

Notice of meeting and agenda

The City of Edinburgh Council

10.00 am, Thursday, 13 December 2018

Council Chamber, City Chambers, High Street, Edinburgh

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

Contact

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1. Order of business

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

2. Declaration of interests

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

3. Deputations

- 3.1 If any

4. Minutes

- 4.1 The City of Edinburgh Council of 22 November 2018 – submitted for approval as a correct record

5. Questions

- 5.1 By Councillor Mary Campbell – Funding for Schools in Edinburgh – for answer by the Convener of the Education, Children and Families Committee
- 5.2 By Councillor Corbett – Budget Settlement – for answer by the Convener of the Finance and Resources Committee
- 5.3 By Councillor Corbett – Estimated Gap in Budget – for answer by the Convener of the Finance and Resources Committee
- 5.4 By Councillor Lang – Street Lighting – for answer by the Convener of the Transport and Environment Committee
- 5.5 By Councillor Lang – Freedom of Information Requests – for answer by the Leader of the Council
- 5.6 By Councillor Mitchell – Council Tax Overpayments – for answer by the Convener of the Finance and Resources Committee
- 5.7 By Councillor Booth – Cycle Parking in New Developments – for answer by the Convener of the Planning Committee
- 5.8 By Councillor Laidlaw – Treverlen Park – for answer by the Convener of the Education, Children and Families Committee
- 5.9 By Councillor Laidlaw – Convenership Meetings – for answer by the Convener of the Housing and Economy Committee

- 5.10 By Councillor Jim Campbell – ICT Provision for Student Learning – for answer by the Convener of the Finance and Resources Committee
- 5.11 By Councillor Jim Campbell – New Waste Collection Rounds – October 2018 – for answer by the Convener of the Transport and Environment Committee
- 5.12 By Councillor Staniforth – Efficient Use of School Buses – for answer by the Convener of the Education, Children and Families Committee
- 5.13 By Councillor Mowat – Grants and Project Funding – Place Directorate – for answer by the Convener of the Finance and Resources Committee
- 5.14 By Councillor Burgess – Climate Change Literacy Training – for answer by the Leader of the Council
- 5.15 By Councillor Young – Kirkliston Bus Gate Camera Fines – for answer by the Convener of the Transport and Environment Committee
- 5.16 By Councillor Young – Year of Young People – for answer by the Convener of the Education, Children and Families Committee

6. Leader's Report

- 6.1 Leader's report

7. Appointments

- 7.1 If any

8. Reports

- 8.1 Grant Standing Orders and Scheme of Delegation to Officers – report by the Chief Executive (circulated)
- 8.2 Edinburgh Learns - report by the Executive Director for Communities and Families (circulated)
- 8.3 Treasury Strategy: Mid-term Report 2018/19 – referral from the Finance and Resources Committee (circulated)
- 8.4 Senior Councillor Allowances – report by the Chief Executive (circulated)
- 8.5 Scottish Government Funding Offer for Rapid Access Accommodation – report by the Executive Director for Communities and Families (circulated)

9. Motions

9.1 By Councillor Jim Campbell – Later Living Housing

“Council

- 1) Anticipates an increase in demand for housing suitable for later living across all tenures.
- 2) Recognises that building standards have improved the adaptability of modern houses for flexible use, including later living.
- 3) But notes that many individuals look to downsize as they approach later living.
- 4) Therefore, asks Officers to prepare a report for the Housing and Economy Committee within two cycles outlining the potential opportunities and barriers for individuals to move into the most suitable later living accommodation provided through open market, RSL, and Council-led provision.”

9.2 By Councillor Cook – On-the-Spot Litter Fines

“Council

Acknowledges the importance of discouraging people from dropping litter; supports recent calls to increase the fixed penalty notice for littering from £80 to £100; agrees that a letter from the local authority will be sent to the Scottish Government making clear the City of Edinburgh Council’s support for increasing the default on-the-spot litter fine from £80 to £100 and to request that Ministers implement this change as quickly as possible.”

9.3 By Councillor Jim Campbell – Modelling Externalities

“Council

- 1) Recognises the externalities that transport impose.
- 2) Is concerned to understand the displacement externalities of closing streets to through traffic.
- 3) Therefore, will impose a moratorium on any street closure until such time as the best endeavours of Council Officers show any negative impact on other streets will not breach current or future air quality objectives.”

9.4 By Councillor Staniforth – Post-Study Work Visa

“Council:

- 1) Notes that the post-study work visa, which allowed international students to remain in the UK for work up to two years after their studies concluded, was abolished in 2012.
- 2) Notes that Edinburgh is a university city and that its universities attract students from all over the world.
- 3) Notes the recent launch of the ‘Post Study Work Visa Now!’ campaign calling for the return of the post study work visa.
- 4) Notes that international students are of social, cultural and economic benefit to Edinburgh both during and after their studies.
- 5) Notes that the UK’s withdrawal from the EU may mean a great many more international students will lose the right to seek work in the UK after their studies.
- 6) Supports the call for a return of the post study work visa.
- 7) Instructs the Council Leader to write to the Home Secretary making clear Edinburgh’s support for a post study work visa and asking the government to reintroduce the post study work visa by the end of the current academic year.”

9.5 By Councillor Douglas – HMS Edinburgh

“Council

- 1) Welcomes the announcement of the name of the new HMS Edinburgh, one of the new Type 26 Frigates to be built on the Clyde;
- 2) Recognises the huge boost the building of the Type 26 Frigates brings to the Scottish economy, securing hundreds of skilled jobs for the next twenty years;
- 3) Acknowledges the important role the HMS Edinburgh will play in protecting our new aircraft carriers and in helping keep British interests safe across the world;
- 4) Understands the proud history the name ‘Edinburgh’ carries in our navy, with six previous ships having carried the name between 1707 and 2013, with the last ship having an operational career that included deployment in the Atlantic, Baltic, Mediterranean, Gulf and Indian Ocean during 28 years of service.”

9.6 By Councillor Aldridge – Physical Activity Strategy

“Council notes that the most recent physical activity and sport strategy for the council ended in 2017.

Council further notes the decision of the Culture and Communities Committee in June 2018 that a new strategy should be developed.

Council further notes that aspects of physical activity for the city are incorporated in different departments of the council and with partners (Education Communities and Families, IJB, Edinburgh Leisure, Place etc).

Council believes that a co-ordinated strategy with common objectives and agreed priorities will be an essential element to achieve a number of the council’s objectives.

Council therefore calls for the new Physical Activity and Sport Strategy to be drawn up with co-operation of all relevant partners both within and outside the council and to be reported to Corporate Policy and Strategy Committee in 3 cycles to ensure a co-ordinated approach to Physical Activity and Sport across council departments and the council’s partners.”

9.7 By Councillor Day – Bethany Christian Trust

“120 individuals sleeping rough on the streets of Edinburgh on any one night, asks that Council:

- 1) Recognises the vital work of the ‘Bethany Christian Trust’ to alleviate homelessness across Scotland and;
- 2) in particular, thanks the Bethany Christian Trust for their services provided to the City of Edinburgh to help those at risk of, or currently experiencing, homelessness or rough sleeping. The Bethany Christian Trust, established in 1983, provide emergency assistance and resettlement projects, alongside continued visiting support and community development projects. Established in 1996, the Trust’s Care shelter in the city has provided over 91,500 bed spaces in total, with over 8,000 beds provided during last year’s winter.
- 3) Notes the urgent call made for various items for the Winter care shelter this year : <http://www.bethanychristiantrust.com/news-article/items-urgently-needed-bethanys-winter-care-shelter/>
- 4) Considers donating key items (particular those urgently needed such as sleeping bags, socks & mens underwear) directly to the Bethany Trust during the December Council session.”

9.8 By Councillor Bird - 30th Anniversary of UN Convention on the Rights of the Child

“Council notes:

That 2019 marks the 30th Anniversary of the UN Convention on the Rights of the Child, which contains the four core principles of non-discrimination; devotion to the best interests of the child; the right to life, survival and development; and respect for the views of the child.

The work that has already been undertaken within the Council over this Year of Young People, to prioritise the needs of our children and young people, including the Children’s Services Plan, the 1 in 5: Raising Awareness of Child Poverty Campaign and our Care Experienced Champion’s Board.

Council:

Welcomes the announcement by the Scottish Government in their Programme for Government that the UNCRC is to be incorporated into Scots Law to make it binding and not just guiding, as well as promoting a rights-based approach that gives children and young people the power to know what is wrong.

Recognises the role of both staff and Elected Members in enshrining the 54 articles across all Council decision making and service delivery.”

9.9 By Councillor Arthur - Boroughmuir High School

“Asks that council:

- 1) Notes that Boroughmuir High School has been consistently rated as one of Scotland’s top state schools and that this can be attributed to an excellent partnership between staff, parents, pupils and the wider community.
- 2) Notes that the new Boroughmuir High School building is an excellent facility which resulted from staff, parents, pupils and the wider community being involved in the design process.
- 3) Aspires to maintaining this excellent record and is working to ensure all schools in Edinburgh support their pupils to help them reach their full potential.
- 4) Congratulates Boroughmuir High School for being recognised as “Scottish State Secondary School of the Year” by the authoritative “Sunday Times Schools Guide 2019” as published on 25th of November 2018. It is notable that the school’s exam results are sector leading across all levels of ability.

- 5) Recognises that the school community achieved this accolade at the same time as maintaining pupil achievement whilst relocating to new premises midway through the academic year.

Asks that the Lord Provost marks this significant achievement in an appropriate manner.”

9.10 By Councillor Cameron - Health & Safety Compliance

“Asks that Council:

- 1) Agrees that the Health and Safety of our Council staff and our service users is paramount.
- 2) Seeks a report to be submitted to the Health and Safety forum (and thereafter to Finance and Resources Committee) on the effectiveness of current governance arrangements; and monitoring and reporting procedures for health and safety.

This report should:

- a) advise on how swiftly the reintroduction of formally constituted Health and Safety Committees throughout all Council service areas* can happen. All trade unions with representation in this Council should be involved and consulted on this.
- b) contains assurance (from all Directorates) that the Council is compliant with all pertinent health and safety legislation.

* In keeping with the Health and Safety Executive’s Code of Practice and Guidance covered by the Safety Representatives and Safety Committees Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended)

9.11 By Councillor Lang - Fast Food Advertising on Council Owned Sites

“1) Council notes:

- that 29% of children in Scotland are considered overweight with 14% at risk of being obese.
- research from Food Standards Scotland that shows nine out of ten people in Scotland think obesity is a serious problem in the country.
- the Scottish Government’s target to half childhood obesity levels in half by 2030.

- 2) Council notes the decision of the Mayor of London to ban fast food advertising across the London public transport network after 82% of respondents to a public consultation supported such a change in policy.

- 3) Council further notes that a similar ban came into force in Amsterdam last January.
- 4) Council seeks a feasibility report to the Finance & Resources Committee within two cycles setting out;
 - the legal powers available to ban fast food advertising on sites owned by the Council, including bus and tram stops.
 - a draft timetable for a public consultation to determine residents' and stakeholders' views of such a ban in the Capital.
 - a financial appraisal of any new restrictions, including the projected loss of annual income and the opportunities which may exist to replace such revenue from other advertising sources."

Laurence Rockey

Head of Strategy and Communications

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

The City of Edinburgh Council

Edinburgh, Thursday 22 November 2018

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
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
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 25 October 2018 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. He commented on:

- Edinburgh By Numbers Report
- Scottish Government announcement of additional funding
- Chamber of Commerce support for Transient Visitor Levy

The following questions/comments were made:

Councillor Whyte	- Failing bin collection service – Convener of the Transport and Environment Committee
Councillor Booth	- Extreme poverty and human rights – Professor Alston – Vision of creation of a fair City
Councillor Aldridge	- Bin collection complaints
Councillor Day	- Condolences to the family of Wilbur Smith
Councillor Dickie	- Scottish Government further funding for Edinburgh Schools
Councillor Johnston	- Case being made to Derek Mackay MSP for additional funding for Edinburgh
Councillor Rae	- Special report from UN – 14m people in this country are living in poverty – write to UK Government regarding implementation of Universal Credit
Councillor Neil Ross	- Review of Garden Tax
Councillor Munro	- City's financial position – support for COSLA's case for increase in financial settlement

Councillor Bird	-	Introduction of Best Start Grants
Councillor Webber	-	Delivery of essential services
Councillor Fullerton	-	Saughton Park redevelopment
Councillor Staniforth	-	Threat of withdrawal of UNESCO World Heritage status
Councillor Bruce	-	Curriehill Primary School closure – Wave 4 programme
Councillor Lang	-	Unrest in Edinburgh Labour Party
Councillor Cameron	-	Foodbank collection at EICC – involvement of the Council

4 Edinburgh Partnership Review and Consultation of Governance Arrangements

Details were provided on the governance model agreed by the Edinburgh Partnership following a review and consultation. A summary was provided of the proposed next steps in establishing the framework.

Motion

- 1) To approve the Edinburgh Partnership's governance model.
- 2) To note the next steps in establishing the framework which was planned to be in place by April 2019.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

- 1) To approve the Edinburgh Partnership's governance model.
- 2) To note the next steps in establishing the framework which was planned to be in place by April 2019.
- 3) To instruct the Chief Executive to develop, along with Partners, an "easy read" guide for public use explaining Community Planning and the Partnership structure and roles and how this related to other structures and work the Council undertook with community representative bodies at Locality level and below.

- moved by Councillor Whyte, seconded by Councillor Mowat

Amendment 2

- 1) To replace 1) of the motion with:
 - 1) To note the recent report of the United Nations Intergovernmental Panel on Climate Change advised that climate-changing pollution must be significantly reduced within the next 12 years to mitigate catastrophic global impacts and that there was potential for joint-working between organisations of the Edinburgh Partnership on this issue through the Edinburgh Sustainable Development Partnership.
 - 2) To note that public bodies had a statutory duty under the Climate Change Act (2009) to report on Climate Change emissions reduction and specifically to report annually on Partnership Working as stated in the guidance to the Act at 4.3.8.
 - 3) To note that the Sustainable Energy Action Plan 2020 was a city-wide partnership to reduce climate-changing pollution and that the Edinburgh Sustainable Development Partnership was responsible for reporting to the Edinburgh Partnership on its progress (p62 SEAP).
 - 4) To welcome the commitment by the Council Leader at full Council on 25 October that he agreed sustainability and climate change should continue to be on the Edinburgh Partnership agenda and that there was agreement at the Edinburgh Partnership meeting on October 30 that issues outside of the LOIP would continue to be considered by the board.
 - 5) To therefore approve the Partnership Governance model as currently proposed on the understanding that the Edinburgh Partnership board had agreed that this structure did not preclude partners working on issues of shared concern alongside the Local Outcome Improvement Plan.
 - 6) To request that the Edinburgh Partnership be asked to engage the Edinburgh Sustainable Development Partnership to progress partnership working on sustainability, and specifically work delivering shared statutory responsibilities of public bodies on climate change.
- 2) To note the next steps in establishing the framework which was planned to be in place by April 2019.

- moved by Councillor Burgess, seconded by Councillor Miller

In accordance with Standing Order 21(11), Amendments 1 and 2 were accepted as addendums to the motion.

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To note the recent report of the United Nations Intergovernmental Panel on Climate Change advised that climate-changing pollution must be significantly reduced within the next 12 years to mitigate catastrophic global impacts and that there was potential for joint-working between organisations of the Edinburgh Partnership on this issue through the Edinburgh Sustainable Development Partnership.
- 2) To note that public bodies had a statutory duty under the Climate Change Act (2009) to report on Climate Change emissions reduction and specifically to report annually on Partnership Working as stated in the guidance to the Act at 4.3.8.
- 3) To note that the Sustainable Energy Action Plan 2020 was a city-wide partnership to reduce climate-changing pollution and that the Edinburgh Sustainable Development Partnership was responsible for reporting to the Edinburgh Partnership on its progress (p62 SEAP).
- 4) To welcome the commitment by the Council Leader at full Council on 25 October that he agreed sustainability and climate change should continue to be on the Edinburgh Partnership agenda and that there was agreement at the Edinburgh Partnership meeting on October 30 that issues outside of the LOIP would continue be considered by the board.
- 5) To therefore approve the Partnership Governance model as currently proposed on the understanding that the Edinburgh Partnership board had agreed that this structure did not preclude partners working on issues of shared concern alongside the Local Outcome Improvement Plan.
- 6) To request that the Edinburgh Partnership be asked to engage the Edinburgh Sustainable Development Partnership to progress partnership working on sustainability, and specifically work delivering shared statutory responsibilities of public bodies on climate change.
- 7) To note the next steps in establishing the framework which was planned to be in place by April 2019.
- 8) To instruct the Chief Executive to develop, along with Partners, an “easy read” guide for public use explaining Community Planning and the Partnership structure and roles and how this related to other structures and

work the Council undertook with community representative bodies at Locality level and below.

(Reference: report by the Chief Executive, submitted)

5 Expansion of Webcasting

The Council had agreed to offer support and facilities to the Pensions Committee, Licensing Board and Edinburgh Integration Joint Board to enable webcasting for each body should they choose to do so. A six-month update outlining the response of each body was provided.

Decision

To note the update by the Chief Executive.

(References – Act of Council No 9 of 3 May 2018; report by the Chief Executive, submitted.)

6 Managing Our Festival City – referral from the Culture and Communities Committee

The Culture and Communities Committee had referred a report which set out issues of public concern which were raised during the summer festival 2018, together with proposed changes for future years, to the Council for decision.

Motion

- 1) To note the initial feedback received on the summer festival in 2018 and the issues raised.
- 2) To note a summer-specific operational plan for the city centre was proposed for future summer festivals.
- 3) To note that proposals for appropriate temporary limits, management or prohibition of vehicle traffic at key periods of the day would be developed by officers in consultation with key stakeholders. Proposals would then be presented to the Transport and Environment Committee before the end of February 2019, and would identify the resources needed to deliver these proposals, and would outline how the proposals complemented, and closely aligned with, initial plans for City Centre Transformation.
- 4) To note the need to enhance the attractiveness and appeal of George Street for festival activities and footfall.

- 5) To agree that officers should develop a new agreement for free event space on the High Street, as outlined in paragraph 3.13 of the report by the Executive Director of Place.
- 6) To discharge the motion from the Governance, Risk and Best Value Committee in August (as outlined in paragraph 2.3 of the report by the Executive Director of Place).
- 7) To agree that the Summer Sessions concert series in West Princes Street Gardens would continue in 2019, subject to approval from the Executive Director of Place in consultation with the Conveners and Vice Conveners of the Culture and Communities and Transport and Environment Committees on the final details and design of an improved public safety and access solution. This solution should be developed as early as possible.
- 8) To note that a Coach Parking Strategy for the city was being developed and that a plan specifically for the summer period would also be developed concurrently.
- 9) To note that a more coordinated approach would be taken in support of the presentation of the city during the summer festivals, with a review of festival advertising and city dressing.

- moved by Councillor Wilson, seconded by Councillor McNeese-Mechan

Amendment

- 1) To note the initial feedback received on the summer festival in 2018 and the issues raised.
- 2) To note a summer-specific operational plan for the city centre was proposed for future summer festivals which would consider whether amplified busking was appropriate and should be permitted on streets and in areas adjacent to residential properties and where there had been regular complaints from residents to build on work carried out by officers in summer 2017 and 2018.
- 3) To note the need to enhance the attractiveness and appeal of George Street for festival activities and footfall and to ensure full recovery of the income lost from the suspension of parking.
- 4) Council does not agree that the Summer Sessions concert series would take place at the same time as the Edinburgh International Festival, the Edinburgh Fringe Festival or Edinburgh Tattoo; that should proposals come forward for such a concert series outwith the period of the above Festivals that the details of the final details and design of an improved public safety access solution would be approved by the Executive Director of Place in consultation with the Convener and Vice Convener of the Culture and Communities Committee;

consideration of any series of concerts should not be agreed until the principles of what safety measures and restrictions of access are agreed by the relevant Committees of the Council.

- 5) To note that a Coach Parking Strategy for the city was being developed and that a plan specifically for the summer period would also be developed concurrently and the timing of this work would be advised in the next Transport and Environment Committee business bulletin.
- 6) To note that a more coordinated approach would be taken in support of the presentation of the city during the summer festivals, with a review of festival advertising and city dressing and in light of the recently introduced ban on A Boards to facilitate ease of movement around the city, to ensure that the review upheld these same principles and the new approach would not permit additional structures on the footway, to be reported to Committee within 2 cycles.

- moved by Councillor Mowat, seconded by Councillor Doggart

Voting

For the motion	-	44 votes
For the amendment	-	17 votes

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

For the amendment: Councillors Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Hutchison, Johnston, Laidlaw, McLellan, Mitchell, Mowat, Rose, Rust, Smith, Webber and Whyte.)

Decision

To approve the motion by Councillor Wilson.

(References – Culture and Communities Committee 13 November 2018 (Item 9); referral from the Culture and Communities Committee, submitted.)

Declaration of Interests

Councillor Mitchell declared a non-financial interest in the above item as a member of the Board of Directors of the Capital Theatres Trust.

7 Tree Charter – Motion by Councillor Miller

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

“Council:

- 1) Thanks the Woodland Trust for sending all elected members its leaflet “What every councillor in Scotland needs to know about trees”.
- 2) Re-affirms its commitment to delivering this council’s 2014 “Trees in the city” trees and woodland action plan.
- 3) Agrees to adopt the Woodland Trust’s Charter for Trees:
 - 3.1 Sustain landscapes rich with wildlife
 - 3.2 Plant for the future
 - 3.3 Celebrate the power of trees to inspire
 - 3.4 Grow forests of opportunity and innovation
 - 3.5 Protect irreplaceable trees and woods
 - 3.6 Plant greener local landscapes
 - 3.7 Recover health, hope and wellbeing with the help of trees
 - 3.8 Make trees accessible to all
 - 3.9 Combat the threats to our habitats
 - 3.10 Strengthen our landscapes with trees.”

Motion

To approve the motion by Councillor Miller.

- moved by Councillor Miller, seconded by Councillor Burgess

Amendment 1

To add to the end of the motion:

- 3.11 Regrets that only 40% of the 150,000 trees estimated to be growing on Council land had been condition assessed as a consequence of the inadequate funding of our Forestry service by this Administration.

- moved by Councillor Jim Campbell, seconded by Councillor Rose

Amendment 2

To add to the motion:

- 4) Instructs officers to report to the meeting of the Finance and Resources Committee on 1 February 2019 on the financial implications of delivering on points 1-3 including the costs of fully assessing the condition of trees on Council land.

- moved by Councillor Corbett, seconded by Councillor Booth

In accordance with Standing Order 21(11), Amendment 2 was accepted as an addendum to the motion.

Voting

The voting was as follows:

For the Motion (as adjusted)	-	38 votes
For Amendment 1	-	23 votes

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

For Amendment 2: Councillors Aldridge, Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Gloyer, Hutchison, Johnston, Laidlaw, Lang, McLellan, Mitchell, Mowat, Osler, Rose, Neil Ross, Rust, Smith, Webber, Whyte and Young.)

Decision

To approve the following adjusted motion by Councillor Miller:

Council:

- 1) Thanks the Woodland Trust for sending all elected members its leaflet "What every councillor in Scotland needs to know about trees"
- 2) Re-affirms its commitment to delivering this council's 2014 "Trees in the city" trees and woodland action plan.
- 3) Agrees to adopt the Woodland Trust's Charter for Trees:
 - 3.1 Sustain landscapes rich with wildlife

- 3.2 Plant for the future
 - 3.3 Celebrate the power of trees to inspire
 - 3.4 Grow forests of opportunity and innovation
 - 3.5 Protect irreplaceable trees and woods
 - 3.6 Plant greener local landscapes
 - 3.7 Recover health, hope and wellbeing with the help of trees
 - 3.8 Make trees accessible to all
 - 3.9 Combat the threats to our habitats
 - 3.10 Strengthen our landscapes with trees.
- 4) Instructs officers to report to the meeting of the Finance and Resources Committee on 1 February 2019 on the financial implications of delivering on points 1-3 including the costs of fully assessing the condition of trees on Council land.

8 Deanpark Primary School – Motion by Councillor Bruce

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

“Council

- 1) Congratulates pupils and staff at Deanpark Primary School in Balerno on achieving the Gold Sport Scotland Award for showing their dedication to sport and demonstrating how much effort they have put into the health and wellbeing of their pupils.
- 2) Asks the Lord Provost to write to the headteacher congratulating the school on this fantastic achievement.”

Decision

To approve the motion by Councillor Bruce.

9 **Edinburgh's Pavements – Royal Mail – Motion by Councillor Jim Campbell**

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

“Council

Applauds the efforts to free Edinburgh's pavements of unnecessary clutter.

Asks the Convener of the Transport and Environment Committee to request a meeting with senior managers from the Royal Mail, to establish:

- 1) The ongoing use of pavement mounted drop off boxes intended to store mail in local areas prior to delivery.
- 2) The plans Royal Mail have to remove any drop off boxes that are no longer needed.
- 3) The maintenance regime for those drop off boxes still in use, including the removal of any graffiti.

In addition, Officers are asked to prepare a note on the rights and obligations of utilities, and similar organisations, regarding infrastructure installed in public places, including arrangements for decommissioning.”

Motion

To approve the motion by Councillor Jim Campbell.

- moved by Councillor Jim Campbell, seconded by Councillor Rose

Amendment

Council adds an additional point;

“This note should include an update on work ongoing by Council officers to remove redundant street furniture.”

- moved by Councillor Howie, seconded by Councillor Doran

In accordance with Standing Order 21(11), the amendment was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor Jim Campbell :

Council

Applauds the efforts to free Edinburgh's pavements of unnecessary clutter.

Asks the Convener of the Transport and Environment Committee to request a meeting with senior managers from the Royal Mail, to establish:

- 1) The ongoing use of pavement mounted drop off boxes intended to store mail in local areas prior to delivery.
- 2) The plans Royal Mail have to remove any drop off boxes that are no longer needed.
- 3) The maintenance regime for those drop off boxes still in use, including the removal of any graffiti.

In addition, Officers are asked to prepare a note on the rights and obligations of utilities, and similar organisations, regarding infrastructure installed in public places, including arrangements for decommissioning.

This note should include an update on work ongoing by Council officers to remove redundant street furniture.

10 Garden Waste Charge Refund Scheme – Motion by Councillor Lang

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

- “1) Council notes;
- a) The new annual charge for the collection of garden waste which came into force in October 2018.
 - b) The promise made by the coalition administration that the new charge would lead to an improved service for residents who opted to pay it through more frequent collections.
 - c) The considerable problems which have emerged since the new collection scheme came into effect with residents reporting multiple cases of missed collections forcing them to put garden waste into landfill or transporting garden waste to recycling centres.

- 2) Council welcomes the apology issued by the Leader of the Council for the overall level of service seen on waste collection since the new collection schedule commenced but believes further action is needed to reassure residents and respond to concerns.
- 3) Council therefore agrees to seek a report to the Finance and Resources Committee within one cycle setting out the options to introduce a refund scheme for those who have paid the garden waste charge but where the service provided falls below a certain minimum standard.“

Decision

To approve the following adjusted motion by Councillor Lang:

- 1) Council notes;
 - a) The new annual charge for the collection of garden waste which came into force in October 2018.
 - b) The promise made by the coalition administration that the new charge would lead to an improved service for residents who opted to pay it through more frequent collections.
 - c) The considerable problems which have emerged since the new collection scheme came into effect with residents reporting multiple cases of missed collections forcing them to put garden waste into landfill or transporting garden waste to recycling centres.
- 2) Council welcomes the apology issued by the Leader of the Council for the overall level of service seen on waste collection since the new collection schedule commenced but believes further action is needed to reassure residents and respond to concerns.
- 3) Council therefore agrees to seek a report to the Transport and Environment Committee within two cycles setting out the options to introduce a refund scheme for those who have paid the garden waste charge but where the service provided falls below a certain minimum standard.

11 Bonfire Night – Motion by Councillor Brown

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

“Council

- 1) Applauds the success of Police Scotland’s operational efforts which made significant inroads towards preventing a repeat of last year’s disorder witnessed across the capital around and on Bonfire Night.
- 2) Commends the ongoing bravery of the Fire and Rescue Service who once again saw personnel and vehicles come under attack whilst trying to carry out their job.
- 3) Welcomes the reported 26% reduction in anti-social behaviour and 11% fall in fireworks offences across the capital over the six day operation compared to the same timeframe in 2017.
- 4) Strongly condemns the shameful behaviour of those still intent on causing a cacophony of chaos within communities and is encouraged by prompt arrests of those involved in a range of law breaking activities.
- 5) Continues to work with key stakeholders to maintain this momentum and build on these successes for 2019.”

Motion

To approve the motion by Councillor Brown.

- moved by Councillor Brown, seconded by Councillor Jim Campbell

Amendment

Council adds additional point before Point 5 as follows:

Also wishes to thank the members of the Edinburgh Community Safety Partnership and the Bonfire CIP working group, and their role in seeing a significant decrease in antisocial behaviour witnessed during last year’s Bonfire Night

- moved by Councillor McNeese-Mechan, seconded by Councillor Wilson

In accordance with Standing Order 21(11), the amendment was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor Brown:

Council:

- 1) Applauds the success of Police Scotland's operational efforts which made significant inroads towards preventing a repeat of last year's disorder witnessed across the capital around and on Bonfire Night.
- 2) Commends the ongoing bravery of the Fire and Rescue Service who once again saw personnel and vehicles come under attack whilst trying to carry out their job.
- 3) Welcomes the reported 26% reduction in anti-social behaviour and 11% fall in fireworks offences across the capital over the six day operation compared to the same timeframe in 2017.
- 4) Strongly condemns the shameful behaviour of those still intent on causing a cacophony of chaos within communities and is encouraged by prompt arrests of those involved in a range of law breaking activities.
- 5) Also wishes to thank the members of the Edinburgh Community Safety Partnership and the Bonfire CIP working group, and their role in seeing a significant decrease in antisocial behaviour witnessed during last year's Bonfire Night.
- 6) Continues to work with key stakeholders to maintain this momentum and build on these successes for 2019

12 Spartans Community Football Academy – Celebrating a Decade of Being Here for Good – Motion by Councillor Brown

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

“Council

- 1) Congratulates the North Edinburgh based social enterprise on their forthcoming 10 year anniversary, to be celebrated on Wednesday 5th December 2018.
- 2) Acknowledges the excellent work The Spartans Community Football Academy have undertaken over the last decade in changing lives for the better in North Edinburgh.

- 3) Recognises the professionalism in which The Spartans Community Football Academy have delivered programmes and initiatives that will have a lasting positive social impact in North Edinburgh.
- 4) Asks the Lord Provost to write to The Spartans Community Football Academy and mark this decade of delivery of innovative programmes in youth work and education in the appropriate manner.”

Motion

To approve the motion by Councillor Brown.

- moved by Councillor Brown, seconded by Councillor Jim Campbell

Amendment

To add to the motion:

Council recognises that the Academy’s experience of young engagement and social development will be invaluable for informing a future vision for the development of the north of the City. Accordingly, asks that the Executive Director of Place include the Spartans football academy in appropriate consultation activity undertaken by Edinburgh City Council to redevelop the waterfront and north of the city.

- moved by Councillor Day, seconded by Councillor Gordon

In accordance with Standing Order 21(11), the amendment was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor Brown:

Council:

- 1) Congratulates the North Edinburgh based social enterprise on their forthcoming 10 year anniversary, to be celebrated on Wednesday 5th December 2018.
- 2) Acknowledges the excellent work The Spartans Community Football Academy have undertaken over the last decade in changing lives for the better in North Edinburgh.
- 3) Recognises the professionalism in which The Spartans Community Football Academy have delivered programmes and initiatives that will have a lasting positive social impact in North Edinburgh.

- 4) Asks the Lord Provost to write to The Spartans Community Football Academy and mark this decade of delivery of innovative programmes in youth work and education in the appropriate manner.
- 5) Recognises that the Academy's experience of young engagement and social development will be invaluable for informing a future vision for the development of the north of the City. Accordingly, asks that the Executive Director of Place include the Spartans football academy in appropriate consultation activity undertaken by Edinburgh City Council to redevelop the waterfront and north of the city.

Declaration of Interests

Councillors Bird, Brown and Gordon declared a non-financial interest in the above item as Trustees of Spartans Community Football Club.

13 Caseworker Software Package – Motion by Councillor Neil Ross

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

“Council notes that a new Caseworker software package is to be introduced to assist councillors to manage their casework. While councillors may be grateful for assistance with managing their casework, Council is concerned that

- 1) this software should be properly assessed to ensure that it meets the needs of councillors;
- 2) given GDPR concerns and the individual ICO registration of each councillor, access to the data should be controlled and managed in a compliant manner;
- 3) the cost of implementation and of annual operation should be properly considered.

Council therefore requests a report to the Finance and Resources Committee within two cycles to provide the appropriate background information including the functionality, GDPR compliance and costings for the Caseworker software and details of any other options that were explored so that a considered and transparent decision can be taken.”

Motion

To approve the motion by Councillor Neil Ross.

- moved by Councillor Neil Ross, seconded by Councillor Aldridge

Amendment

To take no action on the motion on the basis that a briefing note on the issue would be circulated to members.

- moved by Councillor Rankin, seconded by Councillor Doran

Voting

For the motion	-	6 votes
For the amendment	-	55 votes

(For the motion: Councillors Aldridge, Gloyer, Lang, Osler, Neil Ross and Young.

For the amendment: The Lord Provost, Councillors Arthur, Barrie, Bird, Booth, Bridgman, Brown, Bruce, Burgess, Cameron, Ian Campbell, Jim Campbell, Kate Campbell, Mary Campbell, Child, Cook, Corbett, Day, Dickie, Dixon, Duggart, Doran, Douglas, Fullerton, Gardiner, Gordon, Graczyk, Griffiths, Henderson, Howie, Hutchison, Johnston, Key, Laidlaw, Macinnes, McLellan, McNeese-Mechan, McVey, Main, Miller, Mitchell, Mowat, Munro, Perry, Rae, Rankin, Rose, Rust, Smith, Staniforth, Watt, Webber, Wilson, Whyte and Work.)

Decision

To approve the amendment by Councillor Rankin.

14 Public Utility Performance Monitoring – Motion by Councillor Cook

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

“Council

- 1) Notes continuing concern with various aspects of public utility works carried out on city roads and pavements.
- 2) Notes that, despite two verbal assurances from the Council Leader to Full Council, regular reports on Public Utility Performance Monitoring have yet to be reinstated for future consideration by the Transport and Environment Committee.
- 3) Council agrees to a quarterly monitoring reports on public utility performance to be added to TEC’s work programme.”

Motion

To approve the motion by Councillor Cook.

- moved by Councillor Cook, seconded by Councillor McLellan

Amendment 1

Council agrees point 1 of the motion, deletes point 2 and 3 and replaces with;

- 2) To note there was a report on Public Utility Performance Monitoring coming forward to the February Transport and Environment Committee and that this timing reflected the 6 monthly pattern of reporting from the Roadworks' Commissioner.
- 3) That future Committee reports would follow this timing.

- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment 2

Add at the end of the motion:

- 4) To agree that the Convener of the Transport and Environment Committee should write to the Cabinet Secretary for Transport, Infrastructure and Connectivity, requesting an increase in the maximum level of fixed penalty notice which could be issued against a utility company for failing to comply with its responsibilities under the New Roads and Street Works Act 1991.

- moved by Councillor Lang, seconded by Councillor Gloyer

In accordance with Standing Order 21(11), Amendments 1 and 2 were accepted as addendums to the motion.

Decision

To approve the following adjusted motion by Councillor Cook:

Council:

- 1) Notes continuing concern with various aspects of public utility works carried out on city roads and pavements.
- 2) Notes that there was a report on Public Utility Performance Monitoring coming forward to the February Transport and Environment Committee and that this timing reflected the 6 monthly pattern of reporting from the Roadworks' Commissioner.

- 3) Notes that future Committee reports would follow this timing.
- 4) Agrees that the Convener of the Transport and Environment Committee should write to the Cabinet Secretary for Transport, Infrastructure and Connectivity, requesting an increase in the maximum level of fixed penalty notice which could be issued against a utility company for failing to comply with its responsibilities under the New Roads and Street Works Act 1991.

15 16 Days of Activism Against Gender-Based Violence 2018 – Motion by Councillor Main

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

“Council notes

that from 25 November, the International Day for the Elimination of Violence against Women, to 10 December, Human Rights Day, the 16 Days of Activism against Gender-Based Violence Campaign is a time to galvanize action to end violence against women and girls around the world.

One in three women worldwide are subject to violence over the course of their lives.

The very many organisations worldwide that support and take part in the campaign.

Agrees that Council social media and publicity will support the campaign over the 16 days, by highlighting different events and activities each day.”

Decision

To approve the motion by Councillor Main.

16 City Tree Installations in Edinburgh – Motion by Councillor Graczyk

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

“Council:

- 1) Notes that CityTree was created by Berlin-based Green City Solutions. The CityTree is made up of moss cultures which have a much larger leaf surface area than any other plant and can capture more pollutants;

- 2) Further notes, the CityTree is a highly visual structure which, at 4 meters tall, 3 meters wide and 2 meters deep, is said to have the environmental benefit of up to 275 urban trees. The surfaces of moss installed in each CityTree can remove dust and nitrogen dioxide from the air. The manufacturer estimates that each CityTree can remove around 12.2kg of particulate matter and 240 metric tons of CO₂ (greenhouse gas) annually;
- 3) Recognises, poor air quality is a significant public health concern, but also a major social justice issue for Edinburgh. Pollution affects some of the most vulnerable people in our city, including the old, the sick and those experiencing poverty;
- 4) Further recognises, the council is a key partner in the Scottish Government's Cleaner Air for Scotland Strategy which defines the path to achieving full compliance with the relevant air quality standards;
- 5) Calls, for a report in one or two cycles to consider CityTree installations in Edinburgh;
- 6) Requests, that said report includes, but is not limited to:
 - a) High polluted areas which would most benefit from CityTree installations;
 - b) Potential funding options, e.g. the Scottish Government;
 - c) The level of civic and budgetary support required by the Council;
 - d) The completed report to be referred to the Transport and Environment Committee for further scrutiny."

Motion

To approve the motion by Councillor Graczyk.

- moved by Councillor Graczyk, seconded by Councillor Bridgman

Amendment

Council accepts points 1-4 in the motion, and replaces points 5 and 6 with;

- 5) Recognises that these installations cost circa £17,500 each.
- 6) Calls for effective consideration of this possible solution shown in this motion and these issues within the next Low Emission Zones report coming to Transport and Environment Committee.

7) Requests that this report includes, but is not limited to:

- High polluted areas which would most benefit from City Tree installations;
- Potential funding options, eg Scottish Government, advertisers, sponsors;
- The level of civic and budgetary support required by the Council.

- moved by Councillor Macinnes seconded by Councillor Doran

In accordance with Standing Order 21(11), the amendment was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor Graczyk:

- 1) Notes CityTree was created by Berlin-based Green City Solutions. The CityTree is made up of moss cultures which have a much larger leaf surface area than any other plant and can capture more pollutants;
- 2) Further notes, the CityTree is a highly visual structure which, at 4 meters tall, 3 meters wide and 2 meters deep, is said to have the environmental benefit of up to 275 urban trees. The surfaces of moss installed in each CityTree can remove dust and nitrogen dioxide from the air. Manufacturer estimate that each CityTree can remove around 12.2kg of particulate matter and 240 metric tons of CO₂ (greenhouse gas) annually;
- 3) Recognises, poor air quality is a significant public health concern, but also a major social justice issue for Edinburgh. Pollution affects some of the most vulnerable people in our city, including the old, the sick and those experiencing poverty;
- 4) Further recognises, the council is a key partner in the Scottish Government's Cleaner Air for Scotland Strategy which defines the path to achieving full compliance with the relevant air quality standards.
- 5) Recognises that these installations cost circa £17,500 each.
- 6) Calls for effective consideration of this possible solution shown in this motion and these issues within the next Low Emission Zones report coming to Transport and Environment Committee.

- 7) Requests that this report includes, but is not limited to:
- High polluted areas which would most benefit from City Tree installations;
 - Potential funding options, eg Scottish Government, advertisers, sponsors;
 - The level of civic and budgetary support required by the Council.

17 2nd Brexit Referendum/People's Vote – Motions by Councillor McVey and Graczyk

The Lord Provost ruled that the following motions, which had been submitted in terms of Standing Order 16, be considered together:

Motion 1 - By Councillor McVey:

- “1) Council notes there are currently around 39,000 EU nationals living in Edinburgh and more than 1,000 EU nationals directly employed to deliver Council services and according to a recent report at COSLA Leaders meeting, this accounts for more than a quarter of the national figure based on available data.
- 2) Council notes that 74.4% of the people of Edinburgh voted to remain in the EU and believes that this remains the best option for the social and economic wellbeing of the city.
- 3) Council agrees that, short of this outcome, the 'least worst' option for Edinburgh and Scotland would be a plan in which the UK remains a member of the Single Market and Customs Union; and further agrees that a No Deal scenario would be catastrophic for ordinary people here and across the UK. Council endorses calls, including from the First Minister, for an extension of the transition period to avert a cliff-edge scenario when the UK leaves the EU.
- 4) Council also acknowledges on-going discussion around a second 'People's Vote'.
- 5) Council asks the Council Leader to write to the Secretary of State for Exiting the European Union expressing the Council's position as stated above regarding the UK's relationship with the EU; setting out concerns about labour supply if Brexit occurs in the form proposed by the UK Government; opposing any costs charged to EU nationals through the settled and pre-settled status applications and highlighting that all Edinburgh MP's have endorsed a "People's Vote".

- 6) Further asks the Chief Executive to continue to provide information and advice to support EU citizens in the Capital, as they go through the process of having to apply for settled status by June 2021, as well as Edinburgh residents with family living in the EU.”

- moved by Councillor McVey, seconded by Councillor Day

Motion 2 by Councillor Graczyk

“Council:

- 1) Notes the EU referendum on 23rd June 2016 should be considered the beginning of a democratic process, not the end of one;
- 2) Further notes the conclusion by the Electoral Commission that the Leave campaign committed serious offences by breaking electoral law casts doubt on the legitimacy of the result of the 2016 referendum;
- 3) Recognises new information on the way the referendum campaign was conducted and the economic, environmental, and social impacts of Brexit, which have become known since the referendum, may have altered some voters’ preferences regarding desired outcomes of the Brexit negotiations;
- 4) Further recognises many non-UK EU nationals living in the City, whose life, and that of their UK-national families, has been destabilised by uncertainty following the vote. Apart from the social impacts, this has resulted in the loss of staff by local businesses and the NHS;
- 5) Acknowledges the Council believes that the interests of its residents would be best protected by a referendum on the terms of leaving the EU with the possibility of rescinding article 50;
- 6) Further acknowledges that giving the people across the four nations a final say on the Brexit negotiations will help to rebuild trust and engagement in the political process;
- 7) Calls Council to:
 - a) Express its support publicly for a People’s Vote on the final terms of any Brexit deal, along with the option to remain in the EU;
 - b) Request the Council Leader to write to our local Edinburgh MPs, Deidre Brock, Joanna Cherry, Christine Jardine, Ian Murray, Tommy Sheppard, and the Prime Minister, Theresa May, informing them that the City of Edinburgh Council has passed this motion in support of a People’s Vote.”

- moved by Councillor Graczyk, seconded by Councillor Bridgman

Amendment 1

Insert new paragraphs (in Councillor McVey's motion) as follows, and renumber existing paragraphs accordingly:

- 5) Council condemns the rhetoric used by Theresa May in implying that EU citizens in the UK have in some way been "jumping the queue"; council refutes this suggestion entirely; council recognises and values the contribution of new Scots and people across the UK wherever they come from; will do what it reasonably can to ensure they feel welcome in their adopted homeland, and calls on all politicians and leaders to avoid language which may sow division, or which may alienate our new Scots, wherever they originate;
- 6) Council notes that those citizens most affected by Brexit, specifically non-UK EU citizens and 16/17 year olds, were disenfranchised during the referendum and had no say in their own future.

- moved by Councillor Booth, seconded by Councillor Staniforth

Amendment 2

Delete paragraph 4) of Councillor McVey's motion and replace with:

Supports a people's vote on the agreed Brexit deal including the option to remain a member of the EU.

- moved by Councillor Aldridge, seconded by Councillor Gloyer

Amendment 3

To take no action on the matter.

- moved by Councillor Cook, seconded by Councillor Johnston

In accordance with Standing Order 21(11), paragraphs 1-4 of Councillor Graczyk's motion and Amendment 1 were accepted as addendums to the motion by Councillor McVey.

In accordance with Standing Order 21(11), Amendments 1 and 2 were accepted as addendums to the motion by Councillor Graczyk.

In terms of Standing Order 22(3), the Lord Provost ruled that a first vote be taken for or against Amendment 3, for no action.

Voting

For Amendment 3	-	17 votes
Against Amendment 3	-	43 votes

(For Amendment 3 - Councillors Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Hutchison, Johnston, Laidlaw, McLellan, Mitchell, Mowat, Rose, Rust, Smith, Webber and Whyte.

Against Amendment 3 - The Lord Provost, Councillors Aldridge, Arthur, Barrie, Bird, Booth, Bridgman, Burgess, Cameron, Ian Campbell, Kate Campbell, Mary Campbell, Child, Corbett, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gloyer, Gordon, Graczyk, Griffiths, Henderson, Howie, Key, Lang, Macinnes, McNeese-Mechan, McVey, Main, Miller, Munro, Osler, Perry, Rae, Neil Ross, Staniforth, Watt, Wilson, Work and Young.)

As the vote for no action was lost a second vote between the adjusted motion by Councillor McVey and the adjusted motion by Councillor Graczyk was then taken.

Voting

The voting was as follows:

For Motion 1 by Councillor McVey (as adjusted)	-	28 votes
For Motion 2 by Councillor Graczyk (as adjusted)	-	15 votes

(For Motion 1 by Councillor McVey (as adjusted): The Lord Provost, Councillors Arthur, Barrie, Bird, Bridgman, Cameron, Ian Campbell, Kate Campbell, Child, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Gordon, Griffiths, Henderson, Howie, Key, Macinnes, McNeese-Mechan, McVey, Munro, Perry, Watt, Wilson and Work.

For Motion 2 by Councillor Graczyk (as adjusted): Councillors Aldridge, Booth, Burgess, Mary Campbell, Corbett, Gloyer, Lang, Main, Miller, Osler, Rae, Neil Ross, Staniforth and Young.

Abstentions: Councillors Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Hutchison, Johnston, Laidlaw, McLellan, Mitchell, Mowat, Rose, Rust, Smith, Webber and Whyte.)

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) Council notes there are currently around 39,000 EU nationals living in Edinburgh and more than 1,000 EU nationals directly employed to deliver Council services and according to a recent report at COSLA Leaders meeting, this accounts for more than a quarter of the national figure based on available data.
- 2) Council notes that 74.4% of the people of Edinburgh voted to remain in the EU and believes that this remains the best option for the social and economic wellbeing of the city.

- 3) Council agrees that, short of this outcome, the 'least worst' option for Edinburgh and Scotland would be a plan in which the UK remains a member of the Single Market and Customs Union; and further agrees that a No Deal scenario would be catastrophic for ordinary people here and across the UK. Council endorses calls, including from the First Minister, for an extension of the transition period to avert a cliff-edge scenario when the UK leaves the EU.
- 4) Council also acknowledges on-going discussion around a second 'People's Vote'.
- 5) Council condemns the rhetoric used by Theresa May in implying that EU citizens in the UK have in some way been "jumping the queue"; council refutes this suggestion entirely; council recognises and values the contribution of new Scots and people across the UK wherever they come from; will do what it reasonably can to ensure they feel welcome in their adopted homeland, and calls on all politicians and leaders to avoid language which may sow division, or which may alienate our new Scots, wherever they originate.
- 6) Council notes that those citizens most affected by Brexit, specifically non-UK EU citizens and 16/17 year olds, were disenfranchised during the referendum and had no say in their own future.
- 7) Council asks the Council Leader to write to the Secretary of State for Exiting the European Union expressing the Council's position as stated above regarding the UK's relationship with the EU; setting out concerns about labour supply if Brexit occurs in the form proposed by the UK Government; opposing any costs charged to EU nationals through the settled and pre-settled status applications and highlighting that all Edinburgh MP's have endorsed a "People's Vote".
- 8) To further ask the Chief Executive to continue to provide information and advice to support EU citizens in the Capital, as they go through the process of having to apply for settled status by June 2021, as well as Edinburgh residents with family living in the EU.
- 9) To note the EU referendum on 23rd June 2016 should be considered the beginning of a democratic process, not the end of one.
- 10) To further note the conclusion by the Electoral Commission that the Leave campaign committed serious offences by breaking electoral law casts doubt on the legitimacy of the result of the 2016 referendum.
- 11) To recognise new information on the way the referendum campaign was conducted and the economic, environmental, and social impacts of Brexit, which have become known since the referendum, may have altered some voters' preferences regarding desired outcomes of the Brexit negotiations.

- 12) To further recognise many non-UK EU nationals living in the City, whose life, and that of their UK-national families, has been destabilised by uncertainty following the vote. Apart from the social impacts, this has resulted in the loss of staff by local businesses and the NHS.

18 Strategic Transport Project Review 2 (STPR2) – Motion by Councillor Jim Campbell

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

“Council

- 1) Asks the Chief Executive to expedite the Strategic Transport Project Review 2 (STPR2), working with the Regional Strategic Transport Board (established through the City Deal), Transport Scotland and Scottish Ministers.
- 2) Recognising the importance of transport to existing Edinburgh neighbourhoods, the development of new quarters, our economic vitality, the needs of those who commute throughout our City Region, and to our many visitors, looks forward to a comprehensive briefing note covering the scope and timescales of STPR2 early in the new year to inform all members.
- 3) This note should identify any other transport modelling work that should be carried out in the interests of the City, and in support of City Plan 2030 and any other significant transport changes that are planned, but are not within the scope of STPR2 or would not be supported by the STPR2 timescales.”

Motion

To approve the following adjusted motion by Councillor Jim Campbell

Council

- 1) Asks the Chief Executive to seek to expedite the Strategic Transport Project Review 2 (STPR2), working with the Regional Strategic Transport Board (established through the city deal), Transport Scotland and Scottish Ministers.
- 2) Recognising the importance of transport to existing Edinburgh neighbourhoods, the development of new quarters, our economic vitality, the needs of those who commute throughout our City Region, and to our many visitors, looks forward to a comprehensive briefing note covering the scope and timescales of STPR2 early in the new year to inform all members.
- 3) This note should identify any other transport modelling work that should be carried out in the interests of the City, and in support of City Plan 2030 and

any other significant transport changes that are planned, but are not within the scope of STPR2 or would not be supported by the STPR2 timescales.”

- moved by Councillor Jim Campbell, seconded by Councillor Mowat

Amendment 1

Council deletes all and replaces with;

- 1) Recognises that the Strategic Transport Project Review 2 (STPR2) is a national strategy being undertaken by Scottish Ministers and developed through the Transport Appraisal Board (established through the City Deal), Transport Scotland and Scottish Ministers.
- 2) Recognises the importance of transport to existing Edinburgh neighbourhoods, the development of new quarters, our economic vitality, the needs of those who commute throughout our City Region, and to our many visitors, looks forward to a briefing note covering regional and CEC's input to STPR2.
- 3) Notes that the first meeting of this Transport Appraisal Board (which will deliver this input) will take place in Q1 2019.

- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment 2

Insert at end of paragraph 3 of the adjusted motion:

“, including, but not limited to, active travel infrastructure linked to the Sheriffhall roundabout, as requested by Spokes and others”.

- moved by Councillor Booth, seconded by Councillor Burgess

In accordance with Standing Order 21(11) Amendments 1 and 2 were accepted as amendments to the motion.

Decision

To approve the following adjusted motion by Councillor Jim Campbell:

- 1) To call for a briefing note to identify any other transport modelling work that should be carried out in the interests of the City, and in support of City Plan 2030 and any other significant transport changes that were planned, but were not within the scope of STPR2 or would not be supported by the STPR2 timescales, including, but not limited to, active travel infrastructure linked to the Sheriffhall roundabout, as requested by Spokes and others.

- 2) Recognises that the Strategic Transport Project Review 2 (STPR2), was a national strategy being undertaken by Scottish Ministers and developed through the Transport Appraisal Board (established through the City Deal), Transport Scotland and Scottish Ministers.
- 3) Recognises the importance of transport to existing Edinburgh neighbourhoods, the development of new quarters, our economic vitality, the needs of those who commute throughout our City Region, and to our many visitors, looks forward to a briefing note covering regional and CEC's input to STPR2.
- 4) Notes that the first meeting of this Transport Appraisal Board (which will deliver this input) will take place in Q1 2019.

19 Princes Street Gardens Christmas Market – Motion by Councillor Doggart

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

“Council

Asks Officers to investigate how the work to construct the Princes Street Gardens Christmas Market and attractions could be programmed so that:

- 1) a dignified no-work cordon is maintained round the Garden of Remembrance, and
- 2) the erection of high structures are delayed till after Armistice Day and Remembrance Sunday from 2019 on?”

Decision

To approve the following adjusted motion by Councillor Doggart:

Council:

Asks Officers to investigate and report back to the Transport and Environment Committee how the work to construct the Princes Street Gardens Christmas Market and attractions could be programmed so that:

- 1) a dignified no-work cordon is maintained round the Garden of Remembrance, and
- 2) the erection of high structures are delayed till after Armistice Day and Remembrance Sunday from 2019 on?

20 Events and Attractions in Parks – Motion by Councillor Miller

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

“Council:

- 1) Notes existing council policies and procedures for events and attractions in parks, which allow commercial events to take place, authorised by the Executive Director of Place under delegated authority, with comments from elected members and advice from relevant council departments;
- 2) Notes that Edinburgh’s Christmas has again erected structures in East Princes Street Gardens and St Andrew Square Garden over areas of tree roots which are known to require protection, which is evidenced respectively by the planning condition in relation to the National Galleries of Scotland development specifying that roots of retained trees in East Princes Street Gardens are to be treated as “sacrosanct”, and the St Andrew Square Garden tree report commissioned by Essential Edinburgh and carried out by Potter Tree Consultancy regarding tree root compaction;
- 3) Notes that the Summer Sessions concerts held at the Ross Bandstand in West Princes Street Gardens closed the gardens to general public access and blocked views of the garden and castle from Princes Street;
- 4) Recognises public feedback on a) the need for a clearer, transparent council policy, and b) a review of the appropriate number of commercial events and attractions in public parks and green spaces;
- 5) Requests the Executive Director of Place to coordinate a review of policies and procedures to simplify and combine these policies where possible, to achieve a clear directive to reduce commercial events in parks and green spaces, and to reduce the impact of any commercial events in terms of the access for members of the general public to public parks and green spaces, and to report this to Transport and Environment Committee within 2 cycles;
- 6) Notes that the scope of this motion excludes community events as these are beneficial to the local community, typically short in duration, and low in impact.”

Motion

To approve the motion by Councillor Miller.

- moved by Councillor Miller, seconded by Councillor Main

Amendment

Council

Agrees paragraphs 1-4 of the motion and amends paragraph 5 to read:

Requests the Executive Director of Place to coordinate a review of policies and procedures to simplify and combine these policies where possible, including evaluation of the number and duration of events, in order to reduce the impact of any commercial events in terms of the access for members of the general public to public parks and green spaces, and to report this to Transport and Environment Committee and Culture and Communities Committee within 2 cycles;

To amend paragraph 6;

Notes that the scope of this motion excludes small-scale community events, typically short in duration, and low in impact.

- moved by Councillor Wilson, seconded by Councillor McNeese-Mechan

In accordance with Standing Order 21(11), the amendment was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillr Miller:

Council:

- 1) Notes existing council policies and procedures for events and attractions in parks, which allow commercial events to take place, authorised by the Executive Director of Place under delegated authority, with comments from elected members and advice from relevant council departments;
- 2) Notes that Edinburgh's Christmas has again erected structures in East Princes Street Gardens and St Andrew Square Garden over areas of tree roots which are known to require protection, which is evidenced respectively by the planning condition in relation to the National Galleries of Scotland development specifying that roots of retained tree in East Princes Street Gardens are to be treated as "sacrosanct", and the St Andrew Square Garden tree report commissioned by Essential Edinburgh and carried out by Potter Tree Consultancy regarding tree root compaction;
- 3) Notes that the Summer Sessions concerts held at the Ross Bandstand in West Princes Street Gardens closed the gardens to general public access and blocked views of the garden and castle from Princes Street;

- 4) Recognises public feedback on a) the need for a clearer, transparent council policy, and b) a review of the appropriate number of commercial events and attractions in public parks and green spaces;
- 5) Requests the Executive Director of Place to coordinate a review of policies and procedures to simplify and combine these policies where possible, including evaluation of the number and duration of events, in order to reduce the impact of any commercial events in terms of the access for members of the general public to public parks and green spaces, and to report this to Transport and Environment Committee and Culture and Communities Committee within 2 cycles;
- 6) Notes that the scope of this motion excludes small-scale community events, typically short in duration, and low in impact.

21 Asylum Dispersal – Motion by Councillor McVey

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

“Council notes:

- 1) That the UK Government currently disperses Asylum Seekers to a limited number of local authorities of which Glasgow City Council is the only Scottish representative.
- 2) That responsibility for asylum dispersal is contracted to private sector providers with SERCO holding the contract for Scotland and that these arrangements are currently being re-procured by the Home Office.
- 3) Concerns about the existing arrangements and the current re-procurement process outlined in the joint campaign promoted by the Scottish Refugee Council (SRC) and Asylum matters as well as a recent letter by the Local Government Associations of Scotland, England, Northern Ireland, and Wales to the Immigration Minister.
- 4) This Council’s existing work with Refugees and Asylum Seekers through participation in the Syrian Resettlement Programme and support for other resettled refugees, Unaccompanied Asylum-Seeking Children and people with insecure immigration status who have no recourse to public funds.
- 5) That Local Government representative organisations, including COSLA, have set out a recommendation for fully funded Local Authority involvement in the Asylum Resettlement Programme.

- 6) The financial and operational pressures associated with supporting Unaccompanied Asylum-Seeking Children and people with no recourse to public funds and that engagement with asylum dispersal under current arrangements risks exacerbating these pressures.
- 7) Whilst endorsing the principle that there should be a fair and equitable distribution of Asylum Seekers within local authority areas and across the UK as a whole, also endorses the concerns raised in the SRC/Asylum Matters Campaign and the Local Government Associations' letter and specifically that Local Authorities:
 - i. should have equal partner status in the new asylum contracts;
 - ii. should have full access to any data and information necessary to support their roles in relation to dispersal;
 - iii. should have joint oversight of asylum dispersal contracts with the Home Office;
 - iv. should have authority with the Home Office over levels of dispersal and the ability to make binding decisions around the procurement process;
 - v. should be fully funded to support their roles in relation to dispersal and that this funding should recognise responsibilities both during and after the asylum process including meeting the needs of destitute refused asylum seekers with no recourse to public funds.
- 8) Accordingly, agrees that the Council Leader write to the Home Office supporting these concerns and engage in constructive dialogue with the Home Office as to how the city might overcome these issues to engage sustainably with asylum dispersal and any future fully funded refugee resettlement schemes.
- 9) Agrees that Council provide a copy of such a letter to Home Affairs Select Committee, who on the 21st November heard Oral Evidence on the subject of Asylum Accommodation."

Decision

To approve the motion by Councillor McVey.

22 COMAS and Social Enterprises – Motion by Councillor Cameron

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

“Notes that Council:

- 1) Recognise the important work, the social innovation charity COMAS, has provided to the City of Edinburgh for over a decade.
- 2) Acknowledges, with regret, the recent decision to liquidate the organisation, based on a shortage of funds.
- 3) Thanks the organisation for providing vital support, guidance and a safe space through the Serenity Café for individuals experiencing addiction, poverty, mental health issues and homelessness in the city.
- 4) Asks that officers conduct an impact assessment on the impact COMAS closure will have on service users and what measures can be put into place to mitigate this.

And furthermore, building on the success of Edinburgh’s hosting of the World Forum on Social Enterprise 2018, held recently at the EICC that Council:

- 5) Requests a report to the Housing and Economy Committee within two cycles, setting out cost neutral options to promote and continue the success of existing, and establishing of new, social enterprises to increase the contribution of these models to Edinburgh’s economy across the public, private and third sectors - and prevent similar closures in the future.
- 6) Includes in the report opportunities which could be made available to social enterprises and cooperatives through the Council’s and arms length companies’ procurement policies.
- 7) Should also include in the report any mitigating measures identified in relation to COMAS service users.”

Decision

To approve the motion by Councillor Cameron.

23 CPR in Schools – Motion by Councillor Dickie

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

“Council:

- 1) Recognises the British Heart Foundation’s ambition of ‘Beating Heartbreak in Scotland’ by introducing CPR to every local authority in Scotland.
- 2) Notes that every year in Scotland, 9,000 people will have a cardiac arrest, and only approximately 3,500 of these will have resuscitation attempted.
- 3) Congratulates the existing work of third sector organisations such as St John’s Scotland and the Thistle Foundation in providing voluntary training to pupils and staff in schools across the city.
- 4) Further notes, that 23 of our schools have already accessed training through our contracted First Aid Trainer, British Heart Foundation Training during October’s ‘Restart a Heart Day’.
- 5) Requests the Executive Director for Communities and Families to work with the remaining schools to roll out the British Heart Foundation training to promote and provide a subsequent report to Council on the success of this programme.
- 6) Requests the Executive Director for Communities and Families promote and facilitate access to the British Heart Foundation’s free “Call, Push, Rescue” class training kits.”

Decision

To approve the motion by Councillor Dickie.

24 Hibernian Ladies Football Team – Motion by Councillor McNeese-Mechan

The following motion by Councillor McNeese-Mechan was submitted in terms of Standing Order 16:

“Council:

Congratulates the Hibernian Girls and Ladies Football Club on winning the SSE Scottish Women’s Cup trophy for the third year in succession, following their 8 - 0 victory over Motherwell, which is an inspiration to all.

Recognises also their historic achievement of securing a 'treble double', having also won the Scottish Women's Premier League Cup for 2018 for the third year in a row."

Decision

To approve the motion by Councillor McNeese-Mechan.

25 The John Muir Way – Motion by Councillor McVey

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

"Council acknowledges the success of the John Muir Way can contribute towards the economic wellbeing, health and quality of life of communities that touch the route in Edinburgh and across Scotland. Since its completion in 2014, the 215km route has encouraged active travel, health and wellbeing and the enjoyment of nature amongst the many people who use it each year.

In Edinburgh, the route benefits from spectacular views of the Forth Bridges at South Queensferry to the fascinating wildlife of Corstorphine Hill Nature Reserve, as well as connecting to Edinburgh's extensive network of off-road paths.

Council welcomes the vision for the John Muir Way as set out by the John Muir Way Partnership and the opportunity it provides to support our economic, social and environmental aims.

Council instructs the Council Leader and Chief Executive to sign the John Muir Way Declaration committing to:

- 1) Promote the vision of the John Muir Way to relevant staff and stakeholders;
- 2) Engage where appropriate with the John Muir Way partnership initiative;
- 3) Maximise opportunities to manage, maintain and develop the John Muir Way direct infrastructure and connections to it;
- 4) Ensure relevant communications work is undertaken, compatible with the John Muir Way vision;
- 5) Widely promote the John Muir Way to relevant audiences; and
- 6) Drive forward economic development and enhancement for business and communities."

Motion

To approve the motion by Councillor McVey.

- moved by Councillor McVey, seconded by Councillor Day

Amendment

Council adds at the end of the motion:

Council looks forward to the forthcoming report to the Transport and Environment Committee, re-invigorating the Council's Promenade strategy to complete a continuous, safe and engaging route from Joppa to South Queensferry along the full length of our waterfront, that walkers of the John Muir Way and others can follow the North shore of the Forth through this Council's boundaries.

- moved by Councillor Jim Campbell, seconded by Councillor Brown

In accordance with Standing Order 21(11), the amendment was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor McVey:

Council acknowledges the success of the John Muir Way can contribute towards the economic wellbeing, health and quality of life of communities that touch the route in Edinburgh and across Scotland. Since its completion in 2014, the 215km route has encouraged active travel, health and wellbeing and the enjoyment of nature amongst the many people who use it each year.

In Edinburgh, the route benefits from spectacular views of the Forth Bridges at South Queensferry to the fascinating wildlife of Corstorphine Hill Nature Reserve, as well as connecting to Edinburgh's extensive network of off-road paths.

Council welcomes the vision for the John Muir Way as set out by the John Muir Way Partnership and the opportunity it provides to support our economic, social and environmental aims.

Council instructs the Council Leader and Chief Executive to sign the John Muir Way Declaration committing to:

- 1) Promote the vision of the John Muir Way to relevant staff and stakeholders;
- 2) Engage where appropriate with the John Muir Way partnership initiative;
- 3) Maximise opportunities to manage, maintain and develop the John Muir Way direct infrastructure and connections to it;

- 4) Ensure relevant communications work is undertaken, compatible with the John Muir Way vision;
- 5) Widely promote the John Muir Way to relevant audiences; and
- 6) Drive forward economic development and enhancement for business and communities;

Council looks forward to the forthcoming report to the Transport and Environment Committee, re-invigorating the Council's Promenade strategy to complete a continuous, safe and engaging route from Joppa to South Queensferry along the full length of our waterfront, that walkers of the John Muir Way and others can follow the North shore of the Forth through this Council's boundaries.

26 Chloe Bell – Motion by Councillor Wilson

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

“This Council congratulates Chloe Bell on being named the Sunday Mail's Great Scot 2018. The Council further requests that the Lord Provost marks this extraordinary act of heroism in an appropriate way. Her actions in climbing through the window of a crashed car to assist a stranger and then assisting paramedics in a potentially life threatening situation with no thought for her own personal safety is truly inspirational. Her actions are those of which the City can be proud”

Decision

To approve the motion by Councillor Wilson.

Appendix 1

(As referred to in Act of Council No 2 of 22 November 2018)

QUESTION NO 1

By Councillor Osler for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 22 November 2018

Question

Given reports in relation to the Council's newly-introduced garden waste removal service, that it has generated more revenue so far than was expected or budgeted for, on account of a higher number of residents signing up and paying for the service, will the Council commit to apply a proportion of that additional windfall revenue, to clear up the autumn leaf fall from trees on land that the Council is responsible for, and including clear up of Council pavements, footpaths and cycle paths?

Answer

The removal of leaf fall from Council pavements, footpaths and cycle paths is already undertaken as part of the core Street Cleansing service. As part of the 2018/19 budget additional funding was allocated to the Waste and Cleansing service for 'Clean and Green' initiatives. One of these initiatives is the employment of additional staff to focus on deep cleaning of areas which includes the removal of leaf fall

Supplementary Question

Thank you very much, and thank you very much Convener for the answer to the question. Unfortunately that wasn't the answer to my question but I am very grateful for that additional information. The question I actually asked was related to the actual additional revenue that was generated from more people signing up to garden waste, a simple yes or no be quite suffice.

Supplementary Answer

No

QUESTION NO 2

By Councillor Osler for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 22 November 2018

Question

In the period since the introduction of the Council's revised Waste collection timetable as of October 2018, how many collection "runs" for waste and were not completed on the timetabled collection day?

Information to be broken down by

- a) Ward (for each category of Waste)
- b) Number of households affected for each category of waste

Answer

This information is not currently available at ward level. However, a number of actions are being progressed by the service, working with the relevant parties such as CGI, ICT, Customer, Strategy and Communications, to revise the performance reporting following the introduction of Routesmart Route Management System.

An update on progress will be reported to Transport and Environment Committee on 6 December 2018.

Supplementary Question

Thank you again Convener. I must say I tabled this question early to try and give as much time for officers to respond because I appreciate that it might have been quite a large ask considering the amount of issues we've had with waste, so I was a bit surprised and disappointed that there is no information on this at all. That with this new system that we have, it does not presently have the capacity to actually track how many bins have been missed which I would have thought would be quite a major thing considering it is a new system, but hey-ho what do I know.

I just wondered you know, when will this information be made available?

**Supplementary
Answer**

Thank you Councillor Osler, as you'll no doubt be aware we are in the current state of implementing this new system. Inevitably we will be looking at exactly what we need to do but can I draw your attention to the fact that you requested information broken down by ward. Often there's a mismatch between how we collect information and as happens repeatedly in questions I get put to me here in the chamber, where the information is requested by ward and we don't record it that way. As I indicated clearly in my answer, we are looking at a full update coming to Transport and Environment on 6th December and hopefully some of what you're looking for will be answered there, thank you.

QUESTION NO 3

**By Councillor Osler for answer by
the Convener of the Finance and
Resources Committee at a meeting
of the Council on 22 November 2018**

Question

In the period since May 2017, how many requests has the Council received under the Community Empowerment (Scotland) Act 2015 for possible transfer of Council Owned Assets?

Information to be broken down for all Wards.

Answer

Community Asset Transfer Requests by Ward

Period May 2017 to November 2018

WARD	NUMBER OF INITIAL ENQUIRIES	NUMBER OF EXPRESSIONS OF INTEREST (STAGE 1)	NUMBER OF FORMAL REQUESTS (STAGE 2)
1	1	0	0
2	2	2	0
3	1	0	0
4	3	2	0
5	3	2	0
6	3	0	0
7	8	0	0
8	2	0	0
9	2	1	0
10	3	1	0
11	3	2	0
12	0	0	0
13	2	0	0
14	1	0	0
15	2	0	0
16	6	2	1
17	0	0	0
General	6	0	0

NOTES:

Initial Enquiries – Initial contact (email, phone etc) to discuss potential asset transfer request

Expression of Interest Stage 1 – Applicants submit Stage 1 Expression of Interest Form (comprising a pre-application process which does not in itself constitute a formal asset transfer application) for consideration.

Formal Request Stage 2 – Applicants submit Stage 2

Sustainable Business Case is a detailed submission which constitutes a formal application under the Act for a Community Asset Transfer.

General queries are those seeking a particular type of asset, with no specific location expressed.

List correct as of 12 November 2018.

Supplementary Question

Thank you very much. I'll be very brief on this one. Thank you Convener for your response. Given the numbers for the initial inquiries stand at almost 50 but only 12 progress on to the first stage of applications, are we doing enough to support our community groups with their applications in this process?

Supplementary Answer

I thank Councillor Osler for her question. I'm not sure how much it's a matter for the Council to encourage people to act in this way, but I think some of these applications are going to be fairly complex, and perhaps when people have a first look at them they see that they are exactly that, but nevertheless that the Council is perfectly ready to consider any applications that come forward and particularly full business cases as are required at the later stages of the process.

QUESTION NO 4

**By Councillor Whyte for answer by
the Convener of the Transport and
Environment Committee at a meeting
of the Council on 22 November 2018**

In a recent response to my request for an update on an Active Travel project in Inverleith Ward I was told

“the level of staff resources currently available is insufficient to manage our entire Active Travel programme. As a result, we have had to suspend work on a number of projects ...”

Question

Given that Active Travel is a priority for the Council and 10% of the Transport Budget has been allocated to progress it can the Convener please provide a full list of the Transport projects that

- a) have been suspended,
- b) whether they are Active Travel or another category of project (e.g. junction safety improvements or parking),
- c) the date they were suspended,
- d) the date of any consultation that has been undertaken and the date that work is expected to recommence?

Answer

There is not a comprehensive list of transport projects which have been suspended or delayed. The information provided below is based on the 2018 -19 [programme of active travel improvements](#) which is updated periodically. The programme includes 49 projects, of which work is currently suspended on 14.

A review of programme management arrangements has been undertaken with a view to bringing projects forward on a phased basis from March 2019.

The information requested for the 14 suspended projects is contained in the following table:

Project	Work suspended	Consultation
Broughton Street/East London Street	May 2017	n/a
Dean Park Crescent	May 2017	Feb-Mar 2017
Morrison Street	May 2017	n/a
Guardrail Removal	Sep 2017	n/a
QuietRoute 6 (Meadows to Castle Terrace)	Sep 2017	Nov-Dec 2016
QuietRoute 8 (Roseburn - Gyle -links to Saughton park)	Sep 2017	May-Jun 2017
QuietRoute 20 (Craigleith to Leith Walk)	Sep 2017	Jul-Dec 2016
QuietRoute 30 - Holyrood Park to Ratcliffe Terrace	Sep 2017	May-Jun 2017
Forthquarter - Silverknowes Promenade (Granton Link)	Sep 2017	n/a
Leith - Portobello (Water of Leith to Links Place)	Sep 2017	n/a
Cultins Road shared footway	Sep 2017	n/a
Crewe Road South/Orchard Brae	Sep 2017	n/a
One-way street exemptions (Phase 1)	Sep 2017	n/a
A8 Gyle - Newbridge (QuietRoute 9)	Sep 2017	n/a

Supplementary Question

Thank you Lord Provost. I see a theme developing here. The Convener has given me a partial answer to my question which doesn't really deal with the issue of performance on active travel or other transport projects. Can the Convener tell me, given that there's not a full list of suspended transport projects in the answer, and that there isn't any indication about when the active travel projects that are suspended might be restarted, how on earth she intends to find out how well we're performing and delivering on transport projects?

Supplementary Answer

Thank you Councillor Whyte for that supplementary. I do often wonder what the point behind some of these questions is and whether or not the answers actually get read. I think it's quite clear we are talking a major component of council business. The fact that you ask a question in a particular way doesn't necessarily mean that we're able to answer immediately in that format and quite frankly I prefer to have an officer spend the time concentrating on delivery rather than necessarily undergoing a substantial amount of work to provide you with the answer in the way that you've requested.

There is a considerable amount of work going on both in transport and the Active Travel team in order to keep on top

of our requirements as a city and I suspect that if you had asked the officers directly you might have got a more direct answer, thank you.

QUESTION NO 5

By Councillor Burgess for answer by the Convener of the Housing and Economy Committee at a meeting of the Council on 22 November 2018

Question

What is the current status of the proposal to retrofit Edinburgh's tenements (not only council-owned buildings) with low energy LED stair-lighting?

Answer

The Council has upgraded the lighting in over 3,700 common stairs where it continues to own a property, and therefore has part ownership in the asset. This was funded through capital investment and was carried out between 2015 and 2018.

On 21 January 2016 the Council decided to withdraw from providing a repair and maintenance service for wholly privately owned common stairs.

The ownership and responsibility for stair lighting in common stairs is the responsibility of the property owners.

Supplementary Question

Thanks very much, thanks for the answer. Can the Convener clarify that the Council still owns stair lighting in private tenements and also pays the electricity bill for that lighting, and would the Convener support investigation of a spend to save project by the Council to convert this lighting to LED and both cut costs for the Council and cut climate changing emissions? Thank you.

Supplementary Answer

Thank you Councillor Burgess for your question. I believe that the stair lighting, and I will have to go back and check this, but my understanding is the stair lighting is not owned by the Council but we do still pay the electricity costs in stairs. Having looked into this it goes across quite a lot of different Committees, different decisions that were made so, in September 2014 there was a policy decision made at Committee to upgrade LED lighting in 14,000 stairs with a projected cost of around £9m. There was the funding approved for the first phase of that which was to carry out

the LED upgrades in stairs where there was a Council property, that was in Finance and Resources in 2015 and then as part of the subsequent budget process. This work has been completed at a cost of £1.93m but there's been no further approval for the funding for the work, so as part of the budget in January 2016 it was agreed that responsibility would be passed to owners in stairs where the Council didn't own a property for maintenance and repair of style lighting.

Based on the 2014 figures, if we were to go back and carry out the programme in the remaining round about 10,000 stairs, based on figures from 2014, that would cost in excess of £6m. So I think it would be quite difficult for Council to approve funding in the current climate to invest £6m of public money in private property where the Council doesn't own it and doesn't have responsibility for maintaining or repairing it, but I do accept that there is an environmental impact here and that the decisions have been kind of scattered across quite a number of different Committees. So I've asked officers if we can have a report come to Housing and Economy that pulls together all of the different decisions, makes it quite clear our position, sets out this updated financial assessment and would take into account obviously any savings that might be made but also within the current financial context. I would say though I would expect that report probably won't recommend that we invest £6m of public money into private property upgrades, but I think there is certainly, it should be looked at and I think there is a leadership role for the Council here in terms of how we can enable and support owners to make that transition themselves. But I'm happy to bring a report and discuss it further.

QUESTION NO 6

**By Councillor Johnston for answer
by the Leader of the Council at a
meeting of the Council on 22
November 2018**

Question

Can the Council leader confirm, following his answer at Leader's Questions on 25th October, that none of the project management staff who will be recruited at a cost of £1 million per year (as approved by Full Council on 25th October) will work directly or indirectly on the Tram Extension Project should it be approved in March 2019?

Answer

Yes.

**Supplementary
Question**

Can I thank the Council Leader for that answer. Can he clarify the rationale for this decision and how will we know that they won't work on the tram project?

**Supplementary
Answer**

I'm a little bit perplexed with the question because the question is as anyone from the project management team from the additional resources that were allocated working on Tram, these were very specific projects doing very specific things to take the Council's programme forward in light of previous budget decisions and parts of the Administration program. Tram was not included in that, therefore it's not included. I don't know how much clearer that I can be other than the word yes to your question.

QUESTION NO 7

**By Councillor Rae for answer by the
Convener of the Housing and
Economy Committee at a meeting of
the Council on 22 November 2018**

Question

What steps have been taken to ensure that the effects of the implementation of Universal Credit, due to be rolled out on 28th November, cause minimum hardship to those in receipt of this benefit?

Answer

Transitional support for those moving on to Universal Credit (UC) is available through the Personal Budgeting Service and Assisted Digital Support schemes. These services are currently delivered by local authorities, however, from April 2019 the services will be delivered by the Citizens Advice Bureau, which is being directly funded by the Department for Work and Pensions (DWP) to undertake these responsibilities.

The Council continues to offer various measures to provide support for claimants and maximise appropriate income opportunities:

- Discretionary Housing Payments to meet financial hardship as a result of shortfalls between housing costs payment and rent charges.
- Scottish Welfare Fund payments. The team responsible for the fund administration has recently been bolstered to meet the anticipated increase in demand.
- Simplified evidence procedures to support Council Tax Reduction claims.
- Ongoing assessments to ensure other eligible benefits such as Free School Meals, Clothing Grants and Educational Maintenance Allowance are in place.
- Dedicated support for Council tenants, with regular communication to raise awareness and encourage early engagement when payment difficulties are experienced. Council officers are currently working alongside energy and employability advisers to provide appropriate advice to tenants. A report surrounding the support to Council

tenants was considered by the [Housing and Economy Committee](#) on 1 November 2018.

- Programme of multi-agency awareness sessions is underway aimed at partnership locality teams, private landlords, through care and after care teams, family support agencies, foodbanks, benefit practitioners and elected members. This is being complemented by further DWP training on technical aspects of UC.
- A cross Council action plan is in place to support UC claimants. Council officers will continue to engage with key agencies throughout the implementation and regular welfare reform updates will be provided to the Corporate Policy and Strategy Committee, included UC. The next such update report will be considered at the Committee's meeting on 4 December 2018.
- The Council will signpost appropriate queries to DWP telephone service who, as the administering body, are best placed to provide detailed advice on the eligibility of a UC claim.

**Supplementary
Question**

Thank you Convener. This Council must recognise that the report from Professor Alston that has recently come out has been a shocking indictment of the UK Government and in the light of that I would like to know what this Council is doing to make sure that all of our citizens in Edinburgh are cushioned against the impending effects of the introduction of Universal Credit and the horrendous affect it's going to have on the poor people and the disabled people in our society, thank you.

**Supplementary
Answer**

I thank Councillor Rae for her question. The answer that she's received sets out the work that has been done in preparation for the roll out of Universal Credit full service in Edinburgh next week. It's a day that we've been preparing for some time and this includes bolstering the team responsible for administering the Scottish welfare funds, the use of discretionary housing payments, simplified procedures around Council Tax reduction claims, dedicated support to raise awareness with tenants and encourage early engagement working alongside energy and employability advisers reports to Housing and Economy, Corporate Policy and Strategy, the Welfare Reform Working Group, a cross Council Action Plan to support Universal

Credit claimants and multi-agency awareness sessions. The report from Professor Philip Alston the UN special rapporteur on extreme poverty and human rights talks specifically about the impact of universal credit in the UK. He says “as I spoke with local authorities and the voluntary sector about their preparations for the future roll-out of universal credit, I was struck by how much their mobilisation resembled the sort of activity that one might expect from an impending natural disaster or health epidemic”. This is a UK Government policy that has required an emergency response from Local Authorities and the third sector. The Scottish Government has done what it can to mitigate the policy and the report highlights this in several ways. He says “Scotland has repeatedly urged the Government to halt the roll out, and paid DWP for the introduction of certain flexibilities for claimants”. He also says that “devolved administrations have tried to mitigate the worst impacts of austerity, despite experiencing significant reductions in block grant funding and constitutional limits on their ability to raise revenue”, but what is most difficult is that although he says universal credit is being sold as part of an unavoidable programme of fiscal austerity, any savings are offset by additional resources required to fund emergency services by the families, communities, local government, the NHS and even the police, and this was made absolutely clear in the report that we had to the Housing and Economy Committee which set out the £9m contingency we had to put into our HRA business plan. This was to mitigate one aspect of Universal Credit.

The report goes on “in the area of poverty related policy the evidence points to the conclusion that the driving force has not been economic but rather a commitment to achieving radical social re-engineering. Key elements of the postwar Beveridge social contracts are being overturned. Great misery has also been inflicted unnecessarily, especially on the working poor, on single mothers, on people with disabilities and on millions of children who are being locked into a cycle of poverty.

The statistics are a damning indictment of UK policy. A fifth of the population live in poverty, 1.5 million people in the UK are destitute, but for me the most damning of all are the first eight words of the report, “the UK is the world’s fifth largest economy”.

QUESTION NO 8

**By Councillor Burgess for answer by
the Chair of the Edinburgh
Integration Joint Board at a meeting
of the Council on 22 November 2018**

- | | |
|-----------------|---|
| Question | (1) To ask what role the Council has in the future of the Astley Ainslie Hospital site. |
| Answer | (1) Planning will produce a Place Brief (with input from the Community and NHS Lothian (NHSL) to help inform the sale of the site, and this will act as approved guidance for any forthcoming planning application. |
| Question | (2) What issues have been discussed with the NHS about the Astley Ainslie site. |
| Answer | (2) A wide range of issues have been discussed so far including: the scope of the supporting environmental information that Planning will expect to be forthcoming in the preparation of the Place Brief; and the drafting of a memorandum of understanding between NHSL and the Council in terms of the expectations of each body. |
| Question | (3) Will the council ensure a Masterplan is developed for the site, including taking account of the asserted rights of way for pedestrians and cyclists through the site? |
| Answer | (3) The rights of way are safeguarded for cycleway/footways in the adopted Edinburgh Local Development Plan and will be addressed within the Place Brief prepared. The next Council/NHSL/community workshop is taking place in January 2019 and is looking at specific active travel and transport issues. |
| Question | (4) How will the local community be involved and consulted about the future of the site? |
| Answer | (4) Various local bodies are currently engaged in the process, including the Community Engagement Group (chaired by Roger Kellett), the Grange Association, the Community Trust and representatives from all the adjoining community councils. |

**Supplementary
Question**

Thanks very much. Regarding Answer 4 about community engagement on the future of the Astley Ainslie hospital site, can the Convener clarify if they're also aware of a properly constituted Development Trust, the Astley Ainslie Community Trust, which is supported by Government Making Places funds which is investigating with NHS Lothian's blessing an innovative community asset transfer for all or part of the site, which would deliver all the community benefit that current legislation expects plus a substantial capital receipt? Will the Council support this asset transfer process to unfold alongside the conventional planning process? Thank you.

**Supplementary
Answer**

I thank Councillor Burgess for the supplementary question and I am happy to discuss that with him in the near future and not make any commitment at this stage, because obviously it involves NHS Lothian who are the owners of the site, so I would be very happy to discuss it with him outwith this Chamber.

QUESTION NO 9

**By Councillor Lang for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 22 November 2018**

Question (1) How many officials are currently employed in the central team which deals with draft traffic regulation orders (TROs)?

Answer (1) There are currently four members of staff within the TRO team. Those staff are involved in the processing of not only TROs, but also TTROs for roadworks and events, as well as Stopping Up and redetermination orders across the Edinburgh area.

Question (2) How many draft TROs are currently with the central Traffic Regulation Order team awaiting publication for consultation, broken down by (a) ward and (b) the month on which the TRO was submitted to that team either from locality officers or the road safety team.

Answer (2) TROs are recorded by originating section, for example the Locality area, rather than the wards affected. As of 15 November 2018, there are 21 traffic orders which are to be advertised. A breakdown of those outstanding orders, and the month in which they were received by the TRO team, can be found appended to this response.

Question (3) What is the average turnaround time between draft TROs being submitted by locality officers to the central traffic regulation order team and that team publishing them for consultation?

Answer (3) There are a range of factors which can affect the time taken to process TROs and other legal processes for which the TRO team is responsible. As a result, it would be extremely difficult to determine an average turnaround period. However, we have a KPI to advertise 70% of all TROs within 9 months of receipt. In 2017, 94% of our TROs were advertised within this timescale and for 2018, (up to 15 November 2018), we have achieved 83%.

Question	(4) What performance targets are in place for the central team dealing with draft TROs?
Answer	(4) The TRO team has a single KPI in place, recognising that there are a range of factors outwith the teams (and the Councils) control that can affect the time taken to process and complete TROs. The KPI requires that 70% of all TROs received be progressed to advert within 9 months of receiving the TRO request.
Supplementary Question	Thank you very much thank you for the answer to the question. Firstly under Question 2 there's reference to an appendix which I couldn't see attached, so if the Convener could follow that up that would be very helpful. But on the matter of substance that's a fairly common refrain from officers that it can take 18 months to two years for a TRO to go through its process even for relatively simple and straightforward TROs where there are no objections. Does she agree with me that that still feels like quite a long time and does she think anything can be done to try and reduce that time?
Supplementary Answer	Thank you for your supplementary Councillor Lang. In terms of the report that could be appended, I already wrote late last night to ask for that to be recirculated so thank you. In terms of the length of time over TRO, as you'll be well aware, that time is often stretched to that 18 months if we have specific objections that they have to deal with. It is part of the process, it's important that people have their objections listened, heard and are responded to within that process. But yes I do think it's a long time, it holds us up and all sorts of things it means that we can't be as flexible as we would like to be as a Council and I know that we have made representations through various submissions to Scottish Government to look at ways in which that could be shortened and tightened.

QUESTION NO 10

**By Councillor Lang for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 22 November 2018**

Question (1) How many of the roads prioritised for (a) road strengthening, (b) resurfacing and (c) surface treatment in the 2018/19 capital programme have had this work completed so far and what percentage does this represent in terms of the total number of roads prioritised in each case?

Answer (1) The 2018/19 capital carriageway programme consists of strengthening, resurfacing and surface treatment schemes. The Road Footway and Bridges capital investment programme was approved by the Transport and Environment Committee on [9 March 2018](#) and schemes that have been carried forward from previous financial years (as reported to the Transport and Environment Committee on [20 June 2018](#)).

The total number of carriageway schemes in the 2018/19 are as follows:

2018/19	Total	Carried Forward	2018/19
Strengthening	45	25	20
Resurfacing	96	43	53
Surface Treatments	159	52	107

The number of schemes that have been delivered in 2018/19 to date are as follows:

2018/19	Delivered	% of Total Delivered to date in 2018/19
Strengthening	7	16%
Resurfacing	15	16%
Surface Treatments	45	28%

Question

- (2) What percentage of roads prioritised for (a) road strengthening, (b) resurfacing and (c) surface treatment in the 2018/19 capital programme are expected to be complete by the end of March 2019?

Answer

- (2) The estimated figures at this stage are:

2018/19	18/19 Delivery	m ²	% of Total
Strengthening	15	110,000	33%
Resurfacing	35	67,000	36%
Surface Treatments	57	137,000	36%
	107	314,000	

The total that will be delivered in 2018/19 is an increase on 2017/18 delivery on both the number of schemes delivered and the area treated.

2017/18	Delivered	m ²	% of Total
Strengthening	11	23,000	28%
Resurfacing	28	48,000	27%
Surface Treatments	65	118,000	38%
Total	104	189,000	

The June 2018 report (referenced in question 1) indicated that it would take two to three years to clear the backlog of schemes.

Question

- (3) How many of the (a) main footways and (b) local footways prioritised for resurfacing in the 2018/19 capital programme have had this work completed and what percentage does this represent in terms of the total number prioritised in each case?

Answer

- (3) The 2018/19 capital footway programme consists of main footway and local footway schemes (as outlined in the March and June 2018 reports in under question 1).

2018/19	Total	Carried Forward	2018/19
Footways	75	54	21
Local Footways	100	32	68

The number of schemes that have been delivered in 2018/19 to date are as follows:

2018/19	Delivered	% of Total
Footways	10	13%
Local Footways	0	0%

The local footways programme is programmed to start in quarter 4 of 2018/19.

Question

- (4) What percentage of (a) main footways and (b) local footways prioritised for resurfacing in the 2018/19 capital programme are expected to be complete by the end of March 2019?

Answer

- (4) The estimated figures at this stage are:

2018/19	18/19 Delivery	m ²	% of Total
Footways	20	17,000	27%
Local Footways	36	32,400	36%
		49,400	

The total that will be delivered in 2018/19 is an increase on 2017/18 delivery on both the number of schemes delivered and the area treated.

2017/18	Delivered	m ²	% of Total
Footways	6	5,100	27%
Local Footways	28	25,200	30%
Total	34	30,300	

The June 2018 report (referenced in question 1) indicated that it would take two to three years to clear the backlog of schemes.

**Supplementary
Question**

Thank you again for all the information that was provided. I was however pretty alarmed by the fact that at this point in the year, and the Convener now estimates that of the projects which were prioritised for resurfacing this year, only a third of those are now expected to be completed by the end of the financial year. We're often told that the work has to be done when the weather is better. Well looking outside right now I'm pretty concerned at the fact that only 10 of the 175 footways which were prioritised for resurfacing work have been completed so far. Why is so little of the plan which she and her Committee approved in March going to be completed this year?

**Supplementary
Answer**

Thank you for the supplementary, but on the specific answer to section 3 of your question, it states quite clearly the local footways programme is programmed to start in quarter 4 of 2018-19. I think that might help explain the figures shown. Inevitably there are constraints whether it's to do with weather, whether it's to do with all sorts of other aspects of whether or not we can get in because of other types of roadworks or building works. For example, St James's had all sorts of knock-on effect in terms of us being able to complete the programme that we have scheduled. There are a number of reasons behind it. I think however if you'd read the report that came to Transport and Environment Committee only in June of this year you would have been able to save yourself asking this particular question.

QUESTION NO 11

**By Councillor Doggart for answer by
the Convener of the Finance and
Resources Committee at a meeting
of the Council on 22 November 2018**

Question **(1)** Has the Convener written to the Scottish Government requesting additional funding for the Lothian Valuation Joint Board in anticipation of the implementation of the Barclay proposals?

Answer **(1)** Yes.

Question **(2)** If the Scottish Government provides additional funding to Councils to mitigate the additional costs arising from Barclay implementation, will the Convener ring-fence the additional funding for the Lothian Valuation Joint Board?

Answer **(2)** Yes.

**Supplementary
Question** Thank you Lord Provost and thank you to the Convener for your extremely brief answers. My supplementary hopefully will also require a similarly brief answer.

I'm just looking for confirmation from the Convener that the Scottish Government will actually provide the additional funding in full, that he's got that assurance from his correspondence and that the Council will not suffer any financial loss as a result of Scottish Government legislation?

**Supplementary
Answer** I thank Councillor Doggart for his question. No I haven't received any assurances to that effect but it might be of interest to him and the rest of the Chamber to know that I'll be meeting the Minister for Public Finance later today and it's a matter I'll be raising then.

QUESTION NO 12

By Councillor Doggart for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 22 November 2018

Question

Has the Council, or any Council employees, issued communication suggesting who a “Named Person” would be for any specific children?

Answer

No, neither the Council, nor any council employees have issued communication around who the Named Person should be for any specific children.

We do follow Scottish Government Advice which sets out who the Named Person should be in general (e.g. for children of pre-school age it is the Health Visitor and for children/young people of school age, it is the Head Teacher).

Supplementary Question

Thank you Lord Provost, again thanking the Convener for his answer. Could I just get confirmation from the Convener that we have actually implemented a policy of no communication from a named person and that will continue in the future rather than the case of just having no communication issued from named persons?

Supplementary Answer

I thank you very much for your additional question. I think the answer yes, I was expecting you come up with something that said that we had actually communicated, but if you haven't found any communication then I assure you it hasn't happened.

QUESTION NO 13

**By Councillor Jim Campbell for
answer by the Convener of the
Transport and Environment
Committee at a meeting of the
Council on 22 November 2018**

Since the 1st October 2018 and the 18th November 2018
(or the latest date for which data can be gathered), can the
Convener quantify:

- Question** **(1)** How many unique references have been issued to residents
in response to reports of failed waste uplifts
- a) online
 - b) by phone
 - c) any other way
- Answer** **(1)** Reporting timescale: 8 October 2018 to 11 November 2018
- a) Online: 4740
 - b) by phone: 1455
 - c) by email: 1582
 - d) social media 276
 - e) other: 78.
- Question** **(2)** How many unique reference are tracked through to the
completion of a remedial waste uplift?
- Answer** **(2)** All are tracked through to completion (which in the majority
of cases includes a remedial waste uplift).
- Question** **(3)** What analysis has been done on:
- a) the average response time from a unique reference
being generated to a remedial waste uplift taking place
 - b) the proportion of reported failed uplifts that are
reported more than once and result in multiple unique
references being issued

Answer (3) Analysis is undertaken by the department regularly to report on both issues.

Question (4) How many complaints have been recorded relating to alleged failures in our waste service?

Answer (4) Between 8 October 2018 and 11 November 2018 there has been:

906 Stage 1 missed individual bin complaints

191 Stage 2 missed individual bin complaints

It should be noted that Stage 1 figures includes those that have been escalated through the complaints procedure to a Stage 2 complaint.

Supplementary Question Thank you Lord Provost and I thank the Convener for her answer. I'm much reassured that the waste service have done some analysis on the issues around the time it's taking to respond to failed waste up lifts and the possibility of multiple reporting of such. I'm disappointed that the Convener's been unable to share any of that analysis with us in the Chamber today. However my question is, as one of the leading cities in the fifth largest economy in the world, does the Convener think it's acceptable that 192 waste failures have resulted in stage two complaints?

Supplementary Answer Thank you for your supplementary Councillor Campbell. I'm never comfortable when I hear about complaints to do with the waste service but I do however recognise the fact that we're in a transition period and I will keep repeating that until we're out of the transition period. When we've achieved the levels that we were achieving much earlier this year, when we had record low levels of complaints. I fully expect that the waste service which is working extremely hard at the moment to rectify a lot of the situations, will return us to that situation in the relatively near future, so yes, am I comfortable, no of course not, nobody being in this role would be. Am I comfortable that our waste department is working extremely hard to try and rectify the situation and get us to a situation that reflects why we took the decision to move to these new waste systems, yes I am confident that will happen, thank you.

QUESTION NO 14

**By Councillor Jim Campbell for
answer by the Leader of the Council
at a meeting of the Council on 22
November 2018**

Councillors have previously been advised that the use of mygovscot to provide a login for our online functions that require such identification was not a matter of free choice for Council, despite the shortcomings of the mygovscot infrastructure provided by the Improvement Service.

Question **(1)** Can the Leader confirm if NHS Lothian, one of our Edinburgh Partnership Partners, are making use of mygovscot as the login method for patient eCommunications (eComms) that are presently being rolling out to citizens in Edinburgh?

Answer **(1)** Our understanding is that NHS Lothian do not use mygovscot login.

Question **(2)** Can the Leader shed light on what discussions on the benefits of using a common login, as provided by mygovscot, took place at the Integrated Joint Board, prior to the roll out of eComms?

Answer **(2)** There have been no formal discussions at the IJB regarding eComms.

**Supplementary
Question** Thank you Lord Provost and I thank the Leader for his answer on this issue, and I thank him for making the investigations. Would he agree with me that the mygovscot being a national single sign-in created to facilitate the online access to a wide range of public services would make it desirable that that method was used by organisations such as NHS Lothian with which we are a partner and with whom we deliver many services through the Integrated Joint Board?

**Supplementary
Answer**

Can I thank Councillor Campbell for the question. I don't think I'm able to give a definitive answer because I, like all 63 of us, have to operationally look to every nook and cranny that the NHS are using their system with, so I wouldn't be able to pass judgment about whether the NHS should be using this system or another. In broad-brush principle strokes it would be advantageous for all public sector to be able to feed into one system but I'm not in a position to say that the NHS is in a position, their services are in a position or that the access to those services would be improved or detrimented by going into this, the system that we use, because frankly I haven't done that exploratory work and this is an organisation that hasn't done exploratory work, that's a matter purely for the NHS.

QUESTION NO 15

**By Councillor Jim Campbell for
answer by the Convener of the
Transport and Environment
Committee at a meeting of the
Council on 22 November 2018**

Question

- (1)** Following the introduction of the new waste collection rounds at the beginning of October, can the Convener confirm:
- a) That residents of West Harbour Road should have been entitled to expect their waste collection would continue
 - b) The collection days and collection route references for West Harbour Road
 - c) The date of the first report that no waste had been uplifted from West Harbour Road
 - d) The date of the first waste collection was made from West Harbour Road

Answer

- (1)** This is a ward-specific, indeed road-specific, series of questions which I am happy to answer separately from Council Questions.

Question

- (2)** What quality assurance process was used to ensure that no streets were omitted when designing the new waste collection routes?

Answer

- (2)** The new waste collection systems were designed on the basis of property rather than by street. Although great care was taken to ensure that the information transferred correctly, following implementation a small percentage of properties/streets were identified as being omitted. This meant that residents at these locations did not receive updated calendars and collections were not scheduled. As soon as these locations were identified, collections were arranged and routes amended to include these locations.

**Comments by
Councillor Jim
Campbell**

I thank you Lord Provost. I'm disappointed that the Convener has not shown any accountability in the answer to the first part of my question but I have no further questions.

QUESTION NO 16

**By Councillor Rust for answer by the
Leader of the Council at a meeting of
the Council on 22 November 2018**

Question

Can the Council Leader please detail all extant working groups/task force/fora as follows:

- Name of Working Group/task force/fora
- Parent Committee
- Political / Other composition
- Duration e.g. Short-term/Fixed Period etc

Answer

Please see the attached list of existing working groups

**Comments by
Councillor
Rust**

Thank you Lord Provost and I thank the Council Leader for his response. I think maybe simply by way of explanation our business manager had on our behalf tried to get this information and there was some difficulty in obtaining it, so I think it is useful for all of us just to see as a record, thank you.

Name of Group	Appointing Committee	Membership	Duration
Redford Barracks Working Group	Corporate Policy and Strategy	2 SNP, 2 Conservative, 1 Labour, 1 Green, 1 SLD	Long Life
All Party Oversight Group on Edinburgh Waterfront	Corporate Policy and Strategy	Convener or Vice-Convener of Housing & Economy Convener or Vice-Convener of Transport & Environment Convener or Vice-Convener of Culture & Communities Convener of Planning Convener or Vice-Convener of Education, Children & Families Convener or Vice-Convener of North East Locality Convener or Vice-Convener of North West Locality Granton Regeneration Locality Group A representative from Conservative, Green and Liberal Democrat Group (if not included in the representation above)	Long Life
All Party Oversight Group on West Edinburgh	Corporate Policy and Strategy	Convener or Vice-Convener of Housing & Economy Convener or Vice-Convener of Transport & Environment Convener of Planning Convener or Vice-Convener of Education, Children & Families Convener or Vice-Convener of South West Locality Convener or Vice-Convener of North West Locality	Long Life
Welfare Reform Working Group	Corporate Policy and Strategy	2 SNP, 2 Con, 1 Lab, 1 Green, 1 SLD	Long Life
Equalities Working Group	Corporate Policy and Strategy	1 SNP, 1 Lab, 1 Cons, 1 Green, 1 SLD	Long Life
Brexit Working Group	Corporate Policy and Strategy	2 SNP, 2 Con, 1 Lab, 1 Green, 1 SLD	Long Life
Edinburgh Extension Act 1920	Council/Lord Provost	2 SNP, 1 Con, 1 Lab, 1 Green, 1 SLD	Short Life

Meadowbank Sports Centre and Stadium Working Group	Culture and Communities	1 Lab, 1 SNP, 1 Lib Dem, 1 Green, 1 Cons - Councillors Wilson (Chair), McNeese-Mechan, Osler, Staniforth, Brown	Short Life
Music is Audible Working Group	Culture and Communities	1 SNP, 1 Lab, 1 Lib Dem, 1 Green, 1 Cons - Councillors McNeese-Mechan (Chair), Wilson, Osler, Staniforth, Mitchell	Short Life
Tourism and Communities Working Group	Culture and Communities	6 members (2 each from Housing and Economy Committee, Transport and Environment Committee and Culture and Communities Committee): Councillors Wilson (Chair), McNeese-Mechan	Short Life
CCTV Working Group	Culture and Communities	1 SNP, 1 Lab, 1 Cons, 1 Green - Councillors McNeese-Mechan (Chair), Brown, Staniforth, Wilson	Short Life
Graffiti Working Group	Culture and Communities	3 Coalition and 3 Opposition - Councillors McNeese-Mechan (Chair), Mitchell, Osler, Rae, Wilson, 1 Coalition vacancy	Short Life
Consultative Committee with Parents	Education, Children and Families	Convener & Vice-Convener of the Education, Children and Families Committee and 2 Cons, 1 SNP, 1 Green, 1 SLD	Long Life
Duncan Place Working Group	Education, Children and Families	Elected Members from Leith Ward	Long Life
Gaelic Implementation Steering Group	Education, Children and Families	Vice-Convener & Gaelic Champion (as Convener), 1 Lab, 1 Cons, 1 Green, 1 SLD	Long Life
Wester Hailes Working Group	Education, Children and Families	Convener & Vice-Convener of the Education, Children and Families Committee and 1 Cons, 1 Green, 1 SLD	Short Life
Towerbank Primary - On Site Cooking of School Meals Working Group	Education, Children and Families	1 SNP, 1 Lab, 1 Cons, 1 Green, 1 SLD (or Local Ward Member)	Short Life
Corporate Parenting of Looked After Children Member/Officer Group	Education, Children and Families	Convener & Vice-Convener of the Education, Children and Families Committee and 2 Cons, 1 SNP, 1 Lab, 1 Green, 1 SLD & 1	Long Life

		Religious Rep	
Health and Safety Consultation Working Forum	Finance and Resources	Vice-Convener of the Finance and Resources Committee	Long Life
Elected Members ICT and Digital Sounding Board	Finance and Resources	2 SNP, 2 Cons, 2 Labour, 1 Green and 1 SLD	Long Life
Joint Consultative Group	Finance and Resources	2 SNP, 2 Cons, 1 Labour, 1 Green and 1 SLD	Long Life
Edinburgh Shared Repairs Service and Legacy Programme Board	Finance and Resources	Officer only	Long Life
Edinburgh Affordable Homes	Housing and Economy	Convener & Vice-Convener (as Chair) of Housing & Economy Committee and 3 Cons, 2 SNP, 1 Lab, 2 Green, 1SLD	Long Life
Edinburgh Homelessness Forum	Housing and Economy	Convener of Housing & Economy Committee (as Chair) and 1 SNP, 1 Lab, 2 Cons, 1 Green, 1 SLD	Long Life
Homelessness Task Force	Housing and Economy	Convener of Housing & Economy Committee (as Chair) and 1 Lab, 1 Cons, 1 Green, 1 SLD	Short Life
Short Term Lets Working Group	Housing and Economy	3 SNP, 2 Lab, 2 Cons, 2 Green, 1 SLD	Long Life
Multi Storey Working Group	Housing and Economy	Officer Only	
City Centre Vision Member Officer Group	Planning		Long Life
Civic Forum	Planning	Officer Only	Long Life
Edinburgh Development Forum	Planning	Officer Only	Long Life

Active Travel Forum	Transport and Environment	Convener of the Transport and Environment Committee	Long Life
Local Access Forum	Transport and Environment	Convener of the Transport and Environment Committee	Long-Life
Member/Officer Working Group on Carbon, Climate and Sustainability	Transport and Environment	Convener and Vice-Convener of the Transport and Environment Committee, 1 Conservative, 1 Green and 1 SLD.	Long-Life
Tram All Party Oversight Group	Transport and Environment	Leader and Deputy Leader of the Council, Convener and Vice-Convener of the Transport and Environment Committee, Opposition Group Leaders, Opposition Transport Spokespersons.	Long-Life
Tram Operations Group	Transport and Environment		Short Life
Transport Forum	Transport and Environment	Councillors Macinnes, Booth, Burgess, Cook and Gloyer.	Long-Life
Water of Leith Phase 2	Transport and Environment		
Tram Extension and Leith Programme Board	Transport and Environment	Officer Only	Long-Life
Single Use Plastics Working Group	Transport and Environment	Councillors Doran (Convener), Bird Burgess, Cook and Gloyer.	Short-Life
Cammo Estate Advisort Committee	Transport and Environment	Councillors Hutchison and Work.	Long-Life
Central Edinburgh Development Working Group	Transport and Environment	Convener and Vice-Conveners of the Transport and Environment Committee and the Housing and Economy Committee, Convener of the Planning Committee, 2 Conservative, 1 Green and 1 SLD.	Long-Life
Zero Waste Cross Party Group	Transport and Environment	1 SNP, 1 Labour, 1 Conservative, 1 Green, 1 SLD.	Long-Life
NW Waterfront Working Group	North West Locality Committee	Elected Members from Almond and Forth Wards	Short-Life

QUESTION NO 17

**By Councillor Neil Ross for answer
by the Convener of the Transport and
Environment Committee at a meeting
of the Council on 22 November 2018**

Question (1) As the Convener will be aware, there have been numerous instances where residents who have paid the Garden Tax have not received their bin sticker.

