

**THE CITY OF EDINBURGH COUNCIL**

**MEETING 5**

**20 SEPTEMBER 2018**

**QUESTIONS AND ANSWERS**

## Item no 5.1

### QUESTION NO 1

**By Councillor Booth for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 20 September 2018**

#### Question

Please list the number of vehicles in the council's own fleet by euro emissions standard, and also list the number of electric vehicles in the council's fleet.

#### Answer

The information below was prepared in August 2018 as part of an annual audit submission. Since this data was prepared, a further five electric vehicles have been added to the fleet. Four will replace diesel vehicles included below.

<b>Euro Standard</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Pre-Euro	0	0	0	0	0
Euro 1	0	0	0	0	0
Euro 2	0	0	0	0	0
Euro 3	44 5%	44 5%	21 2%	15 2%	14 2%
Euro 4	476 49%	183 19%	238 26%	217 25%	221 24%
Euro 5	440 45%	708 73%	532 58%	497 56%	376 42%
Euro 6	0	10 1%	104 11%	128 15%	267 30%
Electric	11 1%	27 3%	27 3%	25 3%	25 3%
<b>Total</b>	<b>971</b>	<b>971</b>	<b>921</b>	<b>882</b>	<b>903</b>

## Item no 5.2

### QUESTION NO 2

**By Councillor Burgess for answer by the Convener of the Culture and Communities Committee at a meeting of the Council on 20 September 2018**

- Question** (1) How many residents are currently on the waiting list for allotments?
- Answer** (1) The Culture and Communities Committee on [11 September](#) noted that there were 2,697 people on the waiting list for allotments in the city when the report was written. Since then a further 28 people have been added.
- Question** (2) How many new allotments will the council be able to provide in each year of this council term?
- Answer** (2) We are unable to quantify the number of new allotments which will be delivered each year at this time. However, the Coalition manifesto gives a clear commitment to increase allotment, community garden and food growing provision across the city. The 11 September report outlined ways in which we can increase provision and officers are working on identifying sites for this provision and associated financial costs.

## Item no 5.3

### QUESTION NO 3

**By Councillor Burgess for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 20 September 2018**

**Question** (1) How many applications to close streets for Playing Out events have there been this year?

**Answer** (1) 31

**Question** (2) How many applications were granted, and how many refused?

**Answer** (2) All of the applications were granted.

**Question** (3) How many approved events went ahead?

**Answer** (3) The Council does not record the number of events held.

## Item no 5.4

### QUESTION NO 4

**By Councillor Burgess for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 20 September 2018**

#### Question

Why does Edinburgh spend so much less on its parks (£6,767) than the national average (£21,581) and comparable cities like Aberdeen (£17,855) and Glasgow (£38,691)?

#### Answer

The comparison which is referred to, is the net cost of parks and open spaces per 1000 people (as shown in the Local Government Benchmarking Framework). This would be a different comparison if the gross cost of the service were being used.

Edinburgh Council has a good track record of attracting income into our parks through events and concessions. This income offsets a significant amount of the gross cost of the service.

Although we have the third lowest net cost per 1000 people, we also have the fifth highest level of resident satisfaction with parks and open spaces in Scotland (at 91%) and have 32 Green Flag standard parks – far and away the highest number of any of the other Scottish Councils.

## Item no 5.5

### QUESTION NO 5

**By Councillor Osler for answer by the Convener of the Housing and Economy Committee at a meeting of the Council on 20 September 2018**

**Question** (1) How many residential properties in Edinburgh are owned by the Council?

**Answer** (1) There are 19,836 residential properties presently within Council ownership.

**Question** (2) How many of these residential properties are currently vacant or unoccupied?

**Answer** (2) There are 566 (as at 17/9/18) Council homes vacant or unoccupied, at present. This includes 372 homes that are currently in refurbishment programmes. The remaining 194 homes are in the letting process.

On average, the Council advertise 35 homes per week through Key to Choice. The current average relet times for a Council home is 28 days.

**Question** (3) Since March 2017 how many residential properties owned by the Council

- a) have been sold or
- b) have been identified for sale?

The answers to all of the above questions (1), (2) and (3) to be broken down for each Ward

**Answer** (3) a) Since March 2017, 18 Council properties have been sold.

This is further broken down by the following wards:

City Centre	3
Forth	2
Fountainbridge/Craiglockhart	2
Inverleith	3
Leith	1
Liberton/Gilmerton	1
Morningside	1
Sighthill/Gorgie	4
Southside/Newington	1

b) Since March 2017, 35 Council properties have been identified for sale, broken down into the following wards:

Almond	1
City Centre	1
Craigtinny/Duddingston	1
Drum Brae/Gyle	1
Forth	9
Fountainbridge/Craiglockhart	2
Inverleith	5
Leith	2
Leith Walk	2
Liberton/Gilmerton	4
Pentland Hills	1
Portobello/Craigmillar	1
Sighthill/Gorgie	3
Southside/Newington	2

**Question** (4) What criteria do the Council apply, when deciding to sell a Council-owned residential property?

**Answer** (4) The overarching objective of the acquisition and disposal policy is to increase supply and reduce ongoing management and maintenance costs through block consolidation. This is achieved through the purchase of homes where full block consolidation is achievable over 25 years, or to divest from blocks where the Council is the minority owner.

**Question** (5) Is the criteria (4) the same across all Wards?

**Answer** (5) Yes

**Question** (6) How many new Council owned properties have been built/purchased since March 2017? Broken down for each Ward.

**Answer**

**(6)** Since March 2017, the Council has completed 103 new build properties. This is broken down by ward below:

Leith	32
Forth	71

In addition to the above, there are currently 3,000 Council homes in design & development with 2,300 affordable homes under construction on 35 sites.

