as being faulty).

Answer (3) Each of the Council's Street Lighting Assets have a unique asset number. In the case of column mounted lights, the asset number is normally displayed on the column, through the use of sticky labels. Depending on the age of the column, these can become faded or dislodged. The Council's Street Lighting function is currently looking at ways

of replacing the asset numbers as part of an ongoing maintenance regime.

The Council's Street Lighting function is currently engaging with the Council's ICT function to discuss improvements to the Council's website to include the display of Asset Numbers, which would help users reporting faults.

**Supplementary
Question**

Thank you Lord Provost and can I thank Councillor Macinnes for the answers to my questions. Just referring to Question (1), I would be grateful if you could use your influence to set a timescale for Scottish Power to fix these street lights on this stretch of Lanark Road West. Thank you.

**Supplementary
Answer**

I am certainly happy to exert some degree of pressure on that but clearly there are probably technical considerations that I suspect neither you nor I are qualified to discuss. I will certainly, through our officials, try to exert some pressure on that. Thank you.

QUESTION NO 19

**By Councillor Mary Campbell for
answer by the Convener of the
Education, Children and Families
Committee at a meeting of the
Council on 26 October 2017**

Question Under the current Facilities Management Review proposals, what is the staffing proposal for Head of Establishments?

Answer The impact of having reduced numbers of CLD staff combined with a review of the roles and responsibilities of newly created posts within a new service ie Lifelong Learning Service has resulted in there being the need for a new approach to supporting the Voluntary Organisations who are managing Community Centres in partnership with the Council.

At present, community centres across the City receive support from three different Council services: Lifelong Learning, Business Support and Facilities Management.

The Council has established an officer working group from the three services to consider the impact and interdependencies that the changes to each function will have. Part of this group's remit is to consider what activities take place during the week in each centre and how best the Council can support them

Question (2) What is the proposed level of janitorial cover for each community centre?

Answer (2) The Facilities Management service is subject to a formal organisational review across the City. This involves a formal consultation process with the janitorial staff covered by the review and with the relevant trade unions. This process is due to conclude in December.

Following the closure of the consultation, the service will be in a position to produce a clear breakdown of the "as is" and "to be" arrangements which will be introduced.

Question	(3) Will community centres have janitorial cover for weekend use?
Answer	(3) Individual community centres will have allocated hours of janitorial support. It is not anticipated that the service will provide support routinely over the weekend but will work with other council service areas and management committees to help provide the support they need.
Supplementary Question	Thank you Lord Provost and thanks to the Convener for his answers. I was just wondering, I noticed in Question (1) there isn't exactly an answer about Head of Establishment and I would be grateful if more clarity could be provided if a Head of Establishment post is being considered for community centres now community learning development workers have been withdrawn.
Supplementary Answer	You'll notice from the report we're in consultation at the moment and that consultation will finish in December. Not only have the staff been consulted but community centres have been consulted. Once the results of that consultation have been, once we know that, then we can make a judgement about how it's going to affect community centres and it's obviously up to this Council if it wants to respond. What we're trying to do is get the community centres to reflect on the position the Council's in in relation to budget and see if there's some way they can support their own centres voluntarily. So that discussion is ongoing but there shouldn't be any changes to anything until after the New Year.

QUESTION NO 20

By Councillor Booth for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 26 October 2017

- Question** (1) Please list by month the number of requests received since 1 November 2016 to clear leaves from footpaths and cycle paths and in each month listing the requests received by phone; email; web; twitter; in person, and by letter.
- Answer** (1) Table 1 below shows the number of requests received since November 2016.
- Question** (2) Please list the dates since 1 November 2016 when large mechanical sweepers have swept the off-road cycle paths, including but not limited to the Roseburn, Warriston, Water of Leith and Ferry Road paths.
- Answer** (2) There is currently no recording of Mechanical Sweeping of Cycleways. There were 50 recorded cleaning actions recorded from 1 November 2016 to 17 October 2017. This does not include reactive work from the enquiries in Question 1.
- 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) https://my.edinburgh.gov.uk/app/report_it_forms/litter
- Question** (4) What action has been taken since 1 November 2016 to implement a proactive approach to the sweeping of leaves from footpaths and cyclepaths?

Answer

- (4) Areas such as those with high footfall, on cycle paths, near sheltered accommodation are being prioritised. As part of the ongoing work to implement Routesmart for the mechanical sweeper routes, seasonal leaf fall routes are being developed to allow the service to track actual work carried out in the future. Unfortunately these routes will not be available this autumn/winter however intelligence gathered over this period will be built into their design.

Seasonal variations make it difficult to proactively route resources for leaf collection. At present areas are targeted through local knowledge, site inspections by street cleansing staff and from enquiries made by the public.

Table 1

Leaves Location	Yearmo	Phone	Email	Web	Twitter	In Person	Letter	Internal Memo	Grand Total
☐ Cycleway	2016 12		1						1
Cycleway Total			1						1
☐ Not Cycleway	2016 11	140	26	5	7	3			181
	2016 12	84	20	6	3		2		115
	2017 01	43	17	1	2	3		1	67
	2017 02	16	9	1	4	3	1		34
	2017 03	7	3						10
	2017 04	3		1			1		5
	2017 05		4						4
	2017 06		2						2
	2017 07		2	1					3
	2017 08	2							2
	2017 09	1	3			1			5
	2017 10	10	11	2					23
Not Cycleway Total		306	97	17	16	10	4	1	451
Grand Total		306	98	17	16	10	4	1	452

Supplementary Question

Thank you Lord Provost and I thank the Convener for her response. I must admit to being somewhat surprised by the response, in particular to the first part of my question. The answer says that only one complaint about leaves has been received on cycleways in the last year. I know that I've submitted a handful myself so it would appear that not all of the complaints are being logged. I would be grateful if she could confirm that she will investigate why that is apparently not happening.

In response to my question about how members of the public can report, in particular online, problems with leaves on foot and cycle paths, she, in her response, has provided a form to reporting litter. I wasn't aware that litter included leaf litter but perhaps that could also be made clear on the website. And also there is no way of reporting problems crucially in our off-road cycle network. I'd be grateful if she could address that point.

I suppose the general point is that, if we expect members of the public to use foot and cycle to get around, then surely we as a Council have a responsibility to ensure that our facilities for pedestrians and cyclists are well maintained.

Can she give a commitment to ensuring that this improves in future?

**Supplementary
Answer**

Thank you Councillor Booth. Yes, I will be very happy to investigate the first point as to why we only have one recorded and you're indicating that more have been made. Clearly there may be some issues with the system in that case.

In terms of reporting specifically on leaf litter, I will be happy to talk to officials about how we can improve that particular interaction with the public to allow that to be more effective.

In terms of how we improve this level of service, I mean clearly it's a regular winter occurrence, we can see that from the statistics, it's those vital four months across the winter months. You'll notice in Answer (4) that's been given a reference to Routesmart. This is obviously something that has been implemented for waste collections but, in this particular case, will also be used to inform mechanical leaf sweeping routes. Clearly we have to take time to feed information in to that system to get up fully and running but I think it promises to deliver more effectively than the current system. I hope you'll give us some time to see the benefits of that. Thank you.

Item no 5.1

QUESTION NO 1

**By Councillor Rae for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 23 November 2017**

Question

What discussions have taken place between the council and Network Rail, with a view to construction of a walking/cycling path on the former Powderhall rail line?

Answer

Item no 5.2

QUESTION NO 2

**By Councillor Lang for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 23 November 2017**

Question

On 30 May 2017, Councillor Young and I submitted a petition to officials calling for action to address the parking issues in Newbridge. This was signed by the majority of the residents in the village.

What action has been taken since this date, particularly in the period since [10 August](#) when the Transport and Environment Committee approved the new Parking Action Plan?

Answer

Item no 5.3

QUESTION NO 3

**By Councillor Lang for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 23 November 2017**

Question

What action is being taken to tackle excessive vehicle speeds on rural roads in the Almond ward, particularly in areas close to small groups of residential housing?

Answer

Item no 5.4

QUESTION NO 4

By Councillor Lang for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 23 November 2017

Question (1) What statutory responsibility exists on the Council to ensure there is adequate lighting of the cycle path network?

Answer (1)

Question (2) What percentage of the cycle path network in the City of Edinburgh is covered by lighting?

Answer (2)

Question (3) What plans exist to install additional lighting on the National Cycle Route 1 between Queensferry and Dalmeny?

Answer (3)

Item no 5.5

QUESTION NO 5

**By Councillor Lang for answer by the
Convener of the Finance and
Resources Committee at a meeting
of the Council on 23 November 2017**

Janitorial Review

Question

At the 26 October Council meeting and in response to my second supplementary question on Item 5.8, the Convener said he would "look into the question in more detail and see if there are any issues that can be resolved".

When does he expect to provide me with follow up information?

Answer

Item no 5.6

QUESTION NO 6

By Councillor Booth for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 23 November 2017

Question **(1)** What discussions has the council had with the Scottish Government regarding the possibility of allowing Scottish councils to use CCTV cameras for parking enforcement?

Answer **(1)**

Question **(2)** What discussions has the council had with the Scottish Government regarding the possibility of decriminalising school streets enforcement?

Answer **(2)**

Question **(3)** What discussions has the council had with the Scottish Government and other Scottish local authorities regarding the possible introduction of graduated parking ticket charges?

Answer **(3)**

Question **(4)** What is the URL for members of the public to download the council's enforcement protocol; controlled parking zone and priority parking protocol; and private roads protocol, as approved by Transport and Environment Committee on 10 August 2017?

Answer **(4)**

Item no 5.7

QUESTION NO 7

By Councillor Miller for answer by the Convener of the Planning Committee at a meeting of the Council on 23 November 2017

Question What systems are in place to track onward sales or uses of designated “affordable housing” whether provided through section 75 planning agreements; public subsidy or other financial mechanisms?

Answer

Question **(2)** What policies and procedures are in place to ensure that “affordable homes” as defined above are kept in perpetuity within the reach of people who cannot afford market prices to rent or buy?

Answer **(2)**

Question **(3)** How many designated “affordable homes” as defined above are now in use as short term holiday lets?

Answer **(3)**

Item no 5.8

QUESTION NO 8

**By Councillor Mary Campbell for
answer by the Convener of the
Education, Children and Families
Committee at a meeting of the
Council on 23 November 2017**

Question **(1)** How many young people in City of Edinburgh Council
Schools are eligible for the education maintenance
allowance (EMA)?

Answer **(1)**

Question **(2)** How many young people in City of Edinburgh Council
Schools are receiving the EMA?

Answer **(2)**

Item no 5.9

QUESTION NO 9

By Councillor Brown for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 23 November 2017

Question

Further to my question in relation to Road Surfacing Works to the meeting of the Council on 24th August 2017, can the Convenor supply a list of all locations where the contractor has yet to return to make good the road surfaces, a note of said works highlighted and dates when the respective remedial works will be undertaken?

Answer

Item no 5.10

QUESTION NO 10

By Councillor Bruce for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 23 November 2017

Question

Please could the Convener contact the owners of these telecoms junction boxes that line Lanark Road West as you enter Balerno and the junction of Cockburn Crescent & Whitelea Road and encourage them to have the graffiti removed as soon as a possible in order to help restore the area to its original condition?

Answer

Item no 5.11

QUESTION NO 11

By Councillor Bruce for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 23 November 2017

At this time as we approach winter please confirm

Question **(1)** How many grit bins are in serviceable condition?

Answer

Question **(2)** What is the turnaround time to replace or repair unserviceable grit bins?

Answer **(2)**

Question **(3)** Are all the serviceable grit bins fully stocked?

Answer **(3)**

Question **(4)** What is the anticipated turnaround time from the moment of notification of empty grit bin to it being fully restocked?

Answer **(4)**

Question **(5)** Does the council have enough resources to act upon empty grit bins?

Answer **(5)**

Item no 5.12

QUESTION NO 12

By Councillor Jim Campbell for
answer by the Convener of the
Planning Committee at a meeting of
the Council on 23 November 2017

Developer Contributions

- Question** (1) Of all Developer Contributions that have been agreed, what is the total sum:
- a) outstanding due to the site works not yet being at a stage that would trigger payment?
 - b) outstanding, where the site is completed or where works have progressed beyond a trigger point?
 - c) paid, but held in escrow pending the Council completing its contractual obligations?
 - d) paid to the Council?
 - e) returned to developers?
- Answer** (1)
- Question** (2) Where is this information publicly available?
- Answer** (2)

Item no 5.13

QUESTION NO 13

**By Councillor Jim Campbell for
answer by the Convener of the
Housing and Economy Committee at
a meeting of the Council on 23
November 2017**

Question

What additional resources will the Council need to provide to maintain the assets that will transfer from EDI to the City of Edinburgh?

Answer

Item no 5.14

QUESTION NO 14

**By Councillor Cook for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 23 November 2017**

Question (1) What preparations have been undertaken to ensure that the Council can effectively respond to incidences of severe winter weather, not only in the city centre and main thoroughfares but in primarily suburban areas of the city?

Answer (1)

Question (2) Does the Convenor have full confidence that preparations undertaken thus far will be sufficient to comprehensively meet the challenges posed by winter weather, including in suburban areas?

Answer (2)

Item no 5.15

QUESTION NO 15

By Councillor Doggart for answer by the Convener of the Culture and Communities Committee at a meeting of the Council on 23 November 2017

- | | | |
|-----------------|------------|---|
| Question | (1) | Could the Convenor inform council how many artificial sports pitches are operated by Edinburgh Leisure? |
| Answer | (1) | |
| Question | (2) | Could the Convenor provide a breakdown of how many of those pitches are available for football, hockey and rugby? |
| Answer | (2) | |
| Question | (3) | Could the Convenor inform Council which of those pitches are floodlit, broken down by sport? |
| Answer | (3) | |
| Question | (4) | Could the Convenor provide an analysis of the proportion of available bookings that are utilised? |
| Answer | (4) | |
| Question | (5) | Could the Convenor indicate any ways in which Edinburgh Leisure is looking to increase the utilisation of each pitch? |
| Answer | (5) | |

Item no 5.16

QUESTION NO 16

**By Councillor Hutchison for answer
by the Convener of the Housing and
Economy Committee at a meeting of
the Council on 23 November 2017**

Question (1) Can the Convener provide confirmation that all tower blocks in Muirhouse have been inspected to confirm that all building materials, doors and windows conform to current fire safety regulations?

Answer (1)

Question (2) Can the Convenor provide a timetable for planned improvement works for the tower blocks in Muirhouse?

Answer (2)

Question (3) Does the Convenor acknowledge that the lack of gas central heating in the Muirhouse tower blocks contributes to significantly higher energy costs for residents and as such leads to additional financial pressure on low income households?

Answer (3)

Question (4) Can the Convenor confirm if there any future plans to install gas central heating in the Muirhouse tower blocks?

Answer (4)

Question (5) Can the Convenor provide details of the councils service level agreement for carrying out repairs to the fabric of council housing property and more specifically how this is impacted where hazardous materials e.g. asbestos are involved?

Answer (5)

Item no 5.17

QUESTION NO 17

**By Councillor Hutchison for answer
by the Convener of the Planning
Committee at a meeting of the
Council on 23 November 2017**

Question (1) Can the Convener please provide the number of breaches of planning control which have been identified in the year to date?

Answer (1)

Questions (2) Of the breaches identified in the answer to question 1, how many have led to planning enforcement action?

Answers (2)

Item no 5.18

QUESTION NO 18

**By Councillor Johnston for answer
by the Convener of the Transport and
Environment Committee at a meeting
of the Council on 23 November 2017**

Question

Will the Convener commit to weekend monitoring of road works in areas that experience higher volume of traffic on a Saturday and Sunday?

Answer

Item no 5.19

QUESTION NO 19

By Councillor Laidlaw for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 23 November 2017

Question **(1)** Can the Convener confirm whether schools are taking into account the teacher shortage in certain subjects when planning their course offerings for the next academic year?

Answer **(1)**

Question **(2)** Is the Council aware of any current courses where pupils are not being taught by subject specialist teachers due to an inability to fill vacancies?

Answer **(2)**

Item no 5.20

QUESTION NO 20

By Councillor Rose for answer by the
Convener of the Finance and
Resources Committee at a meeting
of the Council on 23 November 2017

Question (1) How much has Edinburgh Council spent on pension costs in each of the last 10 years?

Answer (1)

Questions (2) What is the breakdown of:

- a) employer contributions and
- b) redundancy, efficiency retirements and other “strain” costs?

Answers (2)

Questions (3) How does the increase in contribution rates relate to:

- a) the rate of inflation and
- b) the number of employees for each of the last 10 years?

Answers (3)

Questions (4) What are the figures in relation to:

- a) Lothian Pension Fund Members and
- b) teachers?

Answers (4)

Item no 5.21

QUESTION NO 21

**By Councillor Rose for answer by the
Convener of the Education, Children
and Families Committee at a meeting
of the Council on 23 November 2017**

In 2017 Cabinet Secretary for Education announced Pupil Equity Funding allocation. The funding (£1200 per qualifying pupil) is to be spent at the discretion of Headteachers working in partnership with each other and their local authority.

Scottish Government guidance indicates (among other things):

- Headteachers must have access to the full amount of the allocated Pupil Equity Funding
- Headteachers can work at an individual school and local community level or collegiately in wider school clusters and beyond at local authority level to address common interests
- The Headteacher will be accountable to their local authority for the use of Pupil Equity Funding within their school
- To ensure transparency, schools will be expected to incorporate details of their Pupil Equity Funding plans into existing reporting processes to their Parent Council and Forum. These reports should be publicly available so that parents can understand what is happening at their school.

Question (1) Have there been any cases where the decision of the headteacher, or group of headteachers, to allocate the Pupil Equity Fund has been overruled or in any way diluted by the Director of Children and Families or his staff?

Answer

Question If so, please list the cases and schools.

Answer

Question If so please clarify what justification has been used.

Answer

Item no 5.22

QUESTION NO 22

**By Councillor Rose for answer by the
Leader of the Council at a meeting of
the Council on 23 November 2017**

Question

Please list instances where, in relation to Edinburgh Council, there has been a

- a) Finding of maladministration
- b) Breaches of data protection legislation or Freedom of Information (Scotland) rules noted or recorded by the Information Commissioner (including directions to the City of Edinburgh Council) overturning decisions already taken by the Council
- c) Adverse findings by the Ombudsman

over each of the last 10 years.

Answer

Item no 5.23

QUESTION NO 23

**By Councillor Rust for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 23 November 2017**

Question (1) How many broken streetlights/columns are waiting for the required maintenance?

Answer (1)

Question (2) If there is a backlog, what are the reasons for this?

Answer (2)

Question (3) What is the average waiting time for a repair?

Answer (3)

Question (4) What is the date of the oldest outstanding repair?

Answer (4)

Question (5) How are repairs being prioritised?

Answer (5)

Question (6) Does the (Lighting) Department have sufficient staff to service unlit light issues as winter approaches?

Answer (6)

Item no 5.24

QUESTION NO 24

**By Councillor Rose for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 23 November 2017**

Question

- 1 In July the bus stops were repainted with yellow paint.
- 2 Around August the relevant section of Blackford Avenue was resurfaced – missing out areas where there were parked cars and covering the recently painted yellow lines.
- 3 Subsequently, yellow lines were again painted (repainted).
- 4 On or around 20th October more resurfacing work was done – covering areas where yellow lines had been recently repainted.
- 5 Markings have recently appeared in the areas of resurfaced roadway suggesting further post resurfacing repairs are about to be done.

Does the Convenor consider the lack of sequencing and co-ordination is good value?

Answer

Item no 5.25

QUESTION NO 25

By Councillor Whyte for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 23 November 2017

Question

In order to prepare for and to seek improvements in education within our schools in line with the Education Scotland Inspection regime it is helpful for Headteachers to be able to seek evidence of best practice through visits and engagement with their peers. On occasion, the very best practice may not be evident in schools in Edinburgh or in our surrounding collaborative authorities through Regional Boards

What options for learning visits or collaborations for Headteachers are in place to “best in Scotland” schools and how can these be extended, especially when our schools are seeking to make tangible improvements for their pupils at the higher levels of inspection grading (e.g. from good to very good)?

Answer

Item no 5.26

QUESTION NO 26

By Councillor Young for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 23 November 2017

Question **(1)** How many visits by environmental wardens has there been to the communities of Queensferry, Dalmeny Kirkliston and Ratho Station, for the purposes of monitoring responsible dog ownership in public places? Please provide figures broken down by month since 1st January 2017 to 31st October 2017.

Answer **(1)**

Question **(2)** To detail (again split by community and by month) how many warnings or fines, have been made since 1st January to 31st October 2017

Answer **(2)**

Item no 5.27

QUESTION NO 27

By Councillor Young for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 23 November 2017

Question

What statutory duty sits with the Council to ensure footbridges are compliant with the Disability Discrimination Act 2005?

Answer

Item no 5.28

QUESTION NO 28

By Councillor Young for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 23 November 2017

Question **(1)** TRO/15/48 seeks to install parking restrictions on Barnton Avenue West, near to Cargilfield School. Of the 27 objections received, please provide (where known) the breakdown of numbers from:

Residents on Barnton Ave West

Residents on surrounding streets

School staff

Parents of school pupils

Answer **(1)**

Question **(2)** What is the current status of implementing this TRO and when is it due to be considered by the Transport Committee?

Answer **(2)**

Item no 5.29

QUESTION NO 29

**By Councillor Neil Ross for answer
by the Convener of the Finance and
Resources Committee at a meeting
of the Council on 23 November 2017**

Question

- (1)** Three recent changes on employment matters have implications for the Council
- Employment Tribunals no longer charges fees for bringing claims.
 - Following a recent ruling at the Employment Appeals Tribunal, employers are required to include all earnings when calculating holiday pay.
 - Gender pay gap reporting came into effect on 6 April 2017.

Since these changes, has the Council seen an increase in the number of claims made against it on employment matters? ?