Can the Convener please explain what are the principal reasons for the non-issue of bin stickers?

Answer (1) The principal reasons for the non-issue of bins stickers are:

- Registrations not being logged onto the system;
- Mailing issues (e.g. customers not receiving the letter, letters not being delivered and letters being destroyed or disposed of by the resident); and
- Eligibility issues (e.g. commercial properties registering for the service and registrations from outwith the Edinburgh boundary).

Question (2) One reason given to residents is that the address on the Council's database is incorrect and problems appear to arise with correcting the address, for example if it involves a number and a letter, such as 8C.

Can the Convener confirm that this is correct and, if so, explain what is being done to ensure that the system is amended to resolve this issue so that it will not recur in future, in particular, during the next registration window in February?

Answer (2) There have been issues with addresses not being correctly registered on the system. For the February registration period the online form will be updated to include a validation check on any addresses. There is also a confirmation field being added that will ensure citizens confirm that the address they have added is correct for the property for the collection and for the sticker to be issued to.

**Supplementary
Question**

Thank you Lord Provost and I thank the Convener for her answers to my questions. I note that one of the principal reasons for the non issue of bin stickers is that registrations have not been logged onto the system, so by way of supplementary question, is this issue also being addressed and if so how?

**Supplementary
Answer**

Thank you Councillor Ross for your supplementary. It is being addressed, it's unfortunate but you'll see this is only one of three reasons why this has occurred, the other two are slightly less under our control. You also see from Answer 2 exactly what's being done to try and address some of these issues, I would reflect that in my answer to Councillor Campbell earlier on the waste services working across a number of areas within this to rectify some of these smaller issues that have emerged through the process. I would however just like to address something. In the previous in answer to Councillor Campbell in Question 15, I have in fact addressed your issue. I've said I'd be happy to answer separately given the fact you asked a road specific question, not even a ward specific question. So I think being told that I'm no longer willing to accept accountability, a bit rich.

QUESTION NO 18

By Councillor Corbett for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 22 November 2018

Question (1) In the period 1 October 2017 to 30 September 2018 how many complaints were logged about overflowing communal bins or missed pick-ups of communal bins?

Answer (1) 17,751

Question (2) What systems does the council have in place to collect feedback and review capacity or siting of communal bins where there are consistent overflow problems?

Answer (2) Regular reviews of the capacity and siting of communal bins is undertaken and changes are made where appropriate. The process includes reviewing information gathered from complaints, smart sensors, weekly missed bins reports and the schedule for emptying the bins.

Question (3) What plans does the council have to review communal bins?

Answer (3) A project is underway to review the communal bin service in the city and a pilot project has been undertaken in Ward 12 (Leith Walk). The most recent update on the project was presented to Transport and Environment Committee on [9 August 2018](#).

Supplementary Question Thanks to the Convener for the answer and the answer is that over the last year there's been almost 18,000 complaints about overflowing or missed pick-ups of communal bins. I guess there's not a Councillor in the chamber here who won't see that in their own ward almost on a daily basis. So I just want to check with the Convener how confident she is about the systems that we have both for feedback from residents and from staff out doing their day work picking up the bins, how confident we are about those systems for feeding back where those bins are

consistently overflowing and consistently being failed to pick up. How confident we are about those being as good as they can be, and that therefore we should see a fairly large drop in complaints about communal bins in the future.

**Supplementary
Answer**

Thank you Councillor Corbett. Yes, that kind of figure is always worrying when you see it. Of course within that figure there may very well be multiple reports of a similar bin, it does not necessarily mean that we had 17,000 overflowing communal bins across the city. Clearly the complaints assessment is something of a blunt instrument when we're looking at the service. What's been interesting is that within the pilot study that was undertaken, where we are looking at more frequent pick ups etc, complaints dropped dramatically within that, so I'm confident that as we move forward we'll be able to see quite a difference in terms of the levels of service provided and therefore a subsequent drop. In terms of the processes I think we're always looking at ways to improve them, and indeed if you have any suggestions I'd be glad to receive them, but it is something that our waste service is looking out at the moment, thank you.

QUESTION NO 19

**By Councillor Bridgman for answer
by the Conveners of the Finance and
Resources and Transport and
Environment Committees at a
meeting of the Council on 22
November 2018**

With the Consultation for the future of George Street under way, please can the Conveners confirm the following:

- | | |
|-----------------|--|
| Question | (1) What was the total income from parking meters and parking tickets on George Street in the last full financial year? |
| Answer | (1) The total revenue income from parking on George Street for 2017/18 was £1,421,976.10 from pay and display, and £160,214.96 from parking tickets. |
| Question | (2) How many weeks of the year (or part weeks) was parking: 1: fully restricted and 2 partially restricted (if partially what was the approximate percentage of the street that was not available for parking)? |
| Answer | (2) Large scale events on the street accounted for suspension of parking. In the winter period, approximately 59 pay and display parking bays (31.6%) were suspended for 61 days. In summer period, approximately 78 pay and display bays (41.7%) were suspended for 31 days. Each year there are a range of smaller scale suspensions for short or one-off events, or other reasons. |
| Question | (3) What is the minimum cost that the Convenor of TEC anticipates for even the simplest changes to be put in place on George Street? |
| Answer | (3) Of course, no work has been undertaken to assess any costs at this stage, given that this is a consultation on a CONCEPT only. Once the design is finalised, a cost estimate will be prepared for consideration within the business case. |

**Supplementary
Question**

Thank you Lord Provost and thank you Convener and your team for your answers. My question came about as I understand that the previous Convener for Transport was vehemently opposed to any closure of parking on George Street because it has a significant impact on income and seeing that this income equates to almost £1.6m every year I fully understand why that was her view and yes I appreciate that this proposal is a concept in capital letters stage but it seems counterintuitive to me to remove an income stream in our current situation. However hypothetically speaking if the scheme was to proceed what would the Convener envisage this £1.6m per annum shortfall being replaced without cutting essential services or is she aware of a windfall that we are not aware of, thank you.

**Supplementary
Answer (by
Councillor
Macinnes)**

Thank you for your interesting supplementary Councillor Bridgeman, it covers a lot of ground. First thing I would say is that while I share the same first name as our previous Convener, I have a different approach on it because life has moved on. We are looking at how we manage the City as a whole not necessarily just George Street. This is one step in a city centre transformation and of course all of the levers that we bring into play both in terms of reducing the amount of traffic in the city centre and indeed all the consequent negative impact of that, we're also looking at means to balance the loss of income. We are still only at concept stage. To ask me to provide specific answers to meet those specific parts of your supplementary would be I think foolish at this stage because it would be tying us into actions. I want us to be flexible in our approach in this. We're still going through consultation and out of that will emerge a coherent plan. George Street is not alone in this city, we have an enormously large area to consider in this city and will do so in a holistic manner, thank you.

QUESTION NO 20

**By Councillor Booth for answer by
the Convener of the Transport and
Environment Committee at a meeting
of the Council on 22 November 2018**

Question (1) What is the cost, including both labour and materials, of replacing broken paving slabs on the footway, in each of the last three years, broken down by ward?

Answer (1) We do not hold this information at this detailed level.

Question (2) What is the method of assessing whether a broken paving slab needs to be replaced?

Answer (2) Individual broken paving slabs will be detected during regular safety inspections and will be categorised for repair depending on the nature of the damage.

In addition, the requirement for larger numbers of replacement paving slabs is also undertaken as part of the visual inspection process for capital application.

**Supplementary
Question** Thank you Lord Provost and I thank the Convener for her answer. In answer to my first question she said that the information isn't provided at this detailed level. If it's not provided, if it's not kept at a ward level, can she clarify at what level it is held and whether that information could be provided to Councillors please, and in answer to my second question can she clarify what the categorisation is that's referred to in the answer to Question 2 please?

**Supplementary
Answer** Thank you Councillor Booth you might regret that question because I can provide you with a categorisation of that, in fact I could read it word for word if you would choose for me to do so. In terms of a briefing around the detailed levels of that I'd be happy to provide that for all Councillors and indeed directly to Councillor Booth. In terms of the category, you're asking about how they're assessed. There are three categories essentially, category 1 are those that require immediate attention because it would represent an immediate an imminent hazard, those are

made safe within two hours and then a permanent rectification of the problem is made within seven days. Category 2 are those that require urgent attention but don't yet pose an imminent hazard and typically this would include rogue apparatus etc that would develop category one status in a very short term. There's a 10 day window there for us to meet permanent repairs to that those categories. Category 3 is a much broader one obviously with much less urgency attached to it and we have a 1 month window in which we can make those repairs. I hope that is sufficient.

**Comments by
Councillor
Booth**

Is it possible to e-mail that information round to Councillors?

**Councillor
Macinnes**

Certainly.

QUESTION NO 21

**By Councillor Booth for answer by
the Convener of the Culture and
Communities Committee at a
meeting of the Council on 22
November 2018**

For each of the venues which are owned by the Council and operated on our behalf by Edinburgh Leisure, will the Convener please:

Question **(1)** List the number and type of cycle parking spaces at each venue

Answer **(1)**

Venue	Total no. of cycle spaces for public*	Type of cycle spaces	City bike scheme in operation in close proximity?
Ainslie Park Leisure Centre	14	1 x commie games legacy rack holds 10 bikes 7 x 'u' shaped racks hold 14 bikes	No
Craiglockhart Tennis & Leisure Centre	34	Leisure Centre has 7 toastracks for 14 bikes Tennis Centre has 10 toastracks for 20 bikes	Closest bike station at Fountainbridge or Bruntsfield
Dalry Swim Centre	Up to 8	U design racks	Closest is at new Boroughmuir High School
Drumrae Leisure Centre	20	U shaped	Nearest is at The Gyle
Edinburgh International Climbing Arena	30	15 x inverted 'u' bars. Also handrail round reception posts is used for chaining bikes	No
Glenogle Swim Centre	12	U-design racks plus plenty of railings which customer chain bikes to	No
Gracemount Leisure Centre	12	U shaped	Nearest is at Kings Buildings
Jack Kane Centre	Up to 8	2 x Sustrans racks	Nearest is at Fort Kinnaird

Kirkliston Leisure Centre	10	5 x U-shaped	No
Leith Victoria Swim Centre	14	7 x U-shaped racks 3 x U-shaped racks	Nearest one is 0.9km at Victoria Quay
MEGGETLAND	10	5 U-shaped racks	No
TUMBLES @ Portobello	10	10 Commie Games legacy bike rack	Yes (12 Just Eat bikes on promenade)
Portobello Swim Centre	12	Bike racks currently out of use due to maintenance work to frontage of building (6 x u shaped racks)	Nearest at Tumbles (on promenade)
Royal Commonwealth Pool (RCP)	40 for customers	U frames	Yes at RCP frontage, 10 bikes
Warrender Swim Centre	18	3 racks for approx. 12 bikes plus 6 railing type racks and hoops attached to wall for chaining approx. 8	3 nearby stations at Meadows East, Bruntsfield Terrace & the RCP
GOLF	0	No bike racks at any golf venues	

*venues have alternative arrangements in place for staff who cycle to work

- Question** **(2)** Identify whether a travel plan has been produced for each venue, and if so, list:
- a) the date of that travel plan;
 - b) the main recommendations, and
 - c) which of the recommendations have been carried out, and which are outstanding

Answer

- (2) Edinburgh Leisure have confirmed that no travel plans have been produced for their venues. However, as part of the Council's Smarter Choices, Smarter Places activity, sustainable travel advice has been provided to two Edinburgh Leisure facilities for both visitors and employees. A new Travel Plan and Research/Monitoring Officer has recently been appointed by the Council and she will be meeting with Edinburgh Leisure in due course to discuss how the Council might support them in their travel planning.

In addition, school travel planning is carried out on a site by site basis, with support from the Council's road safety team

Supplementary Question

Thank you Lord Provost, I thank the Convener for his answer. Firstly unless my maths is wrong. I'm not 100% sure that the numbers add up, so, for example, Ainslie Park Leisure Centre, the third column suggests there are 24 parking spaces but the second column suggests there are 14, so firstly could we just double check whether the figures are accurate or whether my maths is wrong, which is possible I admit, and secondly on the issue of Edinburgh Leisure venues ensuring that they are accessible to those who are travelling there by active travel, in other words walking and cycling. Does that the Convener agree that an organisation whose mission is making a positive impact on people's health and wellbeing should be at the forefront of promoting active travel and if so how will he encourage Edinburgh Leisure to do that?

Supplementary Answer

I thank Councillor Booth for his question and I would say that, yes I certainly would agree that but in fact I think we're way ahead of you Councillor Booth because we have, as it says in the answer to the question, recently appointed a Travel Plan Research Monitoring Officer who will be actively, indeed is already actively talking to Edinburgh Leisure about how we can do just that and promote active travel plans. I'm more than happy to check statistics of the exact numbers of cycle bays at the various routes but it's worth also saying that in actual fact with the new city bike scheme actively looking for places to put the bike racks, I have already been in touch with Edinburgh Leisure venues and with the Edinburgh Bike Scheme and they are more than willing to roll out a travel plan that covers Edinburgh Leisure venues, so these things are in hand.

QUESTION NO 22

By Councillor Gloyer for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 22 November 2018

Question (1) What assessment was made before the introduction of the garden-waste charge to ensure that Best Value (as identified in the Scottish Public Finance Manual) was achieved?

Answer (1) As is the case with all of our proposed service changes, a Best Value test is applied to ensure that the service change will deliver Best Value for the Council. This included a comparison with other local authorities that have introduced a charge for garden waste and their respective charges, a challenge of the potential risks that may arise from introducing the charge, consultation as part of the budget setting process and an assessment of delivery models.

Question (2) What evaluation is being made to ensure that Best Value is still being achieved?

Answer (2) A review of the service and the garden waste charge will be undertaken after the first year.

Question (3) What are the results of this evaluation to date?

Answer (3) Not applicable.

Supplementary Question Thank you Lord Provost and I thank the Convener for his answers. I briefly would like to ask him to clarify what is meant by assessment of delivery models. Does it mean that you compare the cost of the council delivering the service against what commercial companies would charge and if so were the commercial companies expected to guarantee that Council Garden taxpayers bins would actually be emptied?

Supplementary Answer I thank Councillor Gloyer for her question. The answer is that we have looked, as I think the answer indicates at what other councils have been doing both within Scotland and

further afield and that is the basis on which we have adopted the model that we have at the moment and we expect that despite some initial teething problems it will produce good results.

QUESTION NO 23

By Councillor Young for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 22 November 2018

Question (1) When will the formal review of the city wide 20mph roll out commence?

Answer (1) The monitoring programme for the citywide 20mph rollout is an ongoing process that involves assembling data over a period of several years. Baseline information was captured prior to the commencement of the phased rollout and post implementation information has been gathered at various stages since. A concluding speed survey and a full final public perception survey is planned for early spring 2019, one year after the completion of the network.

Question (2) What is the scope and objective of the review, what are the questions to be asked/answered, and what are the expected outcomes/next steps?

Answer (2) The scope of the monitoring programme was reported to the Transport and Environment Committee on [17 March 2015](#).

Question (3) How long is it expected that the review will take and when will the conclusions be shared with councillors and the wider public?

Answer (3) In addition to the Council's own monitoring, we are currently discussing the incorporation of relevant material emerging from a major independent research project by the Scottish Collaboration for Public Health Research and Policy (University of Edinburgh). When the timescales attached to that discussion are properly established then likely publication dates for the 20 mph review will be reported back to the Transport and Environment Committee.

Question (4) What are the methods that (a) community councils and (b) the general public can contribute to that review?

Answer

- (4) The Council has been recording and continues to record all comments received regarding the 20mph implementation and these will form part of the final report on the project.

Any interested stakeholder organisations or individuals can submit comments via the project email address 20mph@edinburgh.gov.uk.

Supplementary Question

Thank you very much Lord Provost and thank you very much to the Convener for her answer. While absolutely welcoming the ongoing monitoring that's taking place at the 20 mile per hour programme I think due to some of the language and terminology that's been used by the Administration there is an expectation that a formal review was going to take place after this year. I think there are many community groups that are waiting for that specific time period to start and after that year's anniversary they'll have an opportunity to feed in formally. So my follow-up question is just to ask if the Convener will agree to write or to have officers write to all Community Councils and similar stakeholders inviting them to provide that feedback and providing those contact details and also timescales to do so.

Supplementary Answer

Thank you I'd be happy to do so. It's a simple enough process and we're always glad to get Community Councils feed-in. We already have had quite a lot about specific roads that people are wanting to have reviewed etc and that's something that we are actively reviewing. I'd also point to the short item coming forward in the business bulletin for 6 December Transport and Environment Committee which covers further information about the timing and the nature of the review that we're having taken place, thank you.

QUESTION NO 24

**By Councillor Booth for answer by
the Convener of the Transport and
Environment Committee at a meeting
of the Council on 22 November 2018**

Question **(1)** What is the process for removal of a vehicle which is parked in a bay for which it is not designed or approved, for example a City Car Club bay?

Answer **(1)** A Parking Attendant will observe a vehicle parked incorrectly and will do the required checks for permits/badges. If the vehicle should not be there, a parking ticket is issued and the vehicle is authorised for removal. Removal trucks are then allocated to specific vehicle lifts in accordance with the availability of resources and the Council's [removal priority list](#).

Question **(2)** How can members of the public, including Car Club members, request removal of a vehicle parked in a City Car Club bay?

Answer **(2)** They can phone/email the Council or they can phone/email the Car Club who will contact the Council.

Question **(3)** How many vehicles have been removed from such bays in each of the last 12 months?

Answer

(3) Please find a table showing the details below

Month	Vehicles removed from car club bay	Vehicles removed from motorcycle bay
Sep-18	10	5
Aug-18	11	1
Jul-18	5	0
Jun-18	5	1
May-18	3	2
Apr-18	6	3
Mar-18	3	6
Feb-18	9	4
Jan-18	8	9
Dec-17	11	1
Nov-17	10	6
Oct-17	11	9

**Supplementary
Question**

Thank you Lord Provost, I thank the Convener for her answer. Could she clarify in answer to my third question how many of those uplifts were due to reports from members of the public or from the City Car Club, and if she isn't able to provide that information at today's meeting can she please e-mail it to me?

**Supplementary
Answer**

I don't have that information directly to hand. As you know, members of the public can report directly to the car clubs so it depends. I'm not quite sure of the value of the origination of the concern but I'll be happy to try and dig that out for you and if so if it's available I'll send it to you.

QUESTION NO 25

**By Councillor Booth for answer by
the Convener of the Transport and
Environment Committee at a meeting
of the Council on 22 November 2018**

Question (1) In what circumstances does the council use “cyclists dismount” signs, either on a temporary and permanent basis?

Answer (1) Cyclists dismount signs would be used at the junction/intersection of an area where cyclists are permitted to cycle and an area where they are not i.e. where a shared use surface meets a pedestrian only surface.

In a temporary traffic management situation, a sign of this nature would only be considered appropriate if it was deemed unsafe for cyclists to continue the route, and should only be accepted as a last option to manage conflict with pedestrians.

Question (2) How many of such signs are currently in place, and does the council have any plans to remove them?

Answer (2) There is no inventory of these signs. If the signs have been correctly placed there would be no intention to remove them.

**Supplementary
Question** Thank you Lord Provost and I thank the Convener for her answer. I'm concerned to hear that there's no inventory of such signs which are strongly discouraged in the Department for Transport's traffic signs manual. Is she aware of the case of Northumberland County Council which was threatened with legal action and agreed to remove over 250 such signs which were inappropriately sited. Will she agree to meet with me and relevant Council officers to discuss how an inventory could be established and wrongly placed signs removed to ensure the Council is not exposed to potential legal action?

**Supplementary
Answer**

Yes I'd be happy to meet with you and with the relevant officers although I'd also like to get some further background on the legal basis of that challenge to Northumberland. It may not be applicable here in Scotland, but I'd certainly be interested in exploring ideas with you. I mean, by their very nature, much of these signs are temporary and that may explain why we talked about the inventory not being immediately available since they will be changing from week to week depending on roadworks, but yes happy to meet with you and to go through the further details.

QUESTION NO 26

**By Councillor Booth for answer by
the Convener of the Transport and
Environment Committee at a meeting
of the Council on 22 November 2018**

Question (1) What action is the council taking to ensure its own staff drive responsibly, stick to the speed limit and respect vulnerable road users while driving as part of their job?

Answer (1) The Council's Code of Conduct and Disciplinary procedure do set out the responsibilities of employees in undertaking their duties (including driving). A new driver policy is being prepared for consideration by Finance and Resources Committee in December 2018. This reinforces the responsibilities for anyone driving as part of their Council duties.

Question (2) What action is the council taking to encourage its employees to walk or cycle to work?

Answer (2) The Council has incentives in place for staff to walk or cycle to work including the bike to work scheme and secure cycle parking at workplaces.

Using funding from the Scottish Government's 'Smarter Choices, Smarter Places' programme a Travel Plan and Research/Monitoring Officer has very recently been recruited. This work will include developing a travel plan for the Council's staff, promoting existing initiatives (also relating to public transport), making recommendations and putting in place new initiatives to encourage people to walk, cycle and use public transport.

**Supplementary
Question** Thank you Lord Provost and I thank the Convener for her answer. Will she consider offering council employees subscriptions to the Edinburgh Cycle Hire Scheme as an incentive to active travel?

**Supplementary
Answer**

It's a very nice idea and my understanding is that tomorrow for Black Friday, a concept I don't particularly approve of, but in this particular case there is an opportunity for you to take out a subscription to the Bike-Hire Scheme for half the normal price for an annual membership. As it happens I cannot commit to giving those subscriptions to members of staff as I have no idea of what that the level of commitment that would be. I think it's an interesting idea to explore and I'll ask officers to look at it.

QUESTION NO 27

By Councillor Mowat for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 22 November 2018

Question

Given the bringing online of the Millerhill facility could the Convener provide details of where and how the different streams of waste are being treated; food, residual, plastic, card, paper, metal, glass, small electrical and textiles given the significant public concern being expressed about what happens to waste once it is collected?

Answer

Comprehensive information on the recycling of individual waste streams has been provided on the Council [website](http://www.edinburgh.gov.uk/info/20001/bins_and_recycling/12/what_happens_to_your_recycling) for some time
http://www.edinburgh.gov.uk/info/20001/bins_and_recycling/12/what_happens_to_your_recycling.

**Comment by
Councillor
Mowat**

Thank you for the helpful response, if only the Council's website was so easy to navigate.

QUESTION NO 28

By Councillor Doggart for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 22 November 2018

Question

Will the Convener in her capacity as Chair of Transport for Edinburgh request that tram and bus services in the City of Edinburgh mark the silence on Armistice Day, Remembrance Sunday, and any other official declared silences?

Answer

Both Lothian Buses and Edinburgh Trams report they halt at 11.00am on Armistice Day and Remembrance Sunday, when the two do not fall on the same day. The Control Rooms remind drivers ahead of 11.00am that they should prepare to “go static” when it is safe to do so and call the start and end of the silence. Arrangements for any other official declared silences are made by both organisations as appropriate.

Supplementary Question

Thank you Lord Provost and thank you Convener for your answer. I think just to emphasise that the nature of the request was that the commemoration at Haymarket which is obviously such an important commemoration for the city in particular, was interrupted by the sound of the bell from the trams and I was just looking for confirmation from the Convener that she would be willing to reinforce our view that such an important commemoration for Edinburgh should not be interrupted by an unnecessary noise from a tram?

Supplementary Answer

Thank you Councillor Doggart. I'm very happy to confirm that that is the case. These occasions as you said, you've gone on to mention other ones beyond what happened at Haymarket recently, they are incredibly important to the life of a city, they touch all parts of our community and it's important that we give them the respect that they are due. I wasn't aware of a specific issue at Haymarket, Edinburgh. Tram drivers are instructed to stop so it was most unfortunate that that didn't happen. I'll talk about it in a specific manner to Edinburgh Transport Management because clearly it's an operational issue and there's a limit to how much I can get involved in it, but I'll do so.

QUESTION NO 29

**By Councillor Whyte for answer by
the Convener of the Transport and
Environment Committee at a meeting
of the Council on 22 November 2018**

Since the change to schedules and routes for the waste collection service which no longer deploys collections on Mondays:

Question **(1)** Can the Convener detail how many teams have been tasked with Monday collections?

Answer **(1)** Since 8 October 2018, there have been five Mondays and on each there have been crews operating to catch-up on collections. There has been a maximum of five crews across various waste streams on any one of these Mondays.

Question **(2)** What are the payment rates for working these routes on a Monday?

Answer **(2)** Overtime payments are paid at time and a half for these shifts.

Question **(3)** What, if any are the additional costs to the Council budget?

Answer **(3)** Overtime is paid a month in arrears so we unable to provide details of additional costs at this time.

**Supplementary
Question** Thank you Lord Provost. Given that the answer seems to suggest that the Convener is unwilling to say, or her officers don't know what the cost, the rough cost of a day at time and a half for a bin crew is, how does she know that all the mitigating actions over additional waste collections from the bins crisis can be contained in budget and can she assure us that the full additional costs of sorting these problems will be submitted to Committee?

**Supplementary
Answer** Thank you Councillor Whyte. This is very strictly an operational issue and I'll be discussing the matter with the Head of Service. If there is a requirement to bring it back to Committee I will do so.

QUESTION NO 30

By Councillor Mowat for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 22 November 2018

In the Post Tram Construction – Review of Traffic Management and Interfaces report to Transport and Environment Committee 18th March 2014 recommendation 3.1.14 was agreed which read “agrees to allow a period of 12 months after commencement of tram passenger operations to monitor traffic movements around the city centre in order to identify emerging issues after this period and that a further report be submitted to Committee which assesses the situation and brings forward proposals as appropriate”; and in the Post Tram City centre Review – West End report of 26th August 2014 noted the recommendation at 1.1.6 “the ongoing monitoring of traffic operations in the broader city centre area in line with the recommendations of the report presented to the Transport and environment Committee on 18 March 2014” which was expected to report in 2015/16 – the only subsequent report that can be found is one relating to the Review of Infrastructure at the West End of Princes street on 5th October 2017 which does not report on the city centre monitoring. Could the Convenor detail:

Question (1) Where the results of the monitoring have been reported and what actions have been proposed as a result of this monitoring?

Answer The report in [March 2014](#) set out a series of recommendations on changes proposed, including monitoring of issues following implementation.

In [August 2014](#), a follow up report was considered which addressed the issues raised to date and proposed changes for implementation.

In [January 2015](#) a report was considered to make permanent the changes agreed in August 2014 on Hope Street.

Question	(2) If this has not been reported to Committee who took the decision not to continue with this work?
Answer	(2) Following Council Transformation in 2016, this activity was incorporated into Council's on-going routine management of the road network and associated issues have been responded to as they have arisen.
Supplementary Question	<p>Thank you Lord Provost I thank the Convener for her answer. I will speak fairly quickly in the hope that she doesn't take the opportunity to make another prepared speech on the back of one of my questions and perhaps this time I will get a right of reply if she does.</p> <p>The June 2014 report which I reference in my question is then re referenced in the answer, agrees a recommendation of 12 months monitoring City Wide post tram introduction to see if there were any problems on the road network. The next report was in August 2014, five months after the March report, so I repeat my question which was not answered, was the 12 months monitoring carried out and where has this been reported given that there are still a number of roads with issues which have not been dealt with as a result of the introduction of Tram?</p>
Supplementary Answer	<p>Thank you for your question Councillor Mowat. I mean, clearly you were around throughout this process, in a way that I was not, with an avowedly keen interest in what's going on there. I will get back to you with the content that you're requesting. My understanding was that we had in fact answered your questions in here, but if there are further questions I'd be glad to receive them in writing and I'll talk them through with officials and we'll get back to you.</p>

QUESTION NO 31

**By Councillor Cook for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 22 November 2018**

Question (1) How many TROs, TTROs and ETROs have been subject to a delay in the start of their respective legal processes due to the switch to a map based system, (please break down by type)?

Answer (1)	Year	Total Number of TROs	Total Number of TROs delayed due to switch to map based system
	2017	101	8
	2018	102	12

The switch to map-based traffic orders has had no impact on the processing of TTROs or Experimental Traffic Orders received by the TRO team.

Question (2) What measures are being undertaken to ensure that staff are now equipped with the resources to tackle any backlog in a timely manner?

Answer (2) Now that the switch to map-based traffic orders is complete, the TRO team have had training in the use of the new system and are fully equipped to process any and all traffic orders received from other sections, as well as those generated within the Parking function.

Supplementary Question Thanks Convener, I thank the Convener for her somewhat cantankerous performance so far. I'd like to request some specific

Lord Provost Was that your question Councillor Cook?

Councillor Cook	No it was not my question – still remarkably shorter than Councillor Booth's contribution.
Lord Provost	Could you please contain yourself to asking your supplementary question please.
Councillor Cook	<p>Rules for some and rules for others it seems.</p> <p>Can the Convener confirm If she is in a position to furnish me with the details of the TROs that have been delayed due to the switch to map-based orders mentioned in the question?</p>
Supplementary Answer	<p>Sorry I couldn't hear properly the question that arose from that. I think you're looking for further details on the 21 that have been delayed. 20 of those have been passed to an officer we're expecting to be able to push those through quite shortly, to being advertised, I can't remember the exact date, within the next couple of months. There's one that's outstanding we were still waiting for information to come forward from the developer to allow us to move forward on that, thank you.</p>

QUESTION NO 32

**By Councillor Whyte for answer by
the Leader of the Council at a
meeting of the Council on 22
November 2018**

Question (1) Given the Council has a policy of formal annual appraisal process (Annual Performance Conversation) for all staff can the Leader outline the appraisal process for Senior Officers?

Answer (1) The process for senior officers, including Executive Directors and Heads of Service, employed by the Council is the same as that outlined for other Council employees, in accordance with the Council's Performance Framework. The Chief Executive's appraisal process differs slightly when compared to that of other officers, given that the Chief Executive is uniquely accountable to the whole Council, in its capacity as employer, through the Leader of the Council.

Question (2) Can the Leader indicate when the Chief Executive was last subject to an appraisal process and had performance objectives set?

Answer (2) The Chief Executive has an ongoing discussion with the Leader of the Council about performance and delivery of objectives. The objectives for the Chief Executive are aligned to the Council's Business Plan and our statutory obligations as a local authority. Objectives for the Chief Executive have therefore been the subject of discussion by the Leader of the Council and the Chief Executive since the Council elections and formation of the Administration last year.

Question (3) Can the Leader inform Council of when this will next take place and indicate how Group Leaders from all political parties on the Council can contribute to the process as has been the case with previous Chief Executives?

Answer

(3) In accordance with the Council's Performance Framework, the annual appraisal for the Chief Executive will occur as follows:

- The forward-looking conversation and objective setting will take place in March 2019.
- The independent 360 feedback process, developed by the Local Government Association will be used and will include all Group Leaders and other appropriate stakeholders and will be undertaken during March 2019.
- The looking back discussion between the Leader of the Council and the Chief Executive, following the 360-degree feedback report being received, will take place in April 2019.

Supplementary Question

Lord Provost, I thank the Leader for his answer but perhaps given the answer, can he please confirm for me that no formal appraisal of any of the last two Chief Executives has taken place for several years and given that he rightly highlights in his answer the importance of the Chief Executive reporting to all Councillors and not just the Leader of the Council, can he say why successive SNP and Labour Administrations have failed to put in place a transparent process for this important part of measuring performance of the Chief Executive and thus its cascade through the Council?

Supplementary Answer

Thank you for that question. The appraisal of the Chief Executive's performance is intrinsically linked to the performance of this Council. In the last few months we've had the report giving a very robust and thorough investigation and update on our services, in education, in waste, in roads in absolutely every service that is put forward and obviously there are two strands to the Chief Executive's performance that I'm particularly interested in as Council Leader that do go through Council. One is the progress towards delivering the Administration,s programme for the city and the other is the report that we had some weeks ago which goes into more detail about the national performance measures, ie things like attainment and road

quality, how fast things are fixed, what price is being put on road defect repairs etc, so these are two things that are intrinsically linked to the Chief Executive's performance.

As Council Leader I'm quite comfortable and I think the Chief Executive is quite comfortable in saying that his performance is essentially those two documents. How we go forward - in terms of managing other performance in terms of things like engagement around the City and things that are not quite captured by the performance of this city and the City Council and its services and also progress towards implementing our full programme as an Administration - that will be done in a formal process and I should say that was done fairly regularly, on a weekly basis of meetings that the Deputy Leader and myself have with the Chief Executive.

**Councillor
Whyte**

Lord Provost, with respect, the written answer tells me of a 360 degree appraisal process approved by the Local Government Association for use presumably for local authorities throughout the UK. I didn't get an answer to either of the points I made in the supplementary question there.

Lord Provost

Whether the content of an answer is acceptable is not necessarily something which is covered by Standing Orders. There are other processes that can be followed for that Councillor Whyte

QUESTION NO 33

**By Councillor Booth for answer by
the Convener of the Transport and
Environment Committee at a meeting
of the Council on 22 November 2018**

Question (1) What time restrictions does the council impose on noise from construction sites?

Answer (1) Construction sites are normally required to restrict any works that create noise to the period 07:00 to 19:00 Monday to Saturday with no noisy activities audible beyond the site boundary outwith these times.

Question (2) What is the legislative basis for those hours?

Answer (2) The Control of Pollution Act 1974 is the legislative basis however it does not specify specific hours.

Question (3) When were those hours last reviewed?

Answer (3) These hours are based upon a recognised British Standard and World Health Organisation (WHO) guidance on the impact of noise pollution. The hours have not changed since 1975. The latest guidance was issued by the WHO in October 2018 and these hours continue to be compliant with it.

Question (4) When was the public last consulted on any changes to those hours?

Answer (4) The Act requires a local authority to consider each case on its merits before deciding to take enforcement action. Any decision to adopt a policy with more stringent hours than the recognised standards is highly unlikely to withstand a legal challenge.

Court decisions under the Act have reinforced this position and have made clear that the local authority must

- a) have regard to any recognised guidance and standards and

- b) not fetter the discretion that the Act provides by adopting a fixed policy on enforcement.

For those reasons a public consultation on any modification to the hours would not be appropriate.

**Supplementary
Question**

Thank you Lord Provost and I thank the Convener for her answer. I am somewhat surprised to hear that she feels that a consultation on changing guidance which has been in place for more than 40 years might open the Council to legal challenge. I wonder if she has sought advice from the Council's legal officers on that and whether she would agree to write to me with the content of that advice please?

**Supplementary
Answer**

Thank you Councillor Booth. Given the time frames between questions and being required to put them forward to Committee Services, no I haven't sought specific legal advice. Happy to do so and will come back and brief you on it. At this point however though I'd also like to say thank you to Councillor Booth for failing to rank my performance today on a scale of socially acceptable MORI's for women, thank you.

Lord Provost

Can I ask that that information is circulated to all Councillors not just Councillor Booth please?

Item no 5.1

QUESTION NO 1

**By Councillor Mary Campbell for
answer by the Convener of the
Education, Children and Families
Committee at a meeting of the
Council on 13 December 2018**

Question

Following the announcement from the Scottish Government on the 21st of November 2018, of £1 billion for new school building programmes beginning in 2021, what representations has the Convener made to Scottish ministers to ensure that schools in Edinburgh are a high priority for funding?

Answer

Item no 5.2

QUESTION NO 2

By Councillor Corbett for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 13 December 2018

Question

What representations on behalf of the City Council did the Convener make in his meeting about the budget settlement with the Minister for Public Finance and Digital Economy on 22.11.18 and any subsequent meetings or correspondence; and what feedback has he had following those meetings?

Answer

Item no 5.3

QUESTION NO 3

By Councillor Corbett for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 13 December 2018

Question

Given the estimated £28m gap in budget for 2019-20 and the estimated cumulative gap of £106m by 2022-23, can the Convener outline for the current year, 2018-19, what the impact on the city's budget would be if the 85% floor rule were applied before rather than after the inclusion of estimated council tax receipts.

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 13 December 2018**

Question (1) How many street lights currently have a reported fault needing repaired, broken down by ward?

Answer (1)

Question (2) What is the current turnaround time for repairing street lights after they are reported as faulty?

Answer (2)

Question (3) Of the current list of faulty street lights, how many are:

- a) more than 3 month outstanding.
- b) more than 6 months outstanding.
- c) more than one year outstanding

Answer (3)

Item no 5.5

QUESTION NO 5

**By Councillor Lang for answer by the
Leader of the Council at a meeting of
the Council on 13 December 2018**

Question **(1)** How many freedom of information requests have been submitted to the Council in each of the last three years?

Answer **(1)**

Question **(2)** What percentage of freedom of information requests have been responded to within 20 working days in each of these three years?

Answer **(2)**

Question **(3)** Using the most up to date figures available, how many current freedom of information requests are

- a) more than three months outstanding,
- b) more than six months outstanding and
- c) more than one year outstanding?

Answer **(3)**

Item no 5.6

QUESTION NO 6

By Councillor Mitchell for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 13 December 2018

Please could the Convener confirm:

Question **(1)** The amount of money currently held by the Council from overpayments by residents for Council Tax.

Answer **(1)**

Question **(2)** What is the process for reclaiming an overpayment?

Answer **(2)**

Question **(3)** Why is this not automatic?

Answer **(3)**

Question **(4)** What is done with the monies (i) whilst unclaimed, and (ii) if they remain unclaimed?

Answer **(4)**

Item no 5.7

QUESTION NO 7

**By Councillor Booth for answer by
the Convener of the Planning
Committee at a meeting of the
Council on 13 December 2018**

Question **(1)** When was the Technical Manual factsheet on 'Cycle
Parking in New Developments', as referenced on page 55 of
the Edinburgh Design Guidance, published?

Answer **(1)**

Question **(2)** What consultation was carried out prior to its publication?

Answer **(2)**

Question **(3)** Will the Convener please provide the URL for download of
this factsheet from the Council website?

Answer **(3)**

Item no 5.8

QUESTION NO 8

By Councillor Laidlaw for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 13 December 2018

Question **(1)** Why was the retention of the St Johns Primary School building and its repurposing as a community asset as part of the new Treverlen park not part of the Consultation on the St Johns/Portobello High school site?

Answer **(1)**

Question **(2)** Can the Convener confirm if the new Treverlen park will still include a dedicated facility for skate sports and BMX and is the Council willing to engage with local participants in these activities to ensure the park best meets the requirements of those who will use this long-awaited facility? If not, can the Convener confirm why this was included in the Planning submission which stated, “the design team intend to work with a steering group and specialist skate park designers to develop proposals for this area which respond to the specific requirements of end users.”

Answer **(2)**

Item no 5.9

QUESTION NO 9

By Councillor Laidlaw for answer by the Convener of the Housing and Economy Committee at a meeting of the Council on 13 December 2018

Question

Can the Convener detail which specific businesses, groups, organisations or associations she has met across public, private or third sector since her appointment to the Convenership?

Answer

Item no 5.10

QUESTION NO 10

**By Councillor Jim Campbell for
answer by the Convener of the
Finance and Resources Committee at
a meeting of the Council on 13
December 2018**

For each High School, please provide the ICT provision for student learning in terms of:

Question

- (1)** The number of
- a) desk top computers
 - b) lap top computers
 - c) tablet computers
 - d) any other type of computer

Answer

(1)

Question

- (2)** The number of computers CGI are contractually obliged to replace as part of the agreed refresh programme, where no additional payments are required for upgrade or maintenance, that are:
- a) desk tops
 - b) lap tops
 - c) tablets
 - d) of any other type

Answer

(2)

Question

- (3)** The number of computer suites, to include the following information:
- a) the number of individual computer / terminals for students use per suite
 - b) the principle area of the curriculum supported by the suite
 - c) any additional charges CGI are entitled to make, to refresh and maintain each suite?

Answer

(3)

Item no 5.11

QUESTION NO 11

**By Councillor Jim Campbell for
answer by the Convener of the
Transport and Environment
Committee at a meeting of the
Council on 13 December 2018**

Since the introduction of the new waste collection rounds at the beginning of October, can the Convener break down by home waste depot:

Question

- (1) a) The number of unique property references recorded on Routesmart at the point the new routes went live.
- b) The number of unique property references recorded on Routesmart on 7th December 2018.
- c) Any instances where all domestic properties on a street and had previously received waste uplifts, were omitted from Routesmart at the point the new routes when live?

Answer

(1)

Question

- (2) a) The average time between a failed waste uplift reference being generated and it being close.
- b) The number of unique properties recorded on Routesmart that have had more than one failed waste uplift reference generated.
- c) The number of failed waste uplift reference that appear to have been closed before the remedial uplift took place?

Answer

(2)

Item no 5.12

QUESTION NO 12

**By Councillor Staniforth for answer
by the Convener of the Education,
Children and Families Committee at a
meeting of the Council on 13
December 2018**

Question **(1)** Is it the case that children living on Council school bus routes, not normally eligible for home to school transport, have recently been barred from taking up empty seats on school buses?

Answer **(1)**

Question **(2)** What is the reason for any change in school busing policy and how was this change considered and approved?

Answer **(2)**

Question **(3)** Has there been any assessment of the environmental impact from the increase in car journeys to and from school as a result of empty seats on school buses not being filled?

Answer **(3)**

Item no 5.13

QUESTION NO 13

By Councillor Mowat for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 13 December 2018

Question

To ask the Convener how much money in grants and project funding has been received by the Place Directorate in the last 24 months;

- a) which organisation has this money/benefit in kind come from;
- b) what this money has been used for ie to which project it has been assigned;
- c) how much of the grant has been spent?

Answer

Item no 5.14

QUESTION NO 14

By Councillor Burgess for answer by the Leader of the Council at a meeting of the Council on 13 December 2018

Question

Given the recent UN report on the need for urgent action to reduce climate-changing pollution, what progress has been made towards providing climate change literacy training for council staff and councillors?

Answer

Item no 5.15

QUESTION NO 15

**By Councillor Young for answer by
the Convener of the Transport and
Environment Committee at a meeting
of the Council on 13 December 2018**

The bus gate camera on Kirklands Park Street is understood to continue to generate a significant number of penalty fines on a monthly basis. Please provide the following statistics where known:

Question **(1)** The number of vehicles fined, each calendar month from 1st January 2018 until 30th November 2018?

Answer **(1)**

Question **(2)** How many of these vehicles are repeat offenders versus first time fines?

Answer **(2)**

Question **(3)** How many of the drivers fined, have paid within the deadline and prior to passing for third party collection?

Answer **(3)**

Question **(4)** How many drivers appeal the fine?

Answer **(4)**

Question **(5)** How many appeals are successful?

Answer **(5)**

Item no 5.16

QUESTION NO 16

By Councillor Young for answer by the Convener of the Education, Children and Families Committee at a meeting of the Council on 13 December 2018

As we reach the end of the 2018, can you please provide information on events and projects which have taken place this year, up until 30th November by the Convenor/Vice Convenor, by the Council Leader and by the Young People Champion, specifically in relation to the “Year of young people” (YoYP)celebration, broken down as follows:

- | | |
|-----------------|--|
| Question | (1) Number of events hosted by any of the above councillors specifically for YoYP, split by Host. |
| Answer | (1) |
| Question | (2) Number of external YoYP events attended by each of the councillors above. |
| Answer | (2) |
| Question | (3) List of projects or initiatives specifically dedicated to YoYP objectives or commitments, and whether these have concluded or continue into 2019. |
| Answer | (3) |
| Question | (4) Budget allocated and spent to cover each of items 1-3. |
| Answer | (4) |



Progress review of older people's services

Earlier this week, the Care Inspectorate and Healthcare Improvement Scotland (HIS) published their [progress review](#) of the joint inspection of health and social work services for older people in Edinburgh.

Whilst their review reported some areas where important progress has been made, it also highlighted many others where they found the services had not progressed as quickly as they would have liked.

This was a fair snapshot of where the service was in the spring but, since then, we have begun to see signs of improvement with new Chief Officer Judith Proctor's plans moving in the right direction. Notably, since the inspectors' visit, there have been reductions in the number of people delayed in their discharge from hospital, waiting for an assessment and those waiting for care following an assessment.

We will continue to work closely with our partners to ensure older people in Edinburgh receive the highest possible quality of care.

Improving our core services

As well as looking after our older residents, there's been a real focus on the way we deliver core services to the citizens of Edinburgh recently – and rightly so. How we collect bins and repair our roads and pavements matters to everyone, whatever part of the city they live in.

While I share residents' frustrations over missed bin collections, I'm confident that the hard work and actions we're taking now is leading to real improvements. The recent introduction of four-day bin collection rotas alongside the new garden waste service will lead to an improved service for everyone, as well as making essential budget savings to protect key services such as education and social care. The team have worked extremely hard to deal with the recent challenges and will continue to do so until the benefits of the new practices are realised.

Just as relevant to residents is the state of our roads and pavements. Our £100m investment programme is having a real impact on the ground for maintaining and improving road and pavement quality. We've forecast a 66% increase in repair and resurfacing projects compared to last year, equating to 314,000 square metres of carriageway enhancements. In parallel, we're investing in more staff and design work, meaning we can increase our workload, delivering long-term benefits citywide.

The future's greener

We take trees seriously. It's a little-known fact, but we boast more trees than people here in Edinburgh – that's almost 650,000 across the Capital. Since forming a coalition 18 months ago, we've already far surpassed our pledge to plant 1,000 additional trees, with a net increase of more than 7,000 in the city so far and plans for more, in part thanks to the additional £75k committed in this year's budget.

So, I was delighted to support a motion by Councillor Miller last month to sign up to the Woodland Trust's Charter for Trees, celebrating trees in the city, committing to planting more and protecting irreplaceable trees and woods.

Having already achieved our pledge, we will now bring forward a report to the Transport & Environment Committee by next summer on how we build on this success with plans to increase trees in the city centre and across our communities.

Tackling poverty head on

One of our fundamental aims as an Administration is to ensure that all residents have the opportunity to share in our city's undoubted success; that they have enough money to live on, a good place to live and access to education, training and work.

Tackling poverty is a key part of this and, last week, Edinburgh's [Poverty Commission met for the first time](#) to define the long-term responses needed to address this unnecessary blight on our society.

The commissioners have been selected for their strong skills and experience across a wide range of fields including business, housing, trade unions, third sector, project delivery, health, and education – alongside those with lived experience of poverty. Indeed, Commissioner Chris Kilkenny brings a powerful and thought-provoking view of the world of poverty to the group.

Each session will focus on different areas related to the experience of poverty in Edinburgh, including child poverty, education and attainment, work and incomes, living costs, health and wellbeing, housing, transport, places and communities.

A final report with recommendations for action will be agreed and published by the end of next year and I'm very much looking forward to seeing this Commission spearhead a new approach for the Capital. I know other cities will be looking on with interest.

Spotlight shines on Edinburgh for EUROCITIES

It was a real privilege to take part in [EUROCITIES 2018](#) and for the event's young ambassadors to share their aspirations for the Capital with First Minister Nicola Sturgeon. This was also very timely as we're asking all of our residents about their vision for Edinburgh in 2050.

Edinburgh, and the EICC, was hugely honoured to play host to EUROCITIES. This network of major European cities brings together local governments that lead 130 million citizens across 39 countries. More than 500 delegates from 120 cities took part in the event, including 70 Young Ambassadors. The conference explored how culture and creativity can deliver successful, inclusive and prosperous cities that enrich the quality of citizens' lives.

It also gave us an invaluable, and timely, opportunity to share ideas and insights with other European cities on how to tackle some of the big issues that we all face.

From the big screen to the backlot: time for a film studio in Leith

Edinburgh's appeal to film makers has never been greater so [today's announcement](#) that Screen Scotland is searching for a film studio operator couldn't come at a better time. They have struck a deal with Forth Ports which opens doors for a new film studio in Leith at the old Pelamis building.

The Capital's links to the film industry are already strong – thanks to our film-friendly city approach, annual international film festival and spectacular backdrop – and, of course, Leith is already awash with the kind of creative and tech talent that the film industry needs.

Such a facility would undoubtedly provide hundreds of new jobs, which would of course rise when filming takes place, and bring great economic benefits to the whole area.