There has been a total of 28 acquisitions, broken down by ward as follows:

Colinton/Fairmilehead	1
Craigtinny/Duddingston	3
Forth	2
Inverleith	1
Leith	2
Liberton/Gilmerton	6
Pentland Hills	10
Portobello/Craigmillar	2
Sighthill/Gorgie	1



## Item no 5.6

### QUESTION NO 6

**By Councillor Rae for answer by the  
Convener of the Regulatory  
Committee at a meeting of the  
Council on 20 September 2018**

#### **Question**

For 2016/17 and 2017/18 what is the total income to the Council of fees paid by private landlords to be on the landlord register; and what assessment has the council made of likely income increase in light of Scottish Government consultation on landlord fee increases?

#### **Answer**

The total income to the Council from fees paid by private landlords to apply to be a registered landlord was:

2016/17 = £721,799.71

2017/18 = £752,548.20

Scottish Government have proposed a 26% uplift to all landlord registration fees to account for inflation over the last 10 years. Based on the 2017/18 income it is estimated an increase of 26% would result in additional income of c.£195,662 per annum.

## Item no 5.7

### QUESTION NO 7

**By Councillor Rae for answer by the  
Convener of the Finance and  
Resources Committee at a meeting  
of the Council on 20 September 2018**

#### Question

Of the 18,988 student bed-spaces in Edinburgh, for each of the three years 2015/16, 2016/17 and 2017/18

- a) for how many are non-domestic rates paid during non-term time when they are being let commercially;
- b) how much was raised in NDR and
- c) what representations has the city council made to the Scottish Government following the Barclay Review of NDR to address the taxation position of student accommodation let out in non-term times.

#### Answer

- a) Non Domestic Rates is a property based tax and it has not been possible to identify student bed spaces from the Rates Valuation Roll. There are however four entries that Lothian Valuation Joint Board has valued for commercial purposes during non term time.
- b) The following properties are currently valued for commercial purposes outwith term time.

#### **1-4 Kincaids Ct** (now known as 2-12 St Johns Hill)

Financial Year	Amount charged
2015/16	£9,786.18
2016/17	£11,141.75
2017/18	£14,323.27

#### **7-13 Robertson Close** (occupied by Scottish Youth Hostel and as a registered charity receives 80%)

2015/16	£1,006.07
2016/17	£1,233.36
2017/18	£1,986.87

### **1-3 College Wynd**

2015/16	£2,344.92
2016/17	£2,489.48
2017/18	£5,992.96

### **50 Blackfriars Street**

2015/16	£41,539.29
2016/17	£103,530.01
2017/18	£130,343.76

**TOTAL** **£325,717.92**

- c) Council officers participated in various groups that contributed to the Barclay Review and were supportive of the position that commercial elements should be liable for rates. At this time further views on the specific topic of student accommodation and the application of reliefs are not being sought by the Scottish Government's consultation on the implementation of the Barclay Review. Lothian Valuation Joint Board is continuing to engage with providers of student accommodation to ensure that all appropriate properties are included on the valuation roll.

## Item no 5.8

### QUESTION NO 8

**By Councillor Lang for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 20 September 2018**

At the 14 December 2017 meeting of the Council and in response to question 5.10 on the Davidson's Mains roundabout, the Convener said "it is intended to consult with the local community and other stakeholders over possible improvements to the roundabout in spring next year."

**Question** (1) Why was a consultation on changes not progressed within the timescale originally advised?

**Answer** (1) In response to your previous [Council question](#) (Item 5.10) on 31 May 2018 the timetable was confirmed.

The initial proposals were sent to Davidson's Mains and Silverknowes Association (DMSA) in June. However, their feedback indicated support for a traffic signal controlled junction. This is currently being assessed and required survey work planned.

**Question** (2) What is the latest timetable for this consultation to take place?

**Answer** (2) The public consultation timetable will be developed once the assessment is complete. If this is assessed as a viable alternative to replacing the roundabout, detailed designs will be required in advance of the public consultation.

## Item no 5.9

### QUESTION NO 9

**By Councillor Lang for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 20 September 2018**

#### **Question**

Further to the answer she gave at the 23 August 2018 Council meeting in response to question 5.25 (3), does the Convener believe the existing Fairtrade road signs in place in Edinburgh meet the requirements under the standing legislation?

#### **Answer**

No, in the light of the guidance recently provided by the Scottish Government it would appear that these signs do not conform with the legislation.

## 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 20 September 2018

**Question** (1) Please could you list the number of cycle racks that have been installed in each ward for the past 5 years?

**Answer** (1) Please find below details of the number of cycle rack sites and spaces available by ward. Information is not held for the number installed prior to 1 January 2016 however it is understood that most of these spaces have been installed as part of phases 1 and 2 of the current roll-out

Ward	Sites	Spaces
Almond	7	65
City Centre	230	1829
Colinton/Fairmilehead	1	4
Corstorphine/Murrayfield	16	81
Craigtinny/Duddingston	9	68
Drum Brae/Gyle	7	71
Forth	8	48
Fountainbridge/Craiglockhart	22	190
Inverleith	42	412
Leith	25	173
Leith Walk	45	160
Liberton/Gilmerton	14	158
Morningside	47	231
Pentland Hills	2	20
Portobello/Craigmillar	12	82
Sighthill/Gorgie	13	66
Southside/Newington	102	731

**Question** (2) What is the current cost to install one/two/three/four cycle racks?

**Answer** (2) The unit cost per cycle rack or hoop, including installation costs and officer time, is approximately £250.00.