Answer

(1)

Question

- (2)** Has any action been taken to reduce the likelihood of claims being made and, if so, what

Answer

(2)

Item no 5.30

QUESTION NO 30

**By Councillor Neil Ross for answer
by the Convener of the Finance and
Resources Committee at a meeting
of the Council on 23 November 2017**

Question

At the Finance & Resources Committee on 7 November, you accepted an addendum from me to insert the word 'Administration's' into the 2018/19 budget report recommendations in order to tie the budget proposals to the administration. I was assured at the meeting that the public consultation materials would also reflect this. What specific changes were made to give effect to this?

Answer



Play your part

Please help us to improve our services by playing your part in [our budget engagement](#), which runs for six weeks until 19 December. You can watch the 2018/19 film as well as read and share your views on the impact this year's [set of proposals](#) may have on you and your community.

In 2017/18, we invested over £900m on services for residents, businesses and visitors. We focussed on the areas people told us are important, such as education, care for older people, culture and services for vulnerable children and adults.

We've saved around £240m since 2012 and continue to work more efficiently but, even at that, we estimate that we need to save at least £21m by 2019, over £100m by 2021 and £150m by 2023.

We will be running our annual 'Question Time' event on Monday 27 November in the City Chambers from 7.15pm. This is your opportunity to quiz our panel of senior councillors on the proposals.

The event will be chaired by Evening News, Scotsman and Scotland on Sunday Deputy Editor, Euan McGrory, and will also be [broadcast live](#) via the Council website. If you would like to put a question to the panel, or come along and be part of the audience, [please register online](#) by next Wednesday, 23 November.

Ready for Winter

The Christmas lights are appearing (ever earlier) and there's a chill in the air – winter is most definitely upon us, and so it's good to know we're [well prepared](#) for whatever the weather has in store.

Once again, we have stockpiled thousands of tonnes of salt, serviced our fleet of gritters and mini tractors and enlisted a team of employees from across the Council to step up should the weather close in. What's more, we'll be making use of new tracking technology on our lorries to manage resources even better.

But even though we're all set for severe weather, I would encourage you to make your own preparations for keeping safe and warm over the colder months by visiting our website for [winter weather tips](#).

Of course, not everyone looks forward to Christmas and we will be working closely with our partners to provide a range of services to support vulnerable people in the cold months that lie ahead. These include an out of hours homelessness service and care shelters operated by [Bethany Christian Trust](#), ensuring that anyone at risk of rough sleeping can access an evening meal, a bed and breakfast.

Meanwhile, we continue to work hard to ensure we are properly resourced to deal with the inevitable increase in demand for our care services. This includes an additional £475,000 to extend key services, particularly over weekends and public holidays, so that as many people as possible can be looked after in their own homes rather than in a hospital bed.

Taking homelessness to task

While our focus on prevention and early intervention has seen an overall reduction in people presenting as homeless, our services continue to face unprecedented pressures, with demand for both permanent and temporary accommodation exceeding supply.

That is why, earlier this month, we announced the creation of a cross party homelessness task force to help tackle the problem of homeless families being trapped in temporary accommodation.

Amongst other things, the group will review the use of bed and breakfast accommodation and explore alternatives that could better meet the needs of individuals and families.

Beyond that, it is clear we need a city-wide partnership approach to address these issues. This is one of the reasons I am joining the Depute Leader and Chief Executive to [Sleep in the Park](#) next month. Organisers, Social Bite, has already raised £2m and I would be very grateful if you could dig deep and help me [support this most worthwhile of causes](#).

Help us make Picardy Place work for everyone

Picardy Place is a crucial gateway at the east end of Edinburgh's city centre and, as I described in last month's report, we've got an opportunity now to make sure its layout works well for all road users – both currently and in the coming years, when the city's population is forecast to be significantly larger.

With this in mind, we're holding two [public information events](#) so that people can come along and have their say about our proposals for the area. Officers will be on hand to answer questions about the designs and explain how the plans have evolved since their inception several years ago as part of the initial tram designs.

As well as commenting on the designs, people will be able to suggest options for the space at the top of Leith Walk where the roundabout currently sits. Drop in to the City Art Centre on Tuesday 21 November (from 10am–7pm) or Broughton St Mary's Parish Church on Wednesday 22 November (from 3pm–7pm) and have your say!

Bike Life

The latest [Sustrans Bike Life report](#) was published earlier this week and, once again, the results (published every two years) demonstrated a growing appetite for cycling here in Edinburgh, where last year more than 15 million journeys were made by bike, 7.5% of people cycled to work and more than half of households own a bike.

This year, we've committed 10% of our transport budget to cycling in recognition of its many health, social and environmental benefits, and are in the process of delivering a range of exciting projects, including a major route connecting the west and east of the city.

So, it's great to read that, of the 1,100 residents that took part in Bike Life 2017, 80% of respondents backed building more protected cycle lanes, while 63% said Edinburgh would be a better place if more people cycled. This kind of support will help us to create a sustainable and inclusive transport network worthy of a major European Capital.

Six floors of art under one roof

Edinburgh boasts a nationally recognised collection of art and, this winter, you can enjoy the best of it for free. With four exhibitions spanning six floors of art across 200 years, this weekend the City Art Centre opens one of its busiest and most vibrant winter programmes yet.

Travel through time and see 'the city that never was' at an exhibition featuring some of architect [Henry William Playfair](#)'s stunning design ideas for Edinburgh, then enjoy [Hidden Gems](#) of the city's fine art collection. Follow the journey of some of Scotland's most talented artists working today, with a selection of quirky illustrations, drawings and crafts in the gallery's two new contemporary exhibitions, [Songs for Winter](#) and [A Fine Line](#). 'Tis the season to see the City Art Centre!

See the City in a brand new light this Christmas

Edinburgh is no ordinary city, and our Christmas celebrations are no ordinary affair. This Sunday, many of you will be attending [Light Night](#), the Capital's annual celebration for the switch on of our festive decorations, Christmas trees and lights.

George Street will then play host to a display of ice sculptures celebrating some of Scotland's famous characters, from Robert the Bruce to Dolly the Sheep. The exterior of General Register House will boast a giant advent calendar projection of images from the nation's archives and 'Winter Windows' designed by school pupils will peer into the future and consider what Edinburgh could look like in [2050](#).

The bright lights will continue into the month of January, when more fireworks than ever mark the midnight moment of Edinburgh's Hogmanay and the start of 2018, and when a [Message from the Skies](#) will project chapters of a short story by Val McDermid on our buildings and landmarks for Burns Night. Visit [Edinburgh's Christmas](#) and [Edinburgh's Hogmanay](#) to find out more.

Get involved

Keep up to date with all council news via our [news section online](#). You can watch live council and committee meetings via our [webcast](#) service and join the debate on Twitter using #edinwebcast. If you wish to unsubscribe, please [email](#) us.

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The City of Edinburgh Council

10.00am, Thursday 23 November 2017

Appointments to Outside Organisations/Committees

Item number	7.1
Report number	
Executive/routine	
Wards	None

Executive summary

The Council has been asked to appoint one member to chair the Edible Edinburgh Steering Group.

The Gorgie War Memorial Community Centre Management Committee has recently achieved Scottish Charitable Incorporated Organisation status, and has invited the Council to appoint the four ward members for Sighthill/Gorgie to the Management Committee.

Appointments to Outside Bodies/Committees

Recommendation

- 1.1 To appoint one member to serve as chair of the Edible Edinburgh Steering Group.
- 1.2 To appoint Councillors Dixon, Fullerton, Graczyk and Wilson, the four members for the Sighthill/Gorgie ward, to the Gorgie War Memorial Community Centre Management Committee.

Background

- 2.1 Appointments to Outside Bodies for 2017 – 22 were approved by Council on 29 June 2017.

Main report

- 3.1 Edible Edinburgh is a cross city partnership aimed to inspire and motivate everyone in the city to work together to build new approaches to food. It helps individuals make healthy food choices, bringing social, economic and environmental benefits for the whole community.
- 3.2 A cross-section steering group was established following the publication of the Sustainable Edinburgh 2020 framework. This oversaw widescale public consultation, leading to the publication of the [Edible Edinburgh Sustainable Food City Plan](#).
- 3.3 Former Councillor Hinds took the political lead, and chaired the steering group. A replacement Council appointee is now sought, who will also chair the steering group.
- 3.4 The Council has also been invited to appoint to the Gorgie War Memorial Community Centre Management Committee. The invite is for the four ward members for Sighthill/Gorgie to join the Committee, namely Councillors Dixon, Fullerton, Graczyk and Wilson.
- 3.5 The Committee has confirmed that it has recently acquired Scottish Charitable Incorporated Organisation registration.

Measures of success

An appointment to the Edible Edinburgh Steering Group will support this Council-led initiative.

Membership of the Management Committee will assist local members to address community interests, and will also give political oversight of an important local resource.

Financial impact

Staff costs associated with support to the steering group will be contained within existing budgets.

Risk, policy, compliance and governance impact

A Steering Group appointment will ensure political oversight of the Sustainable Food City Plan. The Management Committee has recently obtained Scottish Charitable Incorporated Organisation status, mitigating any risk to the Council and any individual elected members.

Equalities impact

There are no equalities issues arising from the appointments.

Sustainability impact

Edible Edinburgh's activities are consistent with the Council's sustainability policies. There are no sustainability issues relating to the Management Committee appointments.

Consultation and engagement

The Steering Group will support the implementation of the Sustainable Food City Plan, developed following comprehensive public consultation which attracted over 400 responses.

Council representation has been formally requested by the Management Committee.

Background reading / external references

['Sustainable Edinburgh 2020'](#)

Andrew Kerr

Chief Executive

Contact: Allan McCartney, Committee Services Manager

E-mail: allan.mccartney@edinburgh.gov.uk | Tel: 0131 529 4246

The City of Edinburgh Council

10.00am, Thursday, 23 November 2017

Senior Councillor Allowances

Item number 7.2

Report number

Executive/routine

Wards

Council Commitments

Executive Summary

The Council is permitted to appoint senior councillors and corresponding additional remuneration within a maximum number and budget set out in the Local Governance (Scotland) Act 2004.

The Green Group have two co-leaders (Councillors Burgess and Main) but there is only one senior responsibility allowance allocated to the leader of the Green Group. Councillor Burgess was allocated this allowance on 22 June 2017 and it is proposed that this is allocated to Councillor Main to take effect from 23 December 2017.

Senior Councillor Allowances

1. Recommendations

- 1.1 To allocate the Green Group Leader senior responsibility allowance to Councillor Main from 23 December 2017.

2. Background

- 2.1 The Council is permitted to appoint senior councillors and corresponding additional remuneration within a maximum number and budget set out in the Local Governance (Scotland) Act 2004.

3. Main report

- 3.1 The Green Group have two co-leaders (Councillors Burgess and Main) but there is only one senior responsibility allowance allocated to the leader of the Green Group. Councillor Burgess was allocated this allowance on 22 June 2017 and it is proposed that this is allocated to Councillor Main to take effect from 23 December 2017.

4. Measures of success

- 4.1 Not applicable.

5. Financial impact

- 5.1 There are no additional costs as a result of this report.

6. Risk, policy, compliance and governance impact

- 6.1 The recommendation complies with the rules set out in the Local Governance (Scotland) Act 2004.

7. Equalities impact

7.1 Not applicable.

8. Sustainability impact

8.1 Not applicable.

9. Consultation and engagement

9.1 Not applicable.

10. Background reading/external references

10.1 The City of Edinburgh Council 22 June 2017 - [Minute](#)

Andrew Kerr

Chief Executive

Contact: Gavin King, Corporate Governance Manager

E-mail: gavin.king@edinburgh.gov.uk | Tel: 0131 529 4239

11. Appendices

The City of Edinburgh Council

10am, Thursday, 23 November 2017

Improving Accessibility – Amendment to Procedural Standing Orders

Item number 8.1

Report number

Executive/routine

Wards

Council Commitments

Executive Summary

Following issues and ideas raised by Councillors Graczyk and Howie, an amendment is proposed to Procedural Standing Orders to ensure that the procedures and practice of the City of Edinburgh Council and its committees to allow all members to actively and effectively engage with the Council's democratic process.

Improving Accessibility – Amendment to Procedural Standing Orders

1. Recommendations

- 1.1 To repeal the existing Procedural Standing Orders and agree in its place appendix one, such repeal and approval to effect from 24 November 2017.

2. Background

- 2.1 Councillors Graczyk and Howie identified that the current practice of the City of Edinburgh Council in regard to considering motions and amendments put those elected members who were sight impaired or dyslexic at a disadvantage to other elected members.
- 2.2 This disadvantage arose from the practice that allows motions and amendments to be issued to members of the Council or committee at any time before the item is considered. This often means that motions and amendments are not published until the meeting is in progress and means that those elected members who are sight impaired or dyslexic do not have sufficient time to adequately read and consider.

3. Main report

- 3.1 Following a cross-party meeting of group leaders and Councillors Graczyk and Howie, it was agreed that the Chief Executive should bring forward a report that addressed the concerns raised but also ensures that flexibility was maintained so that the City of Edinburgh Council's decisions and democratic process remained inclusive and effective.
- 3.2 An additional paragraph is suggested to Standing Order 20 which aims to formalise the process of motions and amendments being submitted early but allows the Council to still take urgent decisions, as follows:
 - 3.2.1 *That any motion or amendment, to any subject under discussion be provided to the clerk no later than 2pm on the working day before the meeting unless the motion or amendment:*
 - 3.2.1.1 *Moves the recommendations of the report; or*

3.2.1.2 Calls for a continuation of consideration of the item to a future meeting; or

3.2.1.3 Moves no action; or

3.2.1.4 Has been ruled urgent by the Lord Provost or Convener; or

3.2.1.5 Can be submitted verbally at the meeting and with the consent of the Lord Provost or Convener.

3.2.2 Minor changes to motions and amendments are permitted but these should be able to be verbally altered at the meeting.

3.2.3 The Council or Committee can agree that in exceptional circumstances the requirements of this standing order can be ignored.

- 3.3 Following the 2pm deadline, Committee Services would circulate the motions and amendments to all members of the Council or committee that afternoon to provide further time to consider the proposals.
- 3.4 The practice in regard to motions and amendments for the City of Edinburgh Council meeting has been wherever possible to issue motions and amendments the day before the meeting. This proposed change would formalise this process.
- 3.5 This change should enhance the effectiveness of the Council and its decision making by ensuring that the democratic process was accessible to all elected members but avoid increasing bureaucracy.

4. Measures of success

- 4.1 That the Council and its committees have procedures and practices that are inclusive and fair to all elected members.

5. Financial impact

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

6. Risk, policy, compliance and governance impact

- 6.1 Procedural Standing Orders

7. Equalities impact

- 7.1 The amendment to Procedural Standing Orders are designed to ensure that all elected members have equal access to consider motions and amendments and have adequate time to give proper consideration.

8. Sustainability impact

8.1 There are no sustainability impacts as a result of this report.

9. Consultation and engagement

9.1 Discussions took place with representatives of all political groups in the Council.

10. Background reading/external references

10.1 None.

Andrew Kerr

Chief Executive

Contact: Gavin King, Corporate Governance Manager

E-mail: gavin.king@edinburgh.gov.uk | Tel: 0131 529 4239

11. Appendices

Appendix One – Procedural Standing Orders

CITY OF EDINBURGH COUNCIL

PROCEDURAL STANDING ORDERS

FOR COUNCIL

AND COMMITTEE MEETINGS

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STANDING ORDERS

These standing orders ("**Standing Orders**") apply from 3 July 2017 and regulate the conduct of business at meetings of the City of Edinburgh Council ("**Council**") and the committees or sub-committees of the Council ("**Committees**").

1. **First meeting of the Council after an election**

1.1 In an election year, the Council will hold a meeting at 10 am, no later than the third Thursday after the day of the ordinary election of Councillors.

1.2 At this meeting or at any adjournment of it, the Council will

- (a) appoint the Lord Provost;
- (b) seek to appoint the Depute Convener, the Leader and Depute Leader of the Council, the members of the committees of the Council and their conveners and any vice-conveners, the members of the joint committees and joint boards, the members of the Licensing Board and such representatives to other bodies as the Council may decide to appoint; and
- (c) deal with any urgent competent business.

2. **Lord Provost and Depute Convener – term of office**

2.1 The Council may at any time agree to remove the Lord Provost and Depute Convener from office, with immediate effect, provided that not less than three quarters of the members of the Council present and voting so decide.

3. **Ordinary and special meetings**

3.1 A meeting of the Council will be held at 10 am on every fourth Thursday.

3.2 In a non-election year the Council, at its first ordinary meeting in May will; appoint the Leader and Depute Leader, the members of the committees of the Council and their conveners and any vice-conveners and the members of the joint committees and joint boards.

3.3 The Lord Provost may in exceptional circumstances alter the arrangements for ordinary meetings or authorise a special meeting to be called. A special meeting may also be called at any time by written request to the Clerk specifying the business to be transacted and signed by at least one quarter of the members of the Council. The Clerk will arrange for the special meeting to be held within 14 days of receipt of the request. The right to call a meeting does not apply to Committees.

3.4 The Council may recess for periods to be determined by the Clerk after consultation with the Lord Provost and the Leader of the Council. During any

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

4. **Notice of Meetings**

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

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

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

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

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

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

5. **Quorum**

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

- 5.2 If at any time during a Council meeting a question arises on whether there is a quorum, the Lord Provost will instruct a count of the members who are present. If a quorum is not present, the meeting will be adjourned until such date and time as the Lord Provost decides.
- 5.3 Subject to law the quorum of a Committee will be one third of the number of voting members of the Committee (see Committee terms of reference for specific numbers) provided that in no case will any business be transacted unless at least two voting members are present.
- 5.4 If fewer members are present five minutes after the time appointed for the start of a Committee meeting than are needed to constitute a quorum the meeting will be adjourned until such date and time as the Convener decides. After a meeting has started, if the number of members present falls below the quorum the meeting will be adjourned immediately until such date and time as the Convener decides.
- 5.5 A member who has declared an interest in an item of business and has left the meeting may not be counted in the quorum for that item of business. If less than a quorum of the Council or Committee is entitled to vote on an item due to declaration of interests that item cannot be dealt with at the meeting.

6. **Lord Provost - Council Meetings**

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

7. **Convener - Committees**

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

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

- 8.1 The duties of the Lord Provost or Convener of the meeting, in accordance with these Standing Orders, will include:
- (a) Deciding on all matters of protocol, decorum, order, competency and relevancy;
 - (b) Determining all matters of procedure for which no provision is made within these Standing Orders. In reaching this determination he/she may be advised by the Clerk;
 - (c) Deciding priority between two or more members wishing to speak;

- (d) Ensuring that a fair opportunity is given to all members to express their views on any item of business;
 - (e) Preserving order within the meeting;
 - (f) Ordering the exclusion of any member of the public, in order to prevent or suppress disorderly conduct or any other behaviour which impedes or is, in the Lord Provost or Chair's opinion, impeding the business of the meeting;
 - (g) In the event of disorder arising, adjourning the meeting to a time and date the Lord Provost or Convener will fix then or later. In leaving the meeting, the Lord Provost or Convener in such circumstances, will without further procedure, have formally adjourned the meeting;
 - (h) Signing the minutes of the previous meeting;
- 8.2 The decision of the Lord Provost or Convener in relation to all questions regarding Standing Orders is final, but in reaching these decisions advice may be sought from the Clerk.
9. **Order of Business**
- 9.1 **Full Council** – the business of Council at ordinary meetings will take place in the following order:
- (a) Order of Business
 - (b) Declaration of Interests
 - (c) Deputations
 - (d) Minutes
 - (e) Council Questions
 - (f) Leader's Report
 - (g) Appointments
 - (h) Reports
 - (i) Motions

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

- 10.1 The Council or Committee may at any meeting vary the order of business to give precedence to any item on the agenda:
- (a) at the discretion of the Lord Provost or Convener; or
 - (b) on a motion duly moved and seconded and voted on electronically or by a show of hands.
11. **Declaration of Interests**
- 11.1 Where a member declares an interest in accordance with the Councillors' Code of Conduct and leaves the meeting, the fact will be recorded in the minutes of the meeting.
12. **Deputations**
- 12.1 The Council or any Committee can hear deputations on any matter that is included in its power, duties or delegation.
- 12.2 Every application for a deputation must be from an office bearer of an organisation or group. It must be submitted by email or in writing, setting out the subject of the deputation and be delivered to the Clerk no later than 5pm on the day before the meeting concerned. The Lord Provost or Convener has discretion to waive both these requirements.
- 12.3 The Clerk will submit the application to the Council or relevant Committee. An application for a deputation to Council will only be submitted if it relates to an item of business on the agenda for that meeting or if the Lord Provost decides that there is sufficient reason for the meeting to consider it.
- 12.4 When the Council or Committee considers whether to hear a deputation, it must not discuss the merits of the case itself. If necessary a vote will be taken without discussion on whether to hear the deputation.
- 12.5 Each deputation will not usually exceed four persons and will have ten minutes to present its case. If the meeting decides to hear more than one deputation on the same subject, they will be heard together. The Lord Provost or Convener will decide how much time to allow.
- 12.6 Unless the Lord Provost or Convener decides otherwise, the total maximum time allowed for deputations to present their cases at a meeting, excluding questions, will be limited to 60 minutes.
- 12.7 Any member can put a question to the deputation that is relevant to the subject. The total time allowed for such questions will not be more than ten minutes for each deputation. The merits of the case must not be discussed by members until the deputation has withdrawn.

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

13. **Minutes**

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

14. **Council Questions**

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

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

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

16. **Notices of Motion**

- 16.1 Every formal notice of motion will be in writing and signed off by the member giving the notice. The notice must be delivered to the Clerk by noon on the seventh working day before the meeting. Those not received within this timescale, will not be included in the summons calling the meeting.
- 16.2 Late formal notices of motion may be submitted to the Council or Committee at the appropriate time in the meeting, in terms of Standing Order 4.4 if:
- (a) They have been delivered to the Clerk before the start of the meeting;
 - (b) They are considered by the Lord Provost or Convener to be competent, relevant and urgent; and
 - (c) They have been circulated to members before the meeting commences or read by the Clerk to the meeting at the appropriate time in the meeting.
- 16.3 Late motions which are not accepted as urgent by the Lord Provost or Convener, will be considered at the next ordinary meeting.
- 16.4 Every formal motion submitted, in terms of Standing Orders 16.1 and 16.2, will require to be moved and seconded formally. If such a motion is not moved and seconded formally it will fall and this will be recorded in the minutes.