Filming in Edinburgh generated over £16m for the local economy last year alone and we know that 40% of visitors to the UK are attracted to places they have seen on screen – so it's highly likely a new studio would boost Edinburgh's 'seen on screen' appeal to tourists too.

Still time to have your say on our plans for a TVL

As you know from this report, across the media and elsewhere, we have spent the past few months seeking views around how Edinburgh might be able to introduce a Transient Visitor Levy (TVL), or 'tourist tax'.

Based on a £2-a-night model, we estimate the scheme could generate around £11m a year for the city – additional funding that could support the continued success of our visitor economy and improve the liveability of the city for residents, particularly during peak tourist seasons. If implemented, it would be the first of its kind in the UK. But these schemes are actually very common – and successful – in many European cities, from Berlin to Rome.

We know from two independent studies conducted by Marketing Edinburgh that the vast majority of visitors would not be put off coming to Edinburgh if a levy were introduced. These also demonstrated support at home, with most residents welcoming the proposals.

In parallel to this, and ongoing engagement with industry, our [online consultation](#) has already attracted close to 2,500 responses. This runs until Monday (10 December) so please take the time to have your say if you haven't already.

Festive greetings

Finally, as we reach the final council meeting of the year, I'd like to take the opportunity to wish all residents and council colleagues a Merry Christmas and all the very best for 2019.

While most of us turn our thoughts to gift-giving and a few well-deserved days off, the work doesn't stop to keep the city moving throughout winter and to plan for the New Year. In fact, this can be one of the busiest times of the year in Edinburgh. From gritting the roads to keeping them safe and collecting Christmas trees and wrapping paper for recycling after the big day, right through to facilitating Edinburgh's winter festivals, our frontline staff will be working round the clock.

We expect 75,000 people to descend on our world-famous Hogmanay street party alone, with the three-day festival predicted to bring £39million into the city. Meanwhile Edinburgh's Christmas continues to draw thousands of locals and visitors into the city centre to enjoy a great day out, providing a valuable boost to the local economy and a bit of welcome Christmas cheer for our high street.

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, 13 December 2018

Grant Standing Orders and Scheme of Delegation to Officers

Item number 8.1

Report number

Executive/routine

Wards

Council Commitments

Executive Summary

This report proposes the introduction of Grant Standing Orders to provide guidance, controls and regulate the grant application and award process throughout the Council and on behalf of the Edinburgh Integration Joint Board (EIJB). The Scheme of Delegation to Officers is also proposed to be amended to implement the changes included in the Grant Standing Orders.

Grant Standing Orders and Scheme of Delegation to Officers

1. Recommendations

- 1.1 To approve the introduction of Grant Standing Orders and agree appendix one to this report to take effect from 14 December 2018.
- 1.2 To repeal the Scheme of Delegation to Officers and approve in its place appendix two, such repeal and approval to take effect from 14 December 2018.
- 1.3 To delegate authority to the Chief Executive to take such actions and make such minor adjustments to the documents set out in appendices 1 and 2 as may be necessary to implement the decision of the Council in relation to this report and to produce a finalised version of the documents.

2. Background

- 2.1 The Council currently distributes around £19million in the form of 335 grants including grant funding on behalf of the EIJB and service level agreements with Police Scotland and Marketing Edinburgh.
- 2.2 In March 2016 the Finance and Resources Committee agreed the recommendations in the report “Future Governance of Council Payments to Third Parties” in particular that the Transformation Programme Payments to Third Parties Workstream would in due course (i) be incorporated into the Commercial Excellence Programme and (ii) be managed by Commercial and Procurement Services (CPS) as from 2016/17.

3. Main report

- 3.1 As of 1 April 2016, the lead function for overseeing grant management arrangements transferred from the Strategy and Insight Division to the Finance Division, aligned to the Commercial and Procurement Services (CPS) team to sit alongside the proposed contract management team in procurement. Aligning the procurement of grants and contracts for the provision of community outcomes and related services allows for enhanced co-ordination of best practice, improved planning and avoiding duplication of effort across directorates.

- 3.2 Working together with Directorates, CPS have been developing best practice guidance for future grant funding. Significant improvements include a complete Council grants register which has been published on the Orb, standardised grant conditions insofar as appropriate, a recently established contracts and grant management team within CPS and the establishment of a bi-monthly forum, which includes Managers involved with grants.
- 3.3 While the Council has Contract Standing Orders, there are currently no Grant Standing Orders or Council wide rules addressing the use, procedures or assessment process for grants. There is little in the way of guidance for local authorities as to the distinction between a grant or a contract. The review of grant management identified a need for defining controls and a consistent Council approach to be developed. To assist with this, it is proposed Grant Standing Orders are introduced.
- 3.4 A key aspect of Grant Standing Orders will be to give clarity as to what will be seen and approved by Committee. They will provide guidance, and controls for the future regulation of the grant application and award process. It is hoped that Grant Standing Orders will help ensure robust performance from those receiving investment and provide for engagement with service users by the directorate commissioning teams to assist in the design and delivery of community outcomes that best address need.
- 3.5 A review of working practices has been ongoing since the start of 2017. Recommendations from Inspiring Scotland, EVOC and a Member Officer Short Life Working Group have also been reflected in the proposed Grant Standing Orders.
- 3.6 The following list of principles and process requirements have been included in the attached draft Grant Standing Orders which were published on the COMPACT website for comment.
- 3.6.1 guidance to assist the distinction between grants and contracts and how to choose which funding stream may be appropriate
 - 3.6.2 the principles of openness, transparency, integrity, fairness and best value to be explicitly embedded in the grant processes
 - 3.6.3 a commitment to co-production
 - 3.6.4 Council and EIJB priorities to be reflected in grant awards
 - 3.6.5 grant distribution across City based on need of provision which may differ between localities
 - 3.6.6 encouragement of financial sustainability by seek additional sources of funding where possible
 - 3.6.7 participatory budgeting
 - 3.6.8 the minimum requirement for grant agreements including proportionate financial assessments to mitigate, as far as is practicable, any potential

financial or service continuity risk to the Council consistent with the principle of following the public pound

3.6.9 roles and responsibilities

3.6.10 clarity as to Committee approval levels and levels of delegation to Directors including

3.6.10.1 the process for distributing grants where the grant fund exceeds £100,000 to be approved by Committee and

3.6.10.2 awards above £25,000 to be approved by Committee unless delegated by the Scheme of Delegation

3.6.11 monitoring and continuous improvement, including proportionate escalation of issues where these might arise

3.6.12 conflicts of Interest

- 3.7 It is anticipated that as with Contract Standing Orders the Grant Standing Orders will be reviewed annually. They will be revised as required to take account of emerging best practice and lessons learned. Continuous improvement will form a central thread of this best practice in building on the Grant Standing Orders as presented in this report.
- 3.8 The Scheme of Delegation is required to be amended to ensure that decision making powers are altered to take into account the changes proposed to the level of delegation outlined in paragraph 3.6.9 of this report.
- 3.9 Grants that are above the value of £25,000 will now be submitted to committee. This standardises the rules surrounding grants where currently there are different levels of delegation depending on the service that the grant is for. For example, there is unlimited delegation for the Executive Director of Communities and Families for grants to organisations involved in education but for young people services there is no delegation. Grant Standing Orders provides a consistent approach across the Council.
- 3.10 The one exception proposed is for those grants allocated by the EIJB. The EIJB is responsible for distributing grants but it is unable to formally allocate money to the successful applicants. On occasions when the City of Edinburgh Council distributes grants on behalf of the EIJB, it is proposed that the Chief Officer is delegated the authority to implement the decisions of the EIJB. The Chief Officer will be accountable to the Council when taking these decisions.
- 3.11 In addition, and not connected to the changes required by the Grant Standing Orders, the Regulatory Committee on 22 October 2018 recommended that the Scheme of Delegation was amended to provide authority to the Executive Director of Place to approve the installation of Admats and to make the necessary variation to the standard conditions of licence.

4. Measures of success

- 4.1 The successful implementation of Grant Standing Orders across the Council.

5. Financial impact

- 5.1 There are no direct financial impacts as a result of this report. The introduction of Grant Standing Orders is expected to support the delivery of best value.

6. Risk, policy, compliance and governance impact

- 6.1 The Grant Standing Orders will improve transparency of process, consistency and improve the governance of grant awards.

7. Equalities impact

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

8. Sustainability impact

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

9. Consultation and engagement

- 9.1 The Grant Standing Orders were prepared in consultation with a wide range of officers involved in the assessment and management of grants across all service areas of the Council. Feedback from the third sector, third sector representatives and independent third parties have been incorporated and the current version has been published on the third sector COMPACT website for comment and feedback. Elected members, including the Convener and Vice Convener of the Finance and Resources Committee, were consulted on the proposed version in advance of the preparation of this report.

10. Background reading/external references

- 10.1 Regulatory Committee 22 October 2018 - [Request for Variation of Standard Conditions and Amendment to Scheme of Delegation to Officer Taxi Vehicle Licences](#)

Andrew Kerr

Chief Executive

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11. Appendices

Appendix one – Draft Grant Standing Orders

Appendix two – Draft Scheme of Delegation to Officers



GRANT STANDING ORDERS

13 December 2018

Introduction

These Grant Standing Orders of the City of Edinburgh Council ("Council") apply from 13 December 2018 and apply (with certain exceptions) to all grants made by or on behalf of the Council including grants made in accordance with directions to the Council by the Edinburgh Integrated Joint Board (EIJB).

1 Explanatory Note – What are Grants?

1.1 Grants are financial **contributions** to a third party which help to meet the Council's Business Plan objectives in the wider community.

1.2 The European Procurement Directive states that properly constituted grants will not normally be subject to the procurement rules: -

“the mere financing, in particular through grants, of an activity, which is frequently linked to the obligation to reimburse the amounts received where they are not used for the purposes intended, does not usually fall within the scope of the public procurement rules (“Preamble 4 of the Public Procurement Directive)

1.3 The following characteristics will normally help determine whether a grant is the suitable funding route:-

1.3.1 it should not be for critical service requirements or those the Council has a statutory responsibility to deliver, grant funding is for discretionary objectives

1.3.2 funds will normally be given subject to desired outcomes being met but the Council will not normally receive services

1.3.3 the Council is providing funding to support activities that will help it to meet its commitments to the City and where the organisation does not have sufficient resources to deliver those activities on a self-sustaining basis itself

1.3.4 a grant will normally be out with the scope of VAT and procurement.

- 1.4 There is no financial threshold above which a grant becomes a contract but if the investment is significant this may reflect a significant need in which case greater control and/or a more defined specification may be advisable.

2 General Principles and Application

- 2.1 The Edinburgh Compact Partnership's principles of openness, transparency, integrity, fairness, mutual respect and accountability will apply to all decisions on the provision of grant funding.
- 2.2 Grants are subject to the requirements to secure Best Value.
- 2.3 The Council is committed to the principles of collaboration and co-production. Co-production means the real and meaningful involvement of the citizens of Edinburgh and recipients of services in delivering better outcomes. Grant recipients shall be encouraged to communicate effectively and to work together with recipients of services and communities of interest to achieve improved outcomes.
- 2.4 The Council is committed to ensuring grant funding is outcome driven, accessible and transparent, supporting innovation and projects that meet the needs of the citizens of Edinburgh.

3 Procedures

- 3.1 Unless otherwise agreed by the Council, the Edinburgh Integration Joint Board (EIJB), or relevant Council Committee (each as appropriate), the process for awarding a grant which exceeds £25,000 shall be open to all eligible applicants. In certain circumstances, a restricted process i.e. restricted to existing grant recipients may be appropriate but must be agreed by the Council, the EIJB or relevant Council Committee (each as appropriate) in advance.
- 3.2 Allocation and subsequent use of grant funding must reflect the priorities of the Council its subsidiaries and partners and where appropriate the EIJB, in particular
- 3.2.1 the commitments, strategic aims and outcomes of the Council's Business Plan 2017-2022

- 3.2.2 the Strategic Plan for the EIJB
 - 3.2.3 the City Plan 2030 and the relevant local plan
 - 3.2.4 the objectives of the Council's Culture Plan.
- 3.3 The EIJB may direct the Council to fund such NHS and Health and Social care priorities as it may determine appropriate subject to funding being made available.
 - 3.4 The distribution and allocation of grant funding should be prioritised based on an assessment of need where applicable.
 - 3.5 Participatory budgeting may be used to allow the local community or community of interest to decide on the distribution of grant funding or outcomes.
 - 3.6 All grants paid should have specific grant agreements in place which should be suitable and proportionate to the level of funding and reflect the activities and outcomes to be delivered.
 - 3.7 Grant agreements should detail as a minimum: what the grant is being given for (measurable outcomes, impacts, outputs or activities), how long the grant period relates to, the amount being paid, dates of payment and payment process, terms for repayment of any unspent grant and the requirements to provide regular reports and allow for site visits.
 - 3.8 Grant agreements shall require the grant recipient to comply with applicable legislative requirements, be properly constituted, have in place proper employment recruitment and selection practices, carry out disclosure checks where appropriate, comply with all equal opportunities requirements and encourage payment at the current Living Wage rate.
 - 3.9 Grant applicants shall be required to report on the achievement of outcomes, impacts, outputs and/or activities to which the grant relates. The frequency and detail of which may vary depending on the value of the grant. Confirmation of achieving outcomes, impacts, outputs or carrying out of activities and the spend to date may be required before any future payment is released.

4 Roles and Responsibilities

- 4.1 For each grant the relevant Executive Director or the Chief Officer of the EIJB shall appoint a Grant Monitoring Officer to set targets, to oversee the process, manage any issues with individual recipients and ensure outcomes are achieved and managed.
- 4.2 Grant Management arrangements shall be overseen by Commercial and Procurement Services working together with Strategy and Communications and Directorates/Divisions to allow for co-ordination of best practice and planning. Each Executive Director has responsibility for all grants awarded by their Directorate and is accountable to the Council for the performance of their duties in relation to grant award and management which are: -
 - 4.2.1 to ensure compliance with these Grant Standing Orders
 - 4.2.2 to adhere to the Council's commitment to co-production
 - 4.2.3 to take all appropriate measures to prevent, identify and remedy conflicts of interest arising in the assessment of grant awards and to ensure equal treatment of grant applicants
 - 4.2.4 ensure that the grants register is updated within 28 working days following the issue of a grant award letter and in any event prior to the start date of the grant
 - 4.2.5 to enter the required purchase order information onto the relevant Council financial system prior to the grant award being paid

5 Assessment Process

- 5.1 For Grant applications where the total exceeds or may exceed £25,000
 - 5.1.1 the application shall be assessed and evaluated by more than one Council officer or a peer group panel in addition to the Grants Monitoring Officer

- 5.1.2 the applicant organisation should be able to demonstrate their links or proposed links to the relevant community of interest and the local business plan.

In addition to 5.1, for Grant programmes for which applications are invited which exceed or may exceed £100K in total the process to determine successful grant applicants shall be determined by the relevant Council Committee or the EIJB (each as appropriate) and the successful applicants shall be reported back to that Committee for approval unless otherwise delegated in accordance with the Scheme of Delegation.

6 Funding and Sustainability

- 6.1 To encourage the future financial sustainability and diversity of funding sources, applicants should be encouraged where possible to seek and secure alternative sources of funding in addition to Council or EIJB funding.
- 6.2 The Council will not normally provide more than 95% of an organisations turnover in grant funding.
- 6.3 Prior to any award of a grant exceeding £25,000 the applicant organisation shall be assessed by Finance to assess the sustainability of the organisation.

7 Award of Grants

- 7.1 Subject to 7.3, the award of Council grants in excess of £25,000 shall be subject to the approval of the relevant Council Committee or the designated proper officer as the Council delegates in the Scheme of Delegation.
- 7.2 The relevant Committee or designated proper officer under the Scheme of Delegation may
 - 7.2.1 approve the recommendations
 - 7.2.2 approve the recommendations subject to approved amendments
 - 7.2.3 reject the recommendations

- 7.3 Community Grants shall be subject to the approval of the relevant Locality Committee

8 Declaration of Interest

- 8.1 The Councillors' Code of Conduct set by the Standards Commission for Scotland (Code of Conduct) defines membership or holding office in a company, club or voluntary organisation as a declarable non-financial interest.
- 8.2 It is the responsibility of the individual elected member to make a decision about whether a declared interest prevents them taking part in any discussions or voting. Regard should be had to the terms of the Code of Conduct and advice should be sought from appropriate senior Council employees where there is any doubt. The objective test as set out in the Code of Conduct will apply, i.e. whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice an elected member's discussion or decision making in their role as a councillor.

9 Monitoring and Continuous Improvement

- 9.1 The relevant Executive Director or the Chief Officer of the EIJB may require a grant recipient to take appropriate advice on its actions and to make frequent monitoring reports to the Council on such matters as: income, expenditure, profitability, liquidity and other financial matters; achievement of targets; and future plans.
- 9.2 Regardless of representation on committees or boards, Executive Director or the Chief Officer of the EIJB shall require grant recipients in excess of £25,000 to provide an annual financial and performance report.
- 9.3 Where the annual award of grant exceeds £25,000 the grant Monitoring Officer shall hold an annual review meeting with the grant recipient to review such matters as attendance, service user levels, the current financial position and whether agreed targets and outcomes have been achieved
- 9.4 A clear escalation process shall be established in relation to governance issues should they arise.

- 9.5 The relevant Executive Director or the Chief Officer of the EIJB shall require grant recipients to provide a right of access to relevant records, and, if appropriate the accounts and financial arrangements of the grant recipient so that they may be properly audited if required.

10 Review of Grant Standing Orders

- 10.1 These Grant Standing Orders shall be reviewed annually.

CITY OF EDINBURGH COUNCIL
SCHEME OF DELEGATION TO
OFFICERS

Contents

	<u>Page</u>
1. GENERAL	4
Scheme	4
Principles of delegation	5
2. CONSULTATION WITH ELECTED MEMBERS	6
Politically controversial matters and material decisions	6
Local members	6
Responsibility to inform	6
Reports	6
3. DELEGATION	7
Delegated authority	7
Material decisions	8
Major Projects	9
Contracts Standing Orders	10
4. DELEGATION TO CHIEF EXECUTIVE	10
5. DELEGATION TO CHIEF EXECUTIVE AND EXECUTIVE DIRECTORS	12
6. DELEGATION TO THE EXECUTIVE DIRECTOR OF COMMUNITIES AND FAMILIES	12
8. DELEGATION TO THE EXECUTIVE DIRECTOR OF RESOURCES	13
9. DELEGATION TO THE CHIEF OFFICER - EDINBURGH HEALTH AND SOCIAL CARE PARTNERSHIP	13
10. DELEGATION TO THE EXECUTIVE DIRECTOR OF PLACE	13
11. DELEGATION TO THE CHIEF PLANNING OFFICER	13
Appendix 1 – General Delegation to Chief Executive and Executive Directors	14
<i>Funds, contracts and property</i>	14
<i>Proper officers</i>	14
<i>Legal</i>	14
<i>Staff</i>	15
<i>Health and Safety</i>	17
<i>Health and Wellbeing</i>	17
<i>Use of land and buildings</i>	17
<i>Regulation of investigatory powers</i>	17
<i>Renewal of grants to voluntary organisations</i>	18
<i>Grants</i>	18
<i>Hospitality</i>	18
<i>Write off</i>	19
<i>Access to information</i>	19
<i>Consultations</i>	19
<i>Grant offers</i>	19
<i>Council companies</i>	19
Appendix 2 – Delegation to the Executive Director of Communities and Families	20
<i>Education</i>	20
<i>Social Work</i>	23
<i>Sport</i>	28
<i>Libraries</i>	29

Appendix 3 – Delegation to the Executive Director of Resources	30
Legal and Risk	30
HR & Organisational Development Human Resources	30
Finance	3031
Customer and Digital Services	3132
Investment and Pensions	33
Corporate Property Property and Facilities Management	33
Edinburgh Shared Repair Services	36
Appendix 4 – Delegation to the Chief Officer - Edinburgh Health and Social Care Partnership	37
All service users	37
Community Care	39
Appendix 5 – Delegation to the Executive Director of Place	43
Notices and Orders	43
Roads	43
Traffic	48
Housing and Regeneration	52
Licensing	55
Community safety, environmental, consumer protection and registration etc.	58
Parks and Greenspace	64
Waste Services	65
Building Standards	68
Floods, Reservoirs and Coasts	68
City Strategy and Economy	72
Culture	72
Public Safety	74
Appendix 6 – Head of Safer and Stronger Communities	
Appendix 7 – Chief Planning Officer	75
Planning policy	75
Planning applications etc.	76
Enforcement action	78
Landscape	80
Appeals	81
Legal Agreements	81
Miscellaneous	81
Flooding	82
Appendix 8 – Statutory functions and Statutory officers	83
Appendix 9 – Proper Officer functions	85
Appendix 10 – List of legislation	87

CITY OF EDINBURGH COUNCIL
SCHEME OF DELEGATION TO OFFICERS

GENERAL

- 1.1 This Scheme of Delegation to Officers ("**Scheme**") applies from ~~29 June~~14 December 2018 and sets out the powers delegated by the City of Edinburgh Council ("**Council**") to officers, pursuant to the Local Government (Scotland) Act 1973. The Scheme is intended to facilitate the efficient conduct of Council business by clearly setting out the nature and extent of the powers delegated to officers by the Council.
- 1.2 The powers delegated to officers in terms of this Scheme are subject to change by act of Council in accordance with the Standing Orders of the Council.
- 1.3 The Local Government (Scotland) Act 1973 requires the Council to maintain a list specifying those powers which are exercisable by officers, and stating the title of the officer who exercises that power. The lists of powers are set out in this Scheme.
- 1.4 In this Scheme:
- (a) a reference to "**Executive Director**" means any of the Executive Directors of the Council or the Chief Officer - Edinburgh Health and Social Care Partnership (and "**Executive Directors**" shall be interpreted accordingly);
 - (b) a reference to a statute or statutory provision:
 - (i) is a reference to it as amended, extended or re-enacted from time to time; and
 - (ii) shall include all subordinate legislation made from time to time under that statute or statutory provision;
 - (c) any reference to this Scheme shall include the appendices to the Scheme ("**Appendices**" and each an "**Appendix**");
 - (d) a reference to "**Council Policies**" shall include all and any policies approved by the Council from time to time (and "**Council Policy**" shall be interpreted accordingly);
 - (e) references to paragraphs are to paragraphs of this Scheme; and

- (f) headings are for convenience, do not form part of this Scheme and shall not be used in its interpretation.

Principles of delegation

- 1.5 Officers to whom power is delegated in terms of this Scheme must exercise their powers in accordance with the following principles:
 - (a) the decision or action must not be a matter ("**Reserved Matter**"):
 - (i) reserved by law to the Council or a Committee or sub-committee of the Council ("**Committee**"); or
 - (ii) that the Council or a Committee has expressly determined should be discharged otherwise than by an officer;
 - (b) the decision or action must not alter or be contrary to law or to policy set by the Council and its Committees;
 - (c) the decision or action must be taken in accordance with the Council's Standing Orders as amended from time to time;
 - (d) the decision or action must be taken in accordance with the Financial Regulations and Corporate Debt Policy as amended from time to time and comply with the financial limits set out in those documents;
 - (e) the financial consequences of the decision or action must be contained within the budget approved by Council for the financial year in question;
 - (f) the decision or action must not give rise to a conflict of interest as set out in the Council's code of conduct for employees; and
 - (g) elected members must be appropriately consulted and, in particular, officers must comply with the provisions of paragraph 2 of this Scheme.
- 1.6 If there is a question or dispute on whether a decision taken or proposed to be taken by an officer contravenes the provisions of this Scheme, it will be decided by the Chief Executive in consultation with the Leader of the Council (or the deputy Leader if the Leader is absent).
- 1.7 Each Executive Director and Head of Safer and Stronger Communities/CSWO shall have authority to take all decisions or actions necessary to implement a policy approved by or a decision previously taken by

the Council or a Committee or which facilitate or are conducive to the implementation of such a policy or decision.

2. CONSULTATION WITH ELECTED MEMBERS

Politically controversial matters and material decisions

- 2.1 Where a decision or action proposed to be taken under delegated powers is likely to be regarded as politically controversial or is a decision ("**Material Decision**") that will have or is likely to have:

- (a) a significant effect on financial, reputational or operational risk; and/or
- (b) a significant impact on service delivery or performance;

the appropriate elected members will be consulted before any decision or action is taken. Appropriate elected members will include the relevant convener or vice-convenor(s) and, where appropriate, the Leader and/or deputy Leader.

Local Members

- 2.2 Where a decision or action relates to a particular ward or wards (and not to the whole area of the Council) and is likely to directly affect the ward interests of a local member or members, those members will be consulted before any decision or action is taken (save in the case of matters of a routine or confidential nature).

Responsibility to inform

- 2.3 It is the responsibility of the Chief Executive, relevant Executive Director or Head of Safer and Stronger Communities/CSWO to keep the elected members of the Council appropriately informed about activity arising within the scope of the delegated authority under this Scheme.

Reports

- 2.4 The Council or any Committee may require the Chief Executive, Executive Directors or Head of Safer and Stronger Communities/CSWO to submit reports on the decisions taken and action authorised by them under delegated authority. The Chief Executive or relevant Executive Director shall submit a report in relation to any Material Decision to Council or the appropriate Committee.

3. **DELEGATION**

Delegated authority

- 3.1 The Council delegates authority for certain powers or functions to the Chief Executive, Executive Directors and heads of service as detailed in this Scheme.
- 3.2 In the event that the Chief Executive, Executive Director or Head of Safer and Stronger Communities/CSWO is unavailable, his/her deputy or the head of the relevant service will have delegated authority to take urgent decisions in the absence of the Chief Executive or Executive Director.
- 3.3 The Chief Executive, Executive Directors or Head of Safer and Stronger Communities/CSWO may sub-delegate their delegated powers to their deputy or head(s) of service or such other officer(s) in their service area as they may consider appropriate. Each officer to whom powers are delegated may sub-delegate to such other officers in their service area as they may consider appropriate. This will be in each case the officer of an appropriate level of seniority who is most closely involved with the matter in question. The Chief Executive and Executive Directors will remain accountable for decisions taken by their sub-delegates.
- 3.4 Sub-delegation of functions by any officer to another officer in accordance with this Scheme will not prevent the officer from whom the authority is being delegated from also discharging those functions.
- 3.5 Where authority has been sub-delegated by one officer to another in accordance with this Scheme, such authority can be revoked at any time without prejudice to any previous decisions made under that authority.
- 3.6 Certain functions ("**Statutory Functions**") must, by law, be carried out by certain statutory officers. The Council delegates authority to those statutory officers ("**Statutory Officers**") to carry out the Statutory Functions. A list of the Statutory Functions and the Statutory Officers can be found in Appendix 8.
- 3.7 The authority delegated to the Chief Executive and Executive Directors in terms of this Scheme shall not include any Statutory Function, which shall be exercised by the appropriate Statutory Officer.
- 3.8 Legislation requires that certain functions be exercised by a "**proper officer**". This Scheme sets out Council officers who are designated as proper officers in relation to particular functions. An officer who is designated as a proper officer by this Scheme may also designate in writing other officer(s) in his or her service

area to exercise his or her functions as proper officer. Such designation can be revoked at any time by the designating officer without prejudice to any previous actions taken under that designation. Designated proper officers are set out in paragraph 5 of Appendix 1, paragraph 21 of Appendix 7 and in Appendix 9.

- 3.9 Appropriate records must be kept of any sub-delegations of powers made under the Scheme.

Material Decisions

- 3.10 Notwithstanding the terms of any delegation of authority to Executive Directors or other officers in terms of this Scheme, all Material Decisions shall be taken in consultation with the Corporate Leadership Team ("**CLT**"). It is intended that this will engender greater transparency; foster a collegiate culture of collective decision-making among chief officers; and ensure proper corporate oversight, scrutiny and challenge of Material Decisions.
- 3.11 It is the responsibility of each Executive Director, Head of Safer and Stronger Communities/CSWO or other officer to whom powers are delegated to consider whether a decision or action in relation to a matter delegated to him/her is a Material Decision and in the case of an officer other than an Executive Director, to bring it to the attention of the relevant Executive Director or Head of Safer and Stronger Communities/CSWO. The relevant Executive Director or Head of Safer and Stronger Communities/CSWO will bring any Material Decision to the next available meeting of the CLT.
- 3.12 In the case of any Material Decision that relates to a Statutory Function, the provisions of paragraphs 2.1 and 3.12 of this Scheme shall be without prejudice to the legal duties and responsibilities of the relevant Statutory Officer.
- 3.13 The provisions of paragraph 3.12 of this Scheme shall be without prejudice to the principles of delegation set out in paragraph 1.5 of this Scheme and the requirement to consult with elected members set out in paragraph 2.1 of this Scheme.

Major Projects

- 3.14 The following projects ("**Major Projects**") shall be dealt with as set out in paragraph 3.15 of this Scheme:
- (a) any project which has an estimated value of £5 million or more; or
 - (b) any other corporate project the Chief Executive shall, in consultation with the CLT and the Convener or vice-Convener of the Finance and Resources Committee, so designate.
- 3.15 In order to ensure effective governance and delivery of Major Projects, the Head of Strategy and Insight will make arrangements to:
- (a) oversee all Major Projects to ensure they are initiated appropriately, and independently assess elements of the Major Projects including:
 - (i) options appraisal;
 - (ii) affordability;
 - (iii) implementation;
 - (iv) resource planning;
 - (v) sustainability;
 - (vi) equalities;
 - (vii) environmental impact; and
 - (viii) stakeholder engagement;
 - (b) provide ongoing support to Major Projects through key stage or gateway reviews, management dashboard reporting, post completion reviews and tracking benefits realisation; and
 - (c) update the CLT and the Finance and Resources Committee on the status and progress of Major Projects.

Contracts Standing Orders

- 3.16 Any officer to whom relevant authority is delegated in terms of this Scheme must comply with the terms of the standing orders and have regard to the Council's procurement handbook which apply to all contracts made by or on behalf of the Council for the procurement of the execution of works, the supply of goods and materials to the Council and/or for the provision of services ("**Contract Standing Orders**").

4. DELEGATION TO CHIEF EXECUTIVE

- 4.1 As head of paid service the Chief Executive has overall responsibility for the corporate management and operational functions of the Council that are delegated to officers under this Scheme. The Chief Executive is authorised to discharge any function or exercise any power delegated to any officer under this Scheme.
- 4.2 In addition, the Council authorises the Chief Executive to:
- (a) take action to ensure that the Council's responsibilities and duties under the Civil Contingencies Act 2004 and other emergency planning, business continuity and resilience legislation are discharged;
 - (b) take any urgent action necessary in the event of a civil emergency, business continuity or resilience incident;
 - (c) act as Returning Officer for local government elections, Westminster elections, Scottish Parliament elections, European elections and Business Improvement District elections under sections 25 and 41 of the Representation of the People Act 1983;
 - (d) act as Counting Officer for referendums held in terms of the Political Parties, Elections and Referendums Act 2000;

- (e) perform the Council's functions under the Regulation of Investigatory Powers (Scotland) Act 2000 and the Regulation of Investigatory Powers Act 2000 in accordance with Council policy, including:
 - (i) appointing authorising officers;
 - (ii) authorising directed surveillance or the use of a covert human intelligence source which involves the likelihood of obtaining confidential information; and
 - (iii) authorising the use of covert human intelligence sources in relation to juveniles or vulnerable adults;
- (f) monitor the Council's compliance with information compliance legislation, including the Freedom of Information (Scotland) Act 2002, Environmental Information (Scotland) Regulations 2004, INSPIRE (Scotland) Regulations 2009 and the General Data Protection Regulation 2016/679;
- (g) monitor the management of Council records in line with the provisions of the Public Records (Scotland) Act 2011;
- (h) approve expenditure on civic hospitality in accordance with Council Policy;
- (i) supervise and manage offenders subject to community orders or released from prison (or in similar circumstances) including:
 - (i) reports for courts and hearings (excluding children);
 - (ii) probation orders;
 - (iii) community payback orders;
 - (iv) community service;
 - (v) supervised attendance orders;
 - (vi) drug treatment and testing orders;
 - (vii) orders under section 57 of the Criminal Procedure (Scotland) Act 1995;
 - (viii) diversion from prosecutions;
 - (ix) parole, or other supervised conditional release from prison;

(x) provision of advice, guidance and assistance if requested by a person released from prison or detention within the previous 12 months; and

(xi) throughcare services for serving and released prisoners;

(j) provide advice, guidance and assistance to a person who is arrested and detained in police custody, or on whom sentence is deferred in terms of section 27ZA of the Social Work (Scotland) Act 1968; and

(k) take steps to ensure the Council complies with its duties to co-operate with the Scottish Minister when carrying out its functions in accordance with sections 1 and 10 to 12 of the Management of Offenders etc. (Scotland) Act 2005.

5. DELEGATION TO THE CHIEF EXECUTIVE AND ALL EXECUTIVE DIRECTORS

5.1 Subject to the provisions of paragraphs 1 to 3 of this Scheme, the Chief Executive, each Executive Director and Head of Safer and Stronger Communities/CSWO shall have delegated authority to manage all human, financial and other resources within his/her service area, including those functions set out in Appendix 1.

6. DELEGATION TO EXECUTIVE DIRECTOR OF COMMUNITIES AND FAMILIES

6.1 Subject to the provisions of paragraphs 1 to 3 of this Scheme, the Executive Director of Communities and Families, or the Chief Social Work Officer, or the Chief Education Officer where relevant, shall have delegated authority to exercise the schools, early years, children's social work services, childcare, community services, libraries and sport functions including those set out in Appendix 2.

7. DELEGATION TO EXECUTIVE DIRECTOR OF RESOURCES

- 7.1 Subject to the provisions of paragraphs 1 to 3 of this Scheme, the Executive Director of Resources shall have delegated authority to carry out all finance, investment and pensions, organisational development, customer, ICT, legal, risk, corporate property, facilities management and shared repairs functions of the Council including those set out in Appendix 3.

8. DELEGATION TO CHIEF OFFICER - EDINBURGH HEALTH AND SOCIAL CARE PARTNERSHIP

- 8.1 Subject to the provisions of paragraphs 1 to 3 of this Scheme, the Chief Officer - Edinburgh Health and Social Care Partnership, or the Chief Social Work Officer where relevant, shall have delegated authority to exercise the social work, social care and social welfare functions of the Council including those set out in Appendix 4, except to the extent that those functions are delegated by Council to the Integration Joint Board.

9. DELEGATION TO EXECUTIVE DIRECTOR OF PLACE

- 9.1 Subject to the provisions of paragraphs 1 to 3 of this Scheme, the Executive Director of Place shall have delegated authority to carry out all powers and responsibilities associated with the Council's housing and regeneration, housing support, community safety, environmental health, scientific services, trading standards, licensing, registration, advice services, parks, waste management and disposal, street cleaning, grounds maintenance, economic development, sustainability, public safety, culture, corporate fleet management and maintenance, community transport, building standards, transport planning, roads management and maintenance, flood prevention, reservoir and coastal functions including those set out in Appendix 5.

10. DELEGATION TO HEAD OF SAFER AND STRONGER COMMUNITIES / CHIEF SOCIAL WORK OFFICER

- 10.1 Subject to the provisions of paragraph 1 to 3 of this Scheme, the Head of Safer and Stronger Communities / Chief Social Work Officer shall have delegated authority to carry out all the powers and responsibilities associated with the Council's criminal justice social work, homelessness, temporary accommodation, housing support, community safety, advice services and family and household support.

11. DELEGATION TO CHIEF PLANNING OFFICER

- 11.1 Subject to the provisions of paragraphs 1 to 3 of this Scheme, the Chief Planning Officer shall have delegated authority to exercise the planning functions set out in Appendix 7.

APPENDIX 1

GENERAL DELEGATION TO CHIEF EXECUTIVE, DIRECTORS AND CHIEF SOCIAL WORK OFFICER

These are the functions referred to in paragraph 5 of the Scheme:

Funds, contracts and property

1. spending money and managing their budgets in accordance with Council approved resource allocations and with the Financial Regulations;
2. subject to any policies and/or directions issued by the Executive Director of Resources:
 - (a) transferring funds between headings within their approved revenue budgets;
 - (b) transferring funds between capital projects included in the capital budgets for their service;

provided that (1) the Executive Director of Resources is informed of the transfer and (2) the transfer does not affect revenue or capital budgets for future years;
3. entering into, terminating, varying, suspending or extending contracts subject to compliance with the Council's Contract Standing Orders;
4. declaring property or land surplus to requirements, including one-off blocks of flats and main door properties;

Proper officers

5. acting as proper officer in terms of any provisions of the Local Government (Scotland) Act 1973, the Requirements of Writing (Scotland) Act 1995 and generally any local government legislation and signing all deeds and other documents which require to be sealed with the Common Seal of the Council or are binding on the Council;

Legal

6. settling legal actions and claims in consultation with the Head of Legal and Risk;

7. initiating, entering into, defending and withdrawing from legal proceedings in consultation with the Head of Legal and Risk;

Staff

8. appointing employees within agreed staffing levels up to but excluding Heads of Service;
9. appointing an acting head of service from the staff of the Council when a head of service is absent or the post is vacant;
10. conducting disciplinary and grievance proceedings for employees in accordance with the Council's approved policy and procedures;
11. authorising staff attendance at training courses, conferences, seminars and other developmental activities;
12. changing staffing structures, numbers and gradings in accordance with approved job evaluation arrangements, with the exception of major staffing reviews, provided that such changes comply with guidelines issued by the Executive Director of Resources;
13. remedying inconsistencies in pay or conditions of service in conjunction with the Executive Director of Resources;
14. deciding the following personnel matters in accordance with approved schemes and/or guidance issued by the Executive Director of Resources (or, in the case of teaching staff, by the Executive Director of Communities and Families):
 - (a) approval of paid or unpaid leave for special circumstances, secondment, or leave to work or visit abroad;
 - (b) entering into compromise or settlement agreements with staff in relation to their employment with the Council in consultation with the Head of Legal and Risk, and subject also to consultation with the appropriate convener;
 - (c) save in the case of an Executive Director, where the decision shall be reserved to the Finance and Resources Committee, making decisions in relation to the Local Government Pension Scheme membership (including, for example, early

- payment of pensions, late transfers, late applications to pay optional pensions contributions, augmented membership, additional pensions, and fraud/forfeiture cases);
- (d) extension of sickness allowance;
 - (e) recovery of maternity pay;
 - (f) closure of buildings in emergency or exceptional circumstances and early closure during the festive season;
 - (g) approval of application for car loans in consultation with the Executive Director of Resources;
 - (h) approval of transfer of annual leave;
 - (i) approval of overtime;
 - (j) approval of applications for secondary employment;
 - (k) authorisation of payments for lectures, speeches etc. to external organisations;
 - (l) determination of claims of up to £250 for damage to or loss of the personal property of employees in consultation with the Executive Director of Resources;
 - (m) payment of removal expenses and allowances;
 - (n) payment of car users' allowances;
 - (o) authorisation of telephone allowances;
 - (p) placement of employees on appointment on a point within a grade or grades applicable to the posts;
 - (q) establishment and filling of fixed term posts in accordance with the relevant Council Policy; and
 - (r) appointment of apprentices on completion of indentures;

Health and Safety

15. implementing the Council's Health and Safety Policy and arrangements;

Health and Wellbeing

16. implementing the Council's Health and Wellbeing Policy and arrangements;

Use of land and buildings

17. approving, subject to compliance with any approved scheme of charges, the use by appropriate organisations, bodies or persons of land and premises owned, occupied or managed by the Council (including land managed on behalf of the Common Good);
18. regulating access to, and conduct of persons on property owned, occupied or managed by the Council, including (1) eviction, ejection and expulsion from property and (2) the application and enforcement of management rules under sections 112 and 116 of the Civic Government (Scotland) Act 1982 as approved by the Council from time to time;
19. approving the temporary closure of property owned, occupied or managed by the Council to:
 - (a) ensure the safety of Council staff or members of the public;
 - or
 - (b) undertake essential planned maintenance,subject to consultation with the appropriate convener or vice-convener and local elected members and insertion of a public notice in the press informing the public of the closure when relevant;

Regulation of investigatory powers

20. performing the Council's functions under the Regulation of Investigatory Powers (Scotland) Act 2000 and the Regulation of Investigatory Powers Act 2000 in accordance with Council policy, with the exception in the case of the Executive Directors of the following functions which are reserved to the Chief Executive:

- a) appointing authorising officers;
- b) authorising directed surveillance or the use of a covert human intelligence source which involves the likelihood of obtaining 'confidential' information; and
- c) authorising the use of covert human intelligence sources in relation to juveniles or vulnerable adults.

Renewal of grants to voluntary organisations

21. ~~approving applications for the renewal of grants up to £25,000, from properly constituted voluntary organisations which meet the Council's eligibility criteria, provided that:~~

~~(a) any increase in the amount of the grant renewal payment from the previous year does not exceed the lesser of (a) 30% of the payment from the previous year or (b) £5,000;~~

~~(b) the decisions taken under this paragraph are reported by the relevant officer every year to the appropriate Committee;~~

~~(c) the grant renewal will not be used wholly or mainly to pay for permanent staff (unless the grant renewal is a payment to playgroups or a service purchasing arrangement under the National Health Service and Community Care Act 1990);~~

~~(d) any relevant local members are informed and consulted where it appears that an application for grant renewal directly affects their ward's interests; and~~

- ~~(e) a relevant local member has not applied to the relevant officer, within 14 days of being advised of the proposed grant renewal, requesting that the decision is referred to the appropriate Committee;~~ The approval of grants should be undertaken in line with the rules and authority level set out in Grant Standing Orders.

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Hospitality

- 22. approving expenditure on hospitality in accordance with Council Policy;
- 23. approving expenditure on overseas visits by officers in accordance with Council Policy;

Write off

24. writing off or disposing of any stores, plant, furniture, equipment, or any other tangible or monetary asset not falling within the scope of the Corporate Debt policy in accordance with the Financial Regulations provided that:

(a) the stores, plant, furniture, equipment or such asset has become unfit for use and unsaleable, or in the case of relevant monetary assets, all reasonable steps to achieve recovery have been exhausted; and

(b) the decision is made in consultation with the Executive Director of Resources;

Access to information

25. responding to requests for information made to the Council under the Freedom of Information (Scotland) Act 2002; Environmental Information (Scotland) Regulations 2004; INSPIRE (Scotland) Regulations 2009 and the Data Protection Act 1998;

Consultations

26. responding to consultations from external bodies seeking the input of the Council to the extent necessary to provide any technical, scientific, or other factual information, or professional opinion or analysis of an operational nature;

Grant offers

27. applying for grant funding on behalf of the Council;

28. accepting offers of grant funding on behalf of the Council; and

Council Companies

29. monitoring the performance of each Council company delivering services in his or her service area, including the attendance of a nominated Council observer at all company Board meetings and, where practicable, the relevant Audit Committee.

APPENDIX 2

DELEGATION TO THE EXECUTIVE DIRECTOR OF COMMUNITIES AND FAMILIES

*(or, where applicable, the Chief Social Work Officer
or Chief Education Officer)*

These are the powers referred to in paragraph 6 of the Scheme:

Education

1. taking steps to discharge the duty of the Council, as education authority, to secure adequate and efficient provision of school education (including pre-school education) and further education in accordance with section 1 of the Education (Scotland) Act 1980, and in doing so (1) having regard to the duty to ensure that education is directed to the development of the personality, talents and mental and physical abilities of children and young people (section 2 of the Standard in Scotland's Schools etc. Act 2000) and (2) endeavouring to ensure that schools managed by them promote the physical, social, mental and emotional health and well-being of pupils (section 2A of the Standard in Scotland's Schools etc. Act 2000);
2. maintaining and equipping schools and other buildings (section 17 of the Education (Scotland) Act 1980);
3. improving the access to premises for the safety of pupils (section 18 of the Education (Scotland) Act 1980);
4. operating arrangements for pupils from outside the Council's area (sections 23 and 24 of the Education (Scotland) Act 1980);
5. setting school commencement dates for primary schools (section 32 of the Education (Scotland) Act 1980);
6. managing placing requests including publishing of information on arrangements in accordance with the provisions of section 28A, and representing the Council at any placing appeal committee in accordance with section 28F, both of the Education (Scotland) Act 1980;

7. enforcing attendance at school, including bringing proceedings against parents in respect of children's non-attendance (sections 36, 37, 38, 39 and 43(2) of the Education (Scotland) Act 1980);
8. allowing pupils to miss school (section 34 of the Education (Scotland) Act 1980);
9. excluding pupils from school (Regulation 4 of the Schools (General) Scotland Regulations 1975);
10. promoting the involvement of the parents of pupils in attendance at schools in the education provided to those pupils (section 1 of the Scottish Schools (Parental Involvement) Act 2006);
11. awarding bursaries (section 49 of the Education (Scotland) Act 1980);
12. providing transport for pupils and students (section 51 of the Education (Scotland) Act 1980);
13. ensuring copies of education records are available including the ability to set charges (section 4 of the Education (Disability Strategies and Pupils' Educational Records) (Scotland) Act 2002);
14. awarding Education Maintenance Allowances (section 73(f) of the Education (Scotland) Act 1980);
15. providing school meals (section 53 of the Education (Scotland) Act 1980);
16. providing clothing (section 54 of the Education (Scotland) Act 1980);
17. discharging the Council's duties in relation to the employment of children (Children and Young Persons (Scotland) Act 1937);
18. licensing stage or theatrical performances by children (Children and Young Persons Act 1963);
19. providing child guidance services (section 4 of the Education (Scotland) Act 1980);
20. referring young people in medically unsuitable employment to the Employment Medical Advisory Service of the Department of Employment;

~~21. making grants to organisations involved with education;~~

22. managing or instructing the Executive Director of Resources to lease out Council community centres, working with locally elected Management Committees;
23. application of national circulars regarding service conditions of teaching staff. Where there is a choice of action, the circular will be sent to Committee;
24. providing programmes of adult education;
25. providing or arranging in-service training for staff;
26. providing the education authority's representatives on the recruitment panels for all Head Teachers,
27. providing work experience for pupils who are eligible (section 123 of the Education (Scotland) Act 1980);
28. operating health and safety checks on work-experience placements;
29. dealing with the use of educational premises for licensed functions;
30. managing the Education Arts Development Programme;
31. specifying the level of service and other relevant details for getting tenders for the School and Welfare Catering Services;
32. negotiating variation orders for changes in the level of School and Welfare Catering services with the approved contractor within the contract price approved by the Council;
33. making awards of up to £5,000 for distribution of Childcare Partnership funds;
34. approving joint working arrangements with other bodies;
35. liaising with the Scottish Government Education & Training Department;
36. carrying out the consultations processes required by the Schools (Consultation) (Scotland) Act 2010;

- 37. in consultation with the Chief Executive and with the Head of Legal and Risk, receiving notice of, representing the Council and responding to referrals by the Children's Reporter to the Scottish Ministers under the Children's Hearings (Scotland) Act 2011;
- 38. implementing the duties and powers set out in the Education (Additional Support for Learning) (Scotland) Act 2004;

Social Work

- 39. taking necessary steps to discharge the Council's duties under the Social Work (Scotland) Act 1968, the Children (Scotland) Act 1995, the Social Care (Self-directed Support) (Scotland) Act 2013 and the Children and Young People (Scotland) Act 2014;
- 40. arranging for the protection of property of people who have gone into hospital or care as in section 48 of National Assistance Act 1948;
- 41. maintaining a Complaints Procedure and service as in section 5B of the Social Work (Scotland) Act 1968;
- 42. where the carer of a person over 18 years of age is a child under 18 years of age, assisting Health and Social Care staff to assess the carer's needs and provide information about the assessment as in sections 12A, 12AA and 12AB of the Social Work (Scotland) Act 1968;
- 43. making direct payments to individuals to allow them to purchase community care services or if they are disabled, to assist them to care for their children under the Social Care (Self-directed Support) (Scotland) Act 2013;
- 44. making direct payments to 16 and 17 year olds with a disability and to parents of children under 18 with a disability to allow them to pay for children's services under the Social Care (Self-directed Support) (Scotland) Act 2013;
- 45. burying or cremating any person who was in the care of, or receiving help from, the Council, immediately before their death as in section 28 of the Social Work (Scotland) Act 1968;
- 46. deciding whether to pay the expenses of parents, relatives etc. visiting people (including looked after children) who are being cared for or

- maintained in accommodation by the Council, or in attending funerals as in section 29 of the Social Work (Scotland) Act 1968;
47. providing and maintaining whatever residential and other establishments are needed for the Council's functions under Part II of the Children (Scotland) Act 1995;
48. recovering from other local authorities any costs for services provided to people ordinarily resident there under the Social Work (Scotland) Act 1968 as in section 86 of the Social Work (Scotland) Act 1968;
49. authorising the following finance related issues in accordance with the Corporate Debt Policy and wider Council Policies:
- (a) writing off debts on social grounds or in exceptional circumstances;
 - (b) reimbursing carers and substitute carers for loss or damage (*ex gratia*) of up to £500, subject to appropriate consultation with the convener or vice-convener;
 - (c) reimbursing staff for loss or damage (*ex gratia*) of up to £500;
 - (d) making payments to staff for emergency expenses (*ex gratia*) of up to £50; and
 - (e) reimbursing neighbours and/or relatives of departmental carers for damage caused by service users (*ex gratia*), where it would be in the interest of the Council to maintain goodwill, subject to appropriate consultation with the convener or vice-convener;
50. providing reports and information to the courts in private law proceedings as in section 11 of the Matrimonial Proceedings (Children) Act 1958 and section 11 of the Children (Scotland) Act 1995;
51. assessing and recovering contributions for "maintainable" children looked after by the Council as in sections 78 to 82 of the Social Work (Scotland) Act 1968;

52. where there is an assessed need, paying allowances to people who have children and young people residing with them as in section 50 of the Children Act 1975;
53. providing an adoption service in accordance with section 1 of the Adoption and Children (Scotland) Act 2007;
54. supervising and providing reports to the court in respect of non-agency adoptions as in sections 17 and 18 of the Adoption and Children (Scotland) Act 2007;
55. taking necessary or facilitative steps to implement arrangements for the adoption of children;
56. providing adoption support plans under section 45 of the Adoption and Children (Scotland) Act 2007;
57. approving and paying adoption allowances as in section 71 of the Adoption and Children (Scotland) Act 2007;
58. securing the welfare of all foster children, receiving and assessing notifications, inspecting premises, imposing requirements and removing children from unsuitable premises (sections 3, 5, 6, 8, 9, 10 and 12 of the Foster Children (Scotland) Act 1984);
59. preparing and publishing a plan for services to children under 8 years of age as in section 19 of the Children Act 1989;
60. preparing and publishing a three year plan for day care services to children in need as in section 19 of the Children (Scotland) Act 1995;
61. publishing information about services for children in need as in section 20 of the Children (Scotland) Act 1995;
62. safeguarding and promoting the welfare of children looked after by the Council and giving them the opportunity to fulfil their potential as in section 17 of the Children (Scotland) Act 1995;
63. safeguarding and promoting the welfare of children in need giving help “in kind or in cash” as in section 22 of the Children (Scotland) Act 1995;

64. minimising the effect of disability on children, assessing the needs of children with or affected by disability, assessing the ability of their carers to meet those needs and providing information assessment as in sections 23, 24, and 24A of the Children (Scotland) Act 1995 and the and the Social Care (Self-directed Support) (Scotland) Act 2013;
65. providing accommodation for children and young people when lost or abandoned or when no-one with parental responsibility can do it as in section 25 of the Children (Scotland) Act 1995;
66. providing accommodation for young people aged 18 to 21 years of age when to do so would safeguard and promote their welfare as in section 25 of the Children (Scotland) Act 1995;
67. providing accommodation and maintenance for children looked after by the Council as in section 26 of the Children (Scotland) Act 1995;
68. providing day care for pre-school and other children as in section 27 of the Children (Scotland) Act 1995;
69. providing after-care for children (under 21 years of age) who were previously looked after by a local authority as in section 29 of the Children (Scotland) Act 1995;
70. providing financial help towards maintaining, educating or training for young people who were looked after by the Council at the time of leaving school age as in section 30 of the Children (Scotland) Act 1995;
71. reviewing cases of children looked after by the Council as in section 31 of the Children (Scotland) Act 1995;
72. removing children from residential establishments as in section 32 of the Children (Scotland) Act 1995;
73. accepting responsibility for orders made in respect of children in other parts of the UK where the child is now ordinarily resident in Edinburgh as in section 33 of the Children (Scotland) Act 1995;
74. providing short term refuges where a child may be at risk of harm as in section 38 of the Children (Scotland) Act 1995;

75. making enquiries and providing information to the Principal Reporter to the Children's Panel where children may need compulsory measures of care as in section 60 of the Children's Hearings (Scotland) Act 2011;
76. where a child may be at risk of significant harm, investigating the matter and if need be applying for the following orders:
 - (a) Child Assessment Order (under section 35 of Children's Hearings (Scotland) Act 2011);
 - (b) Child Protection Order (under sections 37 to 39 of Children's Hearings (Scotland) Act 2011);
 - (c) Emergency Child Protection Order (under section 55 of Children's Hearings (Scotland) Act 2011); and
 - (d) Exclusion Order (under sections 76 to 80 of the Children (Scotland) Act 1995);
77. providing reports on children and their social background for a Children's Hearing as in section 66 of the Children's Hearings (Scotland) Act 2011;
78. implementing supervision requirements made by a Children's Hearing under the Children's Hearings (Scotland) Act 2011;
79. in consultation with Chief Executive and with the Head of Legal and Risk, receiving, responding to and representing the Council in respect of all referrals by the Children's Reporter to the Sheriff Principal under the Children's Hearings (Scotland) Act 2011;
80. arranging the emergency move of a child subject to a supervision requirement with condition of residence under the Children's Hearings (Scotland) Act 2011;
81. recommending that a supervision requirement is reviewed by a Children's Hearing under the Children's Hearings (Scotland) Act 2011;
82. where assessed as necessary, applying to a court for a Permanence Order, or Permanence Order with authority to adopt, under sections 80-83 of the Adoption and Children (Scotland) Act 2007;

83. applying for variation or revocation of permanence order when there has been a material change of circumstances under section 99 of the Adoption and Children (Scotland) Act 2007;
84. providing information to the Courts and arranging accommodation for the detention of children being prosecuted for, or convicted of criminal offences as in sections 42, 43, 44, and 51 of the Criminal Procedure (Scotland) Act 1995;
85. making purchases, outside the central purchasing arrangements, for necessary food, clothing and other essential items for children in care of the Council and living within the Council's residential establishments for young people;
86. discharging the Council's duties in relation to children and young people under the Secure Accommodation (Scotland) Regulations 2013;
87. undertaking all activities, powers and duties as the appropriate local authority to do with Parental Orders as provided for in section 13 and in Part 9 of the Antisocial Behaviour etc (Scotland) Act 2004 including:
 - (a) applying for the making of an order or review of an order;
 - (b) supervising parents who are subject to an order and reporting breaches to the relevant court; and
 - (c) providing services and programmes of work or training for parents and generally giving effect to parenting orders.