**Question** (3) How many cycle racks do you intend to install in each Ward before the end of this financial year?

**Answer**

- (3) There are two further phased roll-outs planned. It is hoped that Phase 3 will be delivered this financial year, with Phase 4 to follow in 2019/20.

The table below shows the total number of spaces planned in Phase 3:

**Phase 3**

<b>Ward</b>	<b>Spaces</b>
City Centre	98
Corstorphine/Murrayfield	6
Leith	6
Leith Walk	14
Morningside	28
Portobello/Craigmillar	10
Sighthill/Gorgie	14

**Question**

- (4) How many requests for cycle racks are awaiting start dates by each Ward?

**Answer**

- (4) There are 75 sites that are awaiting assessment for their suitability for cycle parking facilities. This list of potential sites for assessment is not split according to ward location as this is not a factor in the assessment process.

## Item no 5.11

### QUESTION NO 11

**By Councillor Mowat for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 20 September 2018**

#### Question

What services to the public were provided from the public counter at 249 High Street prior to the renovation works and where can the public now access these services?

#### Answer

Before and after the renovations at 249 High Street the public counter has provided a range of services, with the main functions detailed below:

- Licensing applications and payments
- Payment for Council services
- Council Tax/Benefit enquiries
- Scottish Welfare enquiries
- Young person services and signposting
- Immigration queries and advice
- Family Household support and signposting
- Housing support and advice
- General Council enquiries

At the time of the renovation the resident parking service moved to the Council's Drumbrae office. The Drumbrae office continues to be the main service location and will shortly be supported by an online parking application service, which is scheduled to go live at the end of 2018. This was the only service that did not return to 249 High following the renovation



## Item no 5.12

### QUESTION NO 12

**By Councillor Rust for answer by the Leader of the Council at a meeting of the Council on 20 September 2018**

**Question** (1) When was the decision taken to seek appointment of a Commercial and Procurement Director?

**Answer** (1) The decision to test the labour market for a potential Commercial Director was taken in April 2018

**Question** (2) Who took the decision and when was the minority Administration advised?

**Answer** (2) The decision was taken by the Chief Executive as the Council's statutory Head of Paid Service, in consultation with the Leader and Depute Leader of the Council, as well as the Convenor of the Finance and Resources Committee

**Question** (3) How does this role relate to the position of Director of Finance, Treasury Manager and other existing positions?

**Answer** (3) The Council has not employed a Director of Finance since the senior management structure was reorganised in 2011, when the posts of Director of Corporate Services and Director of Finance were merged into the role of Director of Corporate Governance.

The Executive Director of Resources, within the Council's current senior management structure, is now responsible for these functions, supported by the Head of Finance as the Council's Statutory Chief Financial Officer (Section 95 Officer) and other Heads of Service. The role of Commercial Director, if a successful appointment is made, will report to the Executive Director of Resources, alongside the Head of Finance. The Treasury Manager role, which leads upon the Council's treasury management activities, continues as a part of the Finance Division's management structure, within the Resources Directorate.

If a successful appointment is made to the proposed Commercial Director role, then the Executive Director of Resources will consider realigning some existing teams

within the directorate in support of this post. Such changes would be delegated operational management decisions.

**Question** (4) Was there consideration given to this being a commission based position?

**Answer** (4) This is a commission based position, i.e. any appointee would be expected to fully recover their own costs and to generate significantly greater income/savings. The post is also intended to be on a fixed-term basis only so that this does not add to the Council's senior management structures on a recurring basis. The initial costs for this position would be funded from the vacant post of Head of ICT within Resources, consequently there are no additional costs associated with this proposed appointment.

**Question** (5) What are the recruitment and any other costs to date?

**Answer** (5) The costs to date for the search activities for this role are £15,557 and these have been commissioned via the Council's approved supplier for search and selection activities. These costs have been fully underwritten from the savings generated through the vacant Head of ICT post.

**Question** (6) Why did the recruitment advertisement not mention the City Council?

**Answer** (6) Professional advice from the Council's search and selection supplier recommended that candidates with the right skills and expertise for this role would be predominantly based with private industry and that they would be highly unlikely to engage with a standard recruitment advert, or one in which a public-sector organisation was explicitly named.

**Question** (7) Will the identification and delivery of new commercial opportunities and savings from existing and future suppliers be subject to Committee/Council approval?

**Answer** (7) Any income generation opportunities or savings proposed through this approach will be subject to formal scrutiny, review and approval by Council or Committee, in accordance with the Scheme of Delegation and Contract Standing Orders.

## Item no 5.13

### QUESTION NO 13

**By Councillor Douglas for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 20 September 2018**

#### **Question**

What official polling has been carried out by the Council to find the opinions of Edinburgh residents with regards to the expansion of 20mph zones?

#### **Answer**

There has been no polling carried out.

A series of before and after public perception surveys are being undertaken as part of the monitoring of the impacts of the roll out and will be used, alongside other information, to inform the evaluation report which will be considered by Transport and Environment Committee in 2019.

## Item no 5.14

### QUESTION NO 14

**By Councillor Corbett for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 20 September 2018**

#### Question

In light of the reported falling of masonry on 7 September from a building at the corner of Shandwick Place, within yards of where Christine Foster was tragically killed from falling stonework in June 2000, can the Convener update on discussions with the Scottish Parliament and Government on improving the legal framework for private property maintenance; and also on what steps are being taken to improve the range and quality of inspections of older buildings.

#### Answer

The incident at Shandwick Place was attended to by Shared Repairs who made safe the high level remaining loose leadwork on the building following the piece that fell onto the pavement.