17. **Order of Debates**

- 17.1 A member who wishes to speak, when called on, will address the Lord Provost or Convener. The member will speak directly on the motion or amendment that is being proposed, seconded or discussed, or on a question of order. No member can speak more than once on any subject that is being discussed, except for a point of order or, with the permission of the Lord Provost or Convener, to give an explanation. The person proposing the motion has a right of reply.

18. **Length of Speeches**

- 18.1 Except with the Lord Provost or Convener's permission the proposer and seconder of a motion or an amendment must not speak for more than five minutes, and all other speakers for not more than three minutes. The proposer of the original motion may speak for up to five minutes in reply, and the reply must not introduce any new matter into the debate. After that, the discussion will finish and the Lord Provost or Convener will direct that a vote be taken.

19. **Motion for Adjournment**

- 19.1 A motion to adjourn the meeting may be put at any time, except if a member is speaking, and will have precedence over all other motions. It must be moved and seconded without discussion and must at once be put by the Lord Provost or Convener in the form of 'adjourn' or 'not adjourn.'

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

20. **Debate**

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

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

20.3 That any motion or amendment, to any subject under discussion be provided to the clerk no later than 2pm on the working day before the meeting unless the motion or amendment:

a) Moves the recommendations of the report; or

b) Calls for a continuation of consideration of the item to a future meeting; or

c) Moves no action; or

d) Has been ruled urgent by the Lord Provost or Convener; or

e) Can be submitted verbally at the meeting and with the consent of the Lord Provost or Convener.

20.4 Minor changes to motions and amendments are permitted but these should be able to be verbally altered at the meeting.

20.5 The Council or Committee can agree that in exceptional circumstances the requirements of this standing order can be ignored.

20.2

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

20.420.7 The mover of the original motion will have the right to speak for a further five minutes in reply to the debate after which the discussion will be closed. The mover of the motion must, in his/her reply, strictly confine himself/herself to answering previous speakers and not introducing any new matter. No member will be

permitted to offer an opinion or to ask a question or otherwise to interrupt the proceedings. The motion and amendment(s) will then be voted on by members.

~~20.5~~20.8 The limits of time specified in Standing Orders 20.3 and 20.4 may be exceeded with the consent of the majority of members present and the Lord Provost or Convener may determine, without taking a vote, whether such consent has been obtained.

~~20.6~~20.9 When a motion and two or more amendments are before the meeting, the Lord Provost or Convener will decide the order and manner for putting the motion and amendments to the meeting. The Lord Provost or Convener (or nominee) will have the right to move a minute or report, as the original motion, with all alternative proposals considered as amendments.

~~20.7~~20.10 The mover of the motion or amendment may agree to add all or part of an amendment moved and seconded by other members, provided that:

- (a) His/her seconder consents;
- (b) The mover and seconder of the other amendment consents; and
- (c) The agreement takes place before the mover of the motion has replied.

~~20.8~~20.11 The mover of an amendment, which is not seconded, may have his/her dissent to the decision of the Council or Committee recorded in the minute.

21. **Closure of Debate**

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

22. **Voting**

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

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

- 22.3 When a motion and two or more amendments are before the Council or Committee and the adoption of one or more of the proposals would result in either the continuation of a decision or no action, a vote will firstly be taken on the proposal(s) involving continuation or no action as soon as the discussion is completed. This vote will be taken 'for or against' either continuation or no action. Any vote necessary on the remaining proposals will be taken in terms of Standing Order 22.1.
- 22.4 When a motion and two or more amendments, none of which involves continuation or no action, are before the Council or Committee, the vote will be taken on all proposals, each member having one vote. If a proposal receives the support of a majority of members voting it will be declared to be the decision of the Council or Committee. If none of the proposals receives the support of a majority of those voting, the one which has received the fewest votes will be dropped and a fresh vote taken on the remaining proposals. If there is an equal number of votes between the proposals with the fewest votes the Lord Provost will have a casting vote to determine which proposal should be dropped. If the Lord Provost does not exercise his/her casting vote, the decision will be by lot. This process of elimination will continue until one proposal has received majority support from those voting which will be declared the decision of the Council or Committee.
- 22.5 If there are equal numbers of votes, the Lord Provost or Convener will have a casting vote except where the vote relates to appointing a member of the Council to any particular office or committee. In this case, the decision will be by lot.
- 22.6 In a meeting of the Council, the City Officer will ring the Division Bell for sixty seconds immediately before any vote is taken. The doors of the Council Chamber will then be locked and voting undertaken by the Clerk. Where a series of votes is to be taken, which in the opinion of the Lord Provost are on related subjects, the Lord Provost may suspend the requirements of this Standing Order after the first vote in the series.
- 22.7 If a vote has been taken and a member immediately challenges the accuracy of the count, the Lord Provost or Convener will decide whether to have a recount. If there is a recount, the Lord Provost or Convener will decide how this should be taken

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23. **Appointments**

- 23.1 When appointing a member of the Council or any person to office where the number of candidates is more than the number of vacancies, the person to be selected may be decided by ballot. In each case, members can vote for as many candidates as there are vacancies but in any vote, they may only vote once for any one candidate.

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

24. **Point of Order**

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

25. **Suspension of Standing Orders**

- 25.1 The Council may on a motion duly moved and seconded, and with the consent of two thirds of members voting, suspend any Standing Order specified in the motion. Any such motion may be submitted, without previous notice, and will be voted on electronically or by a show of hands without discussion.
- 25.2 Standing Orders 2, 8, 20.6, 24, 25, 26 and 32 will not be capable of suspension.

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

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

27. **Changing a Council decision**

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

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

28. **Referring a decision to Council**

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

28.2 A decision will not be sent to the Council in terms of Standing Order 28.1 where the Convener considers that a final decision must be made before the next meeting of the Council, in order to avoid material prejudice to the interests of the Council. The Convener will give clear reasons for this decision.

29. **Committee – non member motion**

29.1 Any member may raise with the relevant committee a matter of new business by submitting a motion in writing to the Clerk by noon on the seventh working day before the meeting. If accepted by the Convener the matter will be placed on the agenda of business for the next meeting. The member raising the matter will be entitled to appear at that meeting to move his/her motion, which will require to be seconded by another member, but may not vote unless he/she is a member of the Committee.

30. **Ward or members with special interest**

30.1 A member of the Council who is not a member of a particular committee may be invited by the Convener, or Vice-Convener to attend a meeting where there is under discussion any item in which that member has a local or other special interest. The member will be entitled to speak on that item but may not vote. This Standing Order does not apply to the Regulatory or the Planning Committee or any of their sub-committees.

31. **Freedom of the City**

31.1 Any member of the Council who wishes to propose that the Freedom of the City be offered to any distinguished person will first consult the Lord Provost before submitting any motion to the Council.

- 31.2 Any motion to give Freedom of the City will be stated in the notice of the meeting of the Council and will need to be passed by at least two thirds of members at the meeting.

32. **Admission of media and members of the public**

- 32.1 Subject to law and in particular to the provisions of the Local Government (Access to Information) Act 1985, meetings will be open to the public and representatives of the media, subject to powers of exclusion in order to suppress or prevent disorderly conduct or other misbehaviour at the meeting.

Other than the live web casting of Council meetings by the Council, any video or sound recordings or broadcasting of meetings or the taking of any photographs will be at the Lord Provost or Convener's discretion.

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

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

34. **Review of Standing Orders**

- 34.1 These Standing Orders will be reviewed annually.

10.00am, Thursday, 23 November 2017

Implementing the Programme for the Capital: Council Performance Framework 2017-22

Item number	8.2
Report number	
Executive/routine	
Wards	
Council Commitments	

Executive Summary

The Council Business Plan (A Programme for the Capital: The City of Edinburgh Council's Business Plan 2017-22) was approved at City of Edinburgh Council in August 2017. Building on the existing performance framework, a new framework has been revised to support the implementation of the Council Business Plan 2017-22.

Since the Council Business Plan was approved, development of this fully integrated performance framework has been ongoing with priority given to the development of measures for the 52 Coalition Commitments and revising the performance dashboard.

The framework will be reviewed annually and will include refreshing the measures, actions and milestones to ensure that the data collected is useful in terms of being able to measure performance and delivery against strategic aims, outcomes and commitments.

Implementing the Programme for the Capital: Council Performance Framework 2017-22

1. Recommendations

- 1.1 It is recommended that Council:
 - 1.1.1 Agree the principles and scheduling set out in paragraph 3.8.
 - 1.1.2 Approve the proposed measures for the Coalition Commitments in Appendix 1, within the context of the broader performance framework.
 - 1.1.3 Note the Council's Performance Framework Strategy Map in Appendix 2.
 - 1.1.4 Refer the report to the Corporate Policy and Strategy Committee for further scrutiny.

2. Background

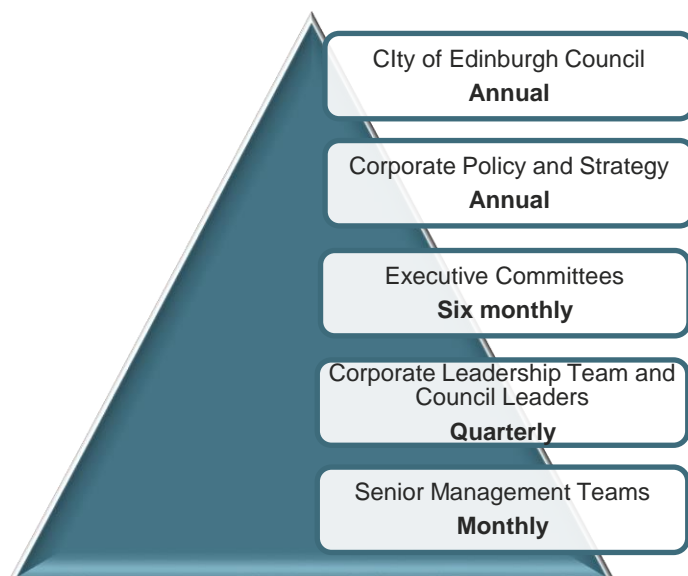
- 2.1 The Council Business Plan (A Programme for the Capital: The City of Edinburgh Council's Business Plan 2017-22) was revised following the election and was approved at City of Edinburgh Council in August 2017. This ambitious plan sets out clearly the priorities for the administration and what it will achieve over the next 5 years. The Council Business Plan forms the central part of the Council's strategic planning and performance framework.
- 2.2 The Council has a strong performance management culture and is committed to being performance focused, open and transparent. The existing performance framework includes implementation plans across all services, performance information discussed monthly at Corporate Leadership Team and every six months by Elected Members supporting scrutiny of the aims and outcomes in the Business Plan.
- 2.3 Building on the existing performance framework, the revised framework will support the implementation of the Council Business Plan 2017-22. This framework is revised in line with the annual process for agreeing the budget and will ensure the Council strengthens its performance management.

3. Main report

- 3.1 The Council Business Plan (A Programme for the Capital: The City of Edinburgh Council's Business Plan 2017-22) describes our Commitments to the city, our strategic aims and outcomes, our challenges, how we'll measure success and the future of our organisation.
- 3.2 At the heart of the plan are five strategic aims:
- **A Vibrant City** - We want Edinburgh to be a vibrant and thriving city with a unique heritage, leading economy and a world-renowned reputation for culture and sport.
 - **A City of Opportunity** - We want Edinburgh to be a city in which everyone has access to opportunities to live fulfilling lives and ensure no one is left behind.
 - **A Resilient City** - We want Edinburgh to be a city that is resilient with citizens that are protected and supported with access to sustainable and well maintained facilities.
 - **A Forward Looking Council** - We are an organisation that collaborates effectively with our partners, focuses on prevention and ensures we are fit for the future.
 - **An Empowering Council** - We are a council which empowers our citizens to take action, participate and make decisions for themselves.
- 3.3 Within each of these five strategic aims are four outcomes describing what we want to achieve as described in the diagram below. The strategic aims are underpinned by our 52 commitments to the city.



- 3.4 Following the approval of the Council Business Plan 2017-22 the performance framework has been revised. This includes integrating practical elements and enhance the framework by aligning contextual information such as financial and workforce with key performance indicators. The key processes of annual budget setting, change and transformation will also be more closely aligned with the framework.
- 3.5 The new framework will increase transparency, scrutiny and risk management throughout the Council and will provide a full strategic oversight of key areas in one place. It will ensure:
- We are more accountable on the delivery of our aims and outcomes.
 - We are more transparent with the public.
 - We drive the decisions right across the organisation.
 - We prioritise what needs to be done within resources available.
 - We can identify and rectify poor performance at an early stage.
 - We can learn from past performance and improve future performance.
- 3.6 Performance management will be driven through the Senior Management Teams who will be required to demonstrate that they have effective and systematic performance management and review arrangements that track performance and improvement actions. At the core of the framework is the requirement for all service areas to take responsibility for monitoring their own performance.
- 3.7 Throughout the performance framework, monitoring will be based on an assessment of progress towards meeting aims, outcomes and commitments. Information will be enhanced by integrating benchmarking information, perception measures and complaints.



All monitoring, through the dashboard, includes consideration of embedded outcomes and commitments with service improvements in the context of workforce, finance, risk, information governance

Information reported to elected member and senior managers influences the decisions they make.

- 3.8 Scrutiny of performance will take place at every level within the organisation to ensure performance monitoring and service improvement:
- Service areas will continuously monitor performance which will be scrutinised at Senior Management Teams.
 - Senior Management Teams will monitor their own performance through monthly discussions where areas of risk, good and poor performance and opportunities will be identified for reporting to the Corporate Leadership Team.
 - Corporate Leadership Team and Council Leaders will focus on performance on a quarterly basis where they will discuss an overview of performance across the Council and consider issues and opportunities raised by Directors and scrutinise improvement actions.
 - Executive Committees will consider an overview of performance relevant to their area, scrutinising indicators, improvement actions, issues and opportunities on a six-monthly basis.
 - City of Edinburgh Council will consider an annual summary report of all performance issues and refer the report to Corporate Policy and Strategy Committee for further scrutiny.
- 3.9 We will continue to assess and monitor performance using the Cognos data platform and an interactive dashboard showing progress towards aims, outcomes and commitments set out in the Council Business Plan and linked to the implementation plans across the business. This will ensure that the Council and the public are given accurate and timely information of the performance of the organisation against its outcomes more broadly.
- 3.10 Since the Council Business Plan was approved, development of this fully integrated performance framework has been ongoing. Priority has been given to the development of measures for the 52 commitments and to revising the performance dashboard. Measures for the 52 commitments, as shown in Appendix 1, will continue to be reviewed in collaboration with Elected Members and Senior Managers. Service Implementation Plans will be further developed to reflect the actions, milestones and indicators identified through this process.
- 3.11 Revising the performance dashboard has included aligning the existing indicators to the strategic aims and reworking the look of the dashboard to reflect the new strategic aims and the commitments. In addition, we are developing the dashboard to provide further analysis and insight alongside contextual information such as workforce, risk and finance. The newly developed dashboard will support greater understanding of the data to inform service improvement.

- 3.12 We are using a strategy mapping approach to support understanding of how we will implement the Council Business Plan 2017-22. The Strategy Map clearly articulates the alignment of strategic aims, outcomes and commitments with the measures we will use to assess progress. The Strategy Map, detailed in Appendix 2, will continue to evolve to ensure it provides best value in terms of measuring performance and delivery.
- 3.13 If Council agrees the recommendations in this report, the final phase of development will be to:
- refine the set of indicators which are considered by Corporate Leadership Team to ensure our overarching set of performance measures is both fully integrated and covers all major aspects of corporate performance and council delivery;
 - establish baseline for commitments performance indicators and targets to ensure effective monitoring of these commitments;
 - develop the Service Implementation Plans for each Directorate, building on the existing Service Development Plans, to integrate commitments, to align with the change strategy and approved budget;
 - design a new annual performance report for City of Edinburgh Council and Corporate Policy and Strategy Committee which will include all of the elements described above.
- 3.14 The new dashboard will be operational and available for scrutiny by Elected Members in the New Year.
- 3.15 The performance framework will be reviewed annually and will include refreshing the measures, actions and milestones to ensure that the data collected is useful in terms of being able to measure performance and delivery against strategic aims, outcomes and commitments. This annual cycle will ensure that the framework provides timely information needed to lead and scrutinise performance but with enough flexibility to be able to change and adapt as necessary.

4. Measures of success

- 4.1 A key element of the performance framework is the suite of performance indicators used to assess progress towards aims, outcomes and commitments as detailed in the Council Business Plan 2017-22. Performance will be monitored as detailed in the main body of this report.

5. Financial impact

- 5.1 The financial impact is set out within the Council Business Plan and is in line with actions agreed as part of the 2017-21 Revenue and Capital Budget Framework.

6. Risk, policy, compliance and governance impact

- 6.1 Risk, policy, compliance and governance impact is integrated within the Council Performance Framework.

7. Equalities impact

- 7.1 Equalities impact is integrated within the Council Performance Framework.

8. Sustainability impact

- 8.1 Sustainability impact is integrated within the Council Performance Framework.

9. Consultation and engagement

- 9.1 The Performance Framework has been, and will continue to be, developed in collaboration with Elected Members, Senior and Service Managers. This has included regular discussions at Corporate Leadership Team and Leaders meetings, discussions with cross-party leaders and Conveners of Executive Committees regarding commitments relevant to their Committee.

10. Background reading/external references

- 10.1 [Programme for the Capital: City of Edinburgh Council's Business Plan 2017-22](#)

Andrew Kerr

Chief Executive

Contact: Laurence Rockey, Head of Strategy and Insight

E-mail: Laurence.Rockey@edinburgh.gov.uk | Tel: 0131 469 3493

11. Appendices

1. Coalition Commitments Measures
2. City of Edinburgh Council Performance Framework Strategy Map

Appendix 1: Coalition Commitments Measures

Commitments Measures below include performance indicators, actions and milestones and are linked to the Council Business Plan strategic aims and outcomes. These measures will continue to be refreshed to ensure that the data collected is useful in terms of being able to measure performance and delivery against the strategic aims, outcomes and commitments.

Business Plan Aim	Business Plan Outcome	Commitment	Performance Measure	Action/Milestone	Lead Committee	
A Vibrant City	Citizens lead healthy and active lives with improved wellbeing Every citizen and community can participate in the cultural life of our city Our places and localities make Edinburgh a great and unique place to visit and study Our economy thrives with excellent and equal opportunities for business, employment and innovation	C2	Create the conditions for businesses to thrive. Invest in supporting businesses, social enterprise, training in hi tech, creative and other key sectors including co-operatives. Help link business with young people to ensure the workforce of the future is guaranteed work, training or education on leaving school.	Positive destinations of school leavers Social Enterprise and pathways to inclusion, Labour Market Progression (increase in middle wage earners), Business Gateway & Employability	Actions contained within Economy Strategy	Housing and Economy
		C3	Work with the business community to grow the number of Living Wage employers year on year.	Number of Real Living Wage employers contracted to CEC	Encourage contractors, suppliers and ALEOs to pay the real living wage	Housing and Economy
		C7	Improve access to employment and training opportunities for people with disabilities.	Number of people with disabilities who have access to employment and training opportunities Reduced barriers to employment	Specific CEC projects (e.g. project search)	Housing and Economy
		C37	Continue to integrate Health and Social Care Services. Review the Integration Joint Board's approach to support at home by 2018.	Percentage of adults receiving personal care in the community Late discharge from hospital Percentage of adults supported at home who agree that their health and care services seemed to be well co-ordinated	Completion of IJB Phase 2 & 3 restructure Review of support at home completed by 2018	Integration Joint Board
		C38	Take steps to increase the length and flexibility of care visits and increase the availability of care to help people live in their own homes.	Percentage of adults receiving personal care in the community Number of people waiting for a package of care Percentage of adults supported at home who agree that they are supported to live as independently as possible	Review of support at home completed by 2018	Integration Joint Board
		C39	Put exercise at the heart of our health strategy by increasing access to sport and leisure facilities.	Attendance at sport and leisure facilities Number of young people participating in sport, physical activity and outdoor learning	Continued delivery of Active Schools Programme	Integration Joint Board
		C41	Review the application process and increase the budget for housing adaptations with a view to supporting more disabled tenants and owners to remain in their own homes. Help older and disabled homeowners to move to more suitable housing should they wish to do so.	Number of older and disabled homeowners supported to move to more suitable housing Decrease the average time for grant adaptations applications Increase the levels of budget adaptations	Application process and budget review	Housing and Economy
		C42	Build a new sports centre at Meadowbank by 2021.	n/a	Key delivery milestones identified in the master programme	Culture and Communities
		C44	Increase allotment provision and support and expand the network and the number of community gardens and food growing initiatives.	Number of allotment plots Waiting list for allotments Number of community gardens and food growing initiatives	Establish and monitor Council back greens initiative, Housing and Cultural Venue community gardens	Culture and Communities
		C46	Continue to support the city’s major festivals which generate jobs and boost local businesses and increase the funding for local festivals and events. Support the creation of further work spaces for artists and craftspeople.	Identified funding for local festivals and events Number of work spaces for artists and craftspeople	Create baseline for work spaces for artists and craftspeople	Culture and Communities