Sport

88. devising and implementing events and sports programmes;
89. allocating space within sports facilities to relevant partners and agreeing the terms of any such arrangements, taking advice as necessary from other service areas, and bringing those arrangements to conclusions as required;
- ~~90. awarding grants from the physical activity and sport grant budgets subject to:~~
 - ~~(a) a maximum grant on any one project of £5,000 to be reported to the appropriate Committee annually; and~~

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~~(b) consultation with the appropriate convener and vice convener;~~

91. monitoring arms' length organisations which operate Sport facilities or services, or both, on the Council's behalf, including Edinburgh Leisure;

Libraries

92. providing and managing the Council's library services;
93. requiring any person to whom any article (other than a book or periodical) is lent to deposit with the Council a sum of money for the safe return of such article (section 6 of the City of Edinburgh District Council Order Confirmation Act 1991);
94. making a charge for notifying a person that an article reserved by him has become available for borrowing (section 6 of the City of Edinburgh District Council Order Confirmation Act 1991);
95. charging for the borrowing of any article (other than a book or periodical) or the provision of any service provided at libraries (section 6 of the City of Edinburgh District Council Order Confirmation Act 1991); and
96. prescribing periods within which any article borrowed from a library must be returned, and exacting penalties for the retention by borrowers of any article beyond such period (section 39(1)(a) of the Edinburgh Corporation Order Confirmation Act 1967).

APPENDIX 3

DELEGATION TO THE EXECUTIVE DIRECTOR OF RESOURCES

These are the powers referred to in paragraph 7 of the Scheme:

Legal and Risk

1. signing court documents;
2. signing missives, other holograph conveyancing documents and notices and orders relating to compulsory purchase orders;
3. engaging private legal firms, counsel, sheriff officers, patent agents and parliamentary agents as appropriate;

Human Resources

4. approving applications for early retiral/voluntary severance payments (including teaching staff) subject to an annual report being submitted to Council;
5. issuing certificates as required for employees to apply to the adjudicator for exemption from political restriction;
6. approving all new career development/salary progression schemes and changes to existing schemes;
30. implementing nationally agreed pay awards;
31. approving and making payment of:
 - (a) all salaries, wages, compensations and other emoluments to all employees;
 - (b) pension entitlements to former employees; and

- (c) tax, national insurance and apprenticeship levy contributions to Her Majesty's Revenue and Customs;

Finance

7. determining all accounting and financial records and procedures of the Council. Where such procedures and records are maintained in a service area other than that of the Executive Director of Resources, the Executive Director shall, before making any determination, consult with the Executive Director of the service area concerned;
8. performing any function on behalf of the Common Good Fund, charitable endowments and any other Council funds which would reasonably be deemed to be investment business provided that the Executive Director takes the appropriate advice where necessary and reports any actions to Committee;
9. opening, closing and operating bank accounts on behalf of the Council;
10. approving and making payments due to Her Majesty's Revenue and Customs, and Revenue Scotland;
11. reviewing and amending as appropriate the financial limits given in the Financial Regulations, Finance Rules and supporting policies every year, in line with the relevant inflation indexes;
12. the pooling and treasury management of all surplus funds under the Council's administration and all executive decisions on the approved treasury management activities subject to compliance with CIPFA's "Code of Practice for Treasury Management in the Public Services" and other relevant professional guidance;
13. all borrowing and lending in accordance with the Treasury Management Policy Statement;
14. providing cash advances as considered appropriate for officers of the Council to defray petty cash, other expenses and any other matters on the administration of imprest accounts;
15. assessing business cases for the taking out of new leases to ensure they are consistent with the securing of best value;
16. effecting insurance cover and negotiating with the Council's insurers for all claims in consultation with other officers where necessary;

Appendix 3 – Delegation to the Executive Director of Resources

17. reviewing annually all insurances in consultation with the other chief officers as appropriate and reporting annually to the convener or vice-convener;
18. approving the rate of interest the Council is required to charge to borrowers with variable interest rate loans;
19. being responsible for all purchasing arrangements as detailed in the Contract Standing Orders;
20. collecting and where necessary recovering debt, and where appropriate authorising the write-off of debt, in accordance with Council Policies;

Customer Services and ~~Information Technology~~Digital Services

21. collecting (and where necessary recovering) council tax as set by the Council in accordance with section 97(1) and Schedules 2 and 8 of the Local Government Finance Act 1992 and the provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992;
22. issuing demand notices for the collection of rates payable to the Council under section 237 of the Local Government (Scotland) Act 1947;
23. recovering rates under section 247(5) of the Local Government (Scotland) Act 1947, where necessary in consultation with the convener or vice-convener;
24. administering benefits in accordance with the Social Security Contributions and Benefits Act 1992 and the Social Security Administration Act 1992;
25. administering council tax reduction scheme in accordance with the Council Tax Reduction (Scotland) Regulations 2012;
26. paying all sums to all creditors subject to the certification and authorisation of the appropriate chief officers;
27. signing the certificates and petitions that the Sheriff Court requires for Summary Warrant applications to collect arrears of Community Charge Non-Domestic Rates, Council Tax and other income;
28. deciding to call-up loans where borrowers have fallen into arrears with their house purchase loans;
29. establishing procedures for considering, authorising and making

discretionary housing payments and for the consideration by officers, other than the original decision makers, of appeals against decisions on such applications;

Investment and Pensions

30. implementing strategies and policies agreed by the Pensions Committee including the investment strategy of the pensions funds and performing any function on behalf of the pensions funds which would reasonably be deemed to be investment business provided that the Executive Director takes the appropriate advice;
31. implementing pension regulations including the application of discretions as required in accordance with policies approved by the Pensions Committee from time to time;
32. appointing, monitoring and reviewing such specialist managers and advisers as are necessary to make sure that the pensions funds' assets are managed effectively;
33. determining all accounting, records and financial procedures of the pension funds;
34. writing off pension overpayments of up to £3,000 subject to compliance with the appropriate Council Policies;

Property and Facilities Management

35. concluding leases, missives of let, licence agreements or extensions of leases and licence agreements or similar on behalf of the Council where:
 - (a) the length of the lease/missive/agreement is no more than five years and the rent (exclusive of VAT) is no more than £50,000 a year; or
 - (b) the length of the lease/agreement is no more than one month;

- save where any lease offer which includes an element of community benefit as set out in Council Policy is received, when the decision shall be referred to Committee;
36. negotiating, processing and instructing the Head of Legal and Risk to conclude all rent reviews;
37. taking any action to ensure all terms of a lease or licence agreement are enforced, including terminating any lease or agreement and taking whatever action is necessary to effect an eviction where the tenant or licensee has failed to comply with the terms and conditions of the lease or agreement;
38. granting on behalf of the Council 'wayleave' agreements, and concluding missives and leases for sites for sub-stations, gas governors and similar installations for any period whatsoever, with the exception of:
- (a) wayleaves for gas mains of a diameter greater than 225 mm;
 - (b) grids, oil or chemical pipelines; and
 - (c) overhead transmission lines with a capacity greater than 33,000 volts
- which would only be granted with the Council's consent;
39. granting and obtaining a Minute of Waiver for no more than £50,000;
40. buying and selling property or property rights up to £50,000 when this is required to help in the acquisition or disposal of a more valuable property and the cost can be offset against the acquisition/disposal;
41. permitting a tenant to assign their lease/agreement subject to the Council being in no worse a financial position;
42. buying land or property provided that it has been specifically budgeted for;
43. marketing surplus property for sale or lease and accepting the highest offer subject to being satisfied that this represents market value (if it is proposed that any offer other than the highest received be accepted, or when any offer includes an element of community benefit as set out

in Council Policy then the matter must be considered and approved by the Finance and Resources Committee);

44. agreeing terms for the sale of small plots of land (including land held on the Housing Revenue Account) and instructing the Head of Legal and Risk to conclude the sale, subject to being satisfied that this represents market value, and where:

- (a) the land is existing open space, for example amenity land, landscaping or verges adjoining roads and footpaths;
- (b) the land does not exceed 150 metres²; and
- (c) the use of the land would be for garden ground or for any other ancillary residential use;

45. negotiating and instructing the Head of Legal and Risk to conclude the sale of residential properties under "Right to Buy" legislation;

46. where property is held for commercial or economic development purposes doing the following :

- (a) negotiating to dispose of land or property at values up to £250,000;
- (b) negotiating the grant of "minutes of waiver";
- (c) signing all offers on behalf of the Council to let or take on lease properties where:
 - (i) the length of the lease is no more than five years and the exclusive rent is no more than £50,000 a year; or
 - (ii) the length of the lease is no more than one month;save where any lease offer which includes an element of community benefit as set out in Council Policy is received, when the decision shall be referred to Committee;
- (d) negotiating to renew or extend leases where it is uneconomic or unsuitable to advertise the properties;
- (e) agreeing to proposed transfers of leases where the Council is landlord, and instructing the Head of Legal and Risk to conclude these;

47. where property is held on behalf of the Common Good, doing the following:

- (a) negotiating the grant of "minutes of waiver" or wayleaves;

- (b) signing on behalf of the Council, as manager, to let properties
 - (c) negotiating to renew or extend leases where it is uneconomic or unsuitable to advertise these properties;
- 48. publishing notices of a proposed appropriation or disposal of land in accordance with sections 24(2A) and 27(2A) of the Town and Country (Scotland) Act 1959;
- 49. negotiating and settling all claims for compensation where property has been purchased by the Council under a compulsory purchase order or requires to be purchased for a scheme or project included within the Council's Capital Investment Programme or where there has been a loss in value of property relating to works carried out by the Council;

Edinburgh Shared Repairs Service

- 50. serving notices for repairs, enforcement, carrying out and recovery of costs and expenses in terms of Part 8 of the Civic Government (Scotland) Act 1982 and Part 4 of the Building (Scotland) Act 2003;
- 51. withdrawing, waiving and relaxing notices issued under Part 4 of the Building (Scotland) Act 2003;
- 52. recovering reasonable costs incurred in respect of surveys undertaken under section 22 of the Local Government in Scotland Act 2003
- 53. responding in emergency situations and carrying out repairs immediately where damage to property or health or safety matters are issues and recovering the costs and expenses of doing so;
- 54. inspecting properties, serving (as proper officer) and enforcing notices and recovering costs under section 24 of the Edinburgh District Council Order Confirmation Act 1991; and
- 55. executing any works necessary for securing, restoring or repairing privately owned properties, and recovery from the owners of the relevant properties of any expenses reasonably incurred by the Council in doing so, all in accordance with section 26 and 57 of the Edinburgh District Council Order Confirmation Act 1991.
- 56. cancelling and serving new notices under section 48 of the City of Edinburgh District Council Order Confirmation Act 1991;
- 57. make missing share payments into owners' maintenance accounts for sums between £500 and £20,000 under section 50 (3) of the Housing Act 2006.
- 58. recover missing share payments from the owner of the house concerned under section 59 of the Housing Scotland Act 2006 and in line with the Council's Corporate Debt Policy.

APPENDIX 4
DELEGATION TO THE CHIEF OFFICER - EDINBURGH HEALTH AND SOCIAL
CARE PARTNERSHIP

(or, where applicable, the Chief Social Work Officer)

These are the powers referred to in paragraph 8 of the Scheme:

All service users

1. Taking any necessary action on behalf of the Council to ensure that it discharges its duties under the National Assistance Acts, the Disabled Persons (Employment) Act 1958, the Social Work (Scotland) Act 1968, the Chronically Sick and Disabled Person's Act 1970, the Disabled Persons (Services, Consultation and Representation) Act 1986, the National Health Service and Community Care Act 1990, the Criminal Procedure (Scotland) Act 1995, the Adults with Incapacity (Scotland) Act 2000, the Housing (Scotland) Act 2001, the Curators ad litem and Reporting Officers (Panels) (Scotland) Regulations 2001, the Community Care and Health (Scotland) Act 2002, the Homelessness (Scotland) Act 2003, the Mental Health (Care and Treatment) (Scotland) Act 2003, the Adult Support and Protection (Scotland) Act 2007, the Public Services Reform (Scotland) Act 2010, the Social Care (Self-directed Support) (Scotland) Act 2013 or generally any legislation concerning the Council's functions relating to the provision of social care and support services;
2. arranging for the protection of property of people who have gone into hospital or care as in section 48 of the National Assistance Act 1948;
3. maintaining a Complaints Procedure and service as in section 5B of the Social Work (Scotland) Act 1968;
4. making direct payments to individuals to help them purchase community care services as in sections 12B and 12C of the Social Work (Scotland) Act 1968;
5. providing home help and laundry facilities as in section 14 of the Social Work (Scotland) Act 1968;

6. burying or cremating any person who was in the care of, or receiving help from, the Council and so on, immediately before their death as in section 28 of the Social Work (Scotland) Act 1968;
7. deciding whether to pay the expenses of parents, relatives etc. visiting people who are being cared for or maintained in accommodation by the Council, or in attending funerals as in section 29 of the Social Work (Scotland) Act 1968;
8. providing and maintaining whatever residential and other establishments are needed for the Council's functions under the Social Work (Scotland) Act 1968 and the Mental Health (Care and Treatment) (Scotland) Act 2003, in terms of section 59 of the Social Work (Scotland) Act 1968;
9. recovering from other local authorities any costs for services provided to adults ordinarily resident there under the Social Work (Scotland) Act 1968 as in section 86 of the Social Work (Scotland) Act 1968;
10. recovering charges for services provided under the Social Work (Scotland) Act 1968 as in section 87 of the Social Work (Scotland) Act 1968, but subject to directions or regulations under sections 1 to 6 of Community Care and Health (Scotland) Act 2002;
11. providing welfare services for people (including, for example, assistance in arranging the carrying out of any works of adaptation in homes);
12. providing information on Health and Social Care services for people to whom the section applies and any relevant services of other authorities or organisations as in section 9 of the Disabled Persons (Services, Consultation and Representation) Act 1986;
13. making arrangements for facilities for seriously disabled persons for sheltered employment and training as in section 3 of the Disabled Persons (Employment) Act 1958;
14. co-ordinating and overseeing applications for the registration of all services provided by the Council and all related matters as in sections 59, 62 to 75 and 83 to 89 of the Public Services Reform (Scotland) Act 2010;

15. administering the Panel or Panels appointed under the Curators ad litem and Reporting Officers (Panels) (Scotland) Regulations 2001, including arrangements for training of members of said Panel or Panels;
16. authorising the following finance related issues in accordance with the Financial Regulations and Council Policies:
 - (a) authorise the write-off of debts or charges in the following circumstances:
 - i. incorrect assessment brought to light at later date;
 - ii. where the service user has died and there is no money in the estate;
 - iii. where the service user cannot be traced;
 - iv. in the case of a service dispute where a complaint has been upheld; and
 - v. for social reasons;
 - (b) reimbursing carers and substitute carers for loss or damage (*ex gratia*) of up to £500;
 - (c) reimbursing staff for loss or damage (*ex gratia*) of up to £500;
 - (d) making payments to staff for emergency expenses (*ex gratia*) of up to £50; and
 - (e) reimbursing neighbours and relatives of departmental carers for loss or damage caused by service users (*ex gratia*) of up to £500, where it would be in the interest of the Council to maintain goodwill, subject to appropriate consultation with the relevant convener or vice-convener;

Community Care

17. taking any necessary action on behalf of the Council to ensure that it discharges its duties under the Adult Support and Protection (Scotland) Act 2007, including:
 - (a) making inquiries about a person's well-being, property or financial affairs if it is known or believed that the person is

an adult at risk and that intervention might be needed to protect the person's well-being, property or financial affairs (section 4);

(b) applying to the sheriff for an order which authorises a Council officer to take a specified person from a place being visited (sections 7 and 11);

(c) if recommended by the relevant medical officer, applying for an order to remove to suitable premises a person in need of care and attention (sections 14 to 18); and

(d) applying for a banning order (sections 19 to 34);

18. preparing and publishing a plan for providing community care services in Edinburgh as in section 5A of the Social Work (Scotland) Act 1968;

19. promoting social welfare including giving help "in kind or in cash" where the terms of section 12 of the Social Work (Scotland) Act 1968 are met;

20. safeguarding and promoting the welfare of children in need and giving help "in kind or in cash" as in section 22 of the Children (Scotland) Act 1995;

21. collaborating with individuals and carers to assess their needs and providing information in accordance with sections 12A, 12AA and 12AB of the Social Work (Scotland) Act 1968;

22. making arrangements with voluntary or other organisations for residential accommodation where nursing is provided for people who appear to need such accommodation as in section 13A of the Social Work (Scotland) Act 1968;

23. approving rates for and contracts for delivery of residential and other services in circumstances where the politically approved pricing policy does not apply;

24. assessing needs of disabled or chronically sick people as in section 4 of the Disabled Persons (Services, Consultation and Representation) Act 1986;

25. assisting persons in need in disposal of produce of their work as in section 13 of the Social Work (Scotland) Act 1968;
26. approving waivers or disregards in respect of determining a client's liability for contribution to social care and housing support services provided;
27. approving waivers and disregards in respect of determining a client's liability for contribution to care home (residential/nursing) costs;
28. approving the variation, suspension or termination of contracts with providers in line with the Council's Quality Assurance arrangements for health and social care services;
29. providing or securing the provision of care and support services including residential services for people who are, or have been, suffering from mental disorder as defined in section 25 of the Mental Health (Care and Treatment) (Scotland) Act 2003;
30. providing after-care services for people who are/have been, suffering from mental disorder as in section 26 of the Mental Health (Care and Treatment) (Scotland) Act 2003;
31. appointing Mental Health officers as in section 32 of the Mental Health (Care and Treatment) (Scotland) Act 2003, and supervising the discharge of their statutory responsibilities; and
32. discharging the Council's duties under the Adults with Incapacity (Scotland) Act 2000, including:
 - (a) the following duties within section 10:
 - i. supervising guardians;
 - ii. consulting the Public Guardian and Mental Welfare Commission on matters of common interests;
 - iii. receiving and investigating complaints about welfare attorneys and matters of common interests;

- iv. receiving and investigating complaints about welfare attorneys and guardians; and
- v. providing a guardian, welfare attorney or person authorised under an intervention order when requested; and

(b) the following duties within section 57:

- i. applying to be a guardian of an adult if there is no other suitable adult and managing the property, financial affairs and welfare of that adult in accordance with any order issued by the court in that regard; and
- ii. providing court reports of private applications to be a guardian.

33. Awarding and refusing grants in line with the decision of the Edinburgh integration Joint Board.

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APPENDIX 5

DELEGATION TO THE EXECUTIVE DIRECTOR OF PLACE

These are the functions referred to in paragraph 9 of the Scheme:

Notices and Orders

1. signing notices and orders about road traffic matters;

Roads

2. overseeing the general management and maintenance of roads (section 1(1) of Roads (Scotland) Act 1984);
3. adding roads to or taking them off the roads authority's list of public roads (section 1(4) of the Roads (Scotland) Act 1984);
4. advising frontagers of the Council's intention to add to or delete from the list of public roads (section 1(5) of the Roads (Scotland) Act 1984);
5. altering or improving existing or proposed roads that cross public roads (section 12 of the Roads (Scotland) Act 1984);
6. serving notice on frontagers of a private road to make up and maintain that road (section 13(1) of the Roads (Scotland) Act 1984);
7. contributing to, or carrying out work on private roads (section 14(1) of the Roads (Scotland) Act 1984);
8. carrying out emergency work on private roads (section 15 of the Roads (Scotland) Act 1984);
9. determining applications for private roads to become public roads when Road Construction Consents are sought (section 16 of the Roads (Scotland) Act 1984);
10. entering into agreements to take over footpaths in accordance with section 18 of the Roads (Scotland) Act 1984;
11. constructing new roads other than special roads which are considered requisite (section 20(1) of the Roads (Scotland) Act 1984);
12. entering new roads constructed by the local roads authority into the list of public roads (section 20(2) of the Roads (Scotland) Act 1984);
13. granting all road construction applications (section 21 of the Roads (Scotland) Act 1984) except:
 - (a) where there are unresolved objections;
 - (b) when the application is recommended for refusal;and

- (c) when an applicant wishes to be heard by the Committee in connection with a conditional consent or refusal that has been recommended;
- 14. serving notices to conform to conditions imposed in a Road Construction Consent (section 21(5) of the Roads (Scotland) Act 1984);
- 15. stopping up or temporarily closing a new road where there is no construction consent or it is not conformed with (section 23 of the Roads (Scotland) Act 1984);
- 16. raising, lowering or altering the level of a public road (section 24 of the Roads (Scotland) Act 1984);
- 17. providing footways for the safety or convenience of pedestrians (section 25 of the Roads (Scotland) Act 1984);
- 18. constructing, lighting and maintaining pedestrian subways under, or footbridges over, the road for the purpose of making the crossing of a public road less dangerous for pedestrians or protecting traffic along the road from danger (section 26 of the Roads (Scotland) Act 1984);
- 19. constructing and maintaining works in the carriageway of a public road (section 27 of the Roads (Scotland) Act 1984);
- 20. providing and maintaining raised paving, pillars, walls, rails, fences or barriers at certain places (section 28 of the Roads (Scotland) Act 1984);
- 21. putting up and maintaining fences or posts to prevent access or to set the boundary for a road or proposed road (section 29 of the Roads (Scotland) Act 1984);
- 22. carrying out work to protect roads against hazards of nature (such as snow, flood or landslide) (section 30 of the Roads (Scotland) Act 1984);
- 23. using the road authority's powers for draining roads (section 31 of the Roads (Scotland) Act 1984);
- 24. contributing to the costs of drainage work (e.g. for flood prevention) (section 32 of the Roads (Scotland) Act 1984);
- 25. providing and maintaining snow gates for the purpose of temporarily closing a road to vehicular traffic on any occasions when snow is rendering or has rendered that road unsafe; and closing and securing any snow gate on the road against traffic (except traffic engaged in the provision or restoration of essential services) in accordance with the provisions set out in section 33 of the Roads (Scotland) Act 1984;
- 26. taking reasonable steps to prevent snow and ice endangering safe passage over public roads (section 34 of the Roads (Scotland) Act 1984);

27. providing and maintaining lighting on roads or proposed roads (section 35 of the Roads (Scotland) Act 1984);
28. constructing road humps (section 36 of the Roads (Scotland) Act 1984);
29. consulting on providing road humps (section 37 of the Roads (Scotland) Act 1984);
30. constructing traffic calming works (section 39A of the Roads (Scotland) Act 1984);
31. providing, maintaining and removing cattle-grids (sections 41, 42 and 43 of the Roads (Scotland) Act 1984);
32. entering into agreements with other neighbouring authorities in respect of cattle grids (section 44 of the Roads (Scotland) Act 1984);
33. providing cattle grids to supersede gates (section 45 of the Roads (Scotland) Act 1984);
34. making agreements for cattle grids with landowners (section 46 of the Roads (Scotland) Act 1984);
35. contributing towards the cost of cattle grids (section 47 of the Roads (Scotland) Act 1984);
36. entering into agreements with any persons willing to contribute to the construction or improvement of a road (section 48 of the Roads (Scotland) Act 1984);
37. maintaining structures and equipment for the detection of traffic offences (section 49A of the Roads (Scotland) Act 1984);
38. planting trees, shrubs, grass and other plants within the boundaries of a public road (section 50 of the Roads (Scotland) Act 1984);
39. allowing trees, shrubs, grass and other plants to be planted by people other than the roads authority (section 51 of the Roads (Scotland) Act 1984);
40. carrying out works to mitigate any adverse effect which the construction, improvement, existence or use of any road has or will have on the surroundings (section 52 of the Roads (Scotland) Act 1984);
41. making agreements to use land for landscaping to mitigate the effects of road construction (section 53 of the Roads (Scotland) Act 1984);
42. providing and maintaining rubbish bins or storage bins on roads (section 54 of the Roads (Scotland) Act 1984);
43. authorising in writing work in or excavation under a public road (section 56 of the Roads (Scotland) Act 1984);

44. taking action to eliminate danger caused by works in or under a road (section 57 of the Roads (Scotland) Act 1984);
45. granting permission in writing for any person to leave material on a road, or occupy it in any other way, for building purposes (section 58 of the Roads (Scotland) Act 1984);
46. giving written consent, with reasonable conditions attached as appropriate, for things to be placed or deposited in a road (section 59 of the Roads (Scotland) Act 1984);
47. enforcing rectification of failures to mark, light, fence or sign an obstruction in a road, or enforcing a person to shore up or otherwise protect a building in accordance with section 60 of the Roads (Scotland) Act 1984;
48. allowing equipment to be placed under a road (section 61 of the Roads (Scotland) Act 1984);
49. temporarily prohibiting or restricting the use of roads which are dangerous (section 62 of the Roads (Scotland) Act 1984);
50. serving notice that a satisfactory vehicle crossing must be made (section 63 of the Roads (Scotland) Act 1984);
51. giving statutory undertakers consent to work on footways, footpaths and cycle tracks (section 64 (2) of the Roads (Scotland) Act 1984);
52. serving notices on owners or occupiers who fail to keep any structures or fixtures (including cellar openings, doors and covers) or vaults, arches, cellars and tunnels in good condition and repair and requiring them to replace, repair or put into good condition such structures, and paying any associated expenditure incurred by owners or occupiers (section 66 of the Roads (Scotland) Act 1984);
53. issuing notices to enforce an owner to alter a door, gate, window, window shutter or bar in order that it does not reduce safety or convenience by opening outwards into a road (section 67 of the Roads (Scotland) Act 1984);
54. starting the consultation process to stop up public and private access to land (sections 70 and 72 of the Roads (Scotland) Act 1984);
55. stopping up public and private access to land where no objections have been received following notice to the public (sections 70 and 72 of the Roads (Scotland) Act 1984);
56. making land temporarily available for alternative routes during road improvement works (section 74 of the Roads (Scotland) Act 1984);
57. diverting waters (to construct, improve, protect roads) (section 78 of the Roads (Scotland) Act 1984);
58. entering into agreements to maintain or contribute to the cost of

- maintaining bridges (section 79 of the Roads (Scotland) Act 1984);
59. serving notices relating to the obstruction of views at corners, bends and junctions (section 83 of the Roads (Scotland) Act 1984);
 60. giving written permission for skips to be left on a road (section 85 of the Roads (Scotland) Act 1984);
 61. removing skips which are causing danger or obstruction (section 86 of the Roads (Scotland) Act 1984);
 62. requiring persons to remove structures that have been erected, deposited or placed on a road in accordance with section 87 of the Roads (Scotland) Act 1984;
 63. removing or altering projections of any buildings that interfere with safe or convenient passage along a road (section 88 of the Roads (Scotland) Act 1984);
 64. intimating to owners that they must remove objects which have fallen onto a road causing an obstruction, and if the owner cannot be traced or fails to remove the object within a reasonable period of time, or if the case is one of emergency, removing such objects (section 89 of the Roads (Scotland) Act 1984);
 65. taking all reasonable steps for the purpose of warning road users of obstructions in accordance with section 89 of the Roads (Scotland) Act 1984;
 66. recovering from owners any expenses reasonably incurred in the removal of obstructions in accordance with section 89 of the Roads (Scotland) Act 1984;
 67. agreeing to any overhead bridge, beam, rail or similar apparatus being fixed or placed over, along, or across a road (section 90 of the Roads (Scotland) Act 1984);
 68. serving notices on owners to carry out work to remove danger where a hedge, tree, or shrub is causing danger, obstruction or interference to passing vehicles or pedestrians, and carrying out such work if required in accordance with section 91 of the Roads (Scotland) Act 1984;
 69. giving consent for trees or shrubs to be planted within 5 metres of a carriageway and removing trees or shrubs planted without such consent (section 92 of the Roads (Scotland) Act 1984);
 70. taking steps to protect road users from dangerous things on land beside or near a road (section 93 of the Roads (Scotland) Act 1984);
 71. serving notices on occupiers of land adjoining a road to take steps to remove any risks of injury caused by wire, electrified fence, spikes, glass or any device (section 93 of the Roads (Scotland) Act 1984);
 72. filling in a pipe or ditch next to or near a public road which is a danger

- to road users (section 94 of the Roads (Scotland) Act 1984);
73. recovering the cost of clearing mud, clay and so on, on a road (section 95 of the Roads (Scotland) Act 1984);
74. recovering extraordinary costs for maintaining a road that has excessively heavy traffic (section 96 of the Roads (Scotland) Act 1984);
75. giving consent in writing to stalls and similar structures being put up next to a principal road for the purposes of selling goods (section 97 of the Roads (Scotland) Act 1984);
76. taking action related to stray and other animals on roads (section 98 of the Roads (Scotland) Act 1984);
77. serving notices on the owners or occupiers of land who are not preventing the flow of water, filth or other offensive matter from their land onto a road, and consenting to other persons carrying out such preventative work with any reasonable conditions in accordance with section 99 of the Roads (Scotland) Act 1984;
78. acquiring land when constructing or improving roads for schemes approved by the Council (sections 104, 106 and 107 of the Roads (Scotland) Act 1984);
79. acquiring land to improve amenity of new or improved road for schemes approved by the Council (section 105 of the Roads (Scotland) Act 1984);
80. obtaining materials for road repairs (section 121 of the Roads (Scotland) Act 1984);
81. giving people powers of entry for surveys and inspections (section 140(1) of the Roads (Scotland) Act 1984);
82. recovering expenses incurred when surveying land, etc. in connection with the Council's duties as roads authority (section 140(6) of the Roads (Scotland) Act 1984);
83. carrying out work that someone has failed to do (section 141 of the Roads (Scotland) Act 1984);
84. carrying out the roads authority's enforcement functions under the Roads (Scotland) Act 1984;

Traffic

85. commencing and completing the statutory procedure set out in the Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999, and doing all necessary preparation prior to making orders under the following sections of the Road Traffic Regulation Act 1984:
- (a) sections 1, 2, and 4 (road traffic orders);

- (b) section 9 (experimental traffic orders);
 - (c) section 19 (regulation of highways by public service vehicles);
 - (d) sections 32, 35, 45, 46 and 49 (parking places);
 - (e) section 37 (extension of powers for purposes of general scheme traffic control);
 - (f) section 53 (designation orders);
 - (g) sections 82 and 83 (restricted roads); and
 - (h) section 84 (speed limit orders);
86. making orders under sections 1, 2, 4, 9, 19, 32, 35, 37, 45, 46, 49, 53, 82, 83 and 84 (as described in paragraph 84 above) of the Road Traffic Regulation Act 1984 where there have been no objections received by the public;
87. in relation to orders made under paragraph 85 of the Scheme, making decisions that section 3(1) of the Road Traffic Regulation Act 1984 shall not have effect;
88. commencing and completing the statutory procedure set out in the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulations 1986 prior to:
- (a) making orders determining the means of exercise of a public right of passage under section 152(2) of the Roads (Scotland) Act 1984; and
 - (b) making orders stopping up roads and dangerous accesses under sections 68 and 69 of the Roads (Scotland) Act 1984;
89. making orders determining the means of exercise of a public right of passage where no objections have been following notice to the public (section 152(2) of the Roads (Scotland) Act 1984);
90. making orders to stop up roads and dangerous accesses where no objections have been received following notice to the public (sections 68 and 69 of the Roads (Scotland) Act 1984);
91. recovering the costs of stopping-up orders made under section 68(1) of the Roads (Scotland) Act 1984 (section 147 of the Roads (Scotland) Act 1984);
92. recovering the costs of stopping up roads for safety reasons (section 147 of the Roads (Scotland) Act 1984);
93. recovering the costs of re-determination orders made under section 152(2) of the Roads (Scotland) Act 1984;

94. remitting proposed orders made under sections 68, 69 or 152(2) of the Roads (Scotland) Act 1984 to the Scottish Ministers for consideration where objections have been received and not subsequently withdrawn, in accordance with Regulation 13 of the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulations 1986;
95. modifying in order to make less onerous (where the modification will remove an objection), or suspending, experimental traffic orders (section 10 of the Road Traffic Regulation Act 1984);
96. temporarily restricting or banning the use of roads (section 14 and 16A of the Road Traffic Regulation Act 1984);
97. putting up, maintaining and altering pedestrian crossings on roads other than trunk roads (section 23 of the Road Traffic Regulation Act 1984);
98. making arrangements for school crossing patrols (siting, selecting and training staff) (section 26 of the Road Traffic Regulation Act 1984);
99. managing off-street parking places including provision of buildings and apparatus, etc (including the contracting out of any charges) (section 33 of the Road Traffic Regulation Act 1984);
100. providing access to premises through off-street parking places where this would relieve or prevent congestion (section 34 of the Road Traffic Regulation Act 1984);
101. acquiring land for off-street parking for schemes approved by the Council (section 40 of the Road Traffic Regulation Act 1984);
102. buying or hiring parking meters (section 49 of the Road Traffic Regulation Act 1984);
103. providing stands and racks for bicycles in a road or elsewhere (section 63 of the Road Traffic Regulation Act 1984);
104. causing or allowing traffic signs to be placed on or near any road (section 65 of the Road Traffic Regulation Act 1984);
105. consulting on the placing of traffic signs in certain circumstances (section 68 of the Road Traffic Regulation Act 1984);
106. serving notices on owners to remove unauthorised traffic signs (section 69 of the Road Traffic Regulation Act 1984);
107. entering any land and carrying out other powers for placing, replacing, converting and removing traffic signs (section 71 of the Road Traffic Regulation Act 1984);
108. putting up and maintaining signs showing a speed limit (section 85 of the Road Traffic Regulation Act 1984);

109. placing bollards or other obstructions on roads where an order is in force that prevents or restricts the passage of vehicles (section 92 of the Road Traffic Regulation Act 1984);
110. placing bollards on a road where authorised or ordered by the Scottish Ministers (section 93 of the Road Traffic Regulation Act 1984);
111. taking action to secure the expeditious, convenient and safe movement of traffic, including pedestrians, especially for access control of commercial and public service vehicles (section 122 of the Road Traffic Regulation Act 1984);
112. carrying out studies and implementing a programme of measures designed to promote safety (section 39 of the Road Traffic Act 1988);
113. consulting about road hump proposals and the placing of signs (Road Humps (Scotland) Regulations 1998);
114. effecting duties as to the general procedure to be followed before a temporary order is made (Paragraph 3 of the Road Traffic (Temporary Restrictions) Procedure Regulations 1992);
115. effecting duties as to various procedures to be followed in respect of timing of road works (Road Works (Scottish Road Works Register, Notices, Directions and Designations) (Scotland) Regulations 2008);
116. effecting duties as to procedures to be followed in respect of timing of road works (The Road (Traffic Calming)(Scotland) Regulations 1994);
117. effecting duties as to procedures to be followed for consultation about traffic calming works and to the placing of signs at such works (The Roads (Traffic Calming)(Scotland) Regulations 1994 as amended);
118. carrying out the roads authority's responsibilities under the Local Government (Omnibus Shelters and Queue Barriers) (Scotland) Act 1958;
119. carrying out the roads authority's responsibilities including enforcement functions under the New Roads and Street Works Act 1991;
120. commenting as roads authority on planning applications (Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008);
121. agreeing to the provision of seats and other street furniture on footways (section 30 of the Local Government and Planning (Scotland) Act 1982);
122. advising other authorities on their proposals to 'stop up' roads (sections 1 and 9 of the Road Traffic Regulation Act 1984; sections 68, 69 and 152 of the Roads (Scotland) Act 1984);
123. providing and maintaining lighting on roads that are not maintained by

the Council;

124. making arrangements for tenders and contracts for supported bus services under the Transport Act 1985;
125. arranging for minor spending on bus services to the limits in force for minor contracts under the Transport Act 1985;
126. erecting, moving and removing bus stops, shelters and information panels provided that no objections are made following notice to the public;
127. installing, moving and removing bus stop clearway markings under the Traffic Signs Regulations and General Directions 2002;
128. carrying out the Council's enforcement functions under the Road Traffic Regulation Act 1984, the Road Traffic Act 1991, the Transport (Scotland) Act 2001 and the Bus Lane Contraventions (Charges, Adjudication and Enforcement) (Scotland) Regulations 2011;
129. assessing whether people are eligible for forms of concessionary travel;
130. issuing and refusing to issue a disabled person's badge under the criteria prescribed in the Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000;
131. asking the Traffic Commissioner to make a traffic regulation condition in respect of a local bus service (section 7 of the Transport Act 1985);
132. dealing with applications to run vehicles for the benefit of the community exempt from Public Service Vehicle etc requirements (section 19 of the Transport Act 1985);
133. dealing with applications to run a community bus service for the benefit of the community exempt from Public Service Vehicle, etc requirements (section 22 of the Transport Act 1985);
134. securing public transport services having regard for transport needs of members of the public who are elderly or disabled (section 63 of the Transport Act 1985); deciding the numbers of, and charges for, Edinburgh healthcare workers' parking permits subject to any disagreement with NHS Lothian being reported to Committee for decision;
135. approving or refusing applications for school crossing patrols in accordance with the Council Policies;

Housing and Regeneration

136. approving offers and authorising payments of grants to Registered Social Landlords;
137. authorising and carrying out repairs and maintenance to homes owned by the Council for the purposes of affordable rent ("Council

Homes”) in accordance with the Council’s repairs policy;

137. operating the “Right to Repair” scheme for tenants of Council Homes;
139. consenting to repairs and improvements of Council Homes;
140. determining whether the costs of repair and improvements to Council Homes should be reimbursed and to what extent;
141. maintaining a common housing register and allocating Council Homes in accordance with the Council’s lettings policy;
142. collecting rent, service charges and court costs where applicable from current and former tenants of Council Homes;
143. writing off the arrears balances of former tenants of Council Homes in accordance with Council Policies;
144. consulting with tenants of Council Homes on increases to rent and service charges;
145. carrying out regular maintenance of land held on the Housing Revenue Account;
146. instructing repairs to common areas in accordance with the Tenements (Scotland) Act 2004;
147. preparing and implementing a Tenant Participation Strategy, including keeping a register of tenant organisations in accordance with the Housing (Scotland) Act 2001 ~~and awarding grants up to the sum of £5,000;~~
- 148.
149. registering the Council as a property factor with the Scottish Government and taking steps to comply with the code of conduct’s standards of practice, in accordance with the Property Factors (Scotland) Act 2011;
150. preparing and maintaining a register of private landlords under the Antisocial Behaviour etc. (Scotland) Act 2004;
151. carrying out functions under Part 9 of the Antisocial Behaviour etc. (Scotland) Act 2004;
152. entering relevant persons on the register of private landlords on receipt of a valid application to register or where a relevant person

- has made a valid houses of multiple occupancy application;
153. approving the entitlement to the relevant discounts of the fee to be entered on the register of private landlords;
 154. carrying out the Council's duties as a landlord under section 30 of the Housing (Scotland) Act 1988;
 155. issuing, serving, suspending and revoking work notices under sections 30, 31 and 32 of the Housing (Scotland) Act 2006;
 156. carrying out work where the owner of a house fails to comply with a work notice or a demolition notice under section 35 of the Housing (Scotland) Act 2006;
 157. carrying out work after notification by a private rented housing committee under section 36 of the Housing (Scotland) Act 2006;
 158. carrying out the Council's functions in relation to maintenance under Part 1, Chapter 6 of the Housing (Scotland) Act 2006;
 159. carrying out the Council's functions in relation to the licensing of houses in multiple occupation under Part 5 of the Housing (Scotland) Act 2006;
 160. carrying out the Council's functions in relation to rights of entry under Part 9 of the Housing (Scotland) Act 2006;
 161. exercising the Council's powers under Part 10 of the Housing (Scotland) Act 2006;
 162. granting, varying, refusing, extending and revoking temporary exemption orders in terms of section 142 and 143 of the Housing (Scotland) Act 2006;
 163. issuing rent penalty notices under the Antisocial Behaviour etc. (Scotland) Act 2004;
 164. where appropriate, refunding fees that have been paid by applicants to be placed on the register of landlords;
 165. processing applications for improvement grants and domestic sound-proofing grants including authority to make payments;
 166. seeking the Scottish Minister's approval to raise the level of grant given to an owner-occupier for reasons of hardship;
 167. carrying out assessments to determine homelessness or the threat of homelessness, and discharging the Council's duties in respect of those assessed as either being homeless or under threat of homelessness;
 168. carrying out spot purchases of accommodation, including Bed and Breakfasts, for homeless, temporary or emergency accommodation;

169. entering into leasing agreements with Registered Social Landlords for homeless, temporary or emergency accommodation;
170. carrying out repairs to white goods and furnishings in homeless, temporary or emergency accommodation and core furnished tenancies;
171. kennelling pets for households staying in homeless, temporary or emergency accommodation;
172. determining who receives housing support in line with Council Policies;
173. implementing and enforcing the conditions of the Council's tenancy agreements for Council Homes including decisions to progress cases for repossession and eviction action;
174. determining eligibility of applicants and administering the sale of Council Homes under "Right to Buy" legislation;
175. purchasing and selling property on the Housing Revenue Account up to a value of £250,000, provided that such purchases are reported annually to the appropriate committee;

Licensing

176. granting or refusing permits for public charitable collections in accordance with criteria approved by the Regulatory Committee;
177. granting, attaching conditions to, refusing and issuing applications for licences etc. under the Civic Government (Scotland) Act 1982 and the legislation listed in Part A of Appendix 10 (including taxi and private hire car licence applications where an adverse medical report has been received) subject to:
 - (i) there being no objection or unresolved representation from a member of the public or the Chief Constable to the application;
178. subject to consultation with the Convener or Vice-Convener of the Licensing Sub-Committee, granting, attaching conditions to, refusing and issuing applications for any temporary licences etc. under the Civic Government (Scotland) Act 1982 and the legislation listed in Part of A of Appendix 10 where there has been an objection or unresolved representation from a member of the public or the Chief Constable to the application and where it is not practicable for the application to be considered by a scheduled meeting of the Licensing Sub-Committee prior to the date the licence, if granted, is due to commence;
179. granting, renewing, varying and issuing any licence where Police

- Scotland has made a representation about conditions to be attached to the licence and where the applicant has indicated in writing that he/she agrees to the conditions;
180. renewing and issuing licences etc. under the Civic Government (Scotland) Act 1982 and the legislation listed in Part A of Appendix 10 if satisfied (after considering reports by appropriate officials) as to their non-contentious nature;
 181. keeping a public register of applications, permissions and licences;
 182. granting and issuing late hours catering licence renewals with hours in excess of zoning policy, where those hours had been enjoyed in the preceding year without complaint;
 183. determining an application for an exemption from the requirement to have a late hours catering licence in respect of any particular occasion or during a specified period not exceeding two months in any period of 12 months, and, where appropriate, to attach to such exemption any of the standing conditions applying to late hours catering licences;
 184. refunding the appropriate application fee (or part of the fee) for applications which have been withdrawn or refused and licences which have been granted, in accordance with Council Policy;
 185. advertising any proposed taxi stance appointment, variation or revocation and:
 - (a) determining the proposal where no public objections or representations are received; and
 - (b) determining the starting date of any change;
 186. determining whether good cause has been shown to deem an application for renewal of a licence made up to 28 days after the expiry of the existing licence is to be treated as if the licence had been made prior to its expiry;
 187. subject to consultation with the Convener or Vice-Convener of the Licensing Sub-Committee, considering whether there is a serious threat to public order or public safety which would justify a temporary suspension of any licences etc. under the Civic Government (Scotland) Act 1982 and the legislation listed in Part A of Appendix 10, and where it is considered that such a serious threat to public order or public safety exists, temporarily suspending the relevant licences etc. for a period of not more than 6 weeks or until the suspension is considered by the Licensing Sub-Committee, whichever is sooner;
 188. suspending taxi and private hire driver licences on a temporary basis on medical grounds during the currency of a licence where the licence holder is in agreement;

189. exempting new taxi driver licence applicants from elements of the compulsory training course if they have alternative equivalent qualifications;
190. accepting new applications to drive taxis or private hire cars from previously licensed drivers up to six months after the expiry of their licence at the appropriate renewal fee;
191. exercising the Council's overriding discretion in respect of section 187(a)(i) of the City of Edinburgh Council's Licensing Conditions for Taxis, Private Hire Cars, Taxi Drivers and Private Hire Car Drivers 2006) to consider any negative factor such as:
 - (a) whether the width deviated from the manufacturer's specification for standard vehicles of that type;
 - (b) whether factory options such as wide wheels and tyres had been added; and
 - (c) whether the vehicle could safely fit/utilise any taxi stance, without the stance being modified;
192. approving the installation of WiFi, CCTV or other camera equipment in any relevant licensed vehicle;
193. determining whether alleged changes in circumstances are adequate to allow the processing of a further application for a civic licence within 12 months of a refusal (including licences for houses in multiple occupation);
194. accepting a re-application for a civic licence within 12 months of a refusal under existing delegated powers due to an error of material fact and transferring the original fee to the re-application (including licences for houses in multiple occupation);
195. issuing letters of confirmation in respect of notification of public processions received with the exception of any notification attracting representations that cannot be resolved through negotiation;
196. determining requests for variation of fees for Houses in Multiple Occupation licences;
197. appointing members to vacancies arising in the membership of the Council's Licensing Forum;
198. appointing Licensing Standards Officers in accordance with section 13 of the Licensing (Scotland) Act 2005;
199. determining and issuing wheelchair exemptions on a temporary basis in respect of the City of Edinburgh Council's Licensing Conditions for Taxis, Private Hire Cars, Taxi Drivers and Private Hire Car Drivers;
200. determining whether to hold a hearing to consider the suspension of a licence in terms of the Civic Government (Scotland) Act 1982;

201. approve in terms of standard licence condition 26 for individual applications to install Admats and to vary the standard conditions of licence to disapply condition 299 insofar as it applies to Admats.

Community safety, environmental, consumer protection and registration etc.