On legislative change, there have been three meetings of the Parliamentary Working Group on Maintenance of Tenement Scheme Property. The purpose of the group is to consider and establish solutions to urge, assist and compel owners of tenement properties to maintain their property through legislative change, new initiatives and enhancement of existing rules and/or further action by Local Authorities. The Council are represented on this group and have extensively added to the discussion on what changes are required.

The options discussed by the group include Standard entities for Owners (residents associations), Sinking Funds and Building Inspections, however, the group has yet to finalise their recommendations and the timing of those.

Research done so far by MSP's, has found that only 7 local authorities use the Missing Share powers and less than 50% use enforcement powers to undertake repairs in default of owners. The principal reason cited for this is lack of resource. Edinburgh Council use both these powers.

## Item no 5.15

### QUESTION NO 15

**By Councillor Young for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 20 September 2018**

#### Question

Please provide details on:

1. Council funding (routine funding or project-specific) given to the Muirhouse Millennium Centre in each of the last 5 financial years (including the current 2018/19 year)
2. For the amounts provided at (1), describe what the funding was to be used for and under which department it was funded (e.g. Children & Families)
3. Any non-financial council support (e.g. officer time) provided to the centre or to run clubs from within it, in each of the same 5 years
4. What formal representations have been made by the Millennium Centre in the past year, for assistance with Funding
5. What council-funded (in total or in part) youth services are provided in the Muirhouse area, out with the Millennium Centre

## Answer

### 1. and 2.

The organisation has received a grant from H&SC over this time as follows;

2014-15	£67,200
2015-16	£51,782
2016-17	£49,660
2017-18	£47,476
2018-19	£47,476

Below is the description of activity supported by the H&SC grant as shown in the grant register entry;

*The project provides training in numeracy /literacy /computing /Internet and life skills and job placements & college placements to motivate and help self development. Provides access for Community Employability/Community Renewal, Telford/Stevenson College to see clients and also make referrals. Enables children to access healthy snacks at no cost on a regular basis. Provides cooking classes for all ages producing low cost nutritional healthy meals. Provides opportunities for local residents to access various health and fitness programmes and live in a healthy environment and have access to green space and information and support for local residents from the Chest Heart & Stroke Association Scotland whom we are affiliated to. The project aims to improve mental health and well-being of older people. It offers support to single parents from the Muirhouse area through social and group work sessions and provides a safe and secure environment for counselling/mediation sessions. It also provides weight management and exercise groups.*

### 3.

A Lifelong Learning Development Officer was allocated time to support the development of provision for primary aged children in Muirhouse and the surrounding area. Prior to the development of the Locality Model (2016-17) this would amount to between 5-10 hours of support to the Muirhouse Millennium Centre per week. After the restructuring of Lifelong Learning this support was reduced to between 4-6 hours per week (2017-18). Due to other additional commitments, support to the Muirhouse Centre has been further reduced to about 2 hours per week in this current financial year.

We are still supporting the Junior Award Scheme Scotland (JASS) at the Muirhouse Millennium Centre.

This extends to two sessions per week for 30 weeks per year. We currently contribute 3 hrs of Part time Youth Worker time per session but no contribution to the running costs or room hire. Each group has 16 members and average attendance is 13.

4.

Muirhouse Millennium Centre has applied to Communities and Families for a grant award twice in the last 5 years (£15,554 for 2014-15 & £4,114 for 2016-17) however both bids were unsuccessful.

5.

Please see table below:

	<b>14-15 Total</b>	<b>15-16 Total</b>	<b>16-17 Total</b>	<b>17-18 Total</b>	<b>18-19 Total</b>
PYCP	250,659	242,387	238,276	154,946	153,875
Granton YC	116,700	112,849	107,207	51,609	49,575
MYDG	89,158	86,216	81,905	81,905	81,905
Spartans	-	-	-	2,000	-
Fetlor	4,821	4,662	-	5,000	5,000

## Item no 5.16

### QUESTION NO 16

**By Councillor Young for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 20 September 2018**

**Question** (1) Please provide information on any outstanding pavement repairs in the Almond ward, where the footpath is part of a recognised safe route to school (officially or informally), including but not limited to the pavements on Pentland View Road and Liston Drive, around at the original entrance to Kirkliston Primary School.

**Answer** (1) Having clarified the question with Cllr Young, this answer covers the specific pavements surrounding Kirkliston Primary School.

Necessary repair works on Liston Drive, Liston Road and Liston Place (grass verge) are planned and liaison with local members and the community council on the timing of these will commence shortly. There are no plans to resurface the pavement on Pentland View Road as officers consider this to be in reasonable condition.

**Question** (2) For the list above, please provide details on when the work was requested and when it is due for completion.

**Answer** (2) The above works were originally identified following the installation of utility cables in the area in autumn 2017. The planned works and should be completed by Spring 2019 (School holidays).



## Item no 5.17

### QUESTION NO 17

**By Councillor Young for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 20 September 2018**

Following the request made by the Liberal Democrats after the 2017 event, increased engagement has taken place between the event organisers and the Kirkliston Community Council. It is hoped that feedback from the community will reflect some improvement on last year.