Business Plan Aim	Business Plan Outcome	Commitment	Performance Measure	Action/Milestone	Lead Committee	
A City of Opportunity	Everyone, regardless of wealth and background can fulfil their potential and benefit from the city's success	C1	Deliver a programme to build least 10,000 social and affordable homes over the next 5 years, with a plan to build 20,000 by 2027.	Approvals of new affordable homes for the year	Strategic Housing Investment Programme Annual Progress Report	Housing and Economy
		C4	Direct development to growth corridors as the best way to accommodate the extra housing needed for Edinburgh's growth and allowing the city to manage and protect green belt.	Proportion of homes built on brownfield land	Progress monitored through Local Development Plan	Housing and Economy
		C6	Deliver the City Region Deal, making sure the benefits of investment are felt throughout the city and create space for new businesses to start and grow.	n/a	Full City Deal document and implementation plans delivered that are environmentally, economically and socially sustainable.	Corporate Policy and Strategy
		C8	Explore the introduction of fair rent zones.	n/a	Identify legal and enforcement requirements for a fair rent zone Consider feasibility of introduction within areas	Housing and Economy
		C9	Create a Homeless Task Force to investigate the growing homelessness problem in the city. The team will review the use of b&b premises and explore alternatives that better meet the needs of individuals and families with an aim to end the use of bed and breakfast facilities. Appoint a Homelessness Champion who will chair the Task Force.	Percentage of homeless households placed in B&B Number of homeless families placed in B&B	Homeless Task Force created with clear remit Role of Homelessness Champion clearly defined Homelessness Champion appointed	Housing and Economy
		C10	Prioritise the use of brownfield sites and work with public sector and private landowners to develop land for affordable housing.	Number of brownfield sites developed	Annual housing land audit Unlock access to key brownfield development sites	Planning
	All children and young people have the best start in life and are able to reach their full potential	C28	Create a first-class education estate – building 2 new secondary schools and 10 new primaries by 2021. Ensure safe standards are met by rigorous inspections of new and existing school buildings.	Number of new schools where construction has commenced Percentage of conditions surveys completed	Condition surveys over a five year rolling programme, with an annual update to demonstrate full compliance with statutory testing, resulting in prioritised investment to ensure all health and safety risks are addressed	Education, Children and Families
		C29	Improve and protect access to additional languages and music tuition and encourage more children and young people to gain vital skills in construction, engineering, digital technology, maths and science.	Number of children being taught an additional language progressively, from early years to end of Broad General Education Number of children and young people accessing music tuition Number of children and young people with accredited qualifications in STEM subjects Percentage of children achieving expected CfE level for numeracy by Primary 7	Continue to develop the opportunities to engage in the study of language and culture of another country Improved access to, and learner pathways for, the creative arts via the combined approaches of Instrumental Tuition and the Youth Music Initiative Improved partnership with the FE sector	Education, Children and Families
		C30	Increase the number of classroom assistants and support staff for children with additional needs to improve attainment and wellbeing.	Number of pupil support assistants employed Number of pupil support assistants trained in wellbeing and attainment Pupil/Parent survey results	Children and parents report that they feel safe and well supported in schools	Education, Children and Families
	Citizens are socially connected and able to participate and develop throughout their lifetime	C31	Expand training opportunities for adults and young people linking with colleges and expanding vocational education.	Number of young people at S5 and S6 accessing vocational subjects at Edinburgh College Partnership Number of adults achieving personal learning goals through participation in targeted education programmes	Identify working relationship with colleges	Education, Children and Families
		C32	Double free early learning and child care provision, providing 1140 hours a year for all 3 and 4 year olds and vulnerable 2 year olds by 2020.	% of Early Years settings providing 1140 hours of funded Early Learning and Childcare % of vulnerable 2 year olds accessing 1140 hours	Early Learning and Childcare Expansion Plan monitoring	Education, Children and Families
		C33	Make early years' provision more flexible to fit families' needs and provide additional resources to families in difficulty so that no children are educationally disadvantaged when they start formal schooling.	% of Early Years settings providing more than one option of early learning and childcare for parents % children living in the most deprived areas achieving expected literacy level	Early Learning and Childcare Expansion Plan monitoring	Education, Children and Families
		C35	Improve access to library services and community centres making them more digital, and delivering them in partnership with local communities.	Use of e-material e.g. e-books and e-magazines Total number of library customer transactions	Deliver assisted digital by providing customer support in locations across the city, to increase confidence and knowledge enabling use of digital channels including library services	Education, Children and Families
		C36	Support the continued development of Gaelic Medium Education.	Number of pupils on the rolls of Primary and Secondary Gaelic Medium Education Number of staff trained to deliver Gaelic Learner Education as part of the council strategy on 'One plus Two' Languages	Provision of progressive Gaelic Medium Education into secondary school	Education, Children and Families
	Everyone has access to suitable housing, facilities and amenities	C45	Establish a Child Poverty Action Unit to address the inequalities faced by children in poverty in our city. Its remit will look at food security and nutrition, tackle food poverty and holiday hunger and enhance nutrition in schools. Ensure that a Poverty Assessment section features in all Council reports.	Measure/Targets to be defined as output from commission on poverty and inequality	Child Poverty Action Unit remit defined and Unit created Poverty assessment section added to Council report template	Culture and Communities

Business Plan Aim	Business Plan Outcome	Commitment	Performance Measure	Action/Milestone	Lead Committee
A Resilient City	Communities are safe, strong and able to cope with change	C15 Protect Edinburgh World Heritage Status and make sure developments maintain the vibrancy of our city in terms of placemaking, design and diversity of use.	n/a	Review the World Heritage Status management plan	Planning
		C16 Invest £100m in roads and pavements over the next 5 years. This will include road and pavement maintenance, installing more pedestrian crossings, increasing the number of dropped kerbs and dedicate safer foot and cycle paths as well as introducing more pedestrian zones.	Road condition Index Number of pedestrian crossings Number of dropped kerbs Number of pedestrian zones Number of safe foot/cycle paths Level of capital investment	Actions contained within Roads Asset Management plan	Transport and Environment
		C17 Guarantee 10% of the transport budget on improving cycling in the city.	Percentage of investment guaranteed Satisfaction with cycling in Edinburgh	Assessment on cycling conditions	Transport and Environment
		C18 Improve Edinburgh’s air quality and reduce carbon emissions. Explore the implementation of low emission zones.	City of Edinburgh Council’s carbon emissions (measured in tonnes of carbon dioxide equivalent) Number of Air Quality Management Zones CEC and Lothian Buses Green fleet investment	Improve and reduce the number of the Air Quality Management Zones Explore the implementation of low emission zones	Transport and Environment
		C19 Keep the city moving by reducing congestion, improving public transport to rural west Edinburgh and managing road works to avoid unnecessary disruption to the public.	Establish congestion measure Satisfaction with public transport	Improved public transport to rural west Edinburgh Monitor the Edinburgh Road Works Ahead Agreement	Transport and Environment
	Our built and natural environment is protected and enhanced	C20 Explore the introduction of a lane rental for utility companies to reduce traffic pressures.	n/a	Identify legal requirements Produce a business case and track progress	Transport and Environment
		C22 Deliver the tram extension to Newhaven by 2022 after reviewing the business case and delivery plan to ensure they are robust.	n/a	Stage 2 activities of the outline business case will be monitored	Transport and Environment
	Edinburgh is a low carbon, connected city with transport and infrastructure that is fit for the future	C23 Implement improvement plans for Waste and Cleansing Services to improve street cleanliness in every ward. Reintroduce a free bulky item collection service to tackle fly tipping.	LEAMS – street cleanliness index Percentage of wards with improved street cleanliness Incidences of fly tipping	Examine cost and service impact of reintroduction of free bulky item uplift Development of a new monitoring tool for street/place cleanliness	Transport and Environment
	Edinburgh is clean, attractive and well looked after	C24 Reduce the incidence of dog fouling on Edinburgh’s streets and public parks.	Complaints about dog fouling	Development of a new monitoring tool for street/place cleanliness	Transport and Environment
		C25 Increase recycling to 60% from 46% during the lifetime of the administration.	Percentage of Waste Recycled	Ongoing performance monitoring	Transport and Environment
		C26 Improve parking for residents by expanding provision of park and rides for commuters.	Additional park and rides spaces Satisfaction with residents parking	Track parking satisfaction for roads users	Transport and Environment
		C27 Tackle pavement parking and reduce street clutter to improve accessibility.	Performance measure to be established	Identify legal and enforcement requirements Development of a new monitoring tool for street/place cleanliness	Transport and Environment
		C34 Prioritise services for vulnerable children and families and looked after children, and support organisations working to end domestic abuse.	Rate of Looked After Children per 1,000 population Percentage of LAC pupils with low school attendance Number of Child Welfare Concerns for domestic abuse	Output from the Domestic abuse strategy and improvement plan	Education, Children and Families
		C43 Continue to upgrade our existing parks and plant an additional 1,000 trees in communities. Protect major recreational areas such as the Meadows, Leith Links and Princes Street Gardens.	Green flag status Number of additional 1,000 trees planted	Park improvement and maintenance programme	Transport and Environment
		C51 Improve community safety by protecting local policing and empowering communities to tackle long term safety issues and hate crime in all its forms including supporting restorative justice initiatives and other projects.	Levels of hate crime Number of antisocial behaviour complaints per 10k population Percentage of people who feel safe in their neighbourhood after dark (EPS) Percentage of criminal justice orders successfully completed Reoffending rates	Service Level Agreement monitoring	Culture and Communities

Business Plan Aim	Business Plan Outcome	Commitment	Performance Measure	Action/Milestone	Lead Committee	
A Forward Looking Council	A leading Council in community engagement and empowerment, giving citizens confidence to make decisions and act on issues	C11	Ensure that Council policies on planning, licensing and sale of Council land give substantial weight to the needs of residents while still encouraging business and tourism.	Community engagement measures	Review relevant policies and guidance in consultation with other council services and stakeholders	Planning
		C12	Review the Council's policy on promoting mixed communities. The review should be completed by summer of 2018 and should include homes of multiple occupancy, short term temporary lets and student housing.	Numbers of HMO premises Concentration, location and occupation rates of short term lets Numbers of student housing developments	Review relevant policies and guidance in consultation with other council services and stakeholders	Planning
		C13	Improve planning enforcement to ensure that all developers, large or small, conform to Edinburgh's policies and developer's commitments.	Performance measure to be established	Develop a model agreement to help reduce timescales for issuing decision Monitoring use and uptake of processing agreements Increase resources to undertake planning enforcement	Planning
	We place our customers at the heart of all that we do, we are responsive, accessible and fair to all	C14	Work with the Scottish Government to review planning policy and overhaul the planning appeal system to make it shorter, more independent and give communities the right to appeal.	Community engagement measures	Monitoring of appeal aspect in Planning Bill process Work with Scottish Government on Planning Bill proposals	Planning
		C21	Retain Lothian Buses and Edinburgh Tram in public ownership.	n/a	Remain in public ownership	Transport and Environment
	We work with our partners and communities to deliver services locally	C48	Continue to make a case to the Scottish Government for the introduction of a Transient Visitor Levy and explore the possibility of introducing more flexibility in the application of business rates. Explore the possibility of introducing a workplace parking levy.	n/a	To make a robust and evidenced case to Scottish Government and partners Have conducted an initial assessment of feasibility of introduction of a workplace parking levy Detailed proposal if agreement	Corporate Policy and Strategy
		C40	Work with the Integration Joint Board (NHS & Council Social Care) and other agencies to prioritise early intervention and prevention in mental health services.	n/a	Completion of Logic Modelling by end of March 2018	Integration Joint Board
		We are an open, honest, inclusive and transparent organisation				

Business Plan Aim	Business Plan Outcome	Commitment		Performance Measure	Action/Milestone	Lead Committee
An Empowering Council	We deliver value for money services through optimising our use of resources and building on the capabilities of our talented workforce	C5	Sign Edinburgh to the Pay Fair Tax Initiative.	n/a	Identify business requirements for signing up to the initiative	Housing and Economy
		C47	Become a leading Council in Scotland for community engagement - 1% of the Council's discretionary budget will be allocated through participatory budgeting.	% of annual discretionary budget allocated through participatory budgeting	Agree definition of discretionary budget Allocate annual participatory budget Participatory budgeting set within budget process	Finance and Resources
	We provide services that are focused on prevention and early intervention	C49	Limit Council Tax increases to 3% a year to 2021.	% Council Tax increase approved by Council	n/a	Finance and Resources
		We plan our services to ensure we can continue to meet the needs of citizens and communities into the future	C50	Continue a policy of no compulsory redundancies and keep a presumption in favour of in-house service provision.	n/a	Continue the provision of voluntary severance arrangements and redeployment support to mitigate the need for compulsory redundancies Directorates to keep a presumption in favour of in-house service provision
	Our organisation is flexible and adaptable and embraces change		C52	Devolve local decisions to four Locality Committees. Establish the membership of each Committee and how devolved decision making will work to encourage the maximum participation for local groups. Explore the effectiveness of community councils and how they can be enhanced to represent their local communities.	n/a	Fully functional Committees Decision making to encourage the maximum participation for local groups

Appendix 2: City of Edinburgh Council Performance Framework Strategy Map

The City of Edinburgh Council Strategy Map links the Council Business Plan strategic aims and outcomes to the Coalition Commitments and integrated performance measures.

A Vibrant City



Citizens lead healthy and active lives with improved wellbeing

Every citizen and community can participate in the cultural life of our city

Our places and localities make Edinburgh a great and unique place to visit and study

Our economy thrives with excellent and equal opportunities for business, employment and innovation

Create the conditions for businesses to thrive. Help link business with young people.

Work with the business community to grow the number of Living Wage employers year on year.

Improve access to employment and training opportunities for people with disabilities.

Continue to integrate Health and Social Care Services. Review the Integration Joint Board's approach to support at home by 2018.

Take steps to increase the length and flexibility of care visits and increase the availability of care to help people live in their own homes.

Put exercise at the heart of our health strategy by increasing access to sport and leisure facilities.

Review the application process and increase the budget for housing adaptations. Help older and disabled homeowners to move to more suitable housing.

Build a new sports centre at Meadowbank by 2021.

Increase allotment provision and support and expand the network and the number of community gardens and food growing initiatives.

Continue to support the city's major festivals. Support the creation of further work spaces for artists and craftspeople.

- ~ Number of people waiting for a package of care
- ~ Late discharge from hospital
- ~ Percentage of adults receiving personal care in the community
- ~ Proportion of people who have been offered a choice of how their support will be provided under SDS legislation
- ~ Number of people who have received a carers' assessment
- ~ Percentage of people starting substance misuse treatment within 3 weeks
- ~ Percentage of adults supported at home who agree that their health and care services seemed to be well co-ordinated
- ~ Percentage of adults supported at home who agree that they are supported to live as independently as possible
- ~ Number of older and disabled homeowners supported to move to more suitable housing
- ~ Decrease the average time for grant adaptations applications
- ~ Increase the levels of budget adaptations
- ~ Positive destinations of school leavers
- ~ Social Enterprise and pathways to inclusion, Labour Market Progression (increase in middle wage earners), Business Gateway & Employability
- ~ Number of Real Living Wage employers contracted to CEC
- ~ Number of people with disabilities who have access to employment and training opportunities
- ~ Reduced barriers to employment
- ~ Proportion of Business Rates (NDR) Collected
- ~ Number of young people participating in music, arts, cultural and creative learning activities
- ~ Museums and Galleries total annual attendances
- ~ Increase the funding for local festivals and events
- ~ Number of work spaces for artists and craftspeople
- ~ Number of young people participating in sport, physical activity and outdoor learning
- ~ Attendance at sport and leisure facilities
- ~ Number of allotment plot; Waiting list for allotments
- ~ Number of community gardens and food growing initiatives

A City of Opportunity



Everyone, regardless of wealth and background can fulfil their potential and benefit from the city's success

All children and young people have the best start in life and are able to reach their full potential

Citizens are socially connected and able to participate and develop throughout their lifetime

Everyone has access to suitable housing, facilities and amenities

Deliver a programme to build at least 10,000 social and affordable homes over the next 5 years.

Direct development to growth corridors and allowing the city to manage and protect green belt.

Deliver the City Region Deal.

Explore the introduction of fair rent zones.

Create a Homeless Task Force. Appoint a Homelessness Champion.

Prioritise use of brownfield sites to develop land for affordable housing

Create a first-class education estate. Ensure safe standards are met by rigorous inspections.

Improve and protect access to languages and music tuition and skills.

Increase the number of classroom assistants and support staff to improve attainment and wellbeing.

Expand training opportunities for adults and young people.

Double free early learning and child care provision.

Make early years' provision more flexible.

Improve access to library services and community centres.

Support the continued development of Gaelic Medium Education.

Establish a Child Poverty Action Unit.

- ~ Percentage of Primary 1 pupils achieving CfE Early Level Reading
- ~ Percentage of Primary and Secondary pupils with low attendance
- ~ Percentage of all leavers achieving Literacy and Numeracy Level 5
- ~ Percentage of all leavers from deprived areas achieving 5 or more awards at SCQF Level 5 or higher
- ~ Percentage of all leavers achieving 5 or more awards at SCQF Level 6 or higher
- ~ Percentage of all school leavers in positive initial destination
- ~ Number of adults achieving personal learning goals and Increase in training and vocational education opportunities for adults and young people
- ~ Number of Looked After Children; Percentage of placements with CEC foster carers
- ~ Percentage of Primary and Secondary Schools operating above 80% capacity
- ~ Percentage of children allocated to the Disability team that have a Self Directed Support package
- ~ Number of new schools where construction has commenced
- ~ Percentage of conditions surveys completed
- ~ Number of children being taught an additional language progressively, from early years to end of Broad General Education
- ~ Levels of community based adult learning opportunities with focus on adult literacy and numeracy and English as an Additional Language
- ~ Number of children and young people accessing music tuition; Number of children and young people with accredited qualifications in STEM subjects
- ~ Percentage of children achieving expected CfE level for numeracy by Primary 7
- ~ Number of pupil support assistants employed; Number of pupil support assistants trained in wellbeing and attainment
- ~ Pupil/Parent survey results
- ~ Number of young people at S5 and S6 accessing vocational subjects at Edinburgh College Partnership
- ~ Number of adults achieving personal learning goals through participation in targeted education programmes
- ~ Percentage of Early Years settings providing 1140 hours of funded Early Learning and Childcare; % of vulnerable 2 year olds accessing 1140 hours
- ~ Percentage of Early Years settings providing more than one option of early learning and childcare for parents
- ~ Percentage children living in the most deprived areas achieving expected literacy level
- ~ Number of pupils on the rolls of Primary and Secondary Gaelic Medium Education
- ~ Number of staff trained to deliver Gaelic Learner Education as part of the council strategy on 'One plus Two' Languages
- ~ Number of jobs created or safeguarded; Number of people supported into work and learning
- ~ Approvals of new affordable homes for the year
- ~ Proportion of homes built on brownfield land; Number of brownfield sites developed
- ~ Percentage of homeless households placed in B&B and Number of homeless families placed in B&B
- ~ Average homelessness case length; Length of stay in temporary accommodation
- ~ Days to process New Benefit Claim; Benefit Change of Circumstances
- ~ Asset Management works capital expenditure
- ~ Total number of library customer transactions; Use of e-material e.g. e-books and e-magazines

A Resilient City



Communities are safe, strong and able to cope with change

Our built and natural environment is protected and enhanced

Edinburgh is a low carbon, connected city with transport and infrastructure that is fit for the future

Edinburgh is clean, attractive and well looked after

Protect Edinburgh World Heritage Status.

Invest £100m in roads and pavements in the next 5 years.

Guarantee 10% of the transport budget on improving cycling in the city.

Improve Edinburgh's air quality and reduce carbon emissions. Explore the implementation of low emission zones.

Keep the city moving by reducing congestion, improving public transport to rural west Edinburgh and managing roadworks to avoid unnecessary disruption to the public.

Explore the introduction of a lane rental for utility companies to reduce traffic pressures.

Deliver the tram extension to Newhaven by 2022 after reviewing the business case and delivery plan to ensure they are robust.

Implement improvement plans for Waste and Cleansing Services. Reintroduce a free bulky item collection service.

Reduce the incidence of dog fouling on Edinburgh's streets and public parks.

Increase recycling to 60%.

Improve parking for residents by expanding park and rides for commuters.

Tackle pavement parking, reduce street clutter to improve accessibility.

Prioritise services for vulnerable children and families and looked after children, and support organisations working to end domestic abuse.

Continue to upgrade existing parks and plant an additional 1,000 trees.

Improve community safety.

- ~ Percentage of the road network (all roads) that should be considered for maintenance treatment.
- ~ Number of pedestrian zones, crossings, dropped kerbs and safe foot/cycle paths
- ~ Level of capital investment in roads and pavements; Percentage of investment guaranteed on improving cycling in the city
- ~ Satisfaction with cycling in Edinburgh
- ~ City of Edinburgh Council's carbon emissions; Number of Air Quality Management Zones
- ~ CEC and Lothian Buses Green fleet investment
- ~ Reduced traffic congestion and length of road disruption
- ~ Satisfaction with transport and residents parking; Additional park and rides spaces
- ~ LEAMS – street cleanliness index; Percentage of wards with improved street cleanliness
- ~ Incidences of fly tipping
- ~ Complaints about dog fouling
- ~ Percentage of Waste Recycled
- ~ Individual and Communal Bin Collection Refuse and Recycling Service Requests and Complaints received
- ~ Green flag status; Number of additional 1,000 trees planted
- ~ Levels of hate crime; Number of antisocial behaviour complaints per 10k population
- ~ Percentage of people who feel safe in their neighbourhood after dark (Edinburgh People Survey)
- ~ Percentage of criminal justice orders successfully completed
- ~ Reoffending rates
- ~ Completed criminal justice orders
- ~ Rate of LAC per 1,000 population; Percentage of LAC pupils with low school attendance
- ~ Number of Child Welfare Concerns for domestic abuse

A Forward Looking Council



We deliver value for money services through optimising our use of resources and building on the capabilities of our talented workforce

We provide services that are focused on prevention and early intervention

We plan our services to ensure we can continue to meet the needs of citizens and communities into the future

Our organisation is flexible and adaptable and embraces change

Ensure that Council policies on planning, licensing and sale of Council land give substantial weight to the needs of residents while still encouraging business and tourism.

Review the Council's policy on promoting mixed communities.

Improve planning enforcement to ensure that all developers, conform to Edinburgh's policies and developer's commitments.

Work with the Scottish Government to review planning policy and overhaul the planning appeal system.

Retain Lothian Buses and Edinburgh Tram in public ownership.