~~201~~202. exercising statutory duties, functions and enforcement under the legislation listed in Part B of Appendix 10;

~~202~~203. when appointed by the Scottish Ministers, acting on any
Emergency
Order made under Part I of the Food and Environment Protection Act 1985;

~~203~~204. carrying out reviews of air quality in accordance with section 82 of the Environment Act 1995;

~~204~~205. carrying out assessments of air quality and the achievement of air quality standards or objectives in accordance with section 84 of the Environment Act 1995;

~~205~~206. complying with any regulations made under section 87 of the
the
Environment Act 1995;

~~206~~207. enforcing pollution and nuisance control measures in accordance with sections 107, 108 and 109 of the Environment Act 1995;

~~207~~208. issuing suspension notices under section 14 of the
Consumer
Protection Act 1987 for goods which are suspected to be unsafe;

~~208~~209. granting licences under the Health and Safety at Work etc. Act 1974 and the Petroleum Acts 1928 and 1936;

~~209~~210. making registrations under the Health and Safety and Work etc.
Act
1974 and The Poisons Act 1972;

~~210~~211. appointing and exercising the powers of health and safety inspectors under sections 19 and 20 of the Health and Safety at Work etc. Act 1974;

~~211~~212. serving improvement notices and prohibition notices under
sections
21 and 22 and in accordance with section 23 of the Health and Safety at Work etc. Act 1974;

~~212~~213. dealing with causes of imminent danger in accordance with
section
25 of the Health and Safety at Work etc. Act 1974;

~~213~~214. providing information upon request under section 27 of the Health and Safety at Work etc. Act 1974;

Appendix 5 – Delegation to the Executive Director of Place

- ~~214~~215. issuing credentials to enforcement staff so that they can deal with enforcing and licensing as provided by the relevant legislation and European directives;
- ~~215~~216. providing mobile toilet units, waste containers and assistance in kind to community organisations and charities for special events for which budget provision has been made, and charging for provisions of these services where appropriate;
- ~~216~~217. performing the Council's public health duties under sections 11 to 21 of the Edinburgh District Council Order Confirmation Act 1991, including registering premises for acupuncturists, ear piercers and electrolysis;
- ~~217~~218. enforcing the removal or discontinuation of advertisements under section 186 of the Town and Country Planning (Scotland) Act 1997;
- ~~218~~219. removing or obliterating placards or posters in accordance with section 187 of the Town and Country Planning (Scotland) Act 1997;
- ~~219~~220. appointing officer to carry out the functions of the Public Analyst and Food Examiner (Food Safety Act 1990) and Agricultural Analyst/Depute Agricultural Analyst (Agriculture Act 1970);
- 221. exercising the Council's statutory duties and functions under the Food Safety Act 1990 in relation to issues of food hygiene, food safety and food standards, including labelling;
- 222. burying or cremating the body of any person who has died or been found dead in the Council's area in any case where it appears to the Council that no suitable arrangements for the disposal of the body have been or are being made otherwise than by the Council, and recovering from the estate of the deceased person the expenses incurred in doing so (section 50 of the National Assistance Act 1948);
- 223. burying or cremating the body of any deceased person who immediately before his death was in the care of, receiving assistance from, or was a child being looked after by the Council, and recovering the expenses of doing so from the estate of the deceased person or from any person who was liable to maintain the deceased person immediately before his death expenses incurred (section 28 of the Social Work (Scotland) Act 1968);
- 224. maintaining cemeteries in accordance with section 10 of the Edinburgh District Council Order Confirmation Act 1991;
- 225. awarding community grants from dedicated budgets;
- 226. providing and managing the Council's library services;
- 227. requiring any person to whom any article (other than a book or periodical) is lent to deposit with the Council a sum of money for the safe return of such article (section 6 of the City of Edinburgh District Council Order Confirmation Act 1991);
- 228. making a charge for notifying a person that an article reserved by

Appendix 5 – Delegation to the Executive Director of Place

him has become available for borrowing (section 6 of the City of Edinburgh District Council Order Confirmation Act 1991);

229. charging for the borrowing of any article (other than a book or periodical) or the provision of any service provided at libraries (section 6 of the City of Edinburgh District Council Order Confirmation Act 1991);
230. prescribing periods within which any article borrowed from a library must be returned, and exacting penalties for the retention by borrowers of any article beyond such period (section 39(1)(a) of the Edinburgh Corporation Order Confirmation Act 1967);
231. exercising the Council's functions under the Registration of Births, Deaths and Marriages (Scotland) Act 1965, including registering births and deaths, appointing a registrar and providing and maintaining a registration office;
232. appointing an officer to carry out the function of dealing with stray dogs, and dealing with dogs under sections 149, 150 and 151 of the Environmental Protection Act 1990;
233. exercising the Council's functions under the Public Health etc. (Scotland) Act 2008, including serving notices on owners or occupiers of infected premises, inspecting premises and recovering expenses, and providing mortuaries;
234. carrying out periodical inspections and exercising the Council's inspections functions under sections 9A to 12 of the Zoo Licensing Act 1981;
235. considering and making arrangements for the welfare of animals following the closure of a zoo under sections 16E and 16G of the Zoo Licensing Act 1981;
236. controlling noise from construction sites by investigating, and serving and publishing notices in accordance with section 60 of the Control of Pollution Act 1974;
237. considering applications for consents for works in accordance with section 61 of the Control of Pollution Act 1974;
238. investigating noise nuisance, serving warning notices and fixed penalty notices, and seizing and removing equipment in accordance with sections 41 to 54 of the Antisocial Behaviour etc (Scotland) Act 2004;
239. inspecting and investigating statutory nuisances in accordance with section 79 of the Environmental Protection Act 1990;
240. serving abatement notices and fixed penalty notices and initiating proceedings in relation to statutory nuisances in accordance with sections 80, 80ZA and 80A of the Environmental Protection Act 1990;
241. abating nuisances and recovering costs in relation to statutory nuisances in accordance with sections 81, 81A and 81B of the Environmental Protection Act 1990;

Appendix 5 – Delegation to the Executive Director of Place

242. issuing fixed penalty notices for contravention of unauthorised or harmful depositing of waste in accordance with section 33A of the Environmental Protection Act 1990;
243. complying with the duty of care in relation to controlled waste in accordance with section 34 of the Environmental Protection Act 1990;
244. issuing notices and requiring the removal of waste unlawfully deposited in accordance with section 59 of the Environmental Protection Act 1990;
245. promoting the abatement of litter in accordance with section 87 of the Environmental Protection Act 1990;
246. issuing fixed penalty notices for leaving litter in accordance with section 88 of the Environmental Protection Act 1990;
247. designating litter control areas in accordance with section 90 of the Environmental Protection Act 1990;
248. serving litter abatement notices in accordance with section 92 of the Environmental Protection Act 1990;
249. issuing street litter control notices in accordance with section 93 of the Environmental Protection Act 1990;
250. complying with regulations made by Scottish Ministers in relation to the display of advertisements in accordance with section 182 of the Town and Country Planning (Scotland) Act 1997;
251. removing abandoned vehicles in accordance with section 3 of the Refuse Disposal (Amenity) Act 1978;
252. disposing of removed vehicles in accordance with section 4 of the Refuse Disposal (Amenity) Act 1978;
253. recovering expenses in connection with removed vehicles in accordance with section 5 of the Refuse Disposal (Amenity) Act 1978;
254. dealing with graffiti in accordance with sections 58 to 65 of the Antisocial Behaviour (Scotland) Act 2004, including serving graffiti removal notices;
255. exercising the Council's functions and powers in relation to drains in accordance with sections 29 to 34 of the Edinburgh District Council Order Confirmation Act 1991, including removing obstructions and serving notices;
256. serving notices in relation to environmental matters in accordance with section 160 of the Environmental Protection Act 1990;
257. discharging the Council's functions in relation to genetically modified organisms, including entering and inspecting premises, in accordance with sections 114 to 117 of the Environmental Protection Act 1990;
258. entering into agreements with Scottish Ministers to exercise the

- enforcement functions of the Scottish Ministers in relation to genetically modified organisms, in accordance with section 125 of the Environmental Protection Act 1990;
259. inspecting land in relation to contaminated land in accordance with section 78B of the Environmental Protection Act 1990;
 260. serving notices to require the remediation of contaminated land in accordance with section 78E of the Environmental Protection Act 1990;
 261. determining appropriate people to bear responsibility for remediation in accordance with section 78F of the Environmental Protection Act 1990;
 262. consulting in relation to remediation notices in accordance with sections 78G and 78H of the Environmental Protection Act 1990;
 263. serving remediation notices in relation to the pollution of controlled waters in accordance with section 78J of the Environmental Protection Act 1990;
 264. serving remediation notices in relation to contaminating substances which escape to other land in accordance with section 78K of the Environmental Protection Act 1990;
 265. carrying out remediation to the relevant land or water environment in accordance with section 78N of the Environmental Protection Act 1990;
 266. recovering costs incurred in relation to remediation in accordance with section 78P of the Environmental Protection Act 1990;
 267. exercising the Council's functions where remediation notices have been served and the land becomes special land, in accordance with section 78Q of the Environmental Protection Act 1990;
 268. maintaining a register in relation to contaminated land in accordance with sections 78R, 78S and 78T of the Environmental Protection Act 1990;
 269. providing SEPA with information when requested in accordance with section 78U of the Environmental Protection Act 1990;
 270. having regard to guidance issued by SEPA in accordance with section 78V of the Environmental Protection Act 1990;
 271. exercising the Council's functions in relation to contaminated land in accordance with section 78X of the Environmental Protection Act 1990;
 272. carrying out the Council's enforcement functions under sections 68, 71, 74 and 78 of the Antisocial Behaviour etc. (Scotland) Act 2004

- 273. carrying out the Council's enforcement functions in relation to fireworks in accordance with sections 2, 3 and 12 of the Fireworks Act 2003;
- 274. entering and inspecting premises, issuing fixed penalties and commencing legal proceedings in relation to smoking, in accordance with sections 1 to 10 of the Smoking, Health and Social Care (Scotland) Act 2005;
- 275. enforcing the safety provisions of the Motor Cycle Noise Act 1987;
- 276. enforcing the provisions of the Tobacco Advertising and Promotion Act 2002 in accordance with sections 13 and 14 of that act;
- 277. enforcing the duty to provide information on sale of houses, in accordance with sections 109 to 112 of the Housing (Scotland) Act 2006;
- 278. exercising the Council's enforcement functions in accordance with sections 25 and 26 of the Tobacco and Primary Medical Services (Scotland) Act 2010;
- 279. applying for tobacco retailing banning orders and ancillary orders in accordance with sections 15 to 19 of the Tobacco and Primary Medical Services (Scotland) Act 2010;
- 280. issuing fixed penalty notices in accordance with section 27 of the Tobacco and Primary Medical Services (Scotland) Act 2010;
- 281. exercising the Council's powers of entry in accordance with sections 28 to 31 of the Tobacco and Primary Medical Services (Scotland) Act 2010;
- 282. exercising the Council's enforcement powers in relation to copyright infringement in accordance with sections 107A and 198A of the Copyright, Designs and Patents Act 1988;
- 283. exercising the Council's enforcement functions and powers under the Enterprise Act 2002;
- 284. dealing with the clean up of spills in accordance with the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998;
- 285. requiring the owner of a public building to execute works necessary to minimise the risk to the public in the event of danger in accordance with section 23 of the City of Edinburgh District Council Order Confirmation Act 1991;
- 286. requiring owners to carry out, or carrying out works to secure, restore or repair structures, fixtures, walls or fences that has become insecure, worn out, damaged or in need of repair, and recovering the costs of doing so, all in accordance with section 24 of the Edinburgh District Council Order Confirmation Act 1991;

- 287. giving notice to person requiring them to take steps to reduce the emission of dust in accordance with section 25 of the City of Edinburgh District Council Order Confirmation Act 1991;
- 288. serving notices in accordance with section 26 and in relation to sections 23 to 25 of the City of Edinburgh District Council Order Confirmation Act 1991;
- 289. cancelling and serving new notices under section 48 of the City of Edinburgh District Council Order Confirmation Act 1991;
- 290. entering premises to perform the Council's functions under the City of Edinburgh District Council Order Confirmation Act 1991 in accordance with section 53 of that act;
- 291. executing works and recovering the costs of doing so where an owner or occupier fails to do so after being served notice to do so in accordance with section 57 of the City of Edinburgh District Council Order Confirmation Act 1991;

Parks and Greenspace

- 292. approving in accordance with conditions considered appropriate to individual applications, and in accordance with Council Policy, all requests from organisations to make use of parks and recreational areas, subject to consultation with:
 - (a) the Convener or vice-Convener of the Transport and Environment Committee;
 - (b) the Festival and Events Champion;
 - (c) local ward Councillors;
 - (d) as appropriate, other Council service areas; and/or
 - (e) as appropriate, Lothian and Borders Police (or its successor) and other emergency services;
- 293. issuing felling orders for trees affected by Dutch Elm Disease (sections 3(1) (2) and (4) and 5(1) of the Plant Health Act 1967 and section 20 of the Agricultural (Miscellaneous Provisions) Act 1972 (B) and Dutch Elm Disease (Amendment) (Local Authorities) Order 1975);
- 294. creating, maintaining, enhancing and removing physical and natural assets within the Council's parks and greenspaces;
- 295. creating, maintaining, enhancing and removing trees and other landscape features managed by the Council;
- 296. implementing the provisions of the Council's Park Management Rules;

- 297. implementing the provisions of the Allotments (Scotland) Acts and administering the Council's allotment regulations;
- 298. implementing the provisions of wildlife, nature, access and parks legislation, including:
 - (h) Countryside (Scotland) Act 1967;
 - (i) Wildlife and Countryside (Scotland) Act 1981;
 - (j) National Parks and Access to the Countryside Act 1949;
 - (k) Nature Conservation (Scotland) Act 2004;
 - (l) Wildlife and Natural Environment (Scotland) Act 2011; and
 - (m) Land Reform (Scotland) Act 2003;
- 299. drafting, managing and implementing Council approved policy and strategy that relates to parks and greenspace responsibilities;
- 300. managing the Council's Green Flag Award and other quality management programmes;
- 301. managing events and activities taking place within parks and greenspaces;

Waste Services

- 302. preparing specifications and award contracts for repairing and maintaining the Council's vehicles and plant fleet, and for buying replacements, all in accordance with the Contracts Standing Orders as amended from time to time;
- 303. discharging duties relating to the conduct of the Council's significant trading operations in accordance with section 10 of the Local Government in Scotland Act 2003;
- 304. specifying the level of services and other relevant details for providing waste management, street cleansing and refuse collection services;
- 305. negotiating variation orders for changes in the level of waste management, street cleansing and refuse collection services with approved contractors, within the contract prices approved by the Council;
- 306. setting the prices of trade waste services provided by the Council;
- 307. exercising statutory duties, functions and enforcement under the legislation listed in Part B of Appendix 10 that relate to waste management;
- 308. carrying out the Council's waste management functions in accordance with its approved integrated waste management plan,

- and providing the Scottish Ministers upon request with a statement setting out whether the Council is carrying out such functions (section 44Z of the Environmental Protection Act 1990);
309. collecting household, commercial or industrial waste, (including, where applicable, issuing reasonable charges for doing so), and exercising the Council's other ancillary powers all in accordance with section 45 of the Environmental Protection Act 1990;
 310. arranging for the provision of receptacles to enable separate collection of dry recyclable waste and food waste in accordance with section 45C of the Environmental Protection Act 1990;
 311. serving notice on occupiers regarding the placing of waste for collection in receptacles in accordance with section 46 of the Environmental Protection Act 1990;
 312. supplying receptacles for commercial or industrial waste, and making reasonable charges for doing so, in accordance with section 47 of the Environmental Protection Act 1990;
 313. arranging for the disposal of waste collected, providing places at which to deposit waste before the Council transfers it, providing places at which to dispose of or recycle waste and permitting another person to use the facilities provided by the Council, all in accordance with section 53 of the Environmental Protection Act 1990;
 314. ensuring that land occupied by the Council and used as a site in or on which to deposit, treat, keep or dispose of controlled waste is used and operated in accordance with certain conditions, in accordance with section 54 of the Environmental Protection Act 1990;
 315. enabling waste to be recycled, used for the purpose of producing heat or electricity, buying or acquiring waste to be recycled and using, selling or disposing of waste belonging to the authority in accordance with section 56 of the Environmental Protection Act 1990;
 316. carrying out the Council's duties in response to directions issued by the Scottish Ministers, in accordance with sections 57 and 58 of the Environmental Protection Act 1990;
 317. consenting to people sorting or disturbing anything deposited at a place for the deposit of waste or anything deposited in a receptacle for waste, in accordance with section 60 of the Environmental Protection Act 1990;
 318. carrying out the Council's duties in response to regulations issued by the Scottish Ministers, in accordance with section 62 of the Environmental Protection Act 1990;
 319. minimising the quantities of controlled waste in the Council's area and contributing towards the expenses of doing so, in accordance with section 63A of the Environmental Protection Act 1990;

- 320. exercising the power to require any person to furnish information in accordance with section 71 of the Environmental Protection Act 1990;
- 321. participating in legal proceedings in accordance with section 73 of the Environmental Protection Act 1990;
- 322. carrying out the Council's duties in relation to keeping roads clear of litter and refuse in accordance with section 89 of the Environmental Protection Act 1990;
- 323. participating in legal proceedings arising from a person complaining that he is aggrieved by the defacement, by litter or refuse, of road or land in accordance with section 91 of the Environmental Protection Act 1990;
- 324. giving notice under section 99 of the Environmental Protection Act 1990 that the Council has resolved to use the powers to seize and remove shopping trolleys, and exercising such powers under Schedule 4 of that act;
- ~~325. approving applications for waste action grants where the grant does not exceed £2,500;~~

Building Standards

- 326. submitting comments on relaxation applications determined by the Scottish Ministers;
- 327. signing certificates of evidence in relation to Sheriff Court procedures involving offences in terms of sections 8(2) and 21(5) of the Building (Scotland) Act 2003;
- 328. undertaking building standards assessments under section 6 of the Building (Scotland) Act 2003;
- 329. deciding on completion certificate submissions under section 18 of the Building (Scotland) Act 2003;
- 330. deciding on application under section 21(3) of the Building (Scotland) Act 2003 for a building to be temporarily occupied or used before a completion certificate under section 18 has been accepted;
- 331. deciding on the imposition of a continuing requirement in terms of section 22 of the Building (Scotland) Act 2003;
- 332. deciding on the discharge or variation of a continuing requirement in terms of section 23 of the Building (Scotland) Act 2003;
- 333. maintaining and administering a building standards register in terms of section 24 of the Building (Scotland) Act 2003;
- 334. serving enforcement notices in terms of sections 25, 26, 27, 28, 29, 30 and 42 of the Building (Scotland) Act 2003 and carrying out all consequential enforcement procedures;
- 335. signing certificates which certify the reason why occupants need to remove from a property as required by a notice under section 42 of the Building (Scotland) Act 2003;
- 336. processing section 50 certificates in relation to Building Standards in terms of the Licensing (Scotland) Act 2005;
- 337. granting or refusing applications for building warrants, amendments to warrants and extensions to the periods of validity of building warrants;

Floods, Reservoirs and Coasts

- 338. preparing, reviewing, updating and making available for inspection maps of relevant bodies of water and sustainable urban drainage systems (section 17 of the Flood Risk Management (Scotland) Act 2009);
- 339. assessing relevant bodies of water (other than canals) for the purpose of ascertaining whether the condition of any such body of water gives rise to a risk of flooding of land prepare schedules of inspection, clearance and repair works (section 18 of the Flood Risk

Management (Scotland) Act 2009);

340. preparing maps and responding to the Scottish Environmental Protection Agency ("SEPA") in accordance with section 19 of the Flood Risk Management (Scotland) Act 2009;
341. responding to consultations with SEPA in accordance with section 29 of the Flood Risk Management (Scotland) Act 2009 on the setting objectives and identification of measures under sections 27 and 29 of the Flood Risk Management (Scotland) Act 2009;
342. responding to consultations by SEPA in accordance with section 30(4)(c) of the Flood Risk Management (Scotland) Act 2009;
343. preparing local flood risk management plans to supplement the relevant flood risk management plan in accordance with section 34 of the Flood Risk Management (Scotland) Act 2009;
344. publishing a "draft supplementary part" of the local flood risk management plan as lead local authority in accordance with section 35 of the Flood Risk Management (Scotland) Act 2009 subject to the draft supplementary part being approved by Council or Committee;
345. responding to consultation by a lead local authority on the "draft supplementary part" of the local flood risk management plan in accordance with section 35 of the Flood Risk Management (Scotland) Act 2009;
346. publishing the local flood risk management plan as lead local authority in accordance with section 36(5) of the Flood Risk Management (Scotland) Act 2009 subject to the local flood risk management plan being approved by Council or Committee;
347. responding to consultation by a lead local authority on the finalising, publishing and reviewing of the local flood risk management plan in accordance with section 36 of the Flood Risk Management (Scotland) Act 2009;
348. reviewing the local flood risk management plan and, subject to Council or Committee approval, publish a report on the conclusions of the review in accordance with section 37 of the Flood Risk Management (Scotland) Act 2009;
349. publishing final reports in relation to the local flood risk management plan in accordance with section 38 of the Flood Risk Management (Scotland) Act 2009 subject to Council or Committee approval;
350. taking steps to co-operate with other local authorities where a local plan district covers more than one local authority's area with a view to assisting the preparation and review of the local flood risk management plan and the preparation of relevant reports in accordance with section 39 of the Flood Risk Management (Scotland) Act 2009;

- 351. taking steps to ensure the Council has regard to flood risk management plans in accordance with section 41 of the Flood Risk Management (Scotland) Act 2009;
- 352. providing SEPA and lead authorities with information and assistance in accordance with sections 43, 44, 45 and 46 of the Flood Risk Management (Scotland) Act 2009;
- 353. taking steps to secure appropriate consistence in the information contained in the plan with information contained in characterisations of river basin districts and river basin management plans in accordance with section 48(3) of the Flood Risk Management (Scotland) Act 2009;
- 354. sitting on the flood risk advisory group (section 49) and sub-district flood risk advisory group (section 50) on behalf of the Council in accordance with the Flood Risk Management (Scotland) Act 2009;
- 355. taking steps to do anything which (a) will contribute to the implementation of current measures described in any relevant local flood risk management plan, (b) is necessary to reduce the risk of a flood in the Council's area which is likely to occur imminently and have serious consequences for human health, the environment, cultural heritage or economic activity, or (c) will otherwise manage flood risk in the Council's area without affecting the implementation of the measures described in any relevant local flood risk management plan, all in accordance with sections 56, 57 and 58 of the Flood Risk Management (Scotland) Act 2009;
- 356. carrying out works which the Council has a duty to carry out under section 59 of the Flood Risk Management (Scotland) Act 2009;
- 357. responding to consultation by the Scottish Ministers on flood protection schemes (section 60(5) of the Flood Risk Management (Scotland) Act 2009;
- 358. giving notice of proposed flood protection schemes, and making copies of proposed flood protections schemes available for public inspection, in accordance with Schedule 2, Paragraphs 1 and 2 of the Flood Risk Management (Scotland) Act 2009;
- 359. confirming or rejecting proposed flood protections schemes (where there have been no objections received following notice to the public) in accordance with Schedule 2, Paragraph 4 of the Flood Risk Management (Scotland) Act 2009;
- 360. keeping registers of flood protections schemes in accordance with sections 62 and 63 of the Flood Risk Management (Scotland) Act 2009;
- 361. recovering expenses incurred from owners and occupiers of land if such expense is as a result of the actions of such owner or occupier in accordance with section 67 of the Flood Risk Management (Scotland) Act 2009;

- 362. responding to consultations on flood warnings in accordance with section 77 of the Flood Risk Management (Scotland) Act 2009;
- 363. entering into land for the purposes of section 79(2)(a) to (i) of the Flood Risk Management (Scotland) Act 2009;
- 364. serving notice of right of entry in accordance with section 81 of the Flood Risk Management (Scotland) Act 2009;
- 365. paying compensation to persons who have sustained damage in accordance with sections 82 and 83 of the Flood Risk Management (Scotland) Act 2009;
- 366. assisting SEPA with transitional arrangements in accordance with section 85 of the Flood Risk Management (Scotland) Act 2009;
- 367. reporting incidents occurring at reservoirs in accordance with section 88 of the Flood Risk Management (Scotland) Act 2009;
- 368. discharging the duty to consider the environmental impact of a proposed flood protections scheme in accordance with Part II of the Flood Risk Management (Flood Protection Scheme, Potentially Vulnerable Areas and Local Plan Districts) (Scotland) Regulations 2010;
- 369. offering relevant objectors (within the meaning of Paragraph 5(4) of Schedule 2 of the Flood Risk Management (Scotland) Act 2009) the opportunity to withdraw the objection in accordance with section 13 of the Flood Risk Management (Flood Protection Scheme, Potentially Vulnerable Areas and Local Plan Districts) (Scotland) Regulations 2010;
- 370. requesting the Scottish Ministers to direct planning permission for any development described in a flood protection scheme in accordance with section 14 of the Flood Risk Management (Flood Protection Scheme, Potentially Vulnerable Areas and Local Plan Districts) (Scotland) Regulations 2010;
- 371. serving notices or other documents to be sent, served or given under the Flood Risk Management (Flood Protection Scheme, Potentially Vulnerable Areas and Local Plan Districts) (Scotland) Regulations 2010 or the Flood Risk Management (Scotland) Act 2009 in accordance with section 15 of the Flood Risk Management (Scotland) Act 2009;
- 372. in relation to the Braid Burn flood prevention scheme and the Water of Leith prevention scheme (which were confirmed under the Flood Prevention (Scotland) Act 1961) carrying out the powers and duties of the Council, including paying compensation under section 11 of the Flood Prevention (Scotland) Act 1961;
- 373. exercising the duties and powers of the enforcement authority and all duties of the reservoir undertaker (with respect to all reservoirs owned by the Council) under the Reservoirs Act 1975;

- 374. exercising the duties and powers of the Council in accordance with the Reservoirs (Scotland) Act 2011; and
- 375. carrying out the duties and powers of the coast protection authority in accordance with the Coast Protection Act 1949.

City Strategy and Economy

- 376. developing and advising on policies, strategies, programmes and projects for approval by Council or Committee in relation to economic development, external relations and inward investment, including working in partnership with external organisations (both public and private) that deliver economic development activities (including making financial contributions to these activities where appropriate by way of a loan or grant in accordance with criteria approved by Committee);
- 377. performing the Council's functions in respect of the East of Scotland Investment Fund, including authorising loans subject to annual reporting to the Economy Committee;
- ~~378. awarding grants of up to £15,000 subject to annual reporting to the Economy Committee;~~
- 379. allocating space within property managed by Economic Development to relevant partners and agreeing the terms of such arrangements;
- 380. making changes to the opening hours of buildings managed by Economic Development as required for operational or budgetary reasons;
- 381. altering or waiving (in whole or in part) charges of hire of property managed by Economic Development where there are sound financial, operational or other justifiable reasons for doing so, subject to annual reporting to the Economy Committee;

Culture

- 382. devising and implementing cultural, heritage and events programmes;
- 383. organising museum and gallery exhibitions;
- 384. altering or waiving (in whole or in part) charges for hire of properties managed by the Director of Culture where there are sound financial, operational or other justifiable reasons for doing so;

385. agreeing in principle and instructing the Executive Director of Resources to conclude temporary leases of property managed by the Director of Culture;
386. allocating space within property managed by the Director of Culture to relevant partners and agreeing the terms of any such arrangements, taking advice as necessary from other service areas, and bringing those arrangements to conclusions as required;
387. making such changes to the opening hours of buildings operated by the Director of Culture as are required for operational and budgetary reasons;
- ~~388. awarding grants from the Director of Culture grant budgets subject to:~~
- ~~(a) a maximum grant on any one project of £5,000 to be reported to the appropriate Committee annually; and~~
- ~~(b) consultation with the appropriate convener and vice convener;~~
389. monitoring arms' length organisations which operate Culture facilities or services, or both, on the Council's behalf, including the Festival City Theatres Trust;
390. accepting and rejecting gifts or bequests to the Council's museums and galleries;
391. lending any object in the Council's museum and gallery collections to any gallery, museum or exhibition in accordance with section 7 of the Edinburgh District Council Order Confirmation Act 1991;
392. making recommendations and taking action on the purchase of museum and gallery objects in accordance with Council Policy;
393. commenting on the impact of planning applications on Edinburgh's archaeology and historic environment in accordance with the Scottish Planning Policy (SPP) and accompanying Planning Advice Note (PAN 2/2011), and the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008;
394. establishing Friends and other groups to support the work of the service area;

395. contributing up to £10,000 from the Jean F Watson Bequest trust funds to secure the purchase of any single work of art in accordance with the purposes of the trust, in consultation with the Convener of the Committee on the Jean F Watson Bequest;

396. buying individual items valued up to £1,000 for the Museum of Childhood collection using the Catherine E Cowper Trust's funds;

Public Safety

397. administering and issuing Safety Certificates and Special Safety Certificates, and carrying out inspection and enforcement duties relating to such certificates, for Designated Stadia and Regulated Stands in accordance with the Fire Safety and Safety of Places of Sports Act 1987, the Safety of Sports Grounds Act 1975 and the Safety of Places of Sports Regulations 1988; and

398. administering and issuing permits, and carrying out inspection and enforcement duties relating to such permits, for raised structures built to accommodate people under section 89 of the Civic Government (Scotland) Act 1982.

APPENDIX 6
DELEGATION TO THE HEAD OF SAFER AND STRONGER
COMMUNITIES/CHIEF SOCIAL WORK OFFICER

1. Carrying out the Council's duties as a landlord under section 30 of the Housing (Scotland) Act 1988.
2. Carrying out assessment to determine homelessness or the threat of homelessness and discharging the Council's duties in respect of those assessed as either being homeless or under threat of homelessness.
3. Carrying out spot purchases of accommodation, including bed and breakfast for homeless temporary accommodation or emergency accommodation.
4. Entering into leasing agreements with registered social landlords for homeless, temporary or emergency accommodation.
5. Carrying out repairs to white goods and furnishings in homeless, temporary or emergency accommodation and core furnished tenancies.
6. Kennelling pets for households staying in homeless, temporary or emergency accommodation.
7. Determine who receives housing support in line with Council policies.
8. Provide advice, guidance and assistance on debt, welfare rights and income maximisation.
9. undertaking housing offender management (sex and serious violent offenders);

APPENDIX 7

CHIEF PLANNING OFFICER

These are the functions referred to in paragraph 11 of the Scheme:

Planning policy

1. responding directly to consultations on development plans, planning applications, environmental assessments and planning guidance from neighbouring authorities at any stage in the process unless the Chief Planning Officer considers that:
 - (a) the consultation raises a significant planning issue (which may include transport and other infrastructure matters) for the Council which should be draw to the attention of the consulting authority;
 - (b) the consultation raises a matter which is potentially controversial or likely to be of significant public interest; or
 - (c) the Council should formally object to a proposed development plan;
2. responding directly to planning related consultations from the Scottish Government and Government Agencies unless the Chief Planning Officer considers that:
 - (a) the consultation raises a significant planning issue for the Council Which should be drawn to the attention of the Scottish Government/Government Agency; or
 - (b) the consultation raises a matter which is potentially controversial or likely to be of significant public interest;
3. determining whether a qualifying plan, programme or strategy, which is being prepared or modified, requires environmental assessment in accordance with the Environmental Assessment (Scotland) Act 2005 and to undertake environmental assessment where necessary, including preparing an environmental report and carrying out consultations;

Local Development Plan Preparation

- 4 considering the Local Development Plan Report of Examination, save where:
 - (a) grounds set out in the Town and Country Planning (Grounds for Declining to Follow Recommendations) (Scotland) Regulations 2009 are engaged.
- 5 Publishing the Local Development Plan as modified after examination

Planning applications etc.

6. determining applications (including retrospective applications) for planning permission, planning permission in principle, approval of matters specified in conditions, listed building consent, conservation area consent and consent to display an advertisement, provided that:
- (a) the decision is in accordance with the statutory development plan (Strategic Development Plan and Local Development Plan);
 - (b) conditions added by the Development Management Sub-Committee are not removed or amended;
 - (c) where approval is recommended, not more than six material objections have been received from third parties except where the application is for listed building consent conterminous with an associated householder development;
 - (d) where approval is recommended and the application is for listed building consent conterminous with an associated householder development, not more than 20 material objections or a petition have been received from third parties;
 - (e) where refusal is recommended, not more than 20 material representations in support of the proposals have been received from third parties;
 - (f) where a petition has been submitted properly headed with material planning considerations, it has not more than 20 signatures of objection in relation to recommendations for approval and not more than 20 signatures of support in relation to recommendations for refusal, other than those cases relating to paragraph 6(d);
 - (g) Objections from statutory consultees, including community councils, are resolved in relation to applications recommended for approval and there are no outstanding support comments from community councils in relation to applications recommended for refusal.
 - (h) the application does not fall within the definition of national developments as set out in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009;
 - (i) where the application falls within the definition of local development as set out in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 but is not subject to the terms of the Council's statutory scheme of delegation for local developments;
 - (j) there is no legal agreement required in connection with the

application where the financial value of the matters secured in the agreement will be in excess of, or estimated to be in excess of, £250,000, or where by virtue of any policy or non-statutory guidance on developer contributions there is a requirement to be met and, for whatever reason, that requirement is not being fully met;

- (k) no elected member has requested referral of the application to the Development Management Sub-Committee for material planning reasons, within 21 days, as set out in the relevant guidance note for elected members;
- (l) the application is not submitted by, or on behalf of, the Council (except for the approval of routine minor developments);
- (m) the application is not submitted by, or on behalf of, an elected member of the Council or by his/her partner, close

friend or relative;

- (n) the application is not submitted by, or on behalf of, an officer involved in the statutory planning process, or by their partner, close friend or relative;
- (o) the application is not for Hazardous Substance Consent;
- (p) the Chief Planning Officer does not consider the application to be controversial or of significant public interest, or as having a significant impact on the environment; and
- (q) the application does not meet the criteria approved by the Planning Committee for a hearing by the Development Management Sub-Committee;

7. determining applications for certificates of lawful use or lawful development under sections 150 and 151 of the Town and Country Planning (Scotland) Act 1997 and applications for certificates of appropriate alternative development, provided that:

- (a) the application does not raise a significant planning matter, leading to advice to refuse or to object;
- (b) the Chief Planning Officer does not consider the application to be potentially controversial, or likely to be of significant public interest, or as having a significant impact on the environment;
- (c) the application does not fall within the definition of national developments as set out in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009;
- (d) no elected member has requested referral of the application to the Development Management Sub-Committee for material planning reasons, within 21 days, as set out in the relevant guidance note for elected members;
- (e) the application is not submitted by, or on behalf of, the Council (except for the approval of routine minor developments);
- (f) the application is not submitted by, or on behalf of, an elected member of the Council or by his/her partner, close friend or relative;
- (g) the application is not submitted by, or on behalf of, an officer involved in the statutory planning process, or by their partner, close friend or relative; and
- (h) the application does not meet the criteria approved by the Planning Committee for a hearing by the Development

Management Sub-Committee;

8. determining whether or not an application for planning permission will need to be accompanied by an Environmental Impact Assessment Report and responding to requests for any associated scoping opinion;
9. issuing an opinion in respect of a Pre-Application Screening request;
10. deciding whether the method of consultation is acceptable or more is needed in respect of a Proposal of Application Notice;
11. deciding whether or not to decline to determine a repeat application for planning permission in any of the circumstances set out in Section 39 of the Town and Country Planning (Scotland) Act 1997;
12. signing a processing agreement in respect of a major application as defined in the hierarchy of development;
13. promoting a direction altering the duration of a planning consent;
14. determining whether a change to a granted planning application is material or not or whether changes are substantial;
15. deciding whether or not full details of a proposed agricultural building require to be submitted;
16. deciding whether or not full details of a proposed forestry building require to be submitted;
17. deciding whether or not full details of proposed buildings by gas and electricity undertakings, solely for the protection of plant and machinery, are required;
18. deciding whether or not, in the case of proposed demolition of residential property, to require a formal submission;
19. deciding whether or not, in the case of proposed toll facilities on toll roads, to require a detailed submission;
20. determining painting and sundry minor works requiring permission by reason of an Article 4 Direction;
21. determining that alterations to a listed building do not require Listed Building Consent
22. determining whether works or a change of use constitute permitted development;
23. determining the display of advertisements;

Enforcement action

24. acting as proper officer in terms of the signing and service of decision notices, enforcement notices and related notices under section 193 of the Local Government (Scotland) Act 1973 and appointing appropriate

officers to prepare, sign and serve such notices on his behalf;

25. initiating, progressing and concluding enforcement action, interdict action or direct action in connection with the following, provided that any significant case, or cases where it is in the public interest to do so, shall be reported to the Development Management Sub-Committee for consideration:

- (a) Planning Contravention Notices;
- (b) Enforcement Notices, including those relating to listed building and advertisements;
- (c) advertisement discontinuation procedures;
- (d) reporting to the procurator fiscal;
- (e) Breach of Condition Notices;
- (f) Amenity Notices;
- (g) Stop Notices;
- (h) Temporary Stop Notices;
- (i) Fixed Penalty Notices;
- (j) Hazardous Substances Contravention Notices;
- (k) Tree Replacement Notices;
- (l) prosecution in respect of the above as necessary and the giving of evidence in court; and
- (m) powers of entry;

26. carrying out the following functions provided that any significant cases, or cases where it is in the public interest to do so, are reported to the Development Management Sub-Committee for consideration:

- (a) withdrawing, relaxing, or varying an enforcement notice (section 129 of the Town and Country Planning (Scotland) Act 1997);
- (b) undertaking work required by an enforcement notice and recovering the costs (section 135 of the Town and Country Planning (Scotland) Act 1997);
- (c) serving notices in case of compliance or non-compliance with planning consent (section 145 of the Town and Country Planning (Scotland) Act 1997);
- (d) lodging an interdict restraining a breach of planning control to the Court of Session/Sheriff Court (section 146 of the Town and Country Planning (Scotland) Act 1997);
- (e) undertaking work required by non-compliance with a listed building enforcement notice (Town and Country Planning

(Scotland) Act 1997 and section 38 of the Town and Country Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997);

- (f) serving section 270 Notices and Planning Contravention Notices;
- (g) determining whether or not it is expedient to take no further action in respect of a breach of control, having regard to the provisions of the development plan and other material planning considerations;
- (h) after the service of a notice, taking all necessary subsequent steps to bring the matter to an acceptable conclusion;
- (i) instituting any necessary action to remove or obliterate placards or posters which are displayed in contravention of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984 and the Town and Country Planning (Scotland) Act 1997;
- (j) undertaking and enforcing the procedures requiring developers to inform the Council of the initiation and completion of developments and in relation to the display of notices indicating the development being carried out; and
- (k) issuing and enforcing notices requiring the owner of land, where planning permission has not been granted but development has been carried out, to make an application for planning permission;

Landscape

- 27. making provisional Tree Preservation Orders (with the Planning Committee approving the final order taking into account objections or representations received);
- 28. authorising or refusing the felling, pruning, topping, lopping of trees or the carrying out of other prohibited works to trees protected by Tree Preservation Orders (including the imposition of replanting conditions as appropriate);
- 29. determining notifications for the felling, pruning, topping, lopping of trees or the carrying out of other prohibited works to trees in conservation areas;
- 30. serving, progressing, and concluding actions in respect of tree replacement notices, including any necessary follow up direct action;
- 31. investigating unauthorised works to protected trees and reporting offences to the Procurator Fiscal where considered appropriate;
- 32. considering and determining all applications in respect of high hedge notices, taking any subsequent enforcement or other action and

exercising powers of entry and other supplementary powers in accordance with the High Hedges (Scotland) Act 2013 provided that any significant cases, or cases where it is in the public interest to do so, are reported to the Development Management Sub-Committee for consideration;

Appeals

33. determining what response should be made to the Directorate of Planning and Environmental Appeals in the case of appeals submitted in respect of the non-determination of an application and where the application could otherwise have been dealt with under delegated powers;

Legal Agreements

34. entering into a legal agreement with a developer, provided that:
- (a) the agreement complies with the terms of government guidance, relevant development plan policies and supplementary guidance on developer contributions; and
 - (b) does not involve a financial sum or other contributions of a value exceeding £250,000;
35. entering into a discharge of a legal agreement granting partial or full discharge of the relevant party's obligations on the due performance by that party of such obligations;
36. modifying a legal agreement with the relevant party provided that:
- (a) the terms of the modifications comply with the terms of government guidance, relevant development plan policies and supplemental guidance on developer contributions; and
 - (b) it does not involve reducing the financial sum or other contributions in the legal agreement;
37. extending the six month period for concluding a legal agreement to nine months, provided meaningful progress is being achieved

Miscellaneous

38. authorising Powers of Entry to land for any purpose (especially surveying) relating to the preparation of a development plan and general planning controls (sections 269 & 270 of the Town and Country Planning (Scotland) Act 1997);
39. allocating new street numbers and, in consultation with the appropriate local ward councillors, changing street numbers and naming new streets;
40. requiring proper maintenance of land affecting listed buildings or

conservation areas and to undertake necessary work and recover costs

in cases of non-compliance (sections 135 and 179 of the Town and Country Planning (Scotland) Act 1997 and the Town and Country Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997); and

Flooding

41. requesting advice from SEPA as to flood risk under section 72 of the Flood Risk Management (Scotland) Act 2009.

APPENDIX 8

STATUTORY FUNCTIONS AND STATUTORY OFFICERS

<u>Statutory Function</u>	<u>Legislation</u>	<u>Officer</u>
Agricultural Analyst/Depute Agricultural Analyst	section 67(3) of the Agriculture Act 1970	Scientific Bereavement and Registration Service Senior Manager and Operation Manager – Public Analyst
Assessor	section 27 of the Local Government etc. (Scotland) Act 1994	Assessor of the Lothian Valuation Joint Board
Chief Inspector of Weights and Measures	section 72 of the Weights and Measures Act 1985	Licensing and Trading Standards Service Manager
Inspector of Weights and Measures	Section 72 of the Weights and Measures Act 1985	Certain officers appointed by the Chief Inspector of Weights and Measures from time to time.
Chief Social Work Officer	Social Work (Scotland) Act 1968	Chief Social Work Officer
Chief Education Officer	Education (Scotland) Act 2016	Chief Education Officer
Counting Officer	Parties, Elections and Referendums Act 2000	Chief Executive
Data Protection Officer	37-39 of General Data Protection Regulations	Information Governance Manager
Dog Catcher	section 149 of the Environmental Protection Act 1990	Dog Warden
Food Examiner	Section 30 of the Food Safety Act 1990	Scientific Bereavement and Registration Service Senior Manager and Operation Manager – Public Analyst

Appendix 7 – Statutory Functions and Statutory Officers

Head of Paid Service	section 4(1) of the Local Government and Housing Act 1989	Chief Executive
Mental Health Officers	section 32 of the Mental Health (Care and Treatment)(Scotland) act 2003	Certain social workers as appointed by the Chief Social Work Officer from time to time.
Monitoring Officer	section 5(1) of the Local Government and Housing Act 1989	Head of Legal and Risk
Public Analyst	sections 27 and 30 of the Food Safety Act 1990	Scientific Bereavement and Registration Service Senior Manager and Operation Manager – Public Analyst
Registrar of Births, Deaths and Marriages	section 7 of the Registration of Births, Deaths and Marriages (Scotland) Act 1965	Chief Registrar/Registration Services Manager
Returning Officer	Sections 25 and 41 of the Representation of the People Act 1983	Chief Executive

APPENDIX 9
PROPER OFFICER FUNCTIONS

<u>Proper Officer Function</u>	<u>Legislation</u>	<u>Officer</u>
Declaration of acceptance of office	section 33A of the Local Government (Scotland) Act 1973	Head of Strategy and Communications
Resignation of office by a member	section 34 of the Local Government (Scotland) Act 1973	Head of Strategy and Communications
Circulating reports and agendas, supplying papers to the press and, where necessary, providing summaries of minutes	sections 50B(2), 50B(7) and 50C(2) of the Local Government (Scotland) Act 1973	Head of Strategy and Communications
Compilation of background papers for inspection	section 50D of the Local Government (Scotland) Act 1973	All Executive Directors, Chief Executive and Head of Safer and Stronger Communities/ CSWO
Members' rights of access to documents which enclose "exempt information"	section 50F (2) of the Local Government (Scotland) Act 1973	Chief Executive
Transfer of securities on alteration of area etc.	section 92 of the Local Government (Scotland) Act 1973	Executive Director of Resources
Financial Administration	section 95 of the Local Government (Scotland) Act 1973	Head of Finance
Education endowments	section 128 of the Local Government (Scotland) Act 1973	Head of Legal and Risk
Ordnance Survey	section 145 of the Local Government (Scotland) Act 1973	Executive Director of Resources

Appendix 8 – Proper Officer Functions

Service of legal proceedings etc.	section 190 of the Local Government (Scotland) Act 1973	Head of Legal and Risk
Claims in sequestrations and liquidations	section 191 of the Local Government (Scotland) Act 1973	Executive Director of Resources
Authentication of documents and execution of deeds	sections 193 and 194 of the Local Government (Scotland) Act 1973 and the Requirements of Writing (Scotland) Act 2005	Executive Director of Resources and Head of Legal and Risk
Inspection and deposit of documents	section 197 of the Local Government (Scotland) Act 1973	Executive Director of Resources and Head of Legal and Risk
Procedure for byelaws	sections 202 and 204 of the Local Government (Scotland) Act 1973	Executive Director of Resources and Head of Legal and Risk
Roll of honorary freemen	section 206 of the Local Government (Scotland) Act 1973	Head of Strategy and Communications
Notice of Meeting	Schedule 7 of the Local Government (Scotland) Act 1973	Head of Strategy and Communications
Politically restricted posts	section 2 of the Local Government and Housing Act 1989	Executive Director of Resources
Maintaining the register of members' interests	Regulation 6 of the Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003	Head of Strategy and Communications

APPENDIX 10
LIST OF LEGISLATION

Part A

1. Animal Boarding Establishments Act 1963;
2. Animal Health and Welfare (Scotland) Act 2006;
3. Breeding of Dogs Act 1973;
4. Cinemas Act 1985;
5. City of Edinburgh District Council Order Confirmation Act 1991;
6. Civic Government (Scotland) Act 1982;
7. Dangerous Wild Animals Act 1976;
8. Deer (Scotland) Act 1996;
9. Housing (Scotland) Act 2006;
10. Hypnotism Act 1952;
11. Performing Animals (Regulation) Act 1925;
12. Pet Animals Act 1951;
13. Petroleum (Transfer of Licences) Act 1936;
14. Riding Establishments Acts 1964 and 1970;
15. Theatres Act 1968; and
16. Zoo Licensing Act 1981.

Part B

1. Accommodation Agencies Act 1953;
2. Agriculture Produce (Grading and Marking) Acts 1928 and 1931;
3. Agriculture Act 1970;
4. Agriculture (Miscellaneous Provisions) Act 1968;

Appendix 9 – List of Legislation

5. Animal Boarding Establishments Act 1963;
6. Animal Health Act 1981;
7. Animal Health and Welfare (Scotland) Act 2006;
8. Breeding and Sale of Dogs (Welfare) Act 1999;
9. Breeding of Dogs Act 1973 and 1991;
10. Burial Grounds (Scotland) Act 1855;
11. Children and Young Persons (Protection from Tobacco) Act 1991;
12. Church of Scotland (Property and Endowment) Act 1925;
13. Cinemas Act 1985;
14. Civic Government (Scotland) Act 1982;
15. Civil Partnership Act 2004;
16. Clean Air Act 1993;
17. Control of Dogs (Scotland) Act 2010;
18. Consumer Credit Act 1974;
19. Consumer Protection Act 1987;
20. Cremation Acts 1902 and 1952;
21. Cremation (Scotland) Amendment Regulations 2003;
22. Dangerous Wild Animals Act 1976;
23. Development of Tourism Act 1969 (sections 17 and 18);
24. Dog Fouling (Scotland) Act 2003;
25. Education Reform Act 1988 (section 215);
26. Energy Conservation Act 1981 (section 20);
27. Environment and Safety Information Act 1988;
28. Estate Agents Act 1979;

Appendix 9 – List of Legislation

29. European Communities Act 1972 (section 2(2));
30. Explosives Act 1875 (sections 74 and 78);
31. Fair Trading Act 1973;
32. Food and Environment Protection Act 1985 (sections 19(1B) and (1C));
33. Hallmarking Act 1973;
34. Housing (Scotland) Act 1987, Parts IV, V, VII and VIII
35. International Health Regulations 2005;
36. Marriage (Approval of Places) (Scotland) Regulations 2002;
37. Marriage (Scotland) Act 1977;
38. Medicines Act 1968;
39. Performing Animals (Regulation) Act 1925;
40. Pet Animals Act 1951;
41. Petroleum (Consolidation) Act 1928 (section 17);
42. Poisons Act 1972;
43. Prevention of Damage by Pests Act 1949;
44. Prices Act 1974 and 1975;
45. Private Rented Housing (Scotland) Act 2011;
46. Property Misdescriptions Act 1991;
47. Public Health (Aircraft) (Scotland) Regulations 1971;
48. Public Health (Ships) (Scotland) Regulations 1971;
49. Rent (Scotland) Act 1984;
50. Road Traffic (Vehicle Emissions) (Fixed Penalty) (Scotland) Regulations 2003);
51. Sewerage (Scotland) Act 1968;

- 52. Single Use Carrier Bags Charge (Scotland) Regulations 2014;
- 53. Telecommunications Act 1984 (section 30);
- 54. Theatres Act 1968;
- 55. Timeshare Act 1992;
- 56. Trade Descriptions Act 1968;
- 57. Trade Marks Act 1994;
- 58. Video Recordings Acts 1984 and 1993;
- 59. Water (Scotland) Act 1980;
- 60. Water Services etc. (Scotland) Act 2005;
- 61. Weights and Measures Act 198

The City of Edinburgh Council

10am, Thursday, 13 December, 2018

Edinburgh Learns

Item number	8.2
Report number	
Executive/routine	
Wards	
Council Commitments	<u>28</u>

Executive Summary

This report describes the approach taken to ensure that the City of Edinburgh schools improve performance and deliver the highest quality education, particularly for children impacted by poverty or the care system. It is based on a year-long project between officers, partners, parents and Headteachers, which involved examining research, scrutinising data, and co-producing guidance to raise attainment for all.

The culmination of these efforts resulted in a strategy entitled Edinburgh Learns, two words imbued with meaning, which position the city as one which values and promotes learning in a dynamic and enduring way.

In addition to the seven Frameworks that reflect the key drivers, which are known to improve service delivery, Edinburgh Learns is also a methodology based on collaboration and servant leadership. Strategic Groups of school leaders, partners and officers will continue to review progress, research and data. They will provide detailed written reports to Elected Members that focus entirely around improving outcomes for children.

Edinburgh Learns is not a mandated system for change, but is a system that provides high autonomy and high support, in the form of guidance and collaborative governance. It is a system designed to maximize professional capacity while empowering Headteachers to lead and manage change effectively.

When Edinburgh Learns is fully and consistently implemented it will ensure that all of today's young learners are equipped and enabled to be tomorrow's future citizens, taking their place in Scotland's ambitious, innovative capital city. In other words, it will be fully coherent with our vision for an inspired, connected, fair, and thriving Edinburgh.

Report

Edinburgh Learns

1. Recommendations

- 1.1 It is recommended that Council:
 - 1.1.1 notes the development of the strategic guidance known as Edinburgh Learns
 - 1.1.2 notes the arrangements for stakeholder engagement
 - 1.1.3 approves the arrangements for governance, and
 - 1.1.4 requests further updates on an annual basis

2. Background

- 2.1 The Standards in Scotland's Schools Act (2000) placed a duty on local authorities to plan for, and report on improvement.
- 2.2 The Education Act (2016) placed a duty on local authorities to ensure that actions were taken to mitigate the impact of poverty.
- 2.3 The National Improvement Framework references a series of drivers for improvement, around which are arranged actions for government, local authorities and schools.
- 2.4 How Good is Our School?4 and How Good is our Early Learning and Childcare? are tools used extensively in schools and centres to self-evaluate to plan for improvement.
- 2.5 'Empowerment' is a construct used to describe a model of high autonomy and high support such that decisions on curriculum, planning for improvement, staffing and finance are taken by Headteachers. It is a key feature of the Scottish Government's Next Steps document, and presupposes that the best schools and systems operate in this way.

3. Main Report

- 3.1 The City of Edinburgh Council has a well-established reputation for delivering good quality education across all of the 122 primary, secondary and special schools.

Inspection and Self-Evaluation

- 3.2 School Inspection reports from HMI, over the past 27 months¹, show that provision ranges between satisfactory (3) and good (4) across most measures, but that further work must be done to improve standards, particularly of learning, teaching and assessment.

School/QI	1.3 Leadership of Change	2.3 Learning, Teaching and assessment	3.1 Wellbeing and Inclusion	3.2 Raising Attainment & Achievement
Blackhall PS	5	4	5	5
Corstorphine PS	4	3	4	4
Craigour Park PS	3	3	3	3
Hermitage Park PS	5	4	4	4
Oxgangs PS	4	3	4	3
St Cuthbert's RC PS	5	4	5	5
St John Vianney RC PS	2	3	2	3
Victoria PS *short term model	na	na	na	3
Leith Academy	3	3	4	2
Portobello HS	3	3	3	4
Tynecastle HS	4	3	4	3
Average	3.8	3.3	3.8	3.5

- 3.3 Annual self-evaluation grades from across each sector also indicate good to satisfactory levels of performance in core quality indicators. Moderating and improving the consistency and accuracy of these grades is work, which is ongoing.