Please confirm the following:

- |                 |  |
|-----------------|--|
| <b>Question</b> | <b>(1)</b> When the debrief from the 2018 event is due to take place   |
| <b>Answer</b>   | <b>(1)</b> The date of the debrief is still to be agreed with Cycling Scotland and the event organisers.   |
| <b>Question</b> | <b>(2)</b> That the Kirkliston Community Council will be invited to participate in the debrief   |
| <b>Answer</b>   | <b>(2)</b> Feedback will be sought from Kirkliston Community Council in advance of the debrief meeting and will be used, together with feedback from the other Community Councils on the route, by officers in the meeting discussion.   |
| <b>Question</b> | <b>(3)</b> Whether the Council intends on returning the event to Kirkliston in 2019  |
| <b>Answer</b>   | <b>(3)</b> The route for 2019 has not yet been confirmed by the event organisers.  |
| <b>Question</b> | <b>(4)</b> If the answer to (3) is yes or unconfirmed, to please explain what alternative routes have been explored for the event, now that Kirkliston has grown considerably in size.   |
| <b>Answer</b>   | <b>(4)</b> The contract to deliver this event in the next three years is currently being tendered by Cycling Scotland. I am aware that Cycling Scotland would like to explore alternative finishing points for the event but there have been no discussions on alternative routes or end points. |

## Item no 5.18

### QUESTION NO 18

**By Councillor McLellan for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 20 September 2018**

**Question** (1) How many school let applications have been lost or turned down in the year to date because of a shortage of janitorial cover?

**Answer** (1) Currently we have not turned down any full let applications due to a shortage of Janitorial cover.

We have had to delay some of these lets however with the added pressure on the lets team of having to look for alternative venues for some groups, or/and source Janitorial cover from the wider FM pool.

Officers are gathering information on numbers of bookings that have been unable to be taken due to lack of janitorial cover, the number of bookings that have had to be cancelled due to no cover and how many instances have people turned up having not been notified of a cancellation in advance. These will be circulated to members as soon as this is available.

**Question** (2) What progress is being made with a recruitment programme by Facilities Management to recruit new janitorial staff?

**Answer** (2) In addition to our normal recruitment processes (advertising on myjobscotland), a dedicated webpage was set up and a social media campaign using Google adverts was run to promote the vacancies. This campaign had 70,000 views with 542 sharing the advert or clicking the link. This campaign resulted in 82 applications. It is likely all full time posts will be filled but a second, more local targeted campaign will be run to try for those harder to fill part time posts that are still outstanding.

**Question** (3) What guarantees can be given to applicants for school lets that their applications will be dealt with timeously, even if it is a rejection, so the services they provide are not disrupted?

**Answer**

- (3)** All let applications are now confirmed within 14 days of the original request and this is the timescale agreed with FM for their confirmation of Janitorial cover.

If there are issues with finding Janitorial cover or if there are additional issues caused by a result of the works program, the lets team would not issue a lets permit.

It is part of our agreed business processes that a let applicant should not attempt to enter a Primary school for their let without a permit being granted.

We endeavour to give as much notice as possible regarding changes to a let but acknowledge that due to volumes of requests and relocating of venues, affected by works this year, this hasn't been as timeous as we would like.

Our position would be in all cases to offer an alternative location to ensure that lets continue to go ahead for our Citizens rather than to reject.

## Item no 5.19

### QUESTION NO 19

**By Councillor McLellan for answer by the Leader of the Council at a meeting of the Council on 20 September 2018**

**Question** (1) In light of the absence of any mention of the Transient Visitor Levy (TVL) in the Scottish Government's Programme for Government, to ask the Council leader:

What meetings have taken place with the Cabinet Secretary for Culture Tourism and External Affairs to discuss TVL since her July 4 message to him that he had "no shared plans, no tourist business consultation and no agreement with the Scottish Government?"

**Answer** (1) Since the 4<sup>th</sup> of July I've had a brief direct conversation with the Cabinet Secretary and arranged to follow this up with a more substantive meeting to discuss a range of topics of importance to the Capital.

**Question** (2) What discussions there have been with the Cabinet Secretary for Finance about TVL and their outcome?

**Answer** (2) I've had a number of meetings with the Cabinet Secretary to discuss Edinburgh's TVL proposition and a range of other topics of importance to the Capital.

**Question** (3) To confirm there is no realistic prospect of legislation being introduced in this Parliament to enable the Council administration to establish a TVL system in Edinburgh

**Answer** (3) I'm working to deliver this key part of the administration's programme. If Cllr McLellan is concerned with the likelihood of implementation, he should encourage his Conservative Council group to support the administration's plans (bearing in mind every Conservative Council leader in Scotland has supported COSLA's request for these powers).

**Question** (4) To provide full details of the total expected cost of the TVL consultation

**Answer**

- (4)** The cost of roundtables etc. to date have been met by the existing council officer workforce, and under their standard job roles and duties. The consultation exercise carried out by Marketing Edinburgh was carried out at no cost to the Council.

## Item no 5.20

### QUESTION NO 20

**By Councillor McLellan for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 20 September 2018**

**Question** (1) How many complaints of poor workmanship have been made to the Council's trading standards service in the past three calendar years?

**Answer** (1) Complaints of poor workmanship will only be passed to the Council by the Citizens Advice Consumer Service where a criminal element has been identified. There is no specific category for poor workmanship on our system however officers consider the total number of these complaints to be low.

**Question** (2) How many of those complaints has the service been able to act upon?

**Answer** (2) All cases of criminality have been investigated.

**Question** (3) How many complaints involved concerns about safety of power supplies?

**Answer** (3) Again, the Council system does not record this information.

**Question** (4) How many complaints were referred to the Health & Safety Executive?

**Answer** (4) It is extremely rare for the Council to refer a complaint to the Health and Safety Executive as the Citizens Advice Consumer Service will normally direct enforcement actions to the appropriate agency on receipt.

**Question** (5) What input into the Scottish Government's proposed new consumer protection service will the council have?