Work with the Integration Joint Board (NHS & Council Social Care) and other agencies to prioritise early intervention and prevention in mental health services.

Continue to make a case to the Scottish Government for the introduction of a Transient Visitor Levy. Explore the possibility of introducing a workplace parking levy.

- ~ Percentage of major application decisions within target
- ~ Percentage of non-householder planning applications dealt with within 2 months
- ~ Percentage of building warrants issued in 10 days after receipt of all satisfactory information
- ~ Percentage of first report building warrants issued in 20 days
- ~ Progress against delivery of current year's approved budget savings
- ~ Revenue: current year's projected outturn
- ~ Increase commercial rental income from the Council property estate
- ~ Average level of debt of tenants in rent arrears
- ~ RIDDOR reportable injuries rate per 100 employees
- ~ ICT - Severity 1 incidents where resolution is greater than 4 hours
- ~ Proportion of Council Tax Collected
- ~ Total FTE
- ~ Total Agency Cost
- ~ Indicator reporting Programme dashboard
- ~ Community engagement measures
- ~ Numbers of HMO premises
- ~ Concentration, location and occupation rates of short term lets
- ~ Numbers of student housing developments

An Empowering Council



A leading Council in community engagement and empowerment, giving citizens confidence to make decisions and act on issues

We place our customers at the heart of all that we do, we are responsive, accessible and fair to all

We work with our partners and communities to deliver services locally

We are an open, honest, inclusive and transparent organisation

Sign Edinburgh to the Pay Fair Tax Initiative

Become a leading Council in Scotland for community engagement - 1% of the Council's discretionary budget will be allocated through participatory budgeting.

Limit Council Tax increases to 3% a year to 2021.

Continue a policy of no compulsory redundancies and keep a presumption in favour of in-house service provision

Devolve local decisions to four Locality Committees. Establish the membership of each Committee and how devolved decision making will work to encourage the maximum participation for local groups. Explore the effectiveness of community councils and how they can be enhanced to represent their local communities.

- ~ Customer Hub satisfaction across all channels
- ~ Council-wide sickness absence
- ~ Pension indicator measuring either customer satisfaction or admin processing
- ~ Number of data breaches
- ~ Info Compliance: FOI enquires - percentage answered within statutory timescales
- ~ Number of outstanding actions
- ~ Number of recommended audit actions for critical and high risk issues
- ~ Percentage of annual discretionary budget allocated through participatory budgeting
- ~ Percentage of Council Tax increase approved by Council

The City of Edinburgh Council

10:00am, Thursday, 23 November 2017

Establishment of Locality Committees 2017

Item number	8.3
Report number	
Executive/routine	
Wards	

Executive Summary

At the meeting on 25 October 2017, Council agreed that locality committees should be established and that a report should be submitted to the Council meeting in November 2017 formally appointing these committees.

Establishment of Locality Committees 2017

1. Recommendations

- 1.1 To agree the membership and remit for the four locality committees, as outlined in appendix one.
- 1.2 To agree that only councillors act as voting members on the locality committees.
- 1.3 To note that locality committees would be reviewed in June 2018, as part of the review of the Council's governance arrangements and then thereafter annually.
- 1.4 To delegate authority to the Chief Executive, to make the amendment to Procedural Standing Orders outlined in paragraph 3.16 and any amendments to the Terms of Reference and Delegated Functions as is necessary to implement the decision on this item.
- 1.5 To agree that Locality Committees should each have their first meeting before the end of 2017.

2. Background

- 2.1 The Council in October 2017 agreed to establish locality committees and that a report would be submitted to the Council meeting in November 2017 based on the following principles:
 - 2.1.1. be decision making committees made up of all elected members from the locality area;
 - 2.1.2. have the power to set up working groups or sub-committees;
 - 2.1.3. be open, transparent and inclusive;
 - 2.1.4. be held in public, invite local partners and community groups to attend and actively seek public engagement;
 - 2.1.5. have power to make decisions on local services which are within devolved budgets and are in line with Council policy;
 - 2.1.6. have a role in scrutiny of services provided for the locality;
 - 2.1.7. take an active role in community planning;
 - 2.1.8. have a clearly defined structure and strategy for engaging with residents and the local community;

- 2.1.9. have clearly defined advisory and decision-making roles;
 - 2.1.10. have clearly defined first phase powers; and
 - 2.1.11. locality committees will appoint their conveners and vice-conveners from their number on an annual basis.
- 2.2 This report has also drawn from examples of locality working within Scotland and the UK. In Wiltshire Council, for example, Area Boards are able to allocate core funding for identified community priorities, influence the allocation of resources and develop participatory budgeting process. The boards cannot make decisions outside the area concerned or contradict any policy or service standard set by the Council. In Sunderland, Newcastle and York Councils, there are Area or Ward Committees which monitor the quality and effectiveness of services delivered by the council and other main providers in the area, and encourage local residents to become involved in decision making.
- 2.3 In Aberdeenshire and Fife Councils, Area Committees determine matters, within their terms of reference, which directly affect their areas including planning applications. They also scrutinise local service delivery and performance and monitor the impact of council and other public services on their communities

3. Main report

Remit

- 3.1. The powers proposed in this report reflect the principles agreed by Council in October 2017 and aim to provide significant powers to enable locality committees to make decisions independently on matters in their local area. This is a new way of working for the City of Edinburgh Council with the current Neighbourhood Partnerships only having advisory powers rather than decision making.
- 3.2. Executive committees currently have responsibility for services across the city. Locality committees will cut across those powers to ensure a local focus is provided to drive improvements. However, sometimes services and the needs of the wider city will have to be prioritised over the wishes of a local area. In these circumstances, the locality committees will take an important role but of an advisory nature rather than decision-making.
- 3.3. The powers of the locality committees can be reviewed and analysed as they mature into their role.

Phase 1	Later Phases
<ul style="list-style-type: none"> • Scrutiny of police and fire • Decision making on local matters • Scrutiny of IJB services in the locality • Oversight and scrutiny of the delivery of the Locality Improvement Plans • Approval of Community grant funds • Approval of the Neighbourhood environment programme • Approval of Local TROs 	<ul style="list-style-type: none"> • Local planning guidance (ie conservation area planning guidance subject to compliance with statutory development plan) • Community asset transfers • School Inspection Reports

- 3.4. The powers in phase one build upon the work of the Neighbourhood Partnerships, formalising power to approve the Neighbourhood Environment Programme and Community Grants Fund but adding significant new powers. The Locality Committees would also have a key role in community planning and be at the forefront of community engagement such as participatory budgeting.
- 3.5. The scrutiny of police and fire services had been highlighted previously at Council in June 2017. These powers would replace the remit of the Police and Fire Scrutiny Committee and would provide local scrutiny and feedback to Police Scotland and the Scottish Fire and Rescue Services, assisting them in delivering service improvement that meets the needs of the local community. Corporate Policy and Strategy Committee would retain the overarching scrutiny of city-wide police and fire plans.
- 3.6. The approval of programmes and projects for local services and decision making on local services are powers that will be required to be removed from executive committees. These powers will allow locality committees to make financial decisions that have a real impact on services in the locality. There will be a requirement for this power to be fettered to ensure that decisions in one locality do not impact adversely on another area in the city and take cognisance of the continuing role of executive committees.
- 3.7. As a result, it is proposed that the power for the locality committees to make decisions is subject to the matter not having a city-wide or strategic impact and be within budget and policy decisions set by the executive and planning and regulatory committees. A recent example of these powers would be a report considered at the Transport and Environment Committee on parking in the Dumbiedykes and the Pleasance areas. This report looked at parking enforcement in a particular area and the recommended action was within the Parking Action Plan previously approved.
- 3.8. It is proposed that those services delivered by the Health and Social Care Partnership are discussed and scrutinised at a local level to have additional and

specific feedback to enable the Edinburgh Integration Joint Board to improve local service delivery. The locality committees would have no decision-making powers in this area.

- 3.9. The approval of local Traffic Regulation Orders (TROs) is an area that can be devolved to locality committees in the first phase. It should not though include TROs of city-wide importance that often will be part of a larger strategic project. It would though not preclude the locality committee providing feedback to the committee making the decision.
- 3.10. Local planning guidance, community asset transfers and school inspection reports are highlighted as powers that could be added at later phases. The initial proposed powers are extensive and it is recommended that there is a period of review to ensure that the locality committees are not overburdened at the outset. The resources available and how these are currently arranged should be considered when delegating powers. There may be a time period needed for services to re-organise either structurally or operationally on a locality basis if they are currently arranged as a city-wide service and additional training may also be necessary. The phased approach to delegating powers would be a practical solution to these possible issues.
- 3.11. The Locality Committees will oversee and scrutinise the delivery of the Locality Improvement Plans. Neighbourhood Partnerships would be carrying out this function until the committees are established.
- 3.12. The committees would be full committees of the Council and would be permitted to appoint sub-committees or working groups as they felt necessary.

Membership

- 3.13. The Local Government (Scotland) Act 1973 does not allow non-councillors to be members of a committee which has the power to make financial decisions. There is, therefore, a limit on the powers of any committee that intends to include non-councillors as members. For example, the Neighbourhood Partnerships were established as advisory committees of the Council to give equal voting rights between councillors, partners and community representatives. Consequently, they have no decision-making powers and their legal role is to advise officers.
- 3.14. As a result of the wide-ranging and comprehensive decision-making powers that are included in this report it is not possible, under the Local Government (Scotland) Act 1973, to have non-councillor members on the committee. However, this does not mean that the community and partners could not have a key participatory role in the committee. Where appropriate, partners and community representatives could be invited to provide insight and information to aid the committee's consideration.
- 3.15. As per the principles agreed by Council and the confines of the legislation, it is recommended that all local councillors should be members of their locality committee and that only councillors act as voting members on these committees.

- 3.16. It is proposed that Procedural Standing Orders are amended to extend the right to refer a decision to Council, to include Locality Committees.

4. Measures of success

- 4.1 In line with the Council Performance Framework and the outcomes assigned to each of the strategic aims.

5. Financial impact

- 5.1 There are currently insufficient resources to fully administer and run locality committees. Officers are reviewing structures and arrangements and these will take account of any changes made by Council.

6. Risk, policy, compliance and governance impact

- 6.1 The changes proposed in the report will require changes to the Council's governance documentation including the Committee Terms of Reference and Delegated Functions. These will be required to be approved by Council.
- 6.2 Any changes to the remits of committees must take into account the impact on other committee remits and ensure there are no instances where responsibilities will clash or there is no transparency on delegation of powers.
- 6.3 The Council's procedural Standing Orders will apply to locality committees.

7. Equalities impact

- 7.1 Locality committee formation supports delivery of equalities outcomes and the protected characteristics.

8. Sustainability impact

- 8.1 Locality committees will support delivery of sustainability outcomes.

9. Consultation and engagement

- 9.1 Elected members have been consulted and have discussed the future of the locality committees and the potential remits they carry.

10. Background reading/external references

[The City of Edinburgh Council 26 October 2017 – Locality Committees 2017](#)

Paul Lawrence

Executive Director of Place

Contact: Gavin King, Corporate Governance Manager

E-mail: gavin.king@edinburgh.gov.uk | Tel: 0131 529 4239

Appendix

Locality Committees

10.1 **Constitution:** all elected members situated in the locality area

Convener

10.2 The convener and vice-convener will be a member of the City of Edinburgh Council and will be appointed by the committee annually. It will be usual practice for a member to serve for a maximum of one year as convener in each Council term.

Quorum

10.3 North East - 5 elected members

10.4 North West – 6 elected members

10.5 South East - 6 elected members

10.6 South West – 5 elected members

Substitutes

10.7 Substitutes are not permitted.

Delegated Functions

10.8 Power is delegated to the locality committees in relation to the matter listed in paragraph 10.9 to:

10.8.1 Develop and approve plans, programmes and projects;

10.8.2 Set and monitor local standards;

10.8.3 Monitor performance, providing local insight to advise how performance could be improved to meet local needs;

10.8.4 Monitor arrangements to ensure best value and continuous improvement; and

10.8.5 consider petitions addressed to the City of Edinburgh Council on matters within the remit of committee, in accordance with the Council's approved Petitions procedure and determine the appropriate action.

10.9 The matters referred to in Paragraph 10.8 are as follows:

10.9.1 Community safety

10.9.2 Lifelong Learning and Libraries

10.9.3 Traffic management, roads and parking;

10.9.4 Parks and green space;

10.9.5 Street cleaning and open space maintenance;

10.9.6 Public realm projects;

10.10 All matters referred to in paragraphs 10.8 and 10.9 are subject to the following:

The City of Edinburgh Council – 23 November 2017

- 10.10.1 Decisions must be within policy and budget set by Council, executive committees and planning and regulatory committees.
- 10.10.2 The matter must not have a strategic or city-wide impact.
- 10.11 To approve and agree the Neighbourhood Environment Programme and Community Grants Fund.
- 10.12 To refer back to the executive committees and planning and regulatory committees for their consideration any recommendations of proposed policy or service improvements that have a city-wide or strategic impact.
- 10.13 To scrutinise Council services but ensuring duplication of scrutiny with other Council committees is avoided;
- 10.14 In regard to police and fire services in the locality, to:
 - 10.14.1 Consider and recommend improvements in local policing and fire and rescue services.
 - 10.14.2 recommend priorities and objectives for the policing of the area to the local commander;
 - 10.14.3 scrutinise and review the outcomes, priorities and objectives set out in the local plan(s);
 - 10.14.4 consider and monitor progress and performance on the implementation of the Edinburgh Police and Fire and Rescue Plans and services;
 - 10.14.5 receive statistical reports on complaints about policing and fire and rescue in Edinburgh; and
 - 10.14.6 invite external witnesses to aid in the scrutiny of police and fire and rescue services.
- 10.15 To scrutinise the performance of health and social care services in the local area and provide recommendations or feedback to the Integration Joint Board.
- 10.16 To scrutinise and oversee the delivery of Council services in the Locality Improvement Plans.
- 10.17 To facilitate and encourage public engagement, consultation, participation and feedback on the areas within the committee's remit.
- 10.18 To lead participatory budgeting within the locality on funds allocated by Council or committee, and to actively shape the Council's participatory budgeting framework

10.00am, Thursday, 23 November 2017

Licensing (Scotland) Act 2005 - Reappointment of the City of Edinburgh Licensing Forum and Revised Constitution

Item number	8.4
Report number	
Executive/routine	Executive
Wards	All
Council Commitments	

Executive Summary

This report provides a proposed revised structure for City of Edinburgh Licensing Forum and proposes a method for the appointment of members.

The report also requests approval for an amended Constitution for City of Edinburgh Licensing Forum.

Licensing (Scotland) Act 2005 - Reappointment of the City of Edinburgh Licensing Forum and Revised Constitution

1. Recommendations

- 1.1 It is recommended that the Committee:
- 1.1.1 agrees the revised membership of the City of Edinburgh Licensing Forum as set out at Appendix 1;
 - 1.1.2 agrees to the reappointment of any existing member of the Forum, where appropriate, should they wish to volunteer; and notes that the Executive Director of Place has delegated authority to appoint any remaining members; and
 - 1.1.3 approves the amended City of Edinburgh Licensing Forum Constitution as set out in Appendix 2.

2. Background

- 2.1 The Council is required to appoint members to the City of Edinburgh Licensing Forum ('the Forum'). This is a statutory forum, required by the Licensing (Scotland) Act 2005 ('the Act'). The Forum is independent of both the Council and the City of Edinburgh Licensing Board and does not form part of the Council's committee structure.
- 2.2 The Forum's duties are set out in legislation, specifically:
- to keep under review the operation of the Licensing (Scotland) Act 2005 within the Local Authority's area;
 - to oversee the Licensing Board's exercise of its powers under the Act; and
 - to give general advice to the Licensing Board on the exercise of its functions and the operation of the Act.
- 2.3 Members are appointed by the Council and membership is composed of interested volunteers.

3. Main report

- 3.1 It is proposed that the Forum continues to have a membership of 21, which is the maximum number permitted in the Act. The legislation also requires that the forum is representative. The Forum should include residents. Previously this was achieved by including a resident from each of the six Neighbourhood Areas. This no longer reflects the structure of the Council or revised community planning arrangements. The proposed revised composition of the Forum is detailed in Appendix 1
- 3.2 For community representatives, local community planning structures will be asked to nominate or re-nominate resident members of the forum. Existing community representatives will be asked to continue temporarily until Council has agreed any revision to community engagement structures. For the remaining membership, due to the experience gained by existing Forum members, it is proposed that they be offered reappointment for the forthcoming period should they wish to continue. Any remaining places would be advertised and these would require to be considered in line with the proposed membership composition.
- 3.3 If Council approves the proposed Forum membership composition the Executive Director of Place has already been delegated to make these appointments in consultation with the Convener of the Forum.
- 3.4 Minor changes to the Constitution are proposed (Appendix 2) principally to reflect the membership changes and to clarify a few procedural points raised by the existing forum.
- 3.5 The Forum is an important body, which will be heavily involved when the Licensing Board consults on its next statement of Licensing Policy within the next 12 months. It is intended to provide the members of the newly appointed Forum with training to assist them in making the most of their role.

4. Measures of success

- 4.1 That the Forum is fully functioning and reflects a wide range of interests, including the community and the licensed trade.

5. Financial impact

- 5.1 There is no direct financial impact on the Council. All costs are contained within existing budgets.

6. Risk, policy, compliance and governance impact

- 6.1 Should the Forum not be in place, the Licensing Board may be restricted in its ability to review its statement of licensing policy.

7. Equalities impact

- 7.1 There is no equalities impact arising from the contents of this report.

8. Sustainability impact

- 8.1 There is no environmental impact arising from the contents of this report.

9. Consultation and engagement

- 9.1 There has been a meeting with the existing Forum, and consultation with Edinburgh Association of Community Councils

10. Background reading/external references

- 10.1 [Licensing Scotland Act 2005 – Reappointment of the City of Edinburgh Licensing Forum and Revised Constitution – September 2012](#)

Paul Lawrence

Executive Director of Place

Contact: Andrew Mitchell, Regulatory Services Manager

E-mail: andrew.mitchell@edinburgh.gov.uk | Tel: 0131 469 5822

11. Appendices

Appendix 1 – Proposed membership composition

Appendix 2 – Proposed Constitution

Appendix 1

Proposed Membership Composition

1. Six places shall be reserved for residents' representatives. Four of these shall be reserved for community representatives from each of the four localities (North East, North West, South East and South West). Additionally, one place shall be reserved for a community representative from Ward 11 (City Centre), and one place for a member from Edinburgh Association of Community Councils.
2. A Licensing Standards Officer nominated by the Regulatory Services Manager.
3. A nominee of NHS Lothian.
4. The Chief Constable or their representative.
5. A nominee of the City of Edinburgh Council's Chief Social Work Officer.
6. A nominee of the City of Edinburgh Council's Executive Director of Communities and Families (for Education).
7. A minimum of six places shall be reserved for holders of premises or personal licences.
8. Any other interested person up to a maximum of 21 members.

[Note that the legislation specifically outlines that at least one member of each of the categories listed in 1 to 7 above should be included in the membership. Members would be appointed to represent a particular category]

The City of Edinburgh Licensing Forum

Constitution and Remit

City of Edinburgh Licensing Forum Constitution

1 Title

2 Introduction

3 Definitions

4 Terms of Reference

5 Functions

6 Membership

7 Convener

8 Meetings

9 Method of Voting

10 Special Meetings

11 Conduct of Members

12 Attendance at Meetings

13 Resignation etc

14 Alterations to Constitution and powers to make or amend rules

1 Title

1.1 The Forum shall be known as the City of Edinburgh Licensing Forum.

2 Introduction

2.1 The City of Edinburgh Licensing Forum has been established to represent the views of people concerned with the operation of the licensing system in the geographical boundaries of the City of Edinburgh Council. The Forum has been established in accordance with Sections 10 and 11 and Schedule 2 of the Licensing (Scotland) Act 2005. It is the role of the Forum to keep the operation of the licensing regime, and the use of licensing powers, under review in the Edinburgh area. The Forum is also responsible for giving advice and recommendations to the City of Edinburgh Licensing Board.

2.2 This document sets out the Forum's constitution.

3 Definitions

3.1 'Act' in this constitution means the Licensing (Scotland) Act 2005 as amended from time to time.

3.2 'The City of Edinburgh Licensing Forum' or 'the Forum' means that body established by the City of Edinburgh Council ('the Council') in accordance with Section 10 of the Act.

3.3 'Licensing Board' or 'the Board' means the City of Edinburgh Licensing Board.

3.4 'Licensing Standards Officer' or 'LSO' means a person employed by the Council and qualified as required by the provisions of the Act.

3.5 'Edinburgh' means that area administered by the Council incorporated under the Local Government etc (Scotland) Act 1994.

4 Terms of Reference of the Forum

4.1 To keep the liquor licensing system in the Council area under regular review and to seek to stimulate debate on matters relevant to the system.

4.2 To respond to consultation exercises undertaken by the Board and the Scottish Government.

4.3 To consider the implications of relevant local data and statistics for the liquor licensing system in the Council area;

4.4 To meet the Board at least once per year.

4.5 To give advice and make recommendations to the Board on relevant matters, except individual licensing applications.

5 Functions

5.1 The Forum will review the operation of the liquor licensing regime and the exercise of licensing powers in Edinburgh, and give advice and make recommendations to the Board.

5.2 The Forum will give advice and make recommendations to the Board in relation to policy and other appropriate areas of concern.

5.3 The Forum will have no involvement in the exercise of the Board's powers in any particular case or application.

5.4 Forum members will take all reasonable steps to encourage all relevant people to make their views known to the Forum, and to represent their views. This may include any relevant organisations and residents within the Edinburgh Council area.

5.5 It is inappropriate for any member to use the Forum to pursue their own interests or resolve personal issues. Unless he or she has been specifically appointed to represent that organisation, a member of the Forum must not express or promote the views of any organisation of which he or she is also a member.

5.6 The Forum is entitled, on request, to be provided with copies of any statistical information provided to the Board, for the purpose of preparing a licensing policy statement or supplementary statement.