Quality Indicator	1.3 Leadership of Change	2.3 Learning, Teaching and Assessment	3.2 Raising Attainment & Achievement
Average	4.1	3.8	3.7

Attainment

- 3.4 Attainment measures across both the broad general education (Nursery to S3) and senior phase (S4-S6) have improved steadily over recent years and are almost all on or above the national average, however attainment measures for our children

¹ 27 months is date from which the revised system was introduced

who experience poverty are lower than their peers, and those who have care experience are lower still.

3.4.1 Achievement of Curriculum for Excellence levels – Reading (Table shows percentage of pupils achieving appropriate level)

2015-16	P1	P4	P7	S3
Edinburgh	82	76	76	86
National	81	75	72	86
2016-17	P1	P4	P7	S3
Edinburgh	83	79	81	88
National	80	77	76	90

3.4.2 Achievement of Curriculum for Excellence levels – Numeracy

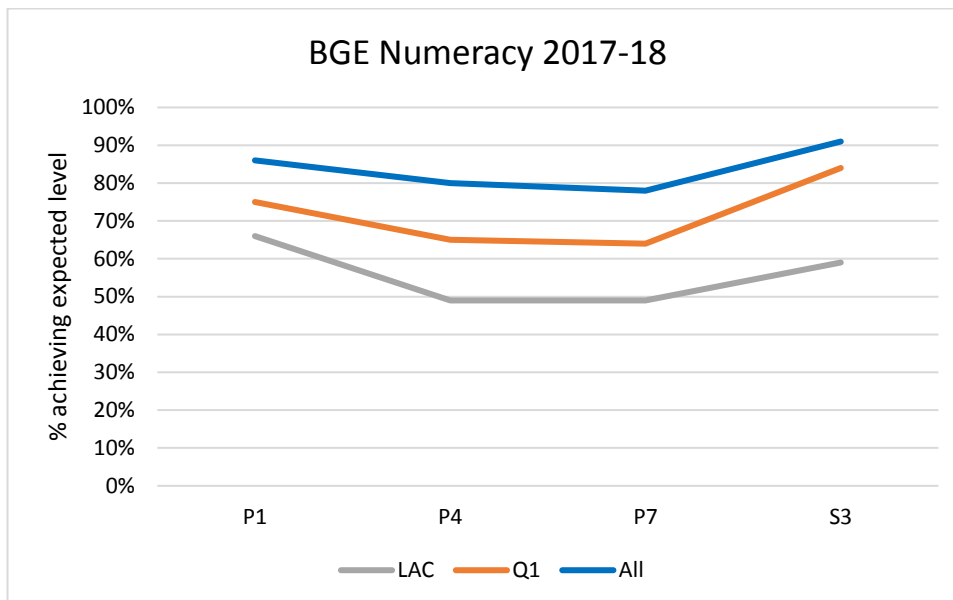
2015-16	P1	P4	P7	S3
Edinburgh	87	75	73	87
National	84	73	68	86
2016-17	P1	P4	P7	S3
Edinburgh	87	79	76	91
National	83	75	70	88

3.4.3 Percentage of school leavers achieving awards at key levels for session 2016-17:

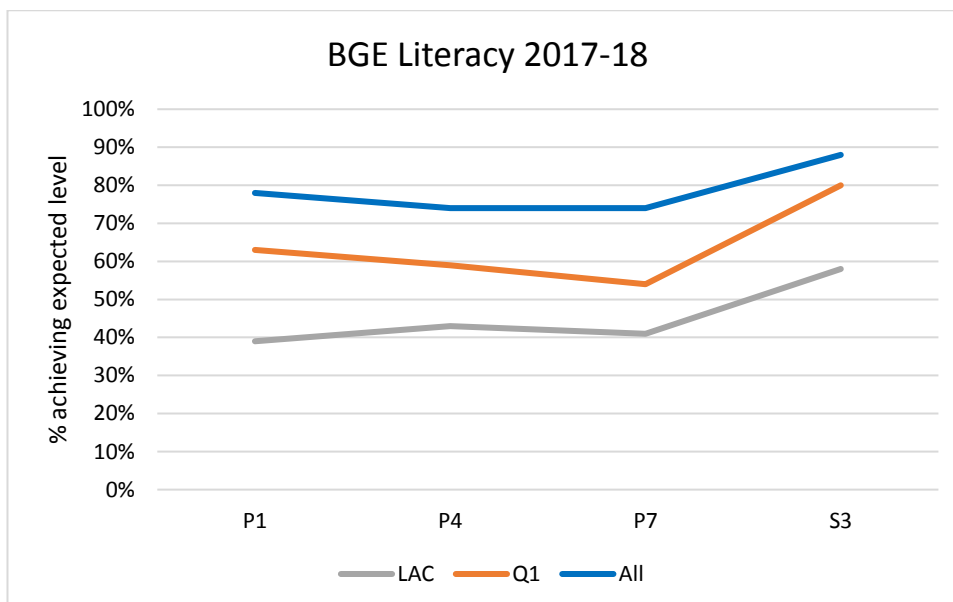
CEC	Level 4	Level 5	Level 6
1 or more	96%	86%	66%
3 or more	91%	73%	50%
5 or more	85%	62%	36%

National	Level 4	Level 5	Level 6
1 or more	97%	88%	65%
3 or more	93%	76%	49%
5 or more	87%	62%	35%

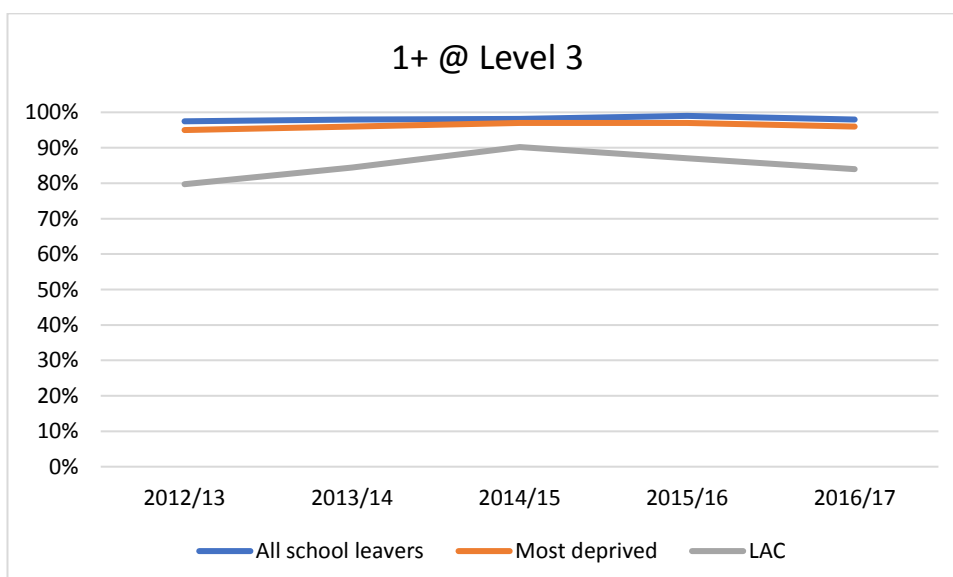
3.5 Attainment CfE Numeracy

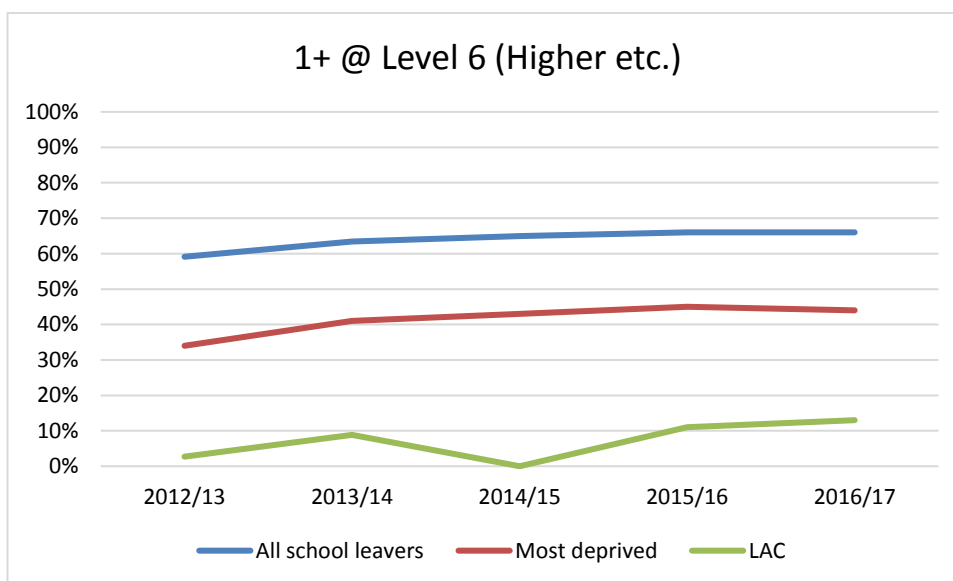
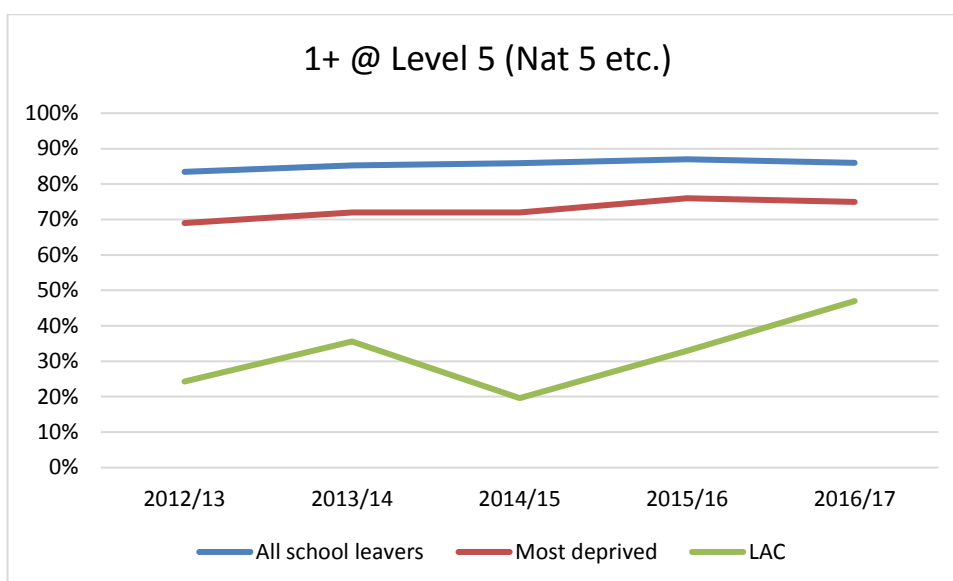
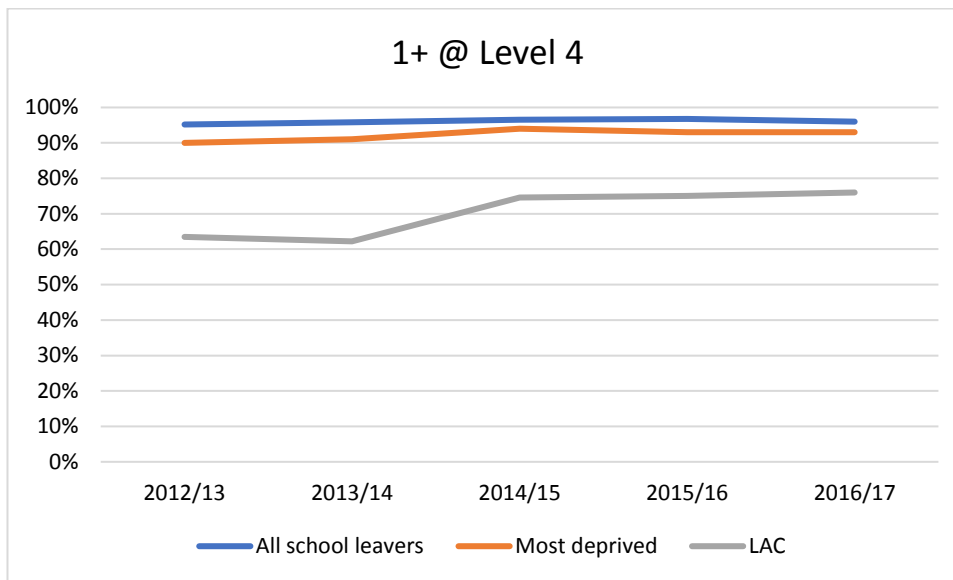


3.6 Attainment CfE Literacy



3.7 Attainment: Senior Phase





Rationale and Strategic Coherence

3.8 As an inclusive child-friendly City we are committed to:

- closing the gap
- working with children and families using a strengths-based approach,
- building compassionate relationships and supportive communities
- using restorative approaches to resolving differences
- removing barriers to learning

- 3.9 However, as a city which prides itself on innovation and ambition, as well as kindness and care, we require to review and improve the standard of education for all learners, to ensure that we meet the commitments and ambitions to which we have subscribed.
- 3.10 Edinburgh Learns is informed by Edinburgh's 2050 vision which describes an inspired, connected, fair, and thriving city, where all Edinburgh's children enjoy their childhood and achieve their potential as successful learners, confident individuals, responsible citizens and effective contributors².
- 3.11 It has been co-produced in the context of the national ambition to distribute more 'power' to Headteachers, teachers and parents.
- 3.12 Key themes have emerged in the design of our new offer for education:
- 3.12.1 The desire and willingness to work together as a self-improving system, with a strong focus on improving teaching and learning.
- 3.12.2 The strong culture of autonomy for Headteachers both in terms of planning for improvement and in the design of the curriculum.
- 3.12.3 The need to streamline bureaucracy, improve participation by learners and parents and remove silo working.
- 3.12.4 Despite our best efforts, issues such as the poverty-related attainment gap, inclusion and recruitment of staff require an ongoing, coordinated effort to be reduced.
- 3.13 Taking all of the above into consideration, Edinburgh Learns has been created to offer schools choice in terms of strategic planning. There is no expectation that all Frameworks will be used by all schools, all of the time, however they offer the best research-informed practice, which will be kept under review, for use as and when school communities are ready.

The Frameworks are:

- Equity (Appendix 1)
- Health and Wellbeing (Appendix 2)
- Quality Improvement (Appendix 3)

² The Edinburgh Children's Partnership's vision

- Teaching and Learning (Appendix 4) & Digital Learning
 - Parental Engagement (Learning Together) (Appendix 5)
 - Inclusion
 - Pathways, (Developing the Young Workforce)
- 3.14 Each Framework contains strategic guidance and has an accompanying Go-To-Guide containing the key ideas in plain English (Appendix 6).
- 3.15 Strategic groups (Appendix 7) have been convened to oversee the implementation of each Framework. The groups have broad membership including parents, partners and teaching unions. They will each feature input from young people about issues pertinent to the group's quarterly focus. The groups will report to the Education, Children, and Families Committee. These reports will form part of the overall Standards and Quality Report for Education.
- 3.16 In the spirit of the self-improving, empowered system, the Edinburgh Learns Strategic Groups will also provide leadership development for aspiring Headteachers as well as opportunities for continued, genuine collaborative co-production of strategy.
- 3.17 To date, 4 Frameworks have been approved by the Education, Children and Families (ECF) Committee and are being implemented. The Framework for Parental Engagement and Involvement 'Learning Together' will be presented to the ECF Committee on the 11 December 2018. Digital Learning and Inclusion will be presented in March 2019, Pathways in May 2019.
- 3.18 A campaign to clarify the aims and embed the guidance across all schools is under development. This will include a film, roadshows and ongoing professional learning.
- 3.19 As our principal resource in our staff, a small team of expert practitioners has been recruited to identify the professional learning that is required for each Framework. In the first year, their work will focus primarily on raising attainment for children who are care experienced or who are affected by poverty. This will be done through improving the teaching skills of staff, as well as ensuring that high quality learning experiences are available to our targeted equity groups. These will include STEM lunchtime clubs and supported study.

4. Measures of Success

- 4.1 Measures of success for each Framework will be agreed by the responsible strategic group and reported annually to the Education, Children and Families Committee.

5. Finance

- 5.1 The recommendations in this report have been assessed in relation to financial impact. No financial impact has been noted.

6. Risk, policy, compliance and governance impact

- 6.1 This report has been assessed as having no risks, but with gradual shifts in governance over time. This is in keeping with the Scottish Government requirements for a more empowered system.

7. Equalities impact

- 7.1 Promoting inclusion, improving accessibility and provision for effective Additional Support for Learning are explicit objectives within the work of each Framework.
- 7.2 Equalities impact assessments will be carried out as a requirement of any appropriate work.

8. Sustainability impact

- 8.1 Any Communities and Families assets which are improved or delivered as a result of this plan is designed to be coherent with the wider asset priorities of the Council and its partners to ensure a sustainable approach to future asset provision.

9. Consultation and engagement

- 9.1 Any statutory consultation will be conducted in line with the procedures set out in the Schools (Consultation) (Scotland) Act 2010 as amended by the Children and Young People (Scotland) Act 2014.

10. Background reading/external references

None.

Alistair Gaw

Executive Director of Communities and Families

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11. Appendices

- 11.1 Appendix 1 – Equity
- 11.2 Appendix 2 – Health and Wellbeing
- 11.3 Appendix 3 – Quality Improvement
- 11.4 Appendix 4 – Teaching and Learning
- 11.5 Appendix 5 – Learning Together (draft)
- 11.6 Appendix 6 – Health and Wellbeing Go-To-Guide
- 11.7 Appendix 7 – Terms of Reference (Strategic Group)

EDINBURGH LEARNS

Frameworks for learning: equity



Contents

Background.....	2
Aim	2
National context, local context and research.....	2
The Attainment Gap in Edinburgh.....	4
Equity in Learning	12
Roles, remits and responsibilities.....	12
Quality assurance and governance.....	13
Planning for Equity	14
Professional Learning for Equity.....	16
Appendices	18
Appendix 1: Standards, Quality and Improvement Plan: Primary/ Secondary School	19
Appendix 2: Self-evaluation 2017 – 2018.....	30
Appendix 3: Additional Guidance	33

Background

Aim

‘Every learner matters and matters equally’

– *A guide for ensuring inclusion and equity in education*, UNESCO, 2017

National context, local context and research

The Edinburgh Children’s Partnership and the Edinburgh and South East Scotland City Region Deal reflect the twin aims of ambition and inclusion, so that all children and young people have the skills to succeed in a world class city. This requires targeting resources at specific groups of learners and a relentless focus on delivering services in which “all forms of deprivation and inequality are reduced.” (Council Business Plan, 2017).

This Framework for Learning is designed to give advice to headteachers and officers to improve the outcomes for children living in poverty. It builds on research-based practice and contains clear guidance, arrangements for governance and quality assurance.

National Context

Scottish Government policy promotes excellence and equity; the National Improvement Framework set clear expectations for schools and centres to work in partnership with parents and stakeholders in the pursuit of four key priorities to achieve this.

Since 2010, Getting It Right For Every Child (GIRFEC) puts the rights and wellbeing of children and young people at the heart of the services that support them to ensure that everyone works together to improve outcomes for a child or young person.

Local Context

Edinburgh is widely recognised as one of the best cities in the UK in which to live. Over the last ten years, the population of the city has grown by 10% and analysis suggests a further 9% growth by 2024, especially at both ends of the age spectrum. However, Edinburgh contains some of the most deprived communities in Scotland with a pattern of income inequality, more severe in Edinburgh than in most other cities.

Despite its wealth, child poverty rates in Edinburgh range from 25% to 35% in the least affluent areas of the city. Even in the most affluent parts of the city, over 10% of children experience poverty. The 2017 City of Edinburgh Council’s Equity Framework “Making Education Equal for All” document supports schools to reduce poverty-related stigma and ensure equal access to opportunities, regardless of income.

Around 25% of learners in City of Edinburgh schools have additional support needs. In many cases additional support needs are directly related to or exacerbated by the effects of poverty. It is vitally important that any and all barriers to learning are identified and mitigating strategies put in place.

Research

Poverty has negative impacts on children’s health; cognitive, social, emotional and behavioural development; friendships; self-esteem; relationships; experience of education; educational

outcomes and access to employment. It is well-documented that the attainment of young people from low-income families tends to be below that of their more affluent peers. There is a vocabulary gap of up to 18 months on entry to P1 between the most and least disadvantaged children. Professionals at all levels need to understand how poverty influences attainment, before being able to implement change in an effective way.

In 2015, the Joseph Rowntree Foundation demonstrated how children with disabilities and learning difficulties are more likely to live in poverty. They conclude, that poverty is both a cause and a result of disadvantage arising from these factors. Meanwhile, many children learning with English as an Additional Language are also represented in lower SIMD deciles

The following approaches are known to be successful in closing the attainment gap within school settings:

- high-quality, full-day preschool education
- parental involvement programmes
- literacy teaching – including reading engagement
- children working together in small groups (cooperative learning) with teacher as coach
- nurture groups and programmes to increase social, emotional and behavioural competencies show promise
- academically-focused, after-school activities
- peer-tutoring, meta-cognitive training
- mentoring
- professional development – evidence-based, intensive, long-term
- targeted funding to facilitate collaboration between schools, improved school leadership, strong school-level data, systematic evaluation to monitor impact
- evidence-based, whole-school reforms – focused, shared, strategic.

“Closing the Attainment Gap in Scottish Education”; by Edward Sosu and Sue Ellis,

University of Strathclyde/ Joseph Rowntree Foundation

In addition, because the effects of poverty reach beyond the school, partnership working is critical to closing the gap. Further information on developing parental engagement and strengthening partnerships is provided in accompanying Edinburgh Learns guidance.

The Attainment Gap in Edinburgh

National Improvement Framework 2018 National Stretch Aims

The Scottish Government has set stretch aims to show the required improvements in attainment for children living in each SIMD quintile over the next few years. These have been calculated for the Council schools and data provided to each headteacher to show each school's attainment gap.

P1, P4 and P7 Numeracy

Quintile	2016/17	Change	2019/20	Change	2024/25
Q1	67%	+6	73%	+16	83%
Q2	72%	+4	76%	+13	85%
Q3	80%	+4	84%	+11	91%
Q4	84%	+3	87%	+8	92%
Q5	90%	+1	91%	+3	93%
'Gap'	23		18		13

P1, P4 and P7 Literacy

Quintile	2016/17	Change	2019/20	Change	2024/25
Q1	56%	+8	64%	+25	81%
Q2	62%	+8	72%	+22	84%
Q3	72%	+6	78%	+18	90%
Q4	76%	+5	81%	+14	90%
Q5	85%	+3	88%	+8	93%
'Gap'	29		22		12

S3 Numeracy (third level or better)

Quintile	2016/17	Change	2019/20	Change	2024/25
Q1	80%	+3	83%	+10	90%
Q2	87%	+3	90%	+7	94%
Q3	92%	+1	93%	+3	95%
Q4	94%	+1	95%	+3	97%
Q5	96%	+1	97%	+1	97%
'Gap'	16		13		7

S3 Literacy (third level or better)

Quintile	2016/17	Change	2019/20	Change	2024/25
Q1	75%	+3	78%	+10	85%
Q2	82%	+3	85%	+8	90%
Q3	81%	+3	86% ¹	+6	90% ²
Q4	87%	+1	88%	+4	91%
Q5	93%	+1	94%	+2	95%

¹ adjusted from 84%

² adjusted from 87%

Stretch Aims Guidance

In Edinburgh, we are ambitious for our young people and are skilled at pooling resources, improving pedagogy and “thinking differently” to narrow the poverty-related attainment gap. Local stretch aims, and now school stretch aims, have been generated to support this ambition.

Schools are asked to engage with their Stretch Aims data pack as follows:

- Become familiar with the different data sets you are being given – some are “headlines – for example, your BGE attainment data by SIMD quintile for Literacy and Numeracy; others are more “drilled down”, by year group, by reading/writing/talking and listening, for example
- What is the data telling you? What is your reaction? What are you curious about?
- Use the data to support your confident identification of your attainment gap
- Avoid thinking about cohorts and who individual children are within those cohorts; instead consider how you might improve and enrich the learning experience in order to narrow your gap
- Engage in professional dialogue with colleagues and your QIEO about your stretch aims, your reaction to them, your current improvement planning to support children living in lower SIMD deciles (or wherever your gap may be)
- Use your data pack to support your completion of your yearly attainment report, if appropriate to do so

Senior Phase Stretch Aims

Baseline for SCQF measures is 2015/16. Baseline for destinations is 2017.

Insight does not provide data by quintile but rather three groups: most deprived 30%; middle 40% by deprivation and least deprived 30%. At this time these will be used for setting the Stretch Aims.

Applying the approximate percentage point increase (eg Q1 and part Q2 to be equivalent to most deprived 30%) as set out in the NIF 2018 to the 2015/16 baseline figures for Edinburgh to set Stretch Aims for the city for 2019/20 and 2024/25.

1+ SCQF Level 4 or better

	2015/16	Change	2019/20	Change	2024/25
Most deprived 30%	94%	+1	95%	+3	97%
Middle 40%	96%	+1	97%	+2	98%
Least deprived 30%	99%	0	99%	0	99%
'Gap'	5		4		2

1+ SCQF Level 5 or better

	2015/16	Change	2019/20	Change	2024/25
Most deprived 30%	72%	+6	78%	+15	87%
Middle 40%	85%	+3	88%	+7	92%
Least deprived 30%	95%	0	95%	+1	96%
'Gap'	23		17		9

1+ SCQF Level 6 or better

	2015/16	Change	2019/20	Change	2024/25
Most deprived 30%	43%	+11	54%	+31	74%
Middle 40%	58%	+9	67%	+21	79%
Least deprived 30%	83%	+4	87%	+10	93%
'Gap'	40		33		19

Baseline data from Insight

	1@L4	1@L5	1@L6
Most deprived 30%	93.54%	71.85%	42.94%
Middle 40%	96.19%	85.19%	58.39%
Least deprived 30%	98.68%	95.20%	83.30%
'Gap'	5	23	40

Looked After Children and Young People (LAC)

National and local evidence demonstrate that looked after children's attainment falls significantly behind other learners. This is a longstanding picture that gave rise to recognition in law that Looked After Children are deemed to require additional support for learning (unless demonstrated otherwise).

Poverty is a key factor in the lives of most looked after children. Whilst the effects of poverty account for part of the picture, looked after children's attainment is 30-40% below those of children living in SIMD 1 households overall. Those looked after at home face particularly challenging circumstances.

Not all Looked After Children face the same challenges. Barriers to learning come in many forms and supports should be timely, relevant and proportionate. Having the best possible understanding of each individual child's wellbeing in order to anticipate needs, plan and deliver support and monitor progress is key.

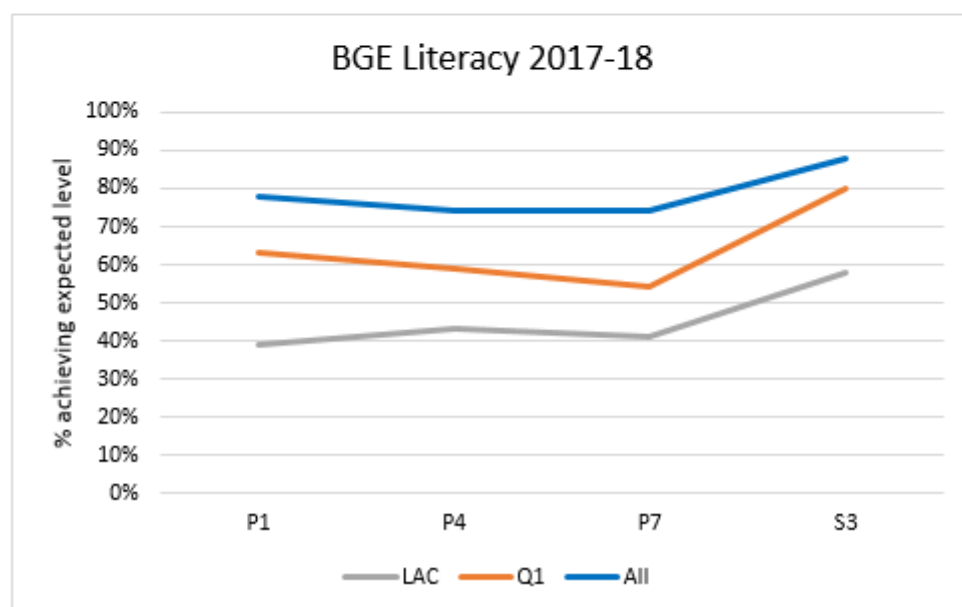
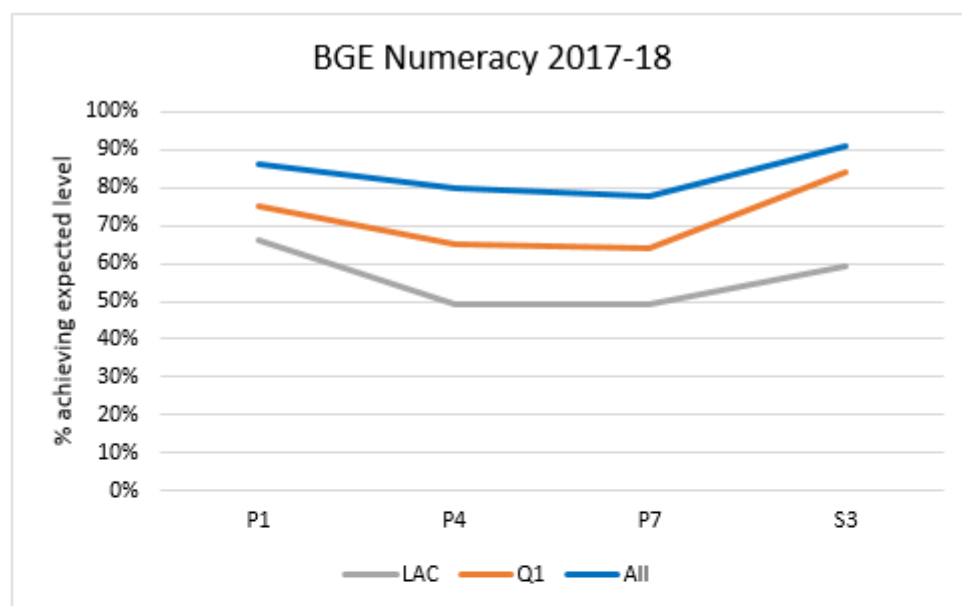
The Edinburgh Learns frameworks are underpinned by an inclusive approach to:

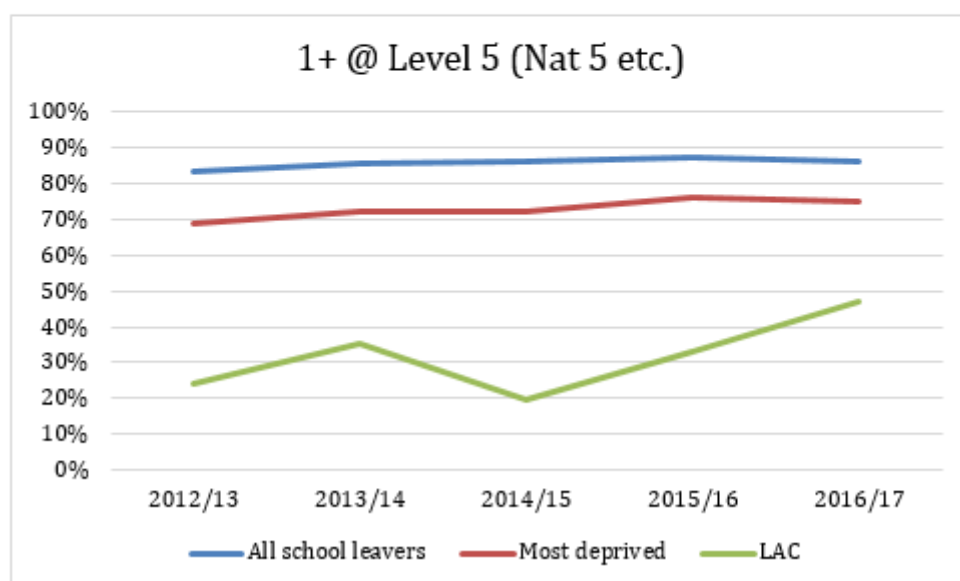
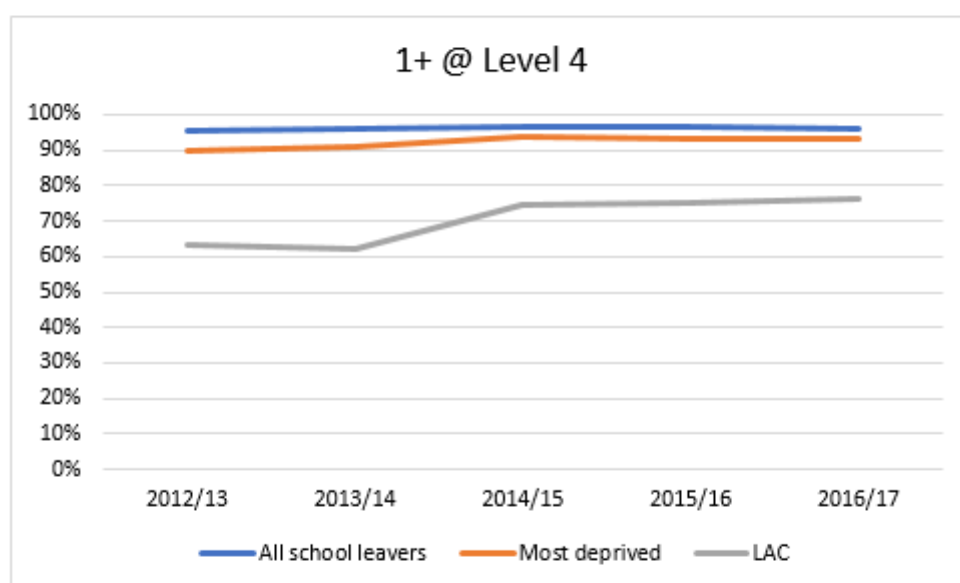
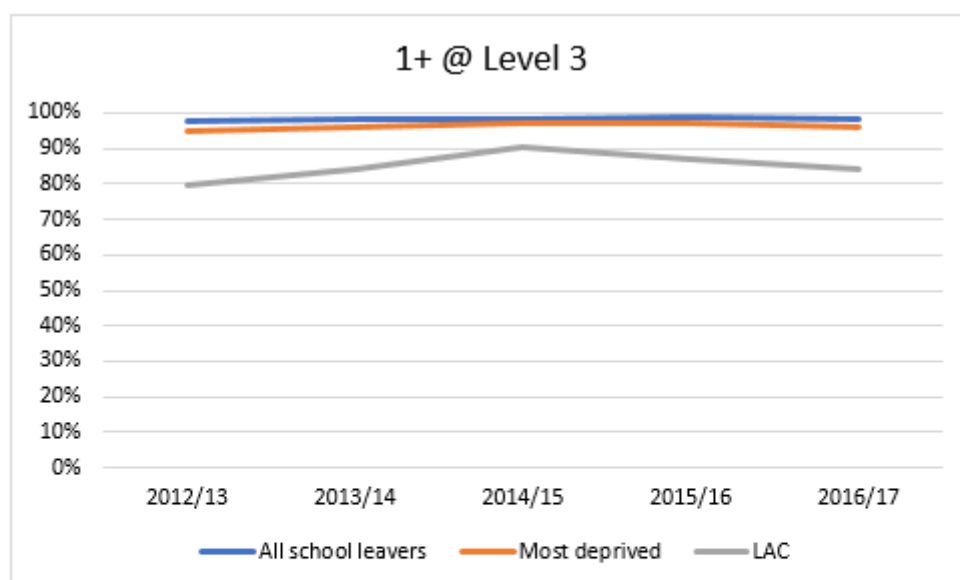
- closing the gap
- work with children and families using a strengths-based approach,
- building compassionate relationships and supportive communities
- using restorative approaches to resolving differences
- removing barriers to learning
- avoiding working in ways that *create* problems for children and their families.

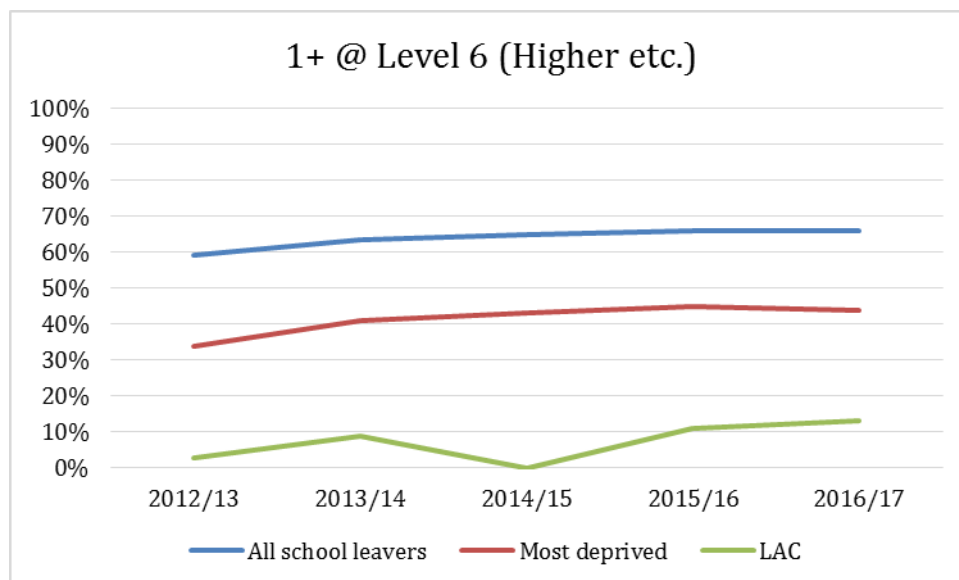
Our strategy to improve attainment outcomes for looked after children needs to address all the factors that give rise to barriers to learning.

We will improve attainment for looked after children in Edinburgh through:

- Improving teaching and learning experiences, including universal and targeted support
- Improving pathways and supports to achieve positive and sustained destinations
- Strengthening the capacity of families of children looked after at home to support their children's learning







Raising attainment for Looked After Children and Young People

While many of the strategies to support equity in learning will also benefit Looked After Children and Young People, it is worth considering the following:

- Looked After Children may benefit from mentoring programmes, especially those which combine wrap-around care (effectively lengthening the school day) and education
- Targeting Looked After Children and Young People to attend Breakfast Clubs, lunchtime activities and Homework/Study Clubs should be considered – these provide opportunities for engagement in reading, physical activity, healthy eating, and enjoyable online learning activities to enrich literacy and numeracy (such as Sumdog)
- Parents/carers can, as appropriate, be included in before and after school activities, and holiday activities – an example is the recent Discover! programme, which aims to provide an academic programme of educational and exercise activities during holidays for the disadvantaged of our city. The Looked After at home would particularly benefit from this.
- Education Welfare Officers could support Looked After Children and Young People's attendance at before and after school learning opportunities, as well as holiday programmes; school and community librarians may also be able to support
- Edinburgh Leisure staff and CLD staff may also be a resource to help with activities and exercise for targeted LAC pupils
- Staff having a raised awareness of the impact of Adverse Childhood Experiences and becoming trauma informed
- Nurture approaches
- Investment (through PEF, for example) to ensure that LAC have the same educational experiences as non-LAC
- Initiatives to support parenting skills –
http://www.edinburgh.gov.uk/info/20100/support_for_families/1455/local_resources_for_parents_and_carers

The single most important feature for dynamic school improvement

Promoting partnerships with families and parents in all aspects of their children's learning

Strong values
Clear vision
High ambition for all

Teaching and learning

A reflective, pedagogical culture in every classroom with explicit AifL, Skills and Differentiation

A clear cycle of planning, teaching and assessment in every classroom

Collaborative, professional enquiry approaches to classroom improvement

Moderation which informs all classroom practice

Assessment Arrangements are in place for learners with additional support needs who require support to demonstrate their learning

Families and communities

Parents are involved and engaged in a range of ways to support learning and school improvement

Staff understand and respect the social, economic and cultural context in which they work

Staff have secure understanding of impact of their own and the learners' social context on children's learning

Nurture is highly valued and consistently applied

Staff act to reduce impact of poverty

Leadership

Leaders who value and respect the community

High quality teaching and learning is constantly developed

A culture of self-evaluation underpins all improvement activity

Collaboration is embedded at all levels: cluster, authority and Regional Improvement Collaborative

Data is used intelligently: data literacy and numeracy skills are well developed in all staff

Effective management of resources to promote equity

Equity in Learning

Roles, remits and responsibilities

To support equity in learning, the Chief Education Officer¹:

- Provides an annual statement of Equity in Learning to the Children and Families Committee as part of the Communities and Families Standards and Quality Report,
- Provides a six-monthly update on Equity in Learning to the Children and Families Committee as part of the Communities and Families progress towards meeting the aims of the SandLL NIF Plan
- Provides clear strategic guidance to Headteachers on embedding Child Friendly Edinburgh within the work and life of the school
- Provides clear local authority stretch aims, shared with schools, to raise attainment per quintile with a view to narrowing the attainment gap for learners in Edinburgh
- Provides each Headteacher with indicative stretch aims to close the attainment gap
- Provides support and challenge to senior leaders to retain the focus on closing the gap

To support equity in learning, Headteachers and other school leaders:

- Foster a nurturing, equitable and inclusive ethos in their school
- Include an annual statement of Equity in Learning within their Standards and Quality Report
- Engage in professional dialogue with their Quality Improvement Officer on key actions taken to support Equity in Learning as part of their progress towards meeting the aims of School Quality and Improvement Plan
- Access support from Psychological Service, ASL service and other partners to continue to develop inclusive practices in school
- Provide opportunities for staff to access regular training/essential learning on the key aspects as detailed in Professional Learning for Equity
- Use key Council guidance to support their work in continuing to improve Equity for Learning, specifically:
 - "1 in 5" Raising Awareness of Child Poverty resources
 - Supporting Parents and Carers in Edinburgh 2017-2020 guidance
 - Pupil Equity Funding guidance
 - Edinburgh Learns: Teaching and learning
 - Edinburgh Learns: Learning Together
 - Edinburgh Learns: Health and wellbeing
 - Edinburgh Learns: Inclusion
 - Included, Engaged and Involved

To support the work of their school to improve equity in learning, class teachers:

- Foster a nurturing, equitable and inclusive ethos in their classroom
- Ensure pupil participation (wider achievement) is a key feature of all practice
- Familiarise themselves with the SIMD and poverty information for their school and all other relevant data for each class/learner they are working with
- Use the school's tracking and monitoring system to follow the progress of their learners, including those living in poverty, LAC, FME, EAL, ASN and other identified groups

¹ Chief Education Officer also refers to officers of Communities and Families Education Service

- Access appropriate professional learning to support their understanding of and actions towards addressing the impact of poverty on learners
- Follow guidance as best meets their professional learning needs, as detailed in Edinburgh Learns: Teaching and learning framework
- Support non-teaching staff to be informed and equipped to improve equity in learning

To support the work of their school to improve equity in learning, non-teaching staff:

- Engage in appropriate professional learning to support them to understand and assist in addressing the impact of poverty on learners
- Familiarise themselves with SIMD, poverty information and all other relevant data for each class/learner they are working with

Quality assurance and governance

To check that systems and processes deliver the necessary improvements, the following arrangements will be incorporated into the work of the Communities and Families Service:

- The Edinburgh Learns Equity Strategic Group meets each quarter to monitor progress, make recommendations for future actions, and report to the Chief Education Officer
- This group, overseen by Senior Manager, Quality Improvement and Curriculum, comprises:
 - Headteachers and depute headteachers from each sector
 - Quality Improvement Officer (Equity)
 - Attainment Advisor
 - Improvement Advisor
 - Senior Manager Additional Support for Learning
 - Principal Educational Psychologist
 - Senior Manager: NHS
 - Professional Associations
- The Equity Strategic Group will also share information with the Edinburgh Children's Partnership Group and Education, Children and Families' Committee as appropriate.

Planning for Equity

To effectively ensure equity in learning, Headteachers incorporate the following key features into Standards and Quality and Improvement Planning:

- include equity information as part of attainment report and SQIP
- use of planning for equity advice to support short/medium/long-term targets in their improvement planning cycle
- gather the views of all stakeholders to better inform actions.

Equity Profiling

Each year, as part of self-evaluation, Standards and Quality Reporting and Improvement Planning, Headteachers and other school leaders work with officers to update the data and intelligence available for their setting, including:

- the city and school stretch aims for each relevant cohort
- CfE Attainment for learners in broad general education for reading, writing, talking and listening and numeracy at: E, 1st, 2nd, 3rd and 4th level
- attainment for learners in senior phase, including Attainment vs. Virtual Comparator by SIMD
- school leaver destinations for learners in SIMD quintile 1

As part of self-evaluation in the annual attainment report, Headteachers will also consider data on:

- inclusion
 - exclusions, days lost
 - attendance and lates
 - the quality and quantity of pupil plans (GIRFEC and health)
- participation (wider achievement)
 - wider achievement opportunities for targeted cohorts
- and, when ready, engagement
 - assessment of baseline levels using Leuven Scale for targeted cohorts
 - levels of parental engagement.

This data supports Headteachers to agree stretch aims for equity, to focus on equity of provision, targeting groups of learners subject to poverty, as well as other groups known have less favourable educational outcomes, for example looked after children. The sharing of this data with staff and key stakeholders, within data protection guidelines, supports a collaborative approach to improving outcomes for these identified key groups.

Improvement Planning

Following analysis of SIMD and poverty information, Headteachers and senior leaders complete the full self-evaluation of their school 2 and use it, in conjunction with all other evidence, to plan for equity in learning. They:

- identify the specific **outcomes**
- identify appropriate **interventions**
- state how and when impact will be **measured (numerically)**
- ensure plans **align**.

² See Council SQIP Guidance

Identify outcomes

Agree and define three key aspects...

- **who** is going to experience change – *practitioners, head teachers, learners, parents/carers?*
- **what** is going to change in the short term – *content, motivation, knowledge, provision?*
Awareness? Understanding? Thinking? Practice? Actions? Policies?
AND what is going to change in the medium or long term? –Behaviour? Attitudes?
Perceptions? Opinions? Processes? Aspirations? Confidence? Decision-making?
Partnerships? Attainment/Benchmarks
- **How** 'the what' is going to change – Increased? Decreased? More/less? Raised? Lowered?
Improved? Enhanced? Higher quality?

Identify interventions

Agree and define which interventions will support the achievement of the desired outcome, considering³:

- additional equipment and materials targeted to meet identified need
- existing staff working in a different way
- increasing hours of existing staff
- appointing additional staff with a specific remit
- appointing non-school staff for additional hours
- purchasing additional services from external partners – third sector?

Identify how and when impact will be measured

This ensures appropriate, numeric baseline measures and intended gains in the short, medium and long term. This is best emerging practice and can be worked towards.

Ensure plans are aligned with broader aims

There should be a 'golden thread' connecting the work from high-level national plans, RIC Plans, Integrated Children's Services plans, Locality Improvement Plans and School/Departmental Improvement Plans.

³ Considering all of the above within constraints of budget, WTA and staff capacity

Professional Learning for Equity

To maintain a clear, enquiry based focus on ensuring equity of access and provision for all, Headteachers and senior leaders ensure that all staff, including support staff, access regular, appropriate training. In many cases this forms key learning for staff and is documented in Professional Review and Development conversations

- collaborative practitioner enquiry
- improvement methodology: plan, do, study, act
- professional/teacher learning communities
- shadowing and acting up experiences
- courses, academic study and professional development on the following themes.

Adverse childhood experiences

- Adverse childhood experiences (ACEs) refer to stressful events occurring in childhood (between 0-18 years). These impact profoundly on the child's readiness and ability to learn and participate in school life. Headteachers should ensure that all staff develop a clear understanding of the impact of adverse childhood experiences on all learners.
www.healthscotland.scot/publications/tackling-the-attainment-gap-by-preventing-and-responding-to-adverse-childhood-experiences

One in Five

- "1 in 5" Raising Awareness of Child Poverty Top Tips
http://www.edinburgh.gov.uk/downloads/file/10675/top_tips_for_schools
- "1 in 5" Financial Support and Information for Families
http://www.edinburgh.gov.uk/downloads/file/10674/financial_support

Pupil equity fund guidance for headteachers

- Pupil Equity Funding – A Council Guide to Getting Started (April 2017)
- National and Local Operational Guidance
https://orb.edinburgh.gov.uk/info/200245/recruitment_and_selection/2610/pupil_equity_funding

Supporting parents and carers

- "Supporting Parents and Carers in Edinburgh 2017-2020"
www.edinburgh.gov.uk/supportforfamilies

Ensuring equity

- "Making Education Equal for All – Edinburgh's Equity Framework"
http://www.edinburgh.gov.uk/downloads/file/10673/making_education_equal_for_all_edinburgh_s_pupil_equity_framework

Edinburgh Nurture Framework

- CEC Educational Psychological Services Nurture Framework

Edinburgh Learns Frameworks for Learning

- Teaching and learning
- Learning Together – Parental Involvement and Engagement
- Health and wellbeing
- Inclusion

Wellbeing, equality and inclusion

- Council policy and procedures for Included, Engaged and Involved, including promoting positive relationships, restorative practice and corporate parenting
<https://www.gov.scot/resource/doc/345984/0115162.pdf>
<http://www.edinburgh.gov.uk/betterrelationships>
[file:///H:/Item_8.12_Corporate_Parenting_Plan%20\(1\).pdf](file:///H:/Item_8.12_Corporate_Parenting_Plan%20(1).pdf)
- Council good practice guidance on Equalities and Additional Support Needs
http://www.edinburgh.gov.uk/download/downloads/id/5714/in_on_the_act.pdf
[file:///H:/Equality_diversity_and_rights_framework_2017_21%20\(1\).pdf](file:///H:/Equality_diversity_and_rights_framework_2017_21%20(1).pdf)
- Council guidance on Emotional and Mental Wellbeing
http://www.edinburgh.gov.uk/info/20170/girfec/1464/wellbeing_of_children_and_young_people/1
- Child Friendly Edinburgh
https://cityofedinburgheducation-my.sharepoint.com/:b:/r/personal/2697073_ea_edin_sch_uk/Documents/ASL/Committee%20reports/Edinburgh%20Children%27s%20Partnership/Full%20Meeting%20Papers%20of%20the%20Edinburgh%20Children%27s%20Partnership%20-%2002-08-2017.pdf?csf=1&e=z2HNVG

Education Scotland

- Learner Participation in Educational Settings - <https://education.gov.scot/improvement/self-evaluation/learner-participation-in-educational-settings-3-18>
- Parental Engagement Toolkit - <https://education.gov.scot/improvement/learning-resources/Engaging%20parents%20and%20families:%20A%20toolkit%20for%20practitioners>

Scottish Government

- Learning Together – Scotland’s national action plan on parental engagement, parental involvement, family learning and learning at home 2018-2021
<https://www.gov.scot/Resource/0053/00539357.pdf>

Appendices

Exemplar SQIP with Equity Plan (PEF or SAC or similar)

HGIOS 4 – Focus on Equity

Additional Guidance – Questions to Ask/ Education Scotland 5 Key Indicators

Useful links

scot.educationendowmentfoundation.org.uk/

education.gov.scot/improvement/Pages/sacfi10b-child-poverty.aspx

education.gov.scot/improvement/practice-exemplars

[v1.educationendowmentfoundation.org.uk/uploads/pdf/What works in raising attainment and closing the gap.pdf](https://v1.educationendowmentfoundation.org.uk/uploads/pdf/What_works_in_raising_attainment_and_closing_the_gap.pdf)

education.gov.scot/improvement/Pages/sac34effectiveclassroomstrategies.aspx

[www.parliament.scot/ResearchBriefingsAndFactsheets/S5/SB_16-68 Closing The Attainment Gap What Can Schools Do.pdf](https://www.parliament.scot/ResearchBriefingsAndFactsheets/S5/SB_16-68_Closing_The_Attainment_Gap_What_Can_Schools_Do.pdf)

www.healthscotland.scot/media/1517/tackling-the-attainment-gap-by-preventing-and-responding-to-adverse-childhood-experiences.pdf

Appendix 1: Standards, Quality and Improvement Plan: Primary/ Secondary School

Standards and Quality Report for session: 2017 - 2018

Improvement Plan for session: 2018 - 2019

Context of The School

XXX Primary School is a non-denominational school serving an area of Edinburgh. Our cluster schools are X, Y and Z.