**Answer** (5) The Society of Chief Officers of Trading Standards in Scotland (SCOTSS) will be considering its formal response to the current Scottish Government Consultation exercise on 27 September. City of Edinburgh Council will contribute to this discussion through officers in attendance.

## Item no 5.21

### QUESTION NO 21

**By Councillor Doggart for answer by the Chair of the Edinburgh Integration Joint Board at a meeting of the Council on 20 September 2018**

**Question** (1) Could the Chair confirm what management actions have been completed for the 19 high rated and 22 medium rated findings from the 2017/18 Internal Audit Report referred to the EIJB by GRBV?

**Answer** (1) Of the 19 high rated findings, there were 47 management actions agreed and of those:

- 23 management actions have been closed and verified by Internal Audit.
- 19 management actions have been implemented and is pending Internal Audit Validation or further evidence to support closure is required.
- Work has begun to implement 5 management actions.

Of the 22 medium findings, there were 83 management actions agreed and of those:

- 37 management actions have been closed and verified by Internal Audit.
- 30 management actions have been implemented and is pending Internal Audit Validation or further evidence to support closure.

Work has begun to implement 16 management actions, some of which require collaboration with other Council departments. This collaboration is in hand.

**Question** (2) Which of those 41 findings does the Chair now believe are closed?

**Answer** (2) A total of 15 risk findings are closed with 11 high risk findings and 4 medium risk findings

## Item no 5.22

### QUESTION NO 22

**By Councillor Smith for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 20 September 2018**

- Question**
- (1) Of the school estate works previously advised to Members, as a result of the 2018 Outcome of Property Condition Surveys report, that had been planned to take place before the start of the new 2018/19 school year, what work:
- (a) was completed to standard;
  - (b) was started, but not completed to program or standard;
  - (c) was not started.

**Answer**

(1) The report on the outcome of the property condition surveys prompted the allocation of significant additional investment in addition to the standard annual upgrade programme of £14m pa. This extra resource enabled the Council to focus upon 21 primary schools most in need of investment. Of these 21 schools, none were programmed for completion for by the start of the 2018/19 school year. All of the projects are of significant scale and programmed to continue into 2019/20 financial year, or beyond, before full completion. The answer to questions 1 (a), (b) and question 2 is therefore none.

The answer to question 1 (c) is that there was some slippage in project commencement at 8 schools due to the following factors:

- Pressures on the procurement framework; the tender returns were considerably higher than the estimated budgets for some projects. In a few instances no tender returns were received, requiring retendering to additional contractors and project value engineering wherever possible;
- Allocating additional time to enabling works prior to project mobilisation to mitigate health and safety risks resulting from the extent of asbestos identified following intrusive surveys



- Detailed surveys in a number of schools revealed historic issues which triggered the need to reduce or increase the scope of works to align with the wider property strategy.

This slippage is expected to be recovered over the duration of the project works.

**Question** (2) For any work that was not completed as programmed, what were the reasons?

**Answer** (2) There were no programmed works that were not completed.

**Question** (3) What meetings have the Vice Convener and Convener attended over the last four months in an attempt to keep this work programme on schedule?

**Answer** (3) The management of these issues is an operational and contract management responsibility. As such an officer led asset management works board meets on a 6-weekly basis to oversee the entire asset management works programme. This board includes officers from Communities and Families and the Communications Team, as well as Property and Facilities Management. To ensure elected member oversight and scrutiny, regular updates are provided on the asset management works programme to the Finance and Resources Committee, as part of the Asset Management Strategy Update reports.

## Item no 5.23

### QUESTION NO 23

**By Councillor Webber for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 20 September 2018**

**Question** (1) How much Public Funding has been awarded to Councillors through the Access to Work Programme?

**Answer** (1) The Access to Work Programme is operated by Department for Work and Pensions as an employment support programme to help disabled people start or stay in work. Discretionary grants are made to the employee (the councillor) not to the Council, to provide e.g. equipment or support workers

**Question** (2) In each case when was this funding first applied for and when was the funding put in place?

**Answer** (2) Any application for Access to Work funding is made by the individual with funds awarded to that employee. The date of any application and award of funding will be held by the councillors concerned not by the Council.

**Question** (3) In each case what is this funding being used for?

**Answer** (3) Each individual case is determined by DWP based on the needs of the employee.

## Item no 5.24

### QUESTION NO 24

**By Councillor Corbett for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 20 September 2018**

#### Question

What is the early feedback from the implementation of new arrangements for facilities management at schools and community centres, as regards community and post-school use; what options are available to schools and community centres to sustain and expand use in non-core hours; and when will a review be undertaken of the impact of new arrangements

#### Answer

The new janitorial model went live on 6 August. Recruitment is actively being pursued because the new service model included an equivalent increase of 33 full time equivalent staff, as well as introducing the new Janitorial Supervisor roles.

In general, the feedback from schools is encouraging at this early stage, but there are some very specific challenges around resources which is as a direct consequence of a labour supply shortage in this area. In addition, the janitorial team are supporting a significant level of capital works projects across the Council's operational estate following the additional investment approved by the Council. Within community centres, many of the Janitorial roles are part-time, and these make up the larger part of vacancies.

The janitorial model does not restrict the use of schools or community centres to sustain or expand use in non-core hours. However, out with the funded core hours additional janitorial hours will need to be funded.

A period of three months has been set to carry out an initial review of the new model.

## Item no 5.25

### QUESTION NO 25

**By Councillor McLellan for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 20 September 2018**

Seafield Recycling Centre

**Question** (1) To provide an assessment of the new traffic system at the Seafield recycling centre.

**Answer** (1) The current traffic management arrangements are temporary to facilitate site construction and has therefore not been assessed. These are continually being monitored to ensure the safety of staff and the public.