6 Membership

6.1 Membership of the Forum must always be between five and 21 people. This number will be subject to review by the Council, from time to time, on request by the Forum, the Board or the Council's Executive Director of Place ('the Director').

6.2 In order to be eligible for membership of the Forum, a person must be:

- Aged 18 years or above (with the exception of a member who is a 'young person')
- Able to show that he or she has an interest in the licensing system

6.3 Residents' representatives will be appointed to represent each of the four Community Planning Areas (one for each area). In addition one representative shall be appointed to represent Ward 11 (City Centre), and one to represent Edinburgh Association of Community Councils.

- South East
- South West
- North West
- North East
- Ward 11 (City Centre)

6.4 Membership will be representative of the five key interest areas including holders of premises and individual licences and young people.

6.5 A Licensing Standards Officer, a person nominated by the Health Board, a representative nominated by the Chief Constable and a person nominated by the Chief Social Worker will be appointed as members of the Forum.

6.6 A nominee of the City of Edinburgh Council's Executive Director of Communities and Families will be appointed to represent Education.

6.7 Once the Council has appointed Forum members, it shall delegate power to the Director to reappoint members in consultation with the convener of the Forum ('the Convenor').

6.8 Members will be appointed initially for a period of three years. On a rolling basis, one third of members will be reappointed every three years.

6.9 Members are expected to make every effort to attend meetings. Should a member be unable to attend, he or she should contact the Convener before the meeting. The member may formally nominate a substitute, to express

views on his or her behalf. The substitute must be eligible for the same category of membership as the non-attending member.

6.10 Ex officio members: The Forum may invite other persons to attend and participate in meetings, should this be required. Any such invitation is at the discretion of the Convener. Any such person shall not be entitled to vote in any decision made by the Forum. Neither shall such a person be entitled to vote in choosing a Convener.

6.11 The Council will provide facilities and reasonable expenses to assist the Forum. This may involve access to administrative support and the use of Council premises for meetings. Such facilities must only be used in carrying out Forum duties.

7 Convener

7.1 At its first meeting and at the first meeting in each Council year the Forum will elect a Convener from its members. Any member of the Forum may stand for election as Convener. The Convener will hold office until the first meeting in the following year unless he or she resigns or is dismissed.

7.2 If the Convener is unable to attend a meeting of the Forum, he or she must send his or her apologies to the Community Safety Senior Manager. The Convener may nominate a substitute to express views on his or her behalf. The Forum should nominate another one of the usual members to chair that meeting.

If the Convener is not present at any meeting, or is unable to act for any reason, the meeting may be chaired by any other member present.

7.3 The Convener is responsible for ensuring that meetings are conducted in an orderly fashion. The Convener should also manage the discussion so that everyone has a chance to speak, while ensuring that all agenda items are discussed in the available time. All Forum members will have a responsibility to promote participation.

8 Meetings

8.1 The Forum will have at least four meetings in each Council year.

8.2 The Forum will meet with the Board at least once in each Council year.

8.3 All Forum meetings will be held in public and will be open to the media.

8.4 Meetings will be arranged by the Forum, in consultation with the Council, to ensure that appropriate facilities are available.

8.5 Dates and times of meetings, the agenda, and any connected papers will normally be issued by email or by post (if a member so requests) to the Forum members in advance of the meeting.

8.6 Forum papers will be posted on the Council website. This will include agenda, minutes of previous meetings, and other materials relevant to the Forum's operation.

8.7 The minimum number of members present for any meeting of the Forum is eight. If this minimum does not attend, the meeting will be adjourned to a later date.

8.8 All members may put forward suggestions for agenda items. The Convener is responsible for arranging this.

8.9 The Director will arrange for a note to be kept of every meeting of the Forum. This note will include:

- The names of members in attendance
- A brief note of topics dealt with
- A record of all decisions taken by the Forum

8.10 A note of each meeting will be submitted for approval at the next meeting.

9 Method of Voting

9.1 All members have an equal vote, with the convener having a casting vote in the event of a tie.

9.2 Ex officio members have no voting rights.

9.3 Where the Forum agrees to make a recommendation to the Board, the wording of the recommendation shall be recorded in the action note. The Convener shall thereafter ensure that it is communicated to the Clerk of the Licensing Board.

10 Special Meetings

10.1 A Special Meeting of the Forum can be called at any time by the convener, or if at least eight Forum members request it in writing. The convener will decide on the date and place of the Special Meeting.

11 Conduct of members

11.1 Members must behave in a respectful and courteous manner towards others at all times while exercising Forum functions. With respect to the manner in which the Forum's business is carried out, the convener's decision is final.

11.2 Members should be open about their decisions and the reasons behind them.

11.3 All members are accountable for the Forum's decisions and actions. Each member must ensure that advice given, or recommendations made, reflects the views of the whole Forum.

11.4 The Forum is encouraged to produce an annual action plan setting out regular and short term pieces of work that it will undertake to monitor the licensing system. Any action plan will be discussed with the Board at its annual joint meeting.

12 Attendance at Meetings – Forum members

12.1 If a member does not attend a meeting of the Forum for 2 consecutive meetings, without reasonable explanation. The Forum may consider the circumstances and if not satisfied that the member had a reasonable explanation for failing to attend, members from the Forum may vote to remove that member from the Forum.

13 Attendance at Meetings – members of the public

13.1 Members of the public are welcome to attend Forum meetings, but are expected to sit at the side rather than in the body of Forum Members.

13.2 Should members of the public wish to speak at a Forum meeting then they should indicate notice of attendance to the Convener a week before the meeting; and will be given a maximum of five minutes to address the Forum, or otherwise at the discretion of the Convener.

14 Resignation

14.1 Members wishing to resign may do so, in writing, to the Executive Director.

15 Alterations to Constitution and Powers to Make or Amend Rules

15.1 The Forum at any time may submit a report to the Council asking it to amend the constitution of the Forum, or to make or amend rules relating to the Forum.

The City of Edinburgh Council

10.00am, Thursday 23 November 2017

Revenue Monitoring 2017-18 - Month Five Position - referral from the Finance and Resources Committee

Item number	8.5
Report number	
Wards	All

Executive summary

On 7 November 2017 the Finance and Resources Committee considered a report that set out the projected overall position for the Council's revenue expenditure budget for 2017/18 based on analysis of period five data. The report has been referred to the City of Edinburgh Council for ratification of the Spend to Save application in respect of the International Climbing Arena.

Revenue Monitoring 2017/18 – Month Five Position

Terms of referral

- 1.1 On 28 September 2017 the Finance and Resources Committee noted the current projections of expenditure and income with mitigating actions identified to bring net expenditure back in line with approved levels over the remainder of the year
- 1.2 On 7 November 2017 the second quarterly revenue monitoring report for 2017/18 was presented which set out the projected overall position for the Council's revenue expenditure budget for 2017/18 based on analysis of period five data.
- 1.3 Details were provided on a Spend to Save application which had been received from Edinburgh Leisure (EL) in respect of installing a mains sewer connection for the Edinburgh International Climbing Arena.
- 1.4 The Finance and Resources Committee agreed:
 - 1.4.1 To note that, in light of the further tightening of financial and workforce controls, additional anticipated income and prioritisation of discretionary expenditure, a balanced position for the year was now projected by the year-end.
 - 1.4.2 To note that attainment of this position would require active management of risks and pressures, particularly those of a demand-led nature, for the remainder of the year.
 - 1.4.3 To note the balanced position projected on the Housing Revenue Account (HRA) after making a £11.58m planned contribution towards housing investment.
 - 1.4.4 To agree the Spend to Save application in respect of the Edinburgh International Climbing Arena and refer this decision to Council for ratification of use of the Fund.
 - 1.4.5 To refer the report by the Executive Director of Resources to the Governance, Risk and Best Value Committee as part of its work programme.

For Decision/Action

- 2.1 The Finance and Resources Committee has referred the report to the City of Edinburgh Council on 23 November 2017 for ratification of the Spend to Save application in respect of the Edinburgh International Climbing Arena.

Background reading / external references

Finance and Resources Committee 7 November 2017.

Laurence Rockey

Head of Strategy and Insight

Contact: Louise Williamson, Assistant Committee Clerk

E-mail: louise.p.williamson@edinburgh.gov.uk | Tel: 0131 529 4264

Links

Appendices

Appendix 1 - report by the Executive Director of Resources

Finance and Resources Committee

10.00am, Tuesday, 7 November 2017

Revenue Monitoring 2017/18 – month five position

Item number 7.3

Report number

Executive/routine

Wards

Council Commitments

Executive summary

Members considered an interim period five-based revenue monitoring update at the Finance and Resources Committee's meeting on 28 September 2017. While underlying pressures within Health and Social Care and Safer and Stronger Communities contributed to a projected overall overspend, net of mitigating actions, of £4m, the report indicated that a further tightening of financial and workforce controls had been introduced in September 2017. Alongside prioritisation of discretionary expenditure and anticipated additional income, implementation of these actions contributes to a projected overall position by the year-end that is now balanced. Attainment of this outcome is, however, dependent upon active management of risks and pressures for the remainder of the year.

Revenue Monitoring 2017/18 – month five position

1. Recommendations

- 1.1 Members of the Finance and Resources Committee are asked to:
 - 1.1.1 note that, in light of the further tightening of financial and workforce controls, additional anticipated income and prioritisation of discretionary expenditure, a balanced position for the year is now projected by the year-end;
 - 1.1.2 note that attainment of this position will require active management of risks and pressures, particularly those of a demand-led nature, for the remainder of the year;
 - 1.1.3 note the balanced position projected on the Housing Revenue Account (HRA) after making a £11.58m planned contribution towards housing investment;
 - 1.1.4 consider the Spend to Save application in respect of the Edinburgh International Climbing Arena and, subject to approval, refer this decision to Council for ratification of use of the Fund; and
 - 1.1.5 refer this report to the Governance, Risk and Best Value Committee as part of its work programme.

2. Background

- 2.1 This report sets out the projected overall position for the Council's revenue expenditure budget for 2017/18 based on analysis of period five data.

3. Main report

- 3.1 This report represents the second quarterly revenue monitoring report for 2017/18. On-going analysis of the revenue position is undertaken in line with agreed, risk-based principles, with any material changes reported in the intervening periods as required.
- 3.2 A complementary schedule of meetings, aligned to the Council's revised Committee structure, has also been developed at which more detailed, service-specific commentaries will be considered.

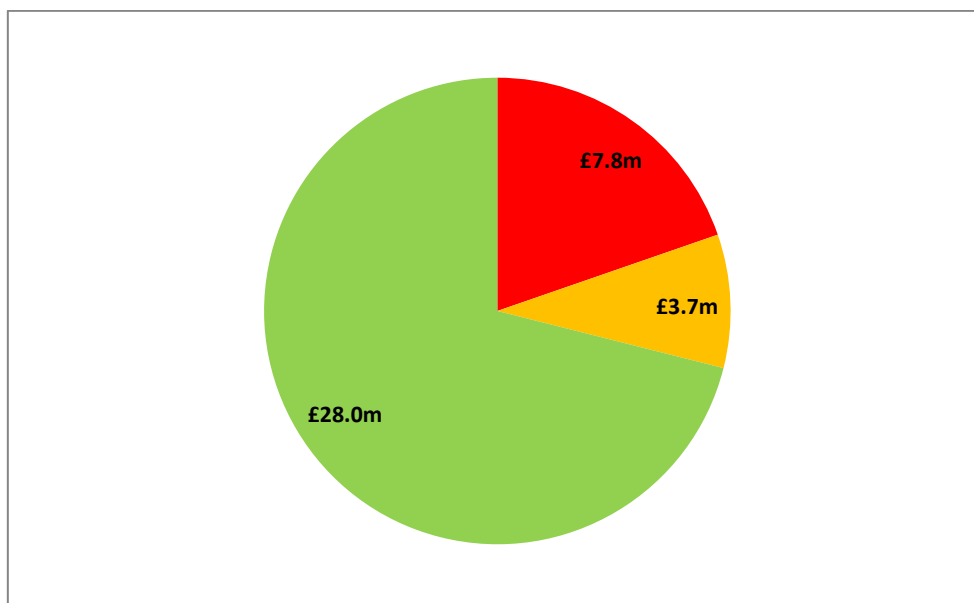
Overall position

- 3.3 Members considered an interim period five-based revenue monitoring update at the Finance and Resources Committee's meeting on 28 September 2017. The report indicated a projected overall year-end overspend of £4m, representing the net effect of significant overspends in Health and Social Care (£9.1m) and Safer and Stronger Communities (£3.5m) offset by one-off savings (or savings already assumed in the budget framework in future years) of £8.6m.
- 3.4 In light of the projected position at that time, the report indicated that a further tightening of financial and workforce controls had been introduced. Alongside prioritisation of discretionary expenditure, anticipated additional income and active management of risks and pressures for the remainder of the year, implementation of these actions contributes to a projected overall position that is now balanced by the year-end. A high-level service analysis is included as Appendix 1, with details of the mitigating actions or savings set out in the relevant following sections. Attainment of this position will require sustained and proactive management of known and emerging risks and pressures across all service areas throughout the remainder of the year. A progress update will therefore be provided as part of the period eight-based report to be considered at the Committee's next meeting on 23 January 2018.
- 3.5 In interpreting this overall position, it should be noted that of the total of £10.6m of underlying net pressures within Health and Social Care and Safer and Stronger Communities, £2.63m are being addressed by means of one-off reductions or slippage in expenditure, £3.91m by savings already assumed or included within the budget framework baseline for 2018/19 and the remaining £4.06m by one-off use of reserves. The assessed on-going implications of current-year pressures have therefore been reflected within the revenue budget framework as reported to the Finance and Resources Committee on 27 October.

Savings delivery

- 3.6 The approved budget for 2017/18 was predicated on the delivery of £39.5m of service-specific and corporate savings. As of September, the overall RAG assessment of these savings indicates that, on the basis of actions planned or already undertaken, some 80% are on target to be delivered in full as shown in the chart below.

RAG assessment of approved budget savings, 2017/18 – September 2017



- 3.7 The majority of the red-assessed savings are those of a transformational or demand-led nature within Health and Social Care, with the remainder representing savings within the Place Directorate linked to the Roads and Waste Services transformation plans.
- 3.8 Amber-assessed savings represent, in the main, those where interim or one-off funding solutions have been identified pending development of sustainable means of delivering the savings concerned.
- 3.9 The net effect of any risk of shortfall in delivery is reflected in the overall position as assessed by service areas in the following sections. Executive Directors also continue to manage a range of risks and pressures, the most material of which, alongside any identified mitigating actions, are also noted below.

Service-specific budgets - Communities and Families

- 3.10 As of period five, subject to on-going work reviewing the delivery of approved savings and the effectiveness of planned mitigating actions in respect of any material shortfalls, the Executive Director of Communities and Families is committed to delivery of an overall underspend of £1.0m in 2017/18.
- 3.11 A prioritised review of discretionary spend and the one-off service investment approved as part of the budget has also been undertaken, resulting in the identification of a £1m reduction in expenditure, included in the overall outturn above, that is available to offset net pressures apparent elsewhere within the Council.
- 3.12 This position is, however, dependent in particular upon management of a number of demand-led service pressures identified within the directorate budget, including increased use of out-of-Council area accommodation placements and transitional costs arising from the transfer of non-core hour management of school sports facilities to Edinburgh Leisure.

Health and Social Care

- 3.13 The month five outturn forecast reflects significant demand-led pressures within Health and Social Care, showing a gross overspend of £11.9m. This forecast position takes account of the delivery of £3.9m of savings associated with the organisational review but includes £6.03m of slippage on planned transformation-related purchasing savings.
- 3.14 In addition to the non-delivery of savings of £6.03m, the growth in demand for care at home services, coupled with increases in direct payments and individual service funds has resulted in projected expenditure exceeding budget in these areas by £3.8m, after the application of £2.2m of recurring funding from the Social Care Fund (SCF) approved by the Edinburgh Integration Joint Board (EIJB). In recognising the financial impacts of demographic growth, however, a recommendation will be made to the EIJB's meeting on 17 November 2017 to release from the SCF on a recurring basis the £2m provision for additional inflation, reducing the overall overspend in this area to £1.8m.
- 3.15 Other smaller pressures and savings across the Health and Social Care budget are projected to deliver £0.6m of net savings to offset the above pressures, bringing the forecast overall overspend to £7.1m.
- 3.16 In recognition of the severity of the overall service projection, the Financial Update considered by the Integrated Joint Board on 22 September set out the main elements of a two-month fundamental re-assessment and re-focusing of the Edinburgh Integration Joint Board's plans, centred upon performance, quality and affordability as a route towards re-establishing financial stability. The Interim Chief Officer of the Edinburgh Health and Social Care Partnership will attend the Committee's meeting to provide an overview of the emerging conclusions from this work.
- 3.17 In the interim, work is being progressed to identify and implement remedial measures to address the projected overspend, including additional controls on recruitment and agency spend. Business cases and detailed implementation plans for a number of transformation-based initiatives are being developed. A Savings Governance Board has also been created to monitor delivery of the projects and workstreams which form part of the financial recovery plan and to consider additional savings proposals.

Place

- 3.18 In addition to implementation of the £7.3m of newly-approved savings for delivery in 2017/18, mitigating actions require to be identified to address a number of carried-forward or in-year budget pressures affecting, in particular, the Waste and Roads Services functions.
- 3.19 As of period five, the Executive Director of Place has identified net budget pressures of £4.43m (including those in respect of approved savings delivery). A corresponding set of actions has now been developed to offset these

pressures fully and while a number of risks remain around their subsequent delivery, a break-even position is being forecast at this time. Progress will continue to be reported in respect of delivery of these mitigating actions.

Resources

- 3.20 Based on analysis of the period five position, the Resources Directorate is projecting an overall underspend of £1.46m, reflecting the combined impact of measures to offset projected overspends in other areas of the Council. These savings primarily comprise a combination of acceleration of an element of procurement-related savings initially planned for delivery in 2018/19, a reduced assumed funding requirement for the Customer Transformation programme and one-off employee cost savings. A small number of savings shortfalls are being mitigated by non-recurring measures pending the development of sustainable proposals to be implemented from 2018/19.

Chief Executive (excluding Safer and Stronger Communities)

- 3.21 The period five-based forecast for services reporting directly to the Chief Executive reflects an overall underspend of £0.368m, representing employee costs arising from vacant posts within the Strategy and Insight and Communications functions. All savings measures approved as part of the 2017/18 are on track to be delivered in full.

Safer and Stronger Communities

- 3.22 Significant service pressures are being faced as a result of temporary accommodation management fees being removed from Housing Benefit eligibility with effect from April 2017, combined with changes to the benefits cap which also impact on Housing Benefit income. These pressures are being exacerbated by increasing demand for both Bed and Breakfast and Short-Term Let accommodation as a result of longer average lengths of stay and a shortage of available “move-on” accommodation.
- 3.23 The total projected unfunded budget pressure is currently £8.5m which is partially offset by mitigations totalling £5.0m, resulting in a net residual unfunded budget pressure of £3.5m. Following the Council-wide review of discretionary expenditure, £0.17m of uncommitted one-off service investment has been identified that is available to mitigate the overall service overspend to £3.33m.
- 3.24 The Acting Head of Safer and Stronger Communities remains fully committed to making all efforts to identify mitigations to reduce the pressure. There is, however, limited scope to achieve this, given the size of the pressure relative to the net budget available. A balanced budget position is not therefore expected to be deliverable by the end of 2017/18.

Corporate budgets

- 3.25 The update report considered by the Finance and Resources Committee on 28 September 2017 indicated that a review of the size and profile of the Council Tax base, taking into account property numbers and bands, Single Person

Discount entitlement and recent years' collection rates, pointed to an increase in projected Council Tax income in 2017/18 of £2m. Based on the most current data, it is now estimated that a further £0.54m of additional income is available to offset pressures elsewhere within the Council.

- 3.26 Based on an analysis of anticipated in-year capital spend and continuation of the policy of no new external borrowing, loans charge savings of £1m relative to budgeted levels are also anticipated.
- 3.27 In both of the above areas, in-year monitoring will continue over the remainder of the year to determine whether any further savings relative to budget might become available.
- 3.28 Following the conclusion of the 2016/17 audit and ratification by Council of the annual accounts, approval has been secured to apply the 2016/17 underspend (£1.058m) and sums previously earmarked in respect of (i) welfare reform-related changes (£2m) and (ii) works in buildings sharing similar design characteristics to the Council's PPP1 schools (£1m) in the current year. Taken together, these measures address £4.058m of net expenditure pressures elsewhere, allowing a balanced overall position to be projected.

Other areas

Housing Revenue Account

- 3.29 A balanced position is forecast after making a required £11.58m contribution to fund future delivery of the affordable housing strategy as set out in the HRA business plan, subject to repairs and maintenance expenditure being kept within budgeted levels.

Spend to Save application

- 3.30 Members of the Committee may be aware that the Council operates a spend to save fund, whereby upfront revenue investment is provided to support the taking forward of projects that will deliver savings in subsequent years. This investment is then repaid according to savings profiles agreed upon approval of the project concerned, allowing the fund to support eligible schemes on an ongoing basis.
- 3.31 An application has been received from Edinburgh Leisure (EL) in respect of installing a mains sewer connection for the Edinburgh International Climbing Arena (EICA), further details of which are provided in Appendix 3. While operated by EL, the EICA is owned by the Council and the proposed investment will enhance a Council-owned asset. The installation cost of the connection is estimated at £0.437m, with consequent annual savings of £0.09m, resulting in a 4.9-year payback period. EL has confirmed that, should the actual cost exceed this level, the excess will be met directly by EL. Members of the Committee are asked to consider this application and, if approved, refer the decision to Council for ratification of use of the Fund.

4. Measures of success

- 4.1 Achieving a balanced overall budget outturn position for 2017/18 and successful delivery of approved savings and key service performance indicators.

5. Financial impact

- 5.1 The report's contents point to a balanced overall position for the year whilst highlighting the importance of active management of risks and pressures in maintaining expenditure within approved levels.
- 5.2 The Council's Financial Regulations set out Executive Directors' responsibilities in respect of financial management, including regular consideration of their service budgets.