(2) To detail the monitoring and evaluation arrangements for the new system.

(2) Informal arrangements are in place currently to monitor arrangements and to deal with issues as soon as these arise.

(3) To reassure Craigentenny residents using the centre that the new arrangements will be reviewed in light of the considerable inconvenience they are now being caused.

(3) These temporary arrangements are in place for the duration of the development works. Entrance and exit arrangements for the public will be via Seafield Road when the redevelopment is complete.

## Item no 5.26

### QUESTION NO 26

**By Councillor Laidlaw for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 20 September 2018**

**Question** (1) Could the Convener supply details of why the Council were unsuccessful in attracting any bids for the proposed clean-up and cut-back of the A1/Sir Harry Lauder road when the project was put out to tender earlier this year? And can the Convener commit to now utilising Council resources for this key maintenance plan, at a key gateway to the city, which was first agreed at the start of the year but is yet to secure a start date.

**Answer** (1) No reason has been provided by commercial contractors for not tendering for this work when it was advertised, and reasons would not normally be provided or expected given the commercial nature of decisions by individual firms.

Council resources are currently being co-ordinated to allow litter picking, vegetation cutting, street sweeping and drainage clearing to be undertaken at this location.

**Question** (2) If so could the Convener inform Council of an indicative date.

**Answer** (2) It is anticipated that this work will be undertaken in October 2018.

**Question** (3) Can the Convener confirm how often road cleansing and maintenance programmes are offered to private contractors and how frequently the Council fails to attract any bidders?

**Answer** (3) Road maintenance programmes are routinely offered to external contractors as part of a Framework Agreement. Generally these arrangements do attract bids from the approved contractors.

There is no such arrangement for routine grounds maintenance of arterial routes in the city although this is currently being investigated.

## Item no 5.27

### QUESTION NO 27

**By Councillor Laidlaw for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 20 September 2018**

**Question** (1) Could the Convener supply details of the cost of resourcing the software upgrades required to bring computers supplied to schools as part of the IT Refresh programme up to the required standard, following reports that CGI supplied classroom computers that were not equipped with the software to run the interactive Smartboard white boards and which were not supplied with Optical Drives which are now being retrofitted?

**Answer** (1) Within the Learning and Teaching (Schools) ICT estate the agreed deployment model is for software to be downloaded and installed directly within schools using a self-service portal. This enables individual schools to flexibly address their curricular needs from a software perspective. There are no additional costs relating to the self-service portal software updates. Positive feedback and examples already exist of specialist software being successfully deployed within the Schools ICT estate and improving the experience of learning and teaching.

To ensure that an effective deployment approach was undertaken, a number of pilot school implementations were completed, in both primary and secondary settings. These pilots identified an issue with the installation of Smartboard software. This has now been addressed as part of the lessons learned and measures have been put place for all future rollouts. There are no additional costs to the Council or the Schools in relation to this adjustment.

Feedback from the pilot schools also identified a small number of areas where DVDs were still required for curricular purposes. These are being provided to the pilot schools at no cost to the Council. For the broader school deployment, a process has been put in place to identify

devices that require DVD drives in advance. Such devices can be ordered at a small cost to the school. Strategically, the requirement for DVD drives will be phased out over time through the transition to digital web services.

**Question** (2) And can the Convener confirm if CGI will be held accountable for failure to supply the correct hardware or will meet the costs required to upgrade and retrofit these computers, or will the additional resource be met by City of Edinburgh Council budget?

**Answer** (2) CGI has not failed in the deployment of the correct hardware or software to the Council's Schools. Working in partnership with the Council's ICT Team and with the Schools themselves, CGI is continuing with the deployment of new devices as part of a major, planned investment in the ICT estate which will continue to the end of June 2019. This planned upgrade will extend to all Schools and across the Council's corporate ICT estate. The costs of this device refresh are fully contained within the existing ICT Budget for the Council.

The only minor additional cost to individual Schools that may arise through this project, as indicated in the response to question 1, is the purchase of DVD drives. However, as indicated the requirement for DVDs for curricular use should be reducing over time.

## Item no 5.28

### QUESTION NO 28

**By Councillor Douglas for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 20 September 2018**

#### **Question**

To ask the Convener what the estimated cost will be of providing 'pop-up Bob' cut outs as part of the policing of 20mph zones, and how many the council are expecting to be distributed?

#### **Answer**

'Pop up Bob' is a plastic, re-useable model of a police officer with a hand-held, speed detection device that is deployed to help deter speeding and improve road safety. It is one of a suite of measures included in a toolkit of activities and resources that has been put together to help local communities promote calmer speeds.

City of Edinburgh Council has spent £734.15 on 'Pop up Bob' cut outs.



## Item no 5.29

### QUESTION NO 29

**By Councillor Booth for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 20 September 2018**

#### **Question**

For each of the council's controlled parking zones and priority parking areas: what is the total number of vehicles with a parking permit; and, of that number, how many are permits in respect of second vehicles for the same household?

#### **Answer**

The table below provides the number of valid first and second residential parking permits across all parking zones.

<u>Permit Zone</u>	<u>Total Permit Count</u>	<u>Permit 1</u>	<u>Permit 2</u>
Zone 1	1120	957	163
Zone 1A	606	504	102
Zone 2	269	236	33
Zone 3	601	565	36
Zone 4	1039	948	91
Zone 5	1079	922	157
Zone 5A	1174	1004	170
Zone 6	1579	1367	212
Zone 7	1264	1132	132
Zone 8	1233	1087	146
Zone N1	1727	1572	155
Zone N2	777	690	87
Zone N3	1267	1114	153
Zone N4	87	81	6
Zone N5	291	265	26
Zone S1	1128	976	152
Zone S2	1505	1327	178
Zone S3	1399	1219	180
Zone S4	1217	1145	72
Zone K	22	22	0
PPA B1	486	412	74
PPA B2	313	266	47
PPA B3	25	19	6
PPA B4	51	42	9
PPA B5	35	30	5
PPA B6	199	168	31
PPA B7	154	125	29
PPA B8	23	20	3
PPA B9	270	205	65
PPA B10	49	48	1
<b>Grand Total</b>	<b>20989</b>	<b>18468</b>	<b>2521</b>

## Item no 5.30

### QUESTION NO 30

**By Councillor Main for answer by the Chair of the Edinburgh Integration Joint Board at a meeting of the Council on 20 September 2018**

Gylemuir Care Home for older people has received poor Care Commission inspection reports for the last couple of years and the most recent review, published on 8th August this year shows further decline

	<b>3 May 2018</b>	<b>8 August 2017</b>
Quality of care and support	2 – Weak	2 – Weak
Quality of environment	3 – Adequate	3 - Adequate
Quality of staffing	3 – Adequate	3 - Adequate
Quality of management & leadership	2 – Weak	3 - Adequate

The Care Commission's Quality Framework for Care homes for Older People, July 2018 provides the definitions:

An evaluation of adequate applies where there are some strengths but these just outweigh weaknesses. Strengths may still have a positive impact but the likelihood of achieving positive experiences and outcomes for people is reduced significantly because key areas of performance need to improve. Performance which is evaluated as adequate may be tolerable in particular circumstances, such as where a service or partnership is not yet fully established, or in the midst of major transition. However, continued performance at adequate level is not acceptable.

An evaluation of weak will apply to performance in which strengths can be identified but these are outweighed or compromised by significant weaknesses. The weaknesses, either individually or when added together, substantially affect peoples' experiences or outcomes. Without improvement as a matter of priority, the welfare or safety of people may be compromised, or their critical needs not met

**Question** (1) What immediate actions have been taken to ensure that the elderly and frail living at Gylemuir are not at risk and that their critical needs are being met?

**Answer** (1) Considerable work to improve standards in Gylemuir has taken place over the past 8 months and an action plan has been put in place to address the requirements from all inspections.

Some of the actions that have been completed include:

- A robust referral process and better working relationships are now in place across the system, to ensure that Gylemuir is a suitable placement and all necessary paperwork is complete (e.g. medical history and funding arrangements) before transfer.
- Utilisation of an assessment tool, that provides a consistent method of translating the needs of residents into the number of care hours required which is measured fortnightly.
- All residents have a person-centred care plan, focusing on a 6-week period which is the expected maximum length of stay. The care plan would be adapted if a resident's stay is likely to exceed 6 weeks.
- Staff have organised to have children from a local nursery visit Gylemuir on a regular basis to encourage and develop inter-generational relationships, which is widely acknowledged as very good practice.
- Gylemuir is the first care home to sign up to John's Campaign, encouraging engagement and involvement of families and carers to enhance the care provided to residents.

Gylemuir has the capacity to care for 60 residents, however to ensure the environment is adequate to support high quality care, the capacity will remain at 40 until it has satisfactorily progressed to be suitable for an increase to the number of residents.

**Question** (2) Have the 7 new required actions been met within the timescales to be achieved of 30 June to 31 August? If not, what actions remains outstanding?

**Answer** (2) Five out of the seven actions required have been met within the timescales and the manager is looking at further ways to improve service delivery within Gylemuir.

In relation to the two outstanding actions, one relates to training and the manager is developing a training and development plan with staff and the second relates to community-based activities, and this is being explored further.

**Question** (3) What progress has been made with the 5 outstanding requirements from previous inspections dated February 2016 and September 2017?

**Answer** (3) Four out of the five outstanding actions have been met and are now in place, the one outstanding action relates to community benefits which is being explored further by the Service Manager.

## Item no 5.31

### QUESTION NO 31

**By Councillor Booth for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 20 September 2018**

#### Question

At the full council meeting on 23 August 2018, the Vice-Convener of Transport & Environment agreed to meet with cycling and pedestrian organisations to discuss a timetable for the opening of the cycle path on Leith Street for use by cyclists.

When did that meeting happen, who was invited, and what was the outcome of the meeting?

#### Answer

As a result of objections to the proposed cycle path on Leith Street this cycle route has been closed until the redetermination order (RSO) is received. This matter is currently with the Scottish Ministers. Whilst Council Officers are liaising with the representative of the Scottish Government, the council is not in control of either the process or programme.

Once the outcome of this RSO process is known then, as has been committed to, a meeting will be arranged with relevant the cycling and pedestrian organisations to communicate the outcome, including the ramifications of the decision to the affected consultees.

This meeting will also address the short-term measures and modifications that will be necessary to recognise the impact of the works being undertaken in Picardy Place prior to implementation.

In the meantime, Officers continue to meet with Spokes and Living Streets regularly and there is ongoing dialogue, particularly with Spokes on Leith Street, at these meetings

## Item no 5.32

### QUESTION NO 32

**By Councillor Booth for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 20 September 2018**

#### **Question**

What progress has been made in the working group to discuss the feasibility of training volunteers in the use of speed guns? What is the timetable for this work?

#### **Answer**

This is a Police Scotland project and the working group are awaiting research on the scheme and its operation in a neighbouring Local Authority area before discussing the feasibility of training volunteers to use speed guns. We do not currently have a timetable for this work.