6. Risk, policy, compliance and governance impact

- 6.1 The delivery of a balanced budget outturn for the year is the key target. The risks associated with cost pressures, increased demand and savings delivery targets are regularly monitored and reviewed and management action is taken as appropriate.
- 6.2 Ongoing communications by the Council's section 95 Officer have reinforced the respective responsibilities of Executive Directors and Heads of Service to maintain expenditure within approved budgets in accordance with the Financial Regulations. Directors also have a requirement to ensure that savings identified are both achievable and delivered to maintain a sustainable budget across the Council. With this in mind, structured plans are in place for review and feedback on current and future years' savings proposals. This has contributed positively to a position where the majority of approved 2017/18 savings are assessed as being on track to be delivered.

7. Equalities impact

- 7.1 While there is no direct additional impact of the report's contents, all budget proposals are now subject to an initial relevance and proportionality assessment and, where appropriate, a formal Equalities and Rights Impact Assessment is then undertaken. The equalities and rights impacts of any substitute measures identified to address savings shortfalls are similarly assessed.

8. Sustainability impact

- 8.1 While there is no direct additional impact of the report's contents, the Council's revenue budget includes expenditure impacting upon carbon, adaptation to

climate change and contributing to sustainable development. In addition, all budget proposals are now subject to an upfront assessment across these areas.

9. Consultation and engagement

- 9.1 The Chief Executive has tasked Executive Directors with identifying mitigating actions to address in-year pressures and to review opportunities for additional savings proposals. This process has resulted in an improvement in the month five position relative to that projected at period three and, subject to management of other risks and pressures, attainment of a balanced position by the year-end.
- 9.2 There is no external consultation and engagement arising directly from this report, although the Council's budget continues to be subject to a process of regular consultation and engagement.

10. Background reading/external references

Service monitoring statements for period five.

[Approved 2017-18 - 2020-21 Revenue Budget and 2017-18 -](#)

[2021 Capital Investment Programmes - plans for supplementary investment](#) – 23 March 2017

[Revenue Monitoring 2017-18 - month three position](#) – 5 September 2017

[Revenue Budget Monitoring 2017- 18 - update](#) – 28 September 2017

Stephen S. Moir

Executive Director of Resources

Contact: Hugh Dunn, Head of Finance

E-mail: hugh.dunn@edinburgh.gov.uk | Tel: 0131 469 3150

11. Appendices

Appendix 1 – Service analysis, Period 5

Appendix 2 – 2017/18 budget savings RAG assessment – savings assessed as red in part or in full

Appendix 3 – Spend to Save funding application – Edinburgh International Climbing Arena

REVENUE MONITORING 2017-18PERIOD 5 REPORTSERVICE ANALYSIS

Account	Revised Budget £000	Budget to Date £000	Actual to Date £000	Variance to Date		Projected Outturn £000	Projected Variance	
				£000	%		£000	%
Communities and Families	341,818	149,545	151,464	1,919	1.3%	340,818	(1,000)	(0.3%)
Place	64,042	26,684	29,624	2,940	11.0%	64,042	0	0.0%
Resources	165,635	69,769	68,371	(1,398)	(2.0%)	164,175	(1,460)	(0.9%)
Health and Social Care	184,123	75,305	79,175	3,870	5.1%	191,223	7,100	3.9%
Chief Executive	11,088	5,784	5,634	(150)	(2.6%)	10,720	(368)	(3.3%)
Safer and Stronger Communities	25,857	12,684	15,247	2,563	20.2%	29,187	3,330	12.9%
Valuation Joint Board Requisition	3,741	1,559	1,559	0	0.0%	3,741	0	0.0%
General Fund Services Subtotal	796,304	341,330	351,074	9,743	2.9%	803,906	7,602	1.0%
Other income and expenditure								
Net Cost of Benefits	(62)	(26)	100	126	n/a	(62)	0	0.0%
Early Release Costs	1,500	625	1,428	803	0%	1,500	0	0.0%
Other non-service specific costs	23,639	9,850	5,773	(4,076)	0%	23,639	0	0.0%
Interest and investment income	(8,811)	0	0	0	0%	(8,811)	0	0.0%
Loan Charges	115,019	0	0	0	0%	114,019	(1,000)	(0.9%)
Contributions to Earmarked Funds	6,137	0	0	0	0%	3,137	(3,000)	(48.9%)
Return of 2016/17 surplus from Council Priorities Fund	0	0	0	0	0%	(1,058)	(1,058)	n/a
Income from Council Tax	(266,342)	(110,976)	(110,976)	0	0%	(268,886)	(2,544)	(1.0%)
- Council tax reduction scheme	23,277	9,699	9,699	0	0%	23,277	0	0.0%
General Revenue Grant	(335,598)	(139,833)	(139,833)	0	0%	(335,598)	0	0.0%
Distribution from NDRI pool	(355,063)	(147,943)	(147,943)	0	0%	(355,063)	0	0.0%
In-year overspend / (underspend)	0	(37,273)	(30,678)	6,596	2.9%	0	0	n/a

BUDGET SAVINGS RAG ASSESSMENT, SEPTEMBER 2017 - APPROVED PROPOSALS WITH ANY ELEMENT CURRENTLY ASSESSED AS RED

Appendix 2

			RAG Status (insert relevant element of saving under each heading. These amounts should be shown net of any assumed mitigating action)				
Savings description	Service area	Approved level of saving, 2017/18 (£000)	Red	Amber	Green	Basis of current status, including brief details of confirmed or planned mitigating actions	Planned actions and associated timescales for delivery of savings
Reablement 1	Health and Social Care	630	630	0	0	Business cases for savings yet to be finalised and actioned	Work is currently being progressed to achieve the approved savings via agreed business cases for proposals focussed on asset-based assessment, support planning and brokerage, telecare, etc. Work has also begun to identify further opportunities, both centrally and through locality management for schemes that include: targeted reviews to reduce cost of care packages; business process redesign and; tackling delays across the system.
Telecare	Health and Social Care	960	960	0	0	Business cases for savings yet to be finalised and actioned	
Review Team	Health and Social Care	300	300	0	0	Business cases for savings yet to be finalised and actioned	
Support planning and brokerage	Health and Social Care	2,880	2,880	0	0	Business cases for savings yet to be finalised and actioned	
Review of financial allocation system	Health and Social Care	750	750	0	0	Business cases for savings yet to be finalised and actioned	
Reablement 2	Health and Social Care	510	510	0	0	Business cases for savings yet to be finalised and actioned	
Total Health and Social Care		6,030					
Place	Environment	1,720	1,720			At this stage, a number of Environment-related savings are assessed as "red" pending continuing work on improvement plans for Roads and Waste Services.	
Total Place		1,720	1,720	0	0		
Total all areas			7,750				

Spend to Save proposal - Edinburgh International Climbing Arena - connection to main sewer

Appendix 3

Project	Description	Outcome	Coalition Pledges and Council Outcomes	Funding	Risk	Payback Period
Edinburgh International Climbing Arena (EICA) - connection to main sewer	<p>The EICA is managed on the Council's behalf by Edinburgh Leisure. EICA was originally constructed without a connection to the mains sewerage system. The current system of waste removal involves EL pumping the waste to a holding tank, where it is uplifted by a private contractor by tanker on average two to three times per day. This has significant on-going cost implications and is not environmentally-friendly.</p> <p>The proposal is to create a permanent connection to the mains sewerage system using the nearby farmer's field. Heads of terms have been agreed in principle. Construction is planned between January and March so that the farming business will not be affected.</p>	Net annual savings of £0.09m will be generated. The proposal will also reduce energy costs and emissions associated with pumping effluent to the holding tank and subsequent uplift by tanker.	A Resilient City – our built and natural environment is protected and enhanced - Edinburgh is clean, attractive and well looked-after	£437,000	Low	4.9 years

The City of Edinburgh Council

10.00am, Thursday 23 November 2017

Treasury Management: Mid-Term Report 2017/18 - referral from the Finance and Resources Committee

Item number	8.6
Report number	
Wards	All

Executive summary

On 7 November 2017 the Finance and Resources Committee considered a report that provided an update on Treasury Management Activity in 2017/18. The report has been referred to the City of Edinburgh Council for approval of the Treasury Management Strategy.

Terms of Referral

Treasury Management: Mid-Term Report 2017/18

Terms of referral

- 1.1 In accordance with the Treasury Management Strategy that was set in March 2017, 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 2017/18 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 2017/18.
 - 1.3.2 To note the intention to exercise the option to opt up to professional status under MiFD II (Market in Financial Instruments Directive).
 - 1.3.3 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

- 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

Finance and Resources Committee 7 November 2017.

Laurence Rockey

Head of Strategy and Insight

Contact: Louise Williamson, Assistant Committee Clerk

E-mail: louise.p.williamson@edinburgh.gov.uk | Tel: 0131 529 4264

Links

Appendices

Appendix 1 - report by the Executive Director of Resources

Finance and Resources Committee

10.00am, Tuesday, 7 November 2017

Treasury Management: Mid-Term Report 2017/18

Item number	7.7
Report number	
Executive/routine	
Wards	
Council Commitments	

Executive Summary

The purpose of this report is to give an update on Treasury Management activity in 2017/18.

In accordance with the Strategy set in March 2017 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 2017/18 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.

Treasury Management: Mid-Term Report 2017/18

1. Recommendations

- 1.1 It is recommended that the Committee:
 - 1.1.1 notes the mid-term report on Treasury Management for 2017/18;
 - 1.1.2 notes the intention to exercise the option to opt up to professional status under MiFID II (Market in Financial Instruments Directive); and
 - 1.1.3 refers the report to 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.

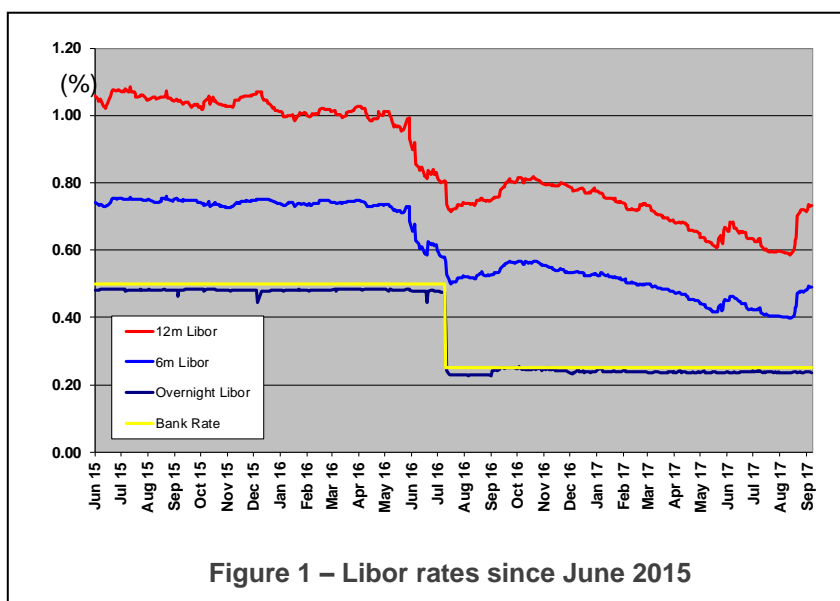
2. Background

- 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

- 3.1 UK Interest Rates
 - 3.1.1 During the last six months, the Bank of England's (BoE) Monetary Policy Committee (MPC) maintained UK Bank Rate at 0.25% and Quantitative Easing (QE) at £435bn. However, interest rate expectations varied significantly over the six months. At the June meeting of the MPC, three members of the Committee - Kristin Forbes, Ian McCafferty and Michael Saunders - voted for a 0.25% increase in rates citing concerns about inflation. Indeed, one of the five who voted for no change, Andy Haldane the BoE Chief Economist/Executive Director of Monetary Analysis and Statistics, stated in a speech later in June that *"Provided the data are still on track, I do think that beginning the process of withdrawing some of the incremental stimulus provided last August would be prudent moving into the second half of the year."* Both the 5-3 vote and the speech by Mr Haldane were after the result of the UK General Election was known, although Mr Haldane suggested that the result did have a bearing on his decision to vote against an interest rate rise at the June meeting.

Although expectations of an increase had been raised, inflation turned down briefly following the June MPC meeting and market expectations of a rate rise diminished again.



As can be seen in Figure 1 Libor rates increased in the run up to the snap general election and the subsequent MPC meeting. However, rates reduced with the uncertainty surrounding Brexit which the election created and the fall in the rate of CPI. More recently rates have started to increase again as a result of further indications from MPC members that UK Bank Rate may rise sooner rather than later.

- 3.1.2 Table 1 gives a Reuters poll of up to 62 economists, taken 1st September, showing their forecasts for UK Bank Rate until Quarter 4 2018. This showed most economists polled believed that the UK Bank Rate will remain at 0.25% through to Q4 2018.

	2017		2018			
	Q3/17	Q4/17	Q1/18	Q2/18	Q3/18	Q4/18
Median	0.25	0.25	0.25	0.25	0.25	0.25
Mean	0.26	0.26	0.28	0.3	0.33	0.37
Mode	0.25	0.25	0.25	0.25	0.25	0.25
Min	0.25	0.25	0.25	0.25	0.25	0.25
Max	0.25	0.5	0.75	0.75	1	1
Count	62	59	56	56	52	49

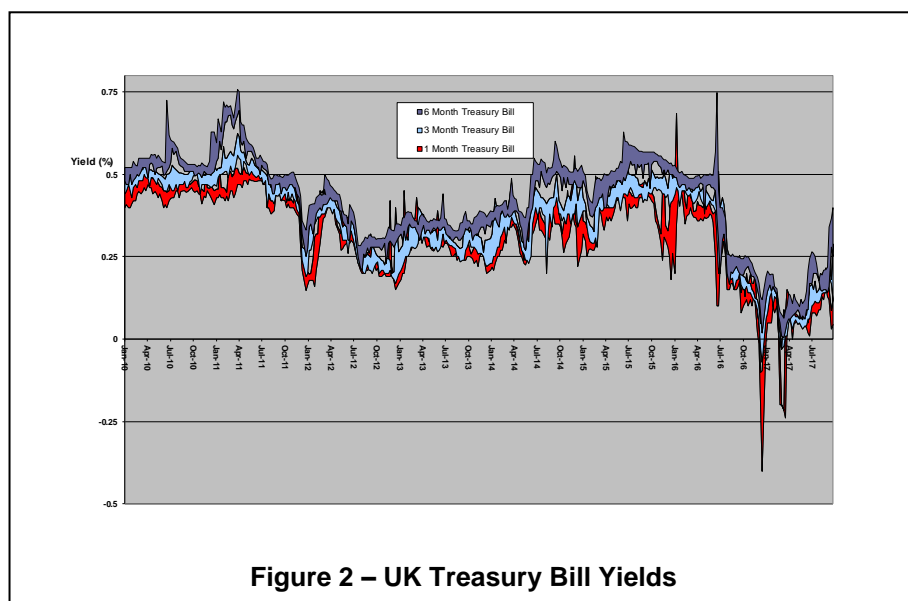
Table 1 – Economists' Forecasts for UK Bank Rate

Source: REUTERS

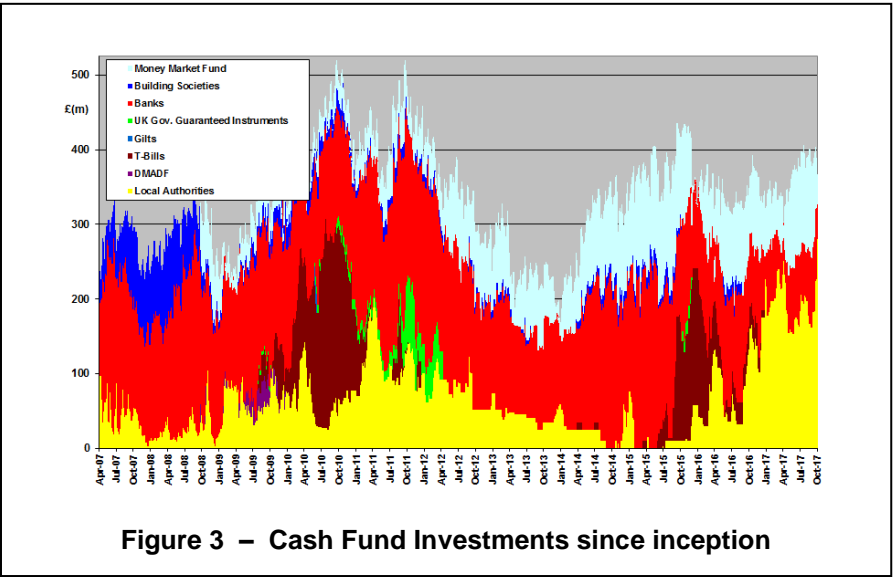
- 3.1.4 This poll was taken before the minutes of the 14th September meeting showed that interest rates may rise sooner than they had expected and also before the speech from MPC's external member Gertjan Vlieghe where he said *'that we are approaching the moment when Bank Rate may need to rise'*. A more up to date poll may show very different forecasts.
- 3.1.5 CPI was at 2.9% in August, above the Bank of England's 2% target and almost out of their +/- 1% range. While it is likely that the MPC would look through the current rate much of which is due to the depreciation of sterling, there are some genuine reasons for a modest increase in UK Bank Rate. In particular, reversing the 0.25% cut last August following the result of the EU Referendum would give the MPC scope to reduce it again should the outcome of Brexit negotiations not be favourable to the UK. Notwithstanding the likelihood of a reversal of the August 2016 cut in UK Bank Rate, it is still believed that the scope for any further increases in the UK thereafter is severely limited.

3.2 Investment Out-turn

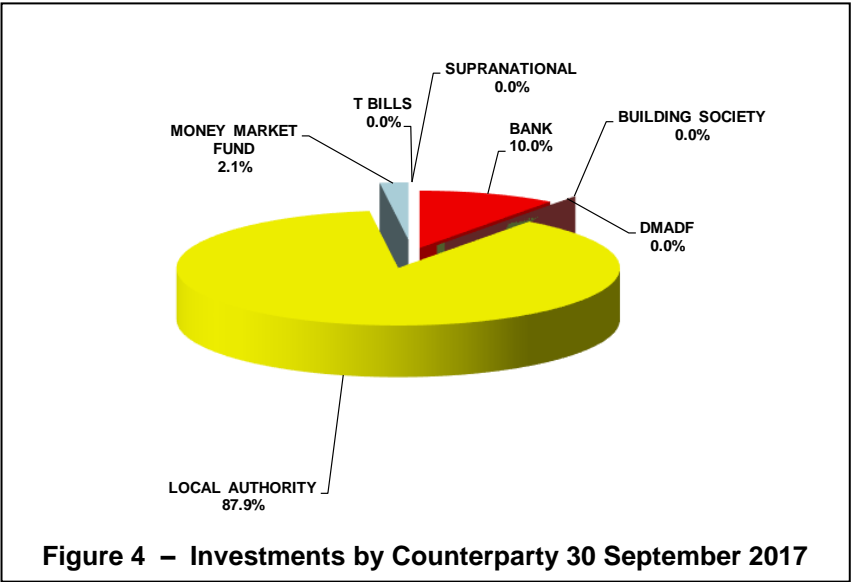
- 3.2.1 The Treasury Management strategy is to ensure that surplus funds are invested in accordance with the list of approved organisations for investment, minimising the risk to the capital sum and optimising the return on these funds consistent with those risks. The Cash Fund's Investment Strategy continues to be based around the security of the investments.
- 3.2.2 The rates achieved on the Council's call accounts remain low in line with UK Bank Rate. Rates achievable on UK Treasury Bills also remain low but as can be seen in Figure 2 below have increased in the six month maturity in the last couple of auctions. The auction at the end of September achieved a maximum rate of 0.40%.



3.2.3 Figure 3 below shows the distribution of Cash Fund deposits since inception.



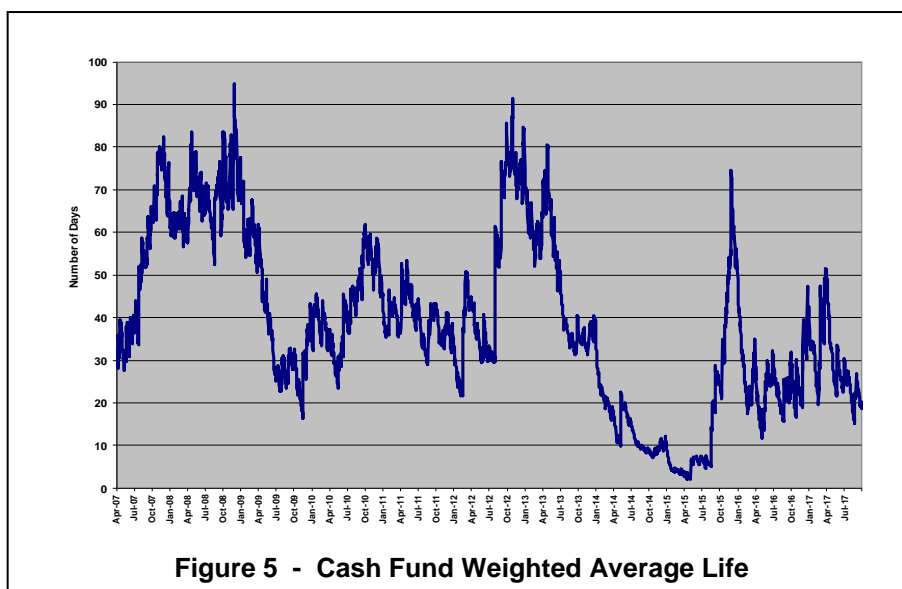
3.2.4 As shown in Figure 3, the first half of the year has been characterised by larger than usual lending to other local authorities. This was for a combination of reasons – the shortage of local authority funds at year end, the low rates on bank deposits which made local authority rates more attractive and the very low rates on UK Government Treasury Bills shown in Figure 2. As shown in Figure 4, just under 88% of the fund was invested in Local Authority deposits at the end of the six months. Just over 2% was invested with Money Market Funds and 10% with Banks in call accounts on instant access.



3.2.5 The Treasury section has been able to take advantage of a shortage of cash

in the market towards the mid-year point and achieve rates above call account levels on short fixed maturities with local authorities. These maturities are well placed to take advantage of any higher rates available should UK Bank Rate increase in November.

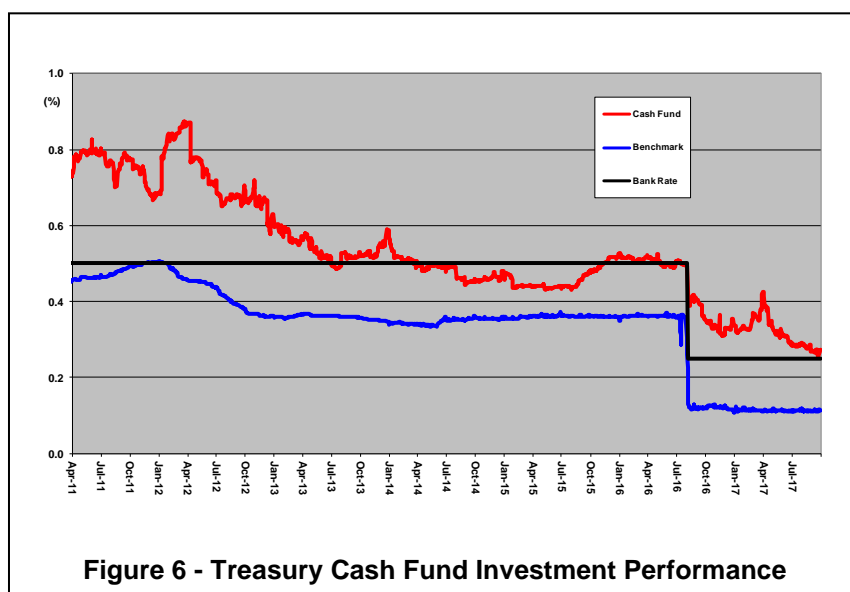
3.2.6 Figure 5 below shows the Weighted Average Life (WAL) – i.e. the average time to maturity of the Cash Fund investments since inception.



The WAL (weighted average time to the final maturity of investments) was down to 18 days at the mid year point. The decrease in the WAL is due to fixed deposits with Local Authorities being close to maturity. In addition we have provided notice monies to other authorities. It is therefore considered that the investments are positioned to take advantage of any rise in rates at the November MPC meeting.

3.3 Cash Fund Performance

3.3.1 The annualised rate of return for the Cash Fund for the six months to September 2017 was 0.30% against a benchmark of 0.11%. Figure 6 below shows the daily investment performance of the Cash Fund against its benchmark since April 2011.



3.3.2 The small peak in April was due to being able to take advantage of the good inter-authority rates on offer over the year end. However, most of these investments were only available with a relatively short maturity. A combination of the lower rates on offer at the start of the new financial year, and subsequently the positioning of the portfolio to not long past November has meant that the performance has edged back a little. However, it is still significantly above both the benchmark and the outperformance target set by Lothian Pension Fund.

3.4 Debt Management Activity

3.4.1 Debt Management strategy for 2017/18 as outlined in the Strategy Report was to continue to use the Council's investment balances to fund capital expenditure. The Council has undertaken no PWLB borrowing since December 2012. Appendix 1 shows the current debt portfolio.

3.4.2 Figure 7 below shows the PWLB borrowing rates since April 2005. The drop in rates following the result of the EU referendum, particularly at the longer end of the curve, have largely been reversed. However, the future course of these rates are heavily reliant on the outcome of the negotiations with the EU. While the "money for time" arrangement is still the most likely outcome, if there were to be no agreement, further QE would be a significant possibility.

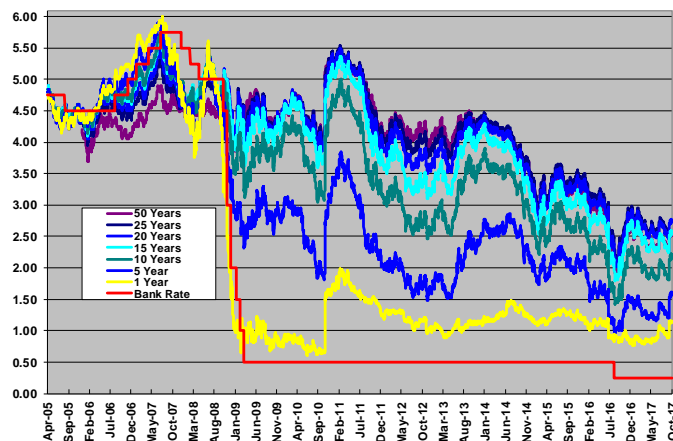


Figure 7 – PWLB Rates 2005 to Date

Source: ONS

3.4.3 Table 2 below shows a comparison of the projected cumulative capital expenditure to be funded by borrowing and the actual external debt. More detail on the Capital Advances, along with revised Prudential Indicators are contained in the Capital Monitoring – Half year Position elsewhere on this agenda.

Capital Advances v. External Debt	2016/17	2017/18	2018/19	2019/20	2020/21
	£000	£000	£000	£000	£000
Debt b/fd	1,351,885	1,299,901	1,245,546	1,260,586	1,307,005
Cumulative capital expenditure b/fd	1,424,418	1,415,106	1,412,202	1,452,146	1,505,567
Over / under borrowed b/fd	-72,533	-115,205	-166,656	-191,560	-198,562
GF capital financed by borrowing	48,324	40,600	55,397	60,132	62,242
HRA capital financed by borrowing	20,365	36,329	64,444	73,161	61,750
less scheduled repayments by GF	-62,006	-59,077	-58,206	-57,058	-60,008
less scheduled repayments by HRA	-13,033	-18,275	-20,116	-22,297	-27,069
less scheduled repayments by Former Joint Boards	-2,962	-2,481	-1,575	-517	-544
Underlying Need to Borrow	-9,312	-2,904	39,944	53,421	36,371
Plus total maturing debt	51,984	54,355	54,960	53,581	55,567
Total borrowing requirement	42,672	51,451	94,904	107,002	91,938
Indicative PWLB or short borrowing for year	0	0	70,000	100,000	100,000
Debt at end of the year	1,299,901	1,245,546	1,260,586	1,307,005	1,351,438
Cumulative capital expenditure	1,415,106	1,412,202	1,452,146	1,505,567	1,541,938
Cumulative over / under borrowed	-115,205	-166,656	-191,560	-198,562	-190,500

Table 2 - Summary of Capital Advances v. External Debt

- 3.4.4 This table shows that at the end of 2016/17, the Council had used £115m of its investment balances to temporarily fund capital expenditure which is £22m more than was shown in the out-turn report. The change is due to the Council's new external auditors requesting that the developers' contributions which were categorised as temporary loans be restated as capital received in advance. Therefore, temporary loans have been replaced with temporary internal borrowing and there is absolutely no difference in Treasury terms.
- 3.4.5 It is intended to continue the strategy of using investments to temporarily fund the Council's borrowing requirement giving a projected under borrowing of £166m at the end of the financial year. The requirement for other major projects such as the Edinburgh Homes project will be addressed as and when they become more certain.

3.5 MiFID II

- 3.5.1 MiFID (Market in Financial Instruments Directive) is the EU legislation that regulates firms who provide services to clients linked to 'financial instruments' (shares, bonds, units in collective investment schemes and derivatives), and the venues where those instruments are traded. Since it was brought in in 2007, UK local authorities have been categorised as 'per se professional' clients for MiFID scope business by virtue of being "Large Undertakings". However, following the global financial crisis, the European Commission instigated a review of MiFID due to perceived widespread mis-selling of financial products, including to local authorities and municipalities in continental Europe. The outcome of the review was a revised Directive, MiFID II and in July, the FCA published a policy statement setting out the final policies on a range of issues in the UK implementation of MiFID II, including the client categorisation of UK Local Authorities. From 3 January 2018, local authorities will by default be categorised as retail clients, and firms in the financial markets will no longer be able to categorise a local authority as a 'per se professional' client for MiFID or non-MiFID scope business.
- 3.5.2 A move to retail client status would mean that all financial services firms like banks, brokers, advisers and fund managers will have to treat local authorities the same way they do non-professional individuals and small businesses. Retail status would significantly restrict the range of financial institutions and instruments available to the Council. Under such a classification, the Council's ability to invest in regulated products such as such as Certificates of Deposit, Gilts, Bonds and investment funds, including Money Market Funds would be affected. Even if they were available, it is likely that the fees incurred would be significantly higher.
- 3.5.3 However the FCA's implementation of MiFID II allows for retail clients who meet certain conditions to elect to be treated as professional clients. When

being assessed by the financial institutions, the client must meet both quantitative and qualitative tests. The qualitative test requires an adequate assessment of the expertise, experience and knowledge of the client that gives reasonable assurance, in light of the nature of the transactions or services envisaged, that the client is capable of making his own investment decisions and understanding the risks involved. It is likely that this criteria will be applied to Elected Members as well as officers.

- 3.5.4 Building on the MiFID II work they had been doing on opting up for the Administering Authorities for LGPS (Local Government Pension Schemes) schemes, the LGA (Local Government Association) has produced some standard documentation for local authorities and market participants to use when assessing local authorities for opt up to professional status for their Treasury Management activities. The election to professional status must be completed with all financial institutions prior to the change of status on 03 January 2018, and it is the intention to seek elective professional client status for the Council with the full range of market participants.

4. Measures of success

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

5. Financial impact

- 5.1 The Council continues to manage its debt portfolio so as to minimise the medium-term cost of funding its capital projects.
- 5.2 The Treasury Cash Fund has generated significant additional income for the Council.

6. Risk, policy, compliance and governance impact

- 6.1 The Council complies with the relevant CIPFA code of practice whilst undertaking Treasury Management activities. The significant financial risks associated with Treasury Management activities have been successfully managed during the first half of 2017/18.

7. Equalities impact

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

8. Sustainability impact

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

9. Consultation and engagement

9.1 None

10. Background reading/external references

10.1 None

Stephen S. Moir

Executive Director of Resources

Contact: Innes Edwards, Principal Treasury and Banking Manager

E-mail: innes.edwards@edinburgh.gov.uk | Tel: 0131 469 6291

11. Appendices

Appendix 1: Outstanding Debt at 30 September 2017

Appendix 1: Outstanding Debt at 30 September 2017

Market Debt (non LOBO)

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)	Annual Interest (£)
M	30/06/2005	30/06/2065	5,000,000.00	4.4	220,000.00
M	07/07/2005	07/07/2065	5,000,000.00	4.4	220,000.00
M	21/12/2005	21/12/2065	5,000,000.00	4.99	249,500.00
M	28/12/2005	24/12/2065	12,500,000.00	4.99	623,750.00
M	14/03/2006	15/03/2066	15,000,000.00	5	750,000.00
M	18/08/2006	18/08/2066	10,000,000.00	5.25	525,000.00
M	01/02/2008	01/02/2078	10,000,000.00	3.95	395,000.00
			62,500,000.00		2,983,250.00

Market Debt (LOBO)

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)	Annual Interest (£)
M	12/11/1998	13/11/2028	3,000,000.00	4.75	142,500.00
M	15/12/2003	15/12/2053	10,000,000.00	5.25	525,000.00
M	18/02/2004	18/02/2054	10,000,000.00	4.54	454,000.00
M	28/04/2005	28/04/2055	12,900,000.00	4.75	612,750.00
M	25/02/2011	25/02/2060	15,000,000.00	7.801	1,170,150.00
M	25/02/2011	25/02/2060	10,000,000.00	7.801	780,100.00
M	26/02/2010	26/02/2060	5,000,000.00	7.817	390,850.00
M	26/02/2010	26/02/2060	10,000,000.00	7.817	781,700.00
M	01/07/2005	01/07/2065	10,000,000.00	3.86	386,000.00
M	24/08/2005	24/08/2065	5,000,000.00	4.4	220,000.00
M	07/09/2005	07/09/2065	10,000,000.00	4.99	499,000.00
M	13/09/2005	14/09/2065	5,000,000.00	3.95	197,500.00
M	03/10/2005	05/10/2065	5,000,000.00	4.375	218,750.00
M	23/12/2005	23/12/2065	10,000,000.00	4.75	475,000.00
M	06/03/2006	04/03/2066	5,000,000.00	4.625	231,250.00
M	17/03/2006	17/03/2066	10,000,000.00	5.25	525,000.00
M	03/04/2006	01/04/2066	10,000,000.00	4.875	487,500.00
M	03/04/2006	01/04/2066	10,000,000.00	4.875	487,500.00
M	03/04/2006	01/04/2066	10,000,000.00	4.875	487,500.00
M	07/04/2006	07/04/2066	10,000,000.00	4.75	475,000.00
M	05/06/2006	07/06/2066	20,000,000.00	5.25	1,050,000.00
M	05/06/2006	07/06/2066	16,500,000.00	5.25	866,250.00
			212,400,000.00		11,463,300.00

PWLB

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)	Annual Interest (£)
M	09/10/2008	09/10/2017	5,000,000.00	4.39	219,500.00
M	03/04/1992	25/03/2018	30,000,000.00	10.875	3,262,500.00
M	23/04/2009	23/04/2018	15,000,000.00	3.24	486,000.00
M	17/09/1992	15/05/2018	8,496,500.00	9.75	828,408.75
M	09/06/2009	09/06/2018	5,000,000.00	3.75	187,500.00
M	17/09/1993	15/11/2018	5,000,000.00	7.875	393,750.00
M	23/03/1994	15/11/2018	5,000,000.00	8	400,000.00
M	14/03/1994	11/03/2019	2,997,451.21	7.625	228,555.65
M	18/10/1993	25/03/2019	5,000,000.00	7.875	393,750.00
M	30/03/2009	30/03/2019	5,000,000.00	3.46	173,000.00
M	21/04/2009	21/04/2019	10,000,000.00	3.4	340,000.00
M	23/04/2009	23/04/2019	5,000,000.00	3.38	169,000.00
A	12/11/2008	12/11/2019	1,332,622.66	3.96	67,596.76
M	23/03/1994	15/11/2019	5,000,000.00	8	400,000.00
M	07/12/1994	15/11/2019	10,000,000.00	8.625	862,500.00
A	01/12/2008	01/12/2019	1,316,942.90	3.65	61,641.34
M	01/12/2009	01/12/2019	5,000,000.00	3.77	188,500.00
M	14/12/2009	14/12/2019	10,000,000.00	3.91	391,000.00
M	15/02/1995	25/03/2020	5,000,000.00	8.625	431,250.00
M	21/04/2009	21/04/2020	10,000,000.00	3.54	354,000.00
M	12/05/2009	12/05/2020	10,000,000.00	3.96	396,000.00
M	21/10/1994	15/05/2020	5,000,000.00	8.625	431,250.00
M	07/12/1994	15/05/2020	5,000,000.00	8.625	431,250.00
M	21/11/2011	21/05/2020	15,000,000.00	2.94	441,000.00
M	16/08/1995	03/08/2020	2,997,451.21	8.375	251,036.54
M	09/12/1994	15/11/2020	5,000,000.00	8.625	431,250.00
A	10/05/2010	10/05/2021	2,015,869.88	3.09	73,129.21
M	21/10/1994	15/05/2021	10,000,000.00	8.625	862,500.00
M	10/03/1995	15/05/2021	11,900,000.00	8.75	1,041,250.00
M	12/06/1995	15/05/2021	10,000,000.00	8	800,000.00
M	02/06/2010	02/06/2021	5,000,000.00	3.89	194,500.00
M	16/08/1994	03/08/2021	2,997,451.21	8.5	254,783.35
M	28/04/1994	25/09/2021	5,000,000.00	8.125	406,250.00
M	23/04/2009	23/04/2022	5,000,000.00	3.76	188,000.00
M	12/06/1995	15/05/2022	10,200,000.00	8	816,000.00
M	14/06/2010	14/06/2022	10,000,000.00	3.95	395,000.00
M	31/03/1995	25/09/2022	6,206,000.00	8.625	535,267.50
M	16/02/1995	03/02/2023	2,997,451.21	8.625	258,530.17
M	24/04/1995	25/03/2023	10,000,000.00	8.5	850,000.00
M	05/12/1995	15/05/2023	5,200,000.00	8	416,000.00
M	20/09/1993	14/09/2023	2,997,451.21	7.875	236,049.28
M	20/09/1993	14/09/2023	584,502.98	7.875	46,029.61

PWLB Cont'd

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)	Annual Interest (£)
M	08/05/1996	25/09/2023	10,000,000.00	8.375	837,500.00
M	13/10/2009	13/10/2023	5,000,000.00	3.87	193,500.00
M	05/12/1995	15/11/2023	10,000,000.00	8	800,000.00
M	10/05/2010	10/05/2024	10,000,000.00	4.32	432,000.00
M	28/09/1995	28/09/2024	2,895,506.10	8.25	238,879.25
M	14/05/2012	14/11/2024	10,000,000.00	3.36	336,000.00
A	14/12/2009	14/12/2024	5,675,883.92	3.66	225,543.38
M	17/10/1996	25/03/2025	10,000,000.00	7.875	787,500.00
M	10/05/2010	10/05/2025	5,000,000.00	4.37	218,500.00
M	16/11/2012	16/05/2025	20,000,000.00	2.88	576,000.00
M	13/02/1997	18/05/2025	10,000,000.00	7.375	737,500.00
M	20/02/1997	15/11/2025	20,000,000.00	7.375	1,475,000.00
A	01/12/2009	01/12/2025	9,032,895.69	3.64	353,219.53
M	21/12/1995	21/12/2025	2,397,960.97	7.875	188,839.43
M	21/05/1997	15/05/2026	10,000,000.00	7.125	712,500.00
M	28/05/1997	15/05/2026	10,000,000.00	7.25	725,000.00
M	29/08/1997	15/11/2026	5,000,000.00	7	350,000.00
M	24/06/1997	15/11/2026	5,328,077.00	7.125	379,625.49
M	07/08/1997	15/11/2026	15,000,000.00	6.875	1,031,250.00
M	13/10/1997	25/03/2027	10,000,000.00	6.375	637,500.00
M	22/10/1997	25/03/2027	5,000,000.00	6.5	325,000.00
M	13/11/1997	15/05/2027	3,649,966.00	6.5	237,247.79
M	17/11/1997	15/05/2027	5,000,000.00	6.5	325,000.00
M	13/12/2012	13/06/2027	20,000,000.00	3.18	636,000.00
M	12/03/1998	15/11/2027	8,677,693.00	5.875	509,814.46
M	06/09/2010	06/09/2028	10,000,000.00	3.85	385,000.00
M	14/07/2011	14/07/2029	10,000,000.00	4.9	490,000.00
E	14/07/1950	03/03/2030	3,159.72	3	100.48
M	14/07/2011	14/07/2030	10,000,000.00	4.93	493,000.00
E	15/06/1951	15/05/2031	3,281.02	3	103.70
M	06/09/2010	06/09/2031	20,000,000.00	3.95	790,000.00
M	15/12/2011	15/06/2032	10,000,000.00	3.98	398,000.00
M	15/09/2011	15/09/2036	10,000,000.00	4.47	447,000.00
M	22/09/2011	22/09/2036	10,000,000.00	4.49	449,000.00
M	10/12/2007	10/12/2037	10,000,000.00	4.49	449,000.00
M	08/09/2011	08/09/2038	10,000,000.00	4.67	467,000.00
M	15/09/2011	15/09/2039	10,000,000.00	4.52	452,000.00
M	06/10/2011	06/10/2043	20,000,000.00	4.35	870,000.00
M	09/08/2011	09/02/2046	20,000,000.00	4.8	960,000.00
M	23/01/2006	23/07/2046	10,000,000.00	3.7	370,000.00
M	23/01/2006	23/07/2046	10,000,000.00	3.7	370,000.00
M	19/05/2006	19/11/2046	10,000,000.00	4.25	425,000.00

PWLB Cont'd

Loan	Start	Maturity	Principal	Interest	Annual
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Type	Date	Date	Outstanding (£)	Rate (%)	Interest (£)
M	07/01/2008	07/01/2048	5,000,000.00	4.4	220,000.00
M	27/01/2006	27/07/2051	1,250,000.00	3.7	46,250.00
M	16/01/2007	16/07/2052	40,000,000.00	4.25	1,700,000.00
M	30/01/2007	30/07/2052	10,000,000.00	4.35	435,000.00
M	13/02/2007	13/08/2052	20,000,000.00	4.35	870,000.00
M	20/02/2007	20/08/2052	70,000,000.00	4.35	3,045,000.00
M	22/02/2007	22/08/2052	50,000,000.00	4.35	2,175,000.00
M	08/03/2007	08/09/2052	5,000,000.00	4.25	212,500.00
M	30/05/2007	30/11/2052	10,000,000.00	4.6	460,000.00
M	11/06/2007	11/12/2052	15,000,000.00	4.7	705,000.00
M	12/06/2007	12/12/2052	25,000,000.00	4.75	1,187,500.00
M	05/07/2007	05/01/2053	12,000,000.00	4.8	576,000.00
M	25/07/2007	25/01/2053	5,000,000.00	4.65	232,500.00
M	10/08/2007	10/02/2053	5,000,000.00	4.55	227,500.00
M	24/08/2007	24/02/2053	7,500,000.00	4.5	337,500.00
M	13/09/2007	13/03/2053	5,000,000.00	4.5	225,000.00
M	12/10/2007	12/04/2053	5,000,000.00	4.6	230,000.00
M	05/11/2007	05/05/2057	5,000,000.00	4.6	230,000.00
M	15/08/2008	15/02/2058	5,000,000.00	4.39	219,500.00
M	02/12/2011	02/12/2061	5,000,000.00	3.98	199,000.00
			1,005,654,117.89		54,210,901.68

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Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)	Annual Interest (£)
E	07/01/2015	01/09/2021	315,828.56	0	0.00
E	31/03/2015	01/04/2023	1,081,738.44	0	0.00
E	22/09/2015	01/10/2023	285,739.61	0	0.00
			1,683,306.61		0.00