In session 17 - 18 the school roll continued to rise to over 550 pupils. The school is truly comprehensive. Analysis of SIMD data shows a significant number of pupils living within SIMD 1 – 3 (30%) and within SIMD 9 and 10 (30%). Allocation of Pupil Equity Funding has allowed us to focus on improving outcomes for children affected by poverty. In session 17 – 18 this focus was predominantly on health and wellbeing. As we move forward we are hopeful that this focus will have a positive impact on attainment. Evaluation shows a need to offer more challenge to our more able pupils and to improve the quality of pupil writing.

The values of the school are shared by the whole school community and together with the three parts of the XXX learner, form the basis of the vision for XXX. Kindness, Respect, Creativity and Perseverance are prevalent and expected, along with a Healthy Mind, Healthy Body and Healthy Respect. Leadership at all levels has enabled our school and wider community to develop, promote and sustain an aspirational vision which underpins our continuous improvement. Our school community works together to turn the shared vision into a sustainable reality.

Senior leaders in our school community promote and support innovation and creativity which lead to positive change. Staff, children and parents / carers have developed increased capacity to respond and adapt to change.

There is a strong culture of creativity and professionalism amongst all staff and leadership at all levels is evident. Whilst there have been significant changes in staffing the school community is committed to achieving excellence across all aspects of its work.

School Priority 1: Raising Attainment in numeracy and literacy

NIF Priority

Improvement in attainment, particularly in literacy and numeracy

NIF Drivers

Assessment of children's progress

Performance Information

HGIOS4/HGIOELC QIs/Identified Themes

Analysis and evaluation of intelligence and data

1.1 Collaborative approaches to self evaluation

1.2 Children and young people leading learning

1.3 Strategic planning for continuous improvement

2.3 Quality of teaching

2.3 Effective use of assessment

2.3 Planning, tracking and monitoring

3.2 Attainment in literacy and numeracy

3.2 Attainment over time

Progress and impact:

- * staff confidence in using experiences and outcomes for planning and benchmarks for assessment continues to develop.
- * whilst the number of pupils recorded as having achieved early, first and second level in P1, P4 and P7 continues to be above the city average and in line with the national stretch aim, we recognise the need to increase challenge for pupils exceeding national expectations
- * a simple analysis of the national standardised assessments showed a relatively strong correlation with teacher professional judgement
- * effective tracking systems and regular collegiate discussions to moderate learning and teaching ensure that all staff are aware of the attainment of all pupils
- * the inclusion of benchmark posters on our school website has increased parental engagement and understanding of what their children are learning
- * all staff have high aspirations for what all children can attain and achieve. Twice yearly one to one dialogue allows pupil and teacher to discuss progress and identify next steps. Almost all children are articulate and able to reflect on their learning and next steps

- * cluster INSET to moderate learning and teaching approaches within numeracy provided very good opportunities for professional dialogue and resulted in improved use of IT, increase in outdoor learning, development of SEAL approaches and a return to extended use of AifL – these all impacted positively on pupils.
- * regular moderation of pupil learning at both school and cluster level has taken place. The ‘bingo ball’ approach, proved beneficial and pupils commented positively about the impact on their learning
- * our children are personally and socially adept and have achieved a range of skills and attributes through a wide range of activities
- * providing time to plan for assessment at key milestones improved staff awareness of the benchmarks and a shared understanding of the standards to be achieved
- * our successful parents to school for maths event was well attended and feedback showed that it increased parent knowledge about what and how aspects were taught in school

Next Steps:

- * develop assessment framework including the proportionate analysis of the results gained from SNSAs
- * revisit key features of effective learning and teaching
- * improve attainment in writing through professional learning of staff and cluster project
- * increase pupil voice and participation
- * develop digital technology framework
- * develop integrated approach to learning

Ongoing:

- * produce pathways for learning for STEM, art, PE in line with benchmarks
- * develop outdoor library and reading for enjoyment
- * develop use of jigsaws of learning (benchmarks) with pupils and parents as part of reporting progress
- * **parental engagement through family support worker 0.3 FTE**
- * **targeted interventions for pupils living within SIMD 1 and 2: 0.4 FTE teacher, 1 x PSA**

School Priority 2: To close the attainment gap between the most and least advantaged children

NIF Priority

Closing the attainment gap between the most and least disadvantaged children and young people.

NIF Driver

Parental engagement

Teacher professionalism

School improvement

HGIOS4/HGIOELC QIs/Identified Themes

1.1 Collaborative approaches to self-evaluation

1.3 Developing a shared vision, values and aims relevant to the school and its community

1.5 Management of resources to promote equity

2.3 Learning and engagement

2.4 Targeted and universal support

2.4 Removal of potential barriers to learning

3.2 Equity for all learners

3.2 Attainment over time

Progress and impact:

* all members of our school community are committed to ensuring that we achieve the highest possible standards and success for all learners and make the best use of available resources to create and sustain a motivating environment for effective learning

* The school environment is autism friendly and takes cognisance of the advice given.

* the development of play based pedagogy within early level, alongside the development of the learning environment, has had a positive impact on pupils. Whilst early to say, attainment levels at P1 are in advance of previous years. Pupils living in SIMD 1 and 2 are currently showing attainment beyond previous years

* our targeted support builds on robust, embedded universal support. The use of the Circle document is firmly established and learning environments reflect the advice

* a one to one mentoring programme has been introduced. Whilst committed to continuing this, evaluation shows a need to 'do less, to achieve more'.

* the establishing of a nurture room and introduction of nurture approaches, kitbags etc has been positive. Staff report pupils being more able to self regulate and more ready to learn in class. This has shown in CfE levels achieved. Pupil attendance has increased. One pupil at risk of exclusion has increased from part time to full day

- * staff adhere to the principles of GIRFEC and take positive and proactive steps to ensure barriers to learning are minimised. Regular CPMs are held and monitoring of agreed strategies and next steps is rigorous
- * cluster coffee mornings focussing on specific needs were well attended and feedback positive. Parents expressed the view that they felt more confident in being able to support their children and in seeking support as required
- * the creation of a family room and appointment of a family support worker has had a positive impact. Parents report feeling more confident in supporting their children, have been assisted with issues that impact negatively on family life, have attended school events more regularly and have enjoyed forming better relationships
- * the continuation of our 'pay what you can afford' policy is based on ensuring we provide a range of experiences for all our pupils irrespective of family circumstances – the community spirit allows some to support others less fortunate. No child will miss out on any activity because of financial circumstances
- * most of our learners' experiences are appropriately challenging and enjoyable and well matched to needs and interests
- * eight pupils attended therapy through art sessions. 75% of the pupils reported positively on the experience – helping them to focus back in school, enjoying having special time to do art, feeling more confident. Staff evaluations were in line with those of the pupils
- * through XXX Talks, ECO, Fairtrade, JRSO. Web crew, house captains, prefects, children contribute effectively to the life of the school and wider community – staff track all pupil involvement and support pupils from SIMD 1 and 2 to be fully involved
- * home learning club has been well attended and both parents and staff report positively on its impact
- * the introduction of a whole school approach to growth mindset through learning powers has impacted positively on all pupils. Our learners are able to articulate what learning powers they can use and how they will help them
- * staff continue to make use of data to ensure the attainment of all pupils is raised – particular emphasis on our most disadvantaged pupils

Next steps:

- * work with pupils and parents on embedding '1 in 5'

Ongoing:

- * continue mentoring programme and home learning club – monitor attendance and evaluate impact
- * develop cluster ASN coffee mornings
- * embed nurture approaches with increased focus on attainment – 0.4 FTE teacher
- * support pupils through therapy through art with support of partner agency – Edinburgh Sculpture Workshop

* support parents to remove barriers to learning through 0.3 FTE family support worker

School Priority 3: Improvement in children's health and wellbeing

NIF Priority

Improvement in children and young people's health and wellbeing

NIF Driver

Teacher professionalism

Parental engagement

HGIOS4/HGIOELC QIs/Identified Themes

1.1 Collaborative approaches to self evaluation

1.2 Children and young people leading learning

1.3 Implementing improvement and change

2.1 Arrangements to ensure wellbeing

2.3 Learning and engagement

3.1 Wellbeing

Progress and impact:

* INSET training and the use of a book club approach to increase staff awareness of adverse childhood experiences, managing challenging behaviour and adult / child relationships had significant impact on staff and relationships across the school community are very positive and supportive, founded on a climate of mutual respect within a strong sense of community, shared values and high expectations.

* children are developing the necessary resilience and confidence to enable them to make decisions about their own learning and to lead others' learning

* children actively engage in communication and discussions about what, how and why they are learning – weekly plans are shared and highlighted, teacher, pupil dialogue forms basis of pupil profile, variety of planning approaches are used

* professional dialogue occurs regularly and staff respond to educational research, look outwards at other school practice and share own successes - XXX mile, XXX Talks, P1 pedagogy

* our curriculum takes account of the four contexts for learning and cross cutting themes with the XXX learner at the core

* we deliver high quality outdoor learning that is well planned and integral to learning and teaching. Excellent use is made of the wider school environment. The introduction of the John Muir award has been a great success with all P5 pupils engaged with and excited about the experience. A targeted group of P6 and P7 pupils experienced time at Bonaly and Bangholm Outdoor Centre.

* we have continued to declutter and reorganise resources and, in response to pupil feedback, have reconsidered what and how we display pupil work. The introduction of a school art gallery and XXX Artist of the Year award resulted in increased enthusiasm for what was displayed on communal boards.

- * a joint pupil conference based on HWB was a great success with pupils sharing and identifying effective practice

Next steps:

- * introduce the Prince William Award, through Skillsforce, to P5 pupils
- * take forward ideas gained from pupil conference

Ongoing:

- * learning and teaching book club
- * practitioner enquiry approach to improving emotional wellbeing of identified pupils
- * revamp the XXX Learner with emphasis on Healthy Mind, Healthy Body and Healthy Respect
- * introduce mindfulness and yoga to interested group
- * continue to develop outdoor learning space through community group
- * **embed nurture approaches – 0.6 FTE teacher**
- * **support pupils through therapy through art with support of partner agency – Edinburgh Sculpture Workshop**
- * **improve wider achievement of targeted pupil group through theatre visits, outdoor learning experiences, masterclasses**

<p>NIF Priority</p> <p>Improvement in employability skills and sustained, positive school leaver destinations for all young people</p> <p>NIF Driver</p> <p>School leadership</p> <p>Parental engagement</p> <p>Assessment of children's progress</p>	<p>HGIOS4/HGIOELC QIs/Identified Themes</p> <p>2.2 Skills for learning, life and work</p> <p>2.3 Quality of teaching</p> <p>2.5 Engaging families in learning</p> <p>2.7 Impact on learners</p> <p>3.3 Increasing employability skills</p> <p>3.3 Creativity skills</p> <p>3.3 Digital innovation</p> <p>3.3 Digital literacy</p>
<p>Progress and impact:</p> <ul style="list-style-type: none"> * staff provide very good opportunities to develop children's skills for learning, life and work in motivating contexts for learning * attendance at our learning coffee mornings was excellent with nearly all pupils represented. Those with parents unable to attend had opportunity to share their learning with senior pupils from TA. * our meet the teacher evening provided the opportunity to share what, how and why our children learn. Parent comments were positive and showed an increased awareness of the need for children to develop skills and not content * the wider school community provides opportunities for wider achievement – attendance at, and range of, clubs offered after school has increased * parents and carers are supported to actively and meaningfully engage in their children's learning and life at school. The introduction of our family support worker has resulted in increased participation from parents living in SIMD 1 and 2. * through effective partnership working we have improved our learning provision and secured positive impacts for children. Visits to Edinburgh College, employer input, careers event, world of work play centre, Happy Families maths has resulted in our pupils being more ambitious and better prepared for the World of Work * creativity is firmly embedded across learning. Learners are imaginative, open minded and confident risk takers. * staff are familiar with, and use, the Career Education Standards when planning meaningful learning experiences 	

- * pupils are increasingly able to express the value of the skills they are acquiring – P7 have trialled the use of the World of Work website for transition profiles
- * children work individually and in groups to create digital and non digital solutions and, in partnership with parents, some pupils now use personal devices to support learning in school
- * the XXX Cook School has allows pupils to be taught a range of food technology skills and gain understanding of a healthier lifestyle

Next steps:

- * writing works cluster project – writing skills within employability sectors

Ongoing:

- * *why do we need what we learn? – parent / pupil event*
- * *pupil conference with associated school group – wee HGIOS4*
- * *further develop links with Edinburgh college*
- * *review new digital technology guidelines and develop school framework in preparation for refresh*

Appendix 2: Self-evaluation 2017 – 2018

	Quality Indicator	School Self – Evaluation 2017 - 18	Inspection Evaluation (If during 2017- 18)	Nursery Self – Evaluation 2017 - 18	Inspection Evaluation (If during 2017- 18)
	What is our capacity for continuous improvement?				
1.3	Leadership of change	5			
2.3	Learning, teaching and assessment	4			
3.1	Ensuring wellbeing, equity and inclusion	4			
3.2	Raising attainment and achievement	4			
2.2	Curriculum	5			
3.3	Increasing creativity and employability	4			

Statement of Impact of Pupil Equity Fund/Exceptional Spend:

For session 2017-18, the Pupil Equity Fund has totalled £70,000. There is a carry-forward of £0 to session 2018-19. This spend is deemed exceptional and the plans for this spend are outlined in the school improvement plan for 2018-19 and coded green.

HGIOS 4- Self-evaluation for self-improvement – Focus on Equity

Leadership and Management – How good is our leadership and approach to improvement?	Learning Provision – How good is the quality of care and education we offer?
<p>1.1 Self Evaluation for Self Improvement - Analysis and evaluation of intelligence and data</p> <p>To what extent do all staff analyse and use evidence to ensure a clear focus on those priorities that will have the greatest impact?</p>	<p>2.2 Curriculum - Rationale and design</p> <p>To what extent does the structure of the curriculum provides equity of opportunity to maximise successes and achievements for all our learners?</p>
<p>1.3 Leadership of Change - Developing a shared vision, values and aims relevant to the school and its community - Implementing improvement and change</p> <p>What range of data and information do we utilise to understand the social, economic and cultural context of the local community?</p> <p>ie – ‘staff at all levels take responsibility for implementing change and promoting equality and social justice across all their work’</p>	<p>2.3 Learning, teaching and assessment - Learning and engagement - Quality of teaching</p> <p>Effective use of assessment - Planning, tracking and monitoring</p> <p>How well do we motivate and engage all learners in all aspects of school life?</p> <p>How well do we record, analyse and use assessment information to identify development needs for individual learners and specific groups?</p>
<p>1.5 Management of Resources to promote equity - Management of finance for learning - Management of resources and environment for learning</p> <p>How effectively do we use our resources to meet the learning needs of all and ensure equity?</p> <p>To what extent do our approaches to resource acquisition and allocation improve outcomes for all learners?</p> <p>When working collaboratively to make use of the additional funds. How effective are our systems for managing shared .i.e. cluster budgets to ensure a clear focus on promoting equity?</p> <p>To what extent is financial expenditure focused on improving the quality of learning and teaching.</p> <p>How effectively are learners using a range of resources....including indoors, outdoor spaces and community resources to support their learning....and improve their life experiences?</p>	<p>2.4 Personalised support</p> <p>Targeted support - Removal of potential barriers to learning</p> <p>To what extent do well planned interventions lead to positive outcomes for children with additional support needs including those affected by financial hardship?</p>
	<p>2.5 Family learning</p> <p>Engaging families in learning - Early intervention and prevention</p> <p>How are we ensuring that provision is responsive to the needs of families?</p> <p>How effectively do we use current data about levels of poverty in our community to help us target interventions?</p>
	<p>2.7 Partnerships - Impact on learners</p> <p>How well do we understand our local community? Are the key features of the local community reflected in our learning pathways?</p> <p>ie – ‘we have accurate intelligence about the quality of learning and teaching and the attainment and achievement of all learners.</p>

	We use a wide range of local, national and international advice and research to reflect on current practice and evaluate any new initiatives, ideas and changes which have been introduced.....'
Successes and Achievements - How good are we at ensuring the best possible outcomes for all our learners?	
3.1 Ensuring wellbeing, equality and inclusion - Inclusion and equality How well can we demonstrate improved attainment for groups and individuals facing barriers to learning, including poverty?	3.3 Increasing creativity and employability - Increasing employability skills How well do we support learners with additional support needs, and those leaving care to access sustained positive destinations?
3.2 Raising Attainment and Achievement - Attainment in literacy and numeracy - Attainment over time - Overall quality of learners' achievement - Equity for all learners How well are we removing barriers to learning and ensuring equity for all? ie - We have raised the attainment of all our learners and in particular our most disadvantaged young people	

Appendix 3: Additional Guidance

Five key indicators and Reflective Questions in identifying and narrowing the gap

Attendance

- Do class teachers question and investigate pupil absence as far as practicable?
- Is the school working alongside a Education Welfare Officer to increase attendance?
- Are targeted attendance groups in place?

Attainment

- Is there a systematic approach to collaboratively evaluating teaching and learning to ensure it is of a high standard?
- What data is collected to track attainment?
- Do conversations take place identifying target groups or those with protected characteristics in order to plan support?
- So what? Are interventions put in place to target individuals or groups of pupils?
- Is the success of these interventions tracked?

Exclusion

- What interventions are working to support pupils to successfully access the curriculum?
- What supports are needed at City level to support pupils who are struggling in mainstream settings?
- What support beyond the school can be accessed to support pupils?

Participation

- Does the school have a summary of local clubs and activities to direct children and families to?
- Does the school work in partnership with Active Schools?
- Is the school able to identify barriers to participation, and to work creatively to remove these?

Engagement

- Curriculum for excellence experiences and outcomes discuss pupil engagement and acknowledge this link between engaging and learning. If children are not engaged it is unclear that they are experiencing and learning.
- Do you have a suitable tool to measure engagement? (ie. Leuven Scale or similar)
- Can pupils measure their own engagement?
- Are you tracking and supporting increased parental engagement?



APPENDIX 2

EDINBURGH LEARNS

Health and Wellbeing

Contents

Aims	2
Background: national, local context and research.....	3
Evaluating progress in health and wellbeing	6
Key strategic actions.....	7
Roles, remits and responsibilities.....	9
Health and wellbeing – key strategic components	11
References	19
Appendix 1 Evaluating progress in health and wellbeing	20
Appendix 2 Evaluating Health and wellbeing parents/stakeholders.....	24

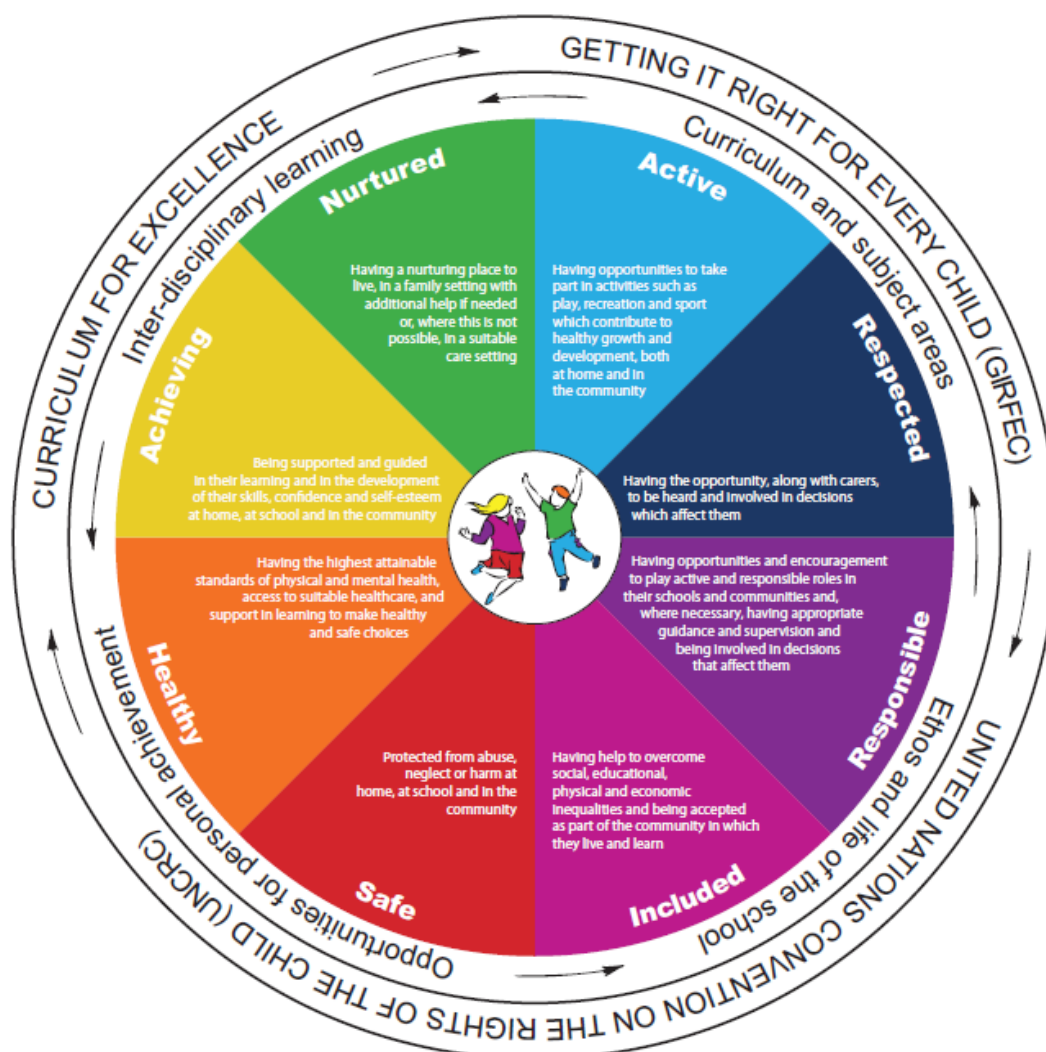
Aims

“Every child and young person will have good wellbeing and achieve the best possible health.”

Children’s Partnership Plan 2017-20

The Edinburgh Children’s Partnership has the highest aspirations for all Edinburgh’s children and young people. Good mental, emotional, social and physical health is important for success in all areas of learning and will ensure that today’s healthy learners become tomorrow’s healthy citizens.

The City of Edinburgh Council Health and Wellbeing for Learning Framework builds on what we know works. Schools, their staff, parents, learners and partners have shown their continuing commitment to supporting and safeguarding the health and wellbeing of all. This framework will detail practice that should be visible in all our schools and centres, to ensure health and wellbeing (HWB) across learning.



National context

Curriculum for Excellence recognises that health and wellbeing is central to effective learning. It highlights that learning through health and wellbeing promotes confidence, independent thinking and positive attitudes and dispositions. Because of this it is the responsibility of every teacher to contribute to learning and development in this area.

Scottish Government policy promotes excellence and equity: The National Improvement Framework set clear expectations for schools and centres to work in partnership with parents and stakeholders in pursuit of the four key priorities to achieve this.

Since 2010, Getting it Right for Every Child (GIRFEC) puts the rights and wellbeing of children and young people at the heart of the services that support them – such as early years services, schools and the NHS – to ensure that everyone works together to improve outcomes for a child or young person.

The Children and Young People's Act 2014 aims to make Scotland the best place in the world to grow up. By facilitating a shift in public services towards the early years of a child's life and towards early intervention whenever a family or young person needs help, the legislation encourages preventative measures, rather than crisis' responses. It is underpinned by the Scottish Government's commitment to the United Nations Convention on the Rights of the Child 1989 (UNCRC).¹

All work relating to HWB in centres should be based on the understanding that relationships are key to supporting and improving the HWB of children and young people and that the Scottish definition of wellbeing and the language of the wellbeing indicators should be evident across all establishments.

Local Context

Edinburgh is widely recognised as one of the best cities in the UK in which to live. Over the last ten years, the population of the city has grown by 10% and analysis suggests a further 9% growth by 2024, especially at both ends of the age spectrum.

The City Region Deal Partnership has agreed an ambitious vision for the future whereby in the next 20 years the Edinburgh and South-East Scotland City Region will become the most connected, most creative, most inclusive and most entrepreneurial place in Europe.

The Scottish Health Survey 2017 indicates that as a City Edinburgh is performing strongly in relation to a number of health-related indicators. The number of its citizens who smoke, are obese or suffer from cardiovascular conditions are significantly lower than the Scottish average. In addition, both in relation to consumption of fruit and vegetables and amount of physical activity taken, Edinburgh performs significantly better than the national average. Smoking is the only area identified where Edinburgh is performing significantly worse than the national average.

The mental, social and emotional health of our children and young people is becoming increasingly important in a dynamic, changing world. Equipping our citizens of tomorrow with the resilience to tackle barriers to their learning and wellbeing is paramount for their future success.

Our approach to HWB sits alongside and further builds on our core pillars of inclusion;

- Relationships
- Rights Respecting

¹ UNCRC; The Foundation of Getting It Right for Every Child

- Resilience building
- Restorative

Research

There is no doubt the health and wellbeing of children and young people impacts on their ability to access learning. Pupil wellbeing is linked to attainment and a range of factors such as social and emotional learning, an assets-based approach and supportive and inclusive school communities contribute to this.²

The adverse impact of poverty on health and wellbeing is well documented. This is evident in both physical and mental wellbeing and the risk of illness, low self-esteem, stress, anxiety.

<https://www.jrf.org.uk/report/psychological-perspectives-poverty>

Social and emotional competencies are key to enabling young people to achieve their academic potential and are most effective when implemented at whole school level.³

Nurture groups can impact positively on social, emotional and behavioural competencies, if implemented well. Literature on resilience and emotional wellbeing identifies connectedness and belonging, feeling safe, valued and liked as key features in relation to positive communities and long term positive outcomes.

Resilience Building

Adverse Childhood Experiences (ACEs)⁴ refer to stressful events occurring in childhood (between 0-18 years). These impact profoundly on the child's readiness and ability to learn and participate in school life. Headteachers should ensure that all staff develop a clear understanding of the impact of adverse childhood experiences on all learners and be aware, that other factors, such as bereavement, attachment and poverty, although not included in the original study, are now known to have a similar impact on children.

Research evidence shows that it is possible to mitigate against these factors. Many staff already do this however, it is vital that all staff take cognisance of the importance in supporting the development of resilience factors which may help protect children/young people such as:

- Positive relationships and role models
- Building on children's strengths, interests and passions (e.g. music/reading/sports etc)
- Developing good social and emotional skills (e.g. executive functions – self-awareness, empathy, reflective capacity, emotional regulation etc)
- Being the key adult who can support children/young people
- Participation and engagement in activities/groups/learning/pupil voice which leads to sense of self efficacy/achievement etc
- Fostering a sense of meaning and belonging
- Actively promoting and encouraging high expectations
- Promoting kindness, compassion and caring for others
- Supportive families, (family engagement/parent programmes etc), supportive schools (positive ethos, culture, rights respecting, nurture and restorative approaches) and supportive communities (access to clubs/spaces to play/other people to turn to etc).

² (Noble, T. et al 2008)

³ Brooks F, Public Health England (2014)

⁴ NHS Health Scotland: Adverse Childhood Experiences

Key Adults and the School Environment

The role of key adults has been identified as crucial. All adults should be ready to listen to and respond to individual pupils non-judgementally and to notice and speak to them when they are concerned. Developing a culture of trust and respect is vital in supporting positive relationships between adults and children. Restorative and solution focussed approaches should be implemented to protect and foster positive relationships across the school and wider community.

Positive relationships impact on attainment. The climate of the classroom and the school community are very influential in supporting learning. Where learners feel there is a climate of trust, they are more likely to have confidence to share what they don't know and so get feedback on what they need to do to improve their learning.⁵

The level of engagement a pupil feels with their school is strongly associated with attainment and meaningful learner voice is key to developing this sense of engagement.⁶ Building trusting relationships and resilience in school-aged children is shown to mitigate against the impact of adverse childhood experiences.⁷

⁵ Hattie, J. and Yates, G. 2013

⁶ SCCYP, "How Young People's Participation in School Supports Achievement and Attainment", 2015

⁷ Bethell C et al, Health Affairs 2014, 33 no.12:2106-2115

Evaluating progress in health and wellbeing

The Scottish Government has made clear its commitment to closing the poverty related attainment gap and it recognises the role health and wellbeing has in achieving this ambition. Specific stretch aims have now been set nationally to show the required improvements in children's health and wellbeing and Edinburgh will aim for improvements in line with these.

Currently schools may use a range of measures to evaluate progress in HWB. These include:

- Pupil Wellbeing Questionnaire (P3-7) and Secondary Pupil Survey
- Pupil self-evaluation using the wellbeing indicators (Appendix 1)
- Participation (wider achievement opportunities and uptake) and engagement levels (eg using the Leuven scale)
- Inclusion - including – exclusions, days lost, attendance and late coming, quality and quantity of Pupil Plans (GIRFEC and health)
- Evaluation from staff and parents and partners regarding HWB using the wellbeing indicators (Appendix 2).

These measures link closely to the 'Big 5' (attainment, attendance, inclusion/exclusion, participation and engagement) which should be the key focus of schools when evaluating their progress towards closing the poverty related attainment gap. Such measure will contribute the picture of HWB across the establishment and focussing on improvement in these areas will feed into improving HWB. The authority will provide support for schools in using appropriate measures.

Key strategic actions

To effectively ensure HWB for learning, Headteachers should incorporate the following key features into the work of the school:

- *HWB profiling and improvement information*⁸
- Health and wellbeing responsibility of all
- Planned, progressive and relevant HWB curriculum⁹
- Self-evaluation and planning for HWB¹⁰
- Professional Learning for HWB

Each year, as part of their Standards and Quality and Improvement Plan or 3.1 return, Headteachers update the data and intelligence available for their setting. Much of this data and intelligence exists in the Equity Profile and includes:

- Demographic information and SIMD profiles
- *Evaluation of progress for HWB, linked to school improvement priorities.*
- Data at SIMD level extracted from tracking and monitoring of the following key measures:
 - Attendance and late coming
 - Exclusions
 - Participation
 - *Wider Achievement opportunities and uptake*
 - *Evidence of how learners influence decision making and affect change*
- Engagement
 - Assessment of baseline levels using the Leuven Scale for targeted cohorts
- Achievement
 - *Evidence of progress across HWB, other than responsibility of all, using the benchmarks to support professional judgement*

Headteachers should analyse all the above data with staff and key stakeholders, including partners, and use it to draft targets to ensure equity of provision, targeting groups of learners subject to poverty, as well as other groups known have less favourable educational outcomes, such as LAC, young carers, EAL and others relevant to the context of the school.

Planning for improvement at establishment level

Following analysis of the HWB data, Headteachers and senior leaders complete the full self-evaluation of their school and use it, in conjunction with all other evidence, to plan to improve health and wellbeing. They:

- Identify the desired outcomes (where appropriate, link to specific numerical targets)
e.g. using pupil questionnaire question:
I have adults in school I can speak to if am upset or worried about something – improve response rate from 89% to 96% of pupils agreeing/strongly agreeing
- Identify appropriate interventions
e.g. CLPL and continued support for staff on role of key adult
Increase opportunity for quality 1:1 time with tutor/class teacher to two x a term

⁸ Much of this information, particularly that found in italics, is not readily available to schools, however, this demonstrates our ambition to assist schools to gather such information in a manageable way to help support improvement in HWB.

⁹ Thematic inspection of personal and social education/health and wellbeing in Scotland's schools and early learning and childcare settings, Education Scotland

¹⁰ see Appendix 1

Develop self-referral system to key with pupil council so all pupils can identify who their key adult is and how and when they can access them

- State how impact will be measured

e.g. pre- and post-intervention short questionnaires based on pupil interventions

pre- and post-pupil focus group feedback on effectiveness of interventions

response rate to pupil questionnaire question improved to 96% of pupils agreeing/strongly agreeing to question next time it is administered

This forms part of the normal improvement cycle and be evident in school improvement planning. In common with other planning formats, improvements for health and wellbeing should be:

- specific
- timed
- aligned
- numeric (where appropriate).

Quality assurance for health and wellbeing

To ensure that systems and processes deliver the necessary improvements, the following governance structures will be established

- The HWB for Learning Strategic Group¹¹ will meet each quarter to monitor progress in relation to actions from the Children's Partnership Plan, the Education Improvement Plan and other related plans; make recommendations for future actions
- This group, chaired by Strategic Lead for HWB, will comprise:
 - Headteacher and DHT from each sector
 - Quality Improvement Officer (HWB)
 - Senior Manager Additional Support for Learning
 - Depute Principal Educational Psychologist
 - Service Managers: Lifelong Learning
 - Senior Manager: NHS
 - Senior manager: Voluntary Sector
 - Trade Union(s)
 - Parent(s)
 - Young Person(s).
- The Council HWB Strategic Group will also share information with the Children's Partnership Group and report on an annual basis to the Education, Children and Families Committee as appropriate.
- A report on HWB will be presented annually to the Children and Families Committee

¹¹ See Terms of Reference documentation (draft)

Roles, remits and responsibilities

To ensure improvements in Health and wellbeing, the Chief Education Officer:

- Provides an annual statement of HWB to the Education, Children and Families Committee as part of the Education Standards and Quality Report.
- Provides an annual update on HWB linked to QI 3.1 to the Education, Children and Families Sub-Committee on Standards.
- Provide clear targets to improve HWB for learners in Edinburgh based on analysis of data from the HWB surveys.
- Provides clear local authority stretch aims, shared with schools to support improving HWB.
- Provides each Headteacher with indicative stretch aims to support improving HWB.
- Provides support and challenge to senior leaders to ensure improvements in HWB.

To ensure improvements in health and wellbeing, officers:

- Discuss HWB as part of the school's improvement plan and or 3.1 return to ensure HWB is being embedded into the life and work of the school.
- Provide support and challenge to senior leaders to ensure improved health and wellbeing.

To ensure improvements in health and wellbeing, headteachers:

- Promote the importance of positive, enabling relationships in creating a positive ethos and a climate of trust and respect where learner voice is valued and acted upon.
- Model behaviour which promotes HWB.
- Embed restorative/solution orientated approaches across the establishment
- Ensure they fulfil statutory duties in relation to health and wellbeing.
- Provide regular training/essential learning for staff on the key aspects as detailed in The Healthy School: strategic components.
- Ensure robust policies and practices are in place to promote a holistic approach and shared vision for health and wellbeing based on the wellbeing indicators and children's rights.
- Promote the mental, emotional, social and physical wellbeing of children, young people and staff, through key Council supports;
 - "I in 5" Raising Awareness of Child Poverty resources
 - Pupil Equity Fund - A CEC Guide to Getting Started (April 2017)
 - Growing Confidence Programmes
 - Building Resilience/Cool, Calm and Connected
 - Nurture
 - Included, Engaged, Involved policy
 - Council Equity Framework
- Ensure a relevant and progressive health and wellbeing curriculum with a strong focus on learner voice is in place.
- Ensure strong partnership working to plan for and meet the health and wellbeing needs of the school community.
- Ensure robust self-evaluation and planning to drive improvement in health and wellbeing
- Provide an annually updated HWB information as part of their SQIP (linked to QI 3.1) and, as appropriate, Equity Profile.

To ensure improvements in health and wellbeing, staff:

- Create a positive ethos and a climate of respect and trust where learner voice is valued and acted upon.
- Promote positive relationships and behaviour in the classroom, playground and beyond.
- Model behaviour which promotes HWB and positive relationships.

- Consider the wellbeing indicators and children's rights when planning learning, teaching and assessment to ensure barriers to learning are minimised or removed.
- Know their learners and their needs. Plan accordingly.
- Use the wellbeing indicators to plan for and evaluate progress in children and young people's HWB.
- Where appropriate, provide a relevant and progressive health and wellbeing curriculum with a strong focus on learner voice.
- Where appropriate, use HWB benchmarks to plan for and assess progress in HWB.
- Ensure that they are fully aware of and engage in appropriate professional learning.
- Ensure that they provide high quality learning and teaching as outlined in the CEC Teaching and Learning Framework.

Health and wellbeing – key strategic components

National/local policy/plans/curriculum	Associated Documents	Resources and training M- Mandatory, C- Core, T- Targeted, D – desirable.	What this should look like in establishments?
Safe			
<p>Child Protection legislation</p> <p>Named person</p> <p>Lead professional</p> <p>GIRFEC</p> <p>HWB Principles and practice paper</p> <p>Wellbeing Indicators</p> <p>Relationships Sexual Health and Parenthood and Substance Misuse curriculum</p>	<p>School vision, values</p> <p>GIRFEC paper work</p> <p>Wellbeing forms</p> <p>Significant Occurrence Procedure</p> <p>Care Inspectorate Notification (eforms) (EY)</p>	<p>HWB Progression Frameworks (C)</p> <p>Positive Relationships for Behaviour and Learning (C)</p> <p>Child Protection (M)</p> <p>Nurture (C)</p> <p>Restorative approaches (C)</p> <p>Citywide Parenting Programmes (T)</p> <p>Eye Movement Desensitisation (T)</p> <p>Refugee Trauma guidance (T)</p> <p>Domestic Abuse (D)</p> <p>CALM (Sp Schools only) (T)</p> <p>FGM(C)</p> <p>Mentors in Violence Prevention (D)</p> <p>Essential Learning Pr, Sec and Special (M)</p> <p>Essential Learning Early Years (M)</p>	<p>Values</p> <p>The school community understands the wellbeing indicators and their role in supporting HWB across the curriculum</p> <p>Restorative approaches begin with the ethos of positive relationships, rights and respect</p> <p>Restorative approaches are for all members of the school community regardless of role</p> <p>Practice</p> <p>Strong culture of partnership working and joint planning across the learning community</p> <p>Regular planned opportunities for 1:1 dialogue with learners</p> <p>Staff trained and confident in supporting HWB needs, including skills to have effective 1:1 Dialogue with learners</p> <p>Regular time created for staff to discuss learners' HWB needs</p> <p>Safe Spaces in the establishment</p> <p>Supported lunch / break activities</p>

National/local policy/plans/curriculum	Associated Documents	Resources and training M- Mandatory, C- Core, T- Targeted, D – desirable.	What this should look like in establishments?
Healthy			
<p>Better Eating Better Learning</p> <p>Schools Health Promotion and Nutrition Act</p> <p>Nutritional Standards</p> <p>Setting the Table (EY)</p> <p>Food and Health curriculum</p> <p>Adverse Childhood Experiences research</p> <p>Mental Health Strategy</p>	<p>School vision, values</p> <p>GIRFEC paper work</p> <p>Wellbeing forms</p> <p>Significant Occurrence Procedure</p>	<p>Seasons for Growth (C)</p> <p>Roots of Empathy (D)</p> <p>Food and Health Progression Framework (C)</p> <p>Growing Confidence training (C)</p> <p>Cool, calm and connected (C)</p> <p>Resilience pack and training (C)</p> <p>Emotion Talks (D)</p> <p>Emotionally Based School Refusal Resources (C)</p> <p>Mindfulness (D)</p> <p>Situational Mutism Resources (T)</p> <p>Wellbeing Academy (T)</p>	<p>Values</p> <p>Health and wellbeing is valued and seen as a priority</p> <p>The key adult role is a crucial component in a learner's resilience - we believe that any of us can be that key adult</p> <p>Practice</p> <p>Planned curricular opportunities for learners to develop resilience</p> <p>All staff demonstrate HWB is central to their practice</p> <p>High quality meals which meet nutritional requirements</p> <p>Planned progressive HWB curriculum, shaped by learner voice and local context</p> <p>We develop individual attributes and supports that promote resilience including making sure every child has at least one 'trusted adult'</p>

National/local policy/plans/curriculum	Associated Documents	Resources and training M- Mandatory, C- Core, T- Targeted, D – desirable.	What this should look like in establishments?
Achieving			
<p>Developing the Young Workforce</p> <p>Skills for learning life and work (BTC4)</p> <p>National Improvement Framework</p> <p>Planning for Choices and Changes curriculum</p> <p>HGIOS 4</p> <p>Building the Ambition (EY)</p>	<p>Tracking and monitoring system - opportunities for personal achievement</p> <p>IEPs</p> <p>Promoting Attendance and Managing Absence</p> <p>Flexible Timetable Procedure</p>	<p>HWB progression framework (M)</p> <p>JASS (D)</p> <p>Duke of Edinburgh (D)</p> <p>Awards – various – HWB, Personal Development, Employability,</p> <p>CIRCLE Resources (M)</p> <p>Differentiation training (current Gap)</p> <p>Literacy and Dyslexia Guidelines (C)</p> <p>SCERTS (T)</p> <p>Up, Up and Away (EY)</p> <p>Hanen training (T) (EY)</p>	<p>Values</p> <p>All staff recognise the importance of HWB in combating disadvantage, improving achievement and helping to close the gap</p> <p>We look for opportunities for personal and wider achievement to highlight and build on individual strengths</p> <p>Practice</p> <p>Opportunities for wider achievement mean learners can develop skills across the 4 contexts for learning</p> <p>Achievement across the 4 contexts for learning is celebrated and valued</p> <p>Transitions are carefully planned they support HWB and progression in learning</p> <p>Learners self-report in their own progress in HWB and are supported to identify next steps</p> <p>We use the Getting It Right for Every Child approach to work together with children and their families</p> <p>We effectively track and monitor learners to ensure progression and target pupils at risk</p>

National/local policy/plans/curriculum	Associated Documents	Resources and training M- Mandatory, C- Core, T- Targeted, D – desirable.	What this should look like in establishments?
Nurtured			
<p>Whole school nurturing approaches</p> <p>Nurture groups</p> <p>Better relationships, better learning, better behaviour</p>	<p>School vision, values</p> <p>GIRFEC paper work</p> <p>Wellbeing forms</p> <p>Significant Occurrence Procedure</p> <p>Positive Behaviour Guidance (to be written)</p>	<p>Nurture training (ESPS) (C)</p> <p>SMHFA YP training (D)</p> <p>Lego Therapy (T)</p> <p>Mindfulness training</p>	<p>Values</p> <p>Positive relationships are crucial to developing successful learning communities</p> <p>Ethos of respect and trust where learners can and do voice their concerns and are listened to</p> <p>Restorative, solution orientated approaches used to promote positive behaviour</p> <p>Learners know staff care about them and feel confident to seek support</p> <p>We form meaningful relationships with every child and young person, especially those who struggle with relationships. We notice them, we take an interest and we proactively make connections</p> <p>Practice</p> <p>Staff act as positive role models to learners</p> <p>Staff demonstrate high expectations and ambition for all learners</p> <p>We are all available and approachable - if a child or young person wants to connect with us at an unsuitable time we always offer an alternative</p> <p>We provide nurture groups and support a culture of nurture</p>

National/local policy/plans/curriculum	Associated Documents	Resources and training M- Mandatory, C- Core, T- Targeted, D – desirable.	What this should look like in establishments?
Active			
<p>2 periods/2 hrs PE</p> <p>Daily physical activity</p> <p>Outdoor learning</p> <p>Play</p>	<p>Risk benefit assessments</p>	<p>Physical Education, Physical Activity and Sport (PEPAS) cluster work (C)</p> <p>Active Schools (C)</p> <p>Forrest schools/kindergartens (D)</p> <p>PE Guidance (M)</p> <p>PE Cluster Guidelines (M)</p> <p>Loose parts play (C)</p>	<p>Values</p> <p>Daily physical activity is encouraged and valued</p> <p>Sport and recreational activities are promoted, valued and their contribution to HWB recognised across the establishment</p> <p>Practice</p> <p>Free Active Schools for all children in SIMD 1/2/3/known by the school to be living in poverty</p> <p>Positive relations with Active Schools link with a programme which is shaped by learner voice</p> <p>Frequent opportunities for outdoor learning, in the playground, local community and beyond</p> <p>Daily physical activity</p> <p>Tracking and monitoring systems identify learners who need to be more active and we plan for this</p> <p>Planned progressive learning experience for PE across the cluster</p> <p>Active travel promoted across the learning community</p>

National/local policy/plans/curriculum	Associated Documents	Resources and training M- Mandatory, C- Core, T- Targeted, D – desirable.	What this should look like in establishments?
Respected			
<p>UNCRC</p> <p>Respect for All: National Approach to Anti-Bullying for Scotland's Children and Young People</p> <p>Universal entitlement to support</p> <p>Equalities Act 2010</p> <p>Relationships Sexual Health and Parenthood curriculum</p>	<p>Anti-bullying guidelines</p> <p>Supporting Transgender Young People Guidance</p> <p>Learner Participation in Educational Settings 3-18</p> <p>CEC Supporting LGBT Young People</p>	<p>Rights Respecting Schools Award (D)</p> <p>Positive Relationships for Behaviour and Learning (C)</p> <p>Restorative approaches (C)</p> <p>Mentors in Violence Prevention training (D)</p> <p>HWB Progression Frameworks (C)</p> <p>LGBT Charter Award (D)</p> <p>Sexual Health input for children with Additional Support Needs (developing)(T)</p> <p>RSHP National Resource (developing) (C)</p>	<p>Values</p> <p>All learners should feel listened to and valued</p> <p>Children's rights are core to the ethos and values of the school</p> <p>Relationships are based on mutual trust and respect</p> <p>We support everyone's right to access the support they need to achieve their potential</p> <p>Practice</p> <p>Views of learners are sought, valued and lead to change</p> <p>Learners people participate fully in the life of the school</p> <p>Diversity is celebrated and discrimination challenged</p> <p>We all model and share community values based on everyone's rights (to be safe, to learn, to be listened to)</p>

National/local policy/plans/curriculum	Associated Documents	Resources and training M- Mandatory, C- Core, T- Targeted, D – desirable.	What this should look like in establishments?
Responsible			
Better Relationships, Better Behaviour, Better Learning	Learner Participation in Educational Settings 3-18 How good is OUR school Part 1 How good is OUR school Part 2	Restorative approaches (C) Solution orientated approaches(C) Leaderships roles	<p>Values</p> <p>We show care and respect for others and model this behaviour</p> <p>We all have a responsibility to offer support to repair relationships</p> <p>Strong culture of learner voice, where views are listened to and acted upon</p> <p>Practice</p> <p>Learners co design their own learning in HWB and participate in delivery of some programmes</p> <p>Learners contribute to the wider life of the school and take on responsibilities e.g. on committees, buddies</p> <p>Learners have opportunities to develop skills across the 4 contexts for learning</p> <p>Restorative, solution orientated approaches used to promote positive behaviour</p> <p>We know there are consequences for decisions and actions that have had a negative impact on the rights of others, but consequences are proportionate and support us to develop behavioural awareness and ownership</p>

National/local policy/plans/curriculum	Associated Documents	Resources and training M- Mandatory, C- Core, T- Targeted, D – desirable.	What this should look like in establishments?
Included			
<p>Inclusion Framework</p> <p>ASL Act</p> <p>Equalities Act 2010</p> <p>Entitlement to targeted support</p> <p>Included, engaged, involved 2</p> <p>National Practice model</p> <p>GIRFEC</p>	<p>Improving Outcomes for Learners at Risk of Exclusion Procedure</p> <p>Risk Management Procedure</p> <p>Addressing Inclusion</p> <p>Included, Engaged, Involved Policy</p> <p>Supporting LGBT Young People in Edinburgh</p> <p>LGBT guidance and resources</p> <p>Antibullying and Equalities Policy</p> <p>CEC Supporting LGBT Young People</p>	<p>I in 5 (C)</p> <p>Making Education Equal for All - Edinburgh's Equity Framework (C)</p> <p>CIRCLE Resources (M)</p> <p>Differentiation training (current Gap)</p> <p>ASD training (M)</p> <p>FASD training (T)</p> <p>Visual Support Project (D)</p> <p>Playboxes (T)</p> <p>LGBT School's Charter(D)</p> <p>Up, Up and Away (EY) (C)</p> <p>Pupil Equity Fund – A CEC Guide to Getting Started</p>	<p>Values</p> <p>All staff understand the role of HWB in combating disadvantage and use this knowledge to support closing the gap</p> <p>The school community promotes equality, celebrates diversity and provides support for those who may at times feel excluded</p> <p>Practice</p> <p>Additional costs to the school day are minimised ensuring all children have access to resources for learning in the classroom</p> <p>Equal access to opportunities, regardless of income</p> <p>Poverty-related stigma is challenged so that all children and young people feel respected, included and supported by staff and pupils in their school and local community</p> <p>All learners have access to a key adult they know and can trust to discuss any issue or worry</p> <p>Strong culture of learner voice</p> <p>The 4 Rs underpin our practice; Relationships, Rights Respecting, Resilience Building, Restorative</p>

References

Scoping study into approaches to student wellbeing; Australia

Noble et al 2008

https://docs.education.gov.au/system/files/doc/other/scoping_study_into_approaches_to_student_wellbeing_final_report.pdf

Scottish Health Survey

<http://www.gov.scot/Publications/2017/10/6398/4>

Visible Learning and the Science of How We Learn

Hattie and Yates 2013

How Young People's Participation in School Supports Achievement and Attainment

SCCYP, 2015

NHS Health Scotland: Adverse Childhood Experiences

<http://www.healthscotland.scot/population-groups/children/adverse-childhood-experiences-aces/overview-of-aces>

Bethell C et al, Health Affairs 2014, 33 no.12:2106-2115

Thematic inspection of personal and social education/health and wellbeing in Scotland's schools and early learning and childcare settings

https://education.gov.scot/Documents/EducationScotlandPSEReportAug2018_.pdf

Making the links, making it work resource to support HWB responsibility of all across an establishment

<https://education.gov.scot/improvement/self-evaluation/Health%20and%20wellbeing;%20Responsibility%20of%20all%20-%20Making%20the%20links%E2%80%A6making%20it%20work>

How good is our school 4?

https://education.gov.scot/improvement/documents/frameworks_selfevaluation/frwk2_nihedithgios/frwk2_hgios4.pdf

UNCRC; The Foundation of Getting It Right for Every Child

<https://www2.gov.scot/Resource/0041/00417256.pdf>

The link between pupil health and wellbeing and attainment

Brooks F, Public Health England (2014) The link between pupil health and wellbeing and attainment; University of Hertfordshire: Crown copyright

Tackling the Attainment Gap by Preventing and Responding of Adverse Childhood Experiences

<http://www.healthscotland.scot/media/1517/tackling-the-attainment-gap-by-preventing-and-responding-to-adverse-childhood-experiences.pdf>

Appendix 1 Evaluating progress in health and wellbeing

Establishments should be able to show evidence of the progress children and young people are making in relation to their health and wellbeing.

Staff and learners should have a clear vision of which aspects of health and wellbeing they are working on. Both should know where the child/young person is now, what they are aiming for and next steps.

Some examples of how establishments might build a picture of children and young people's progress in health and wellbeing include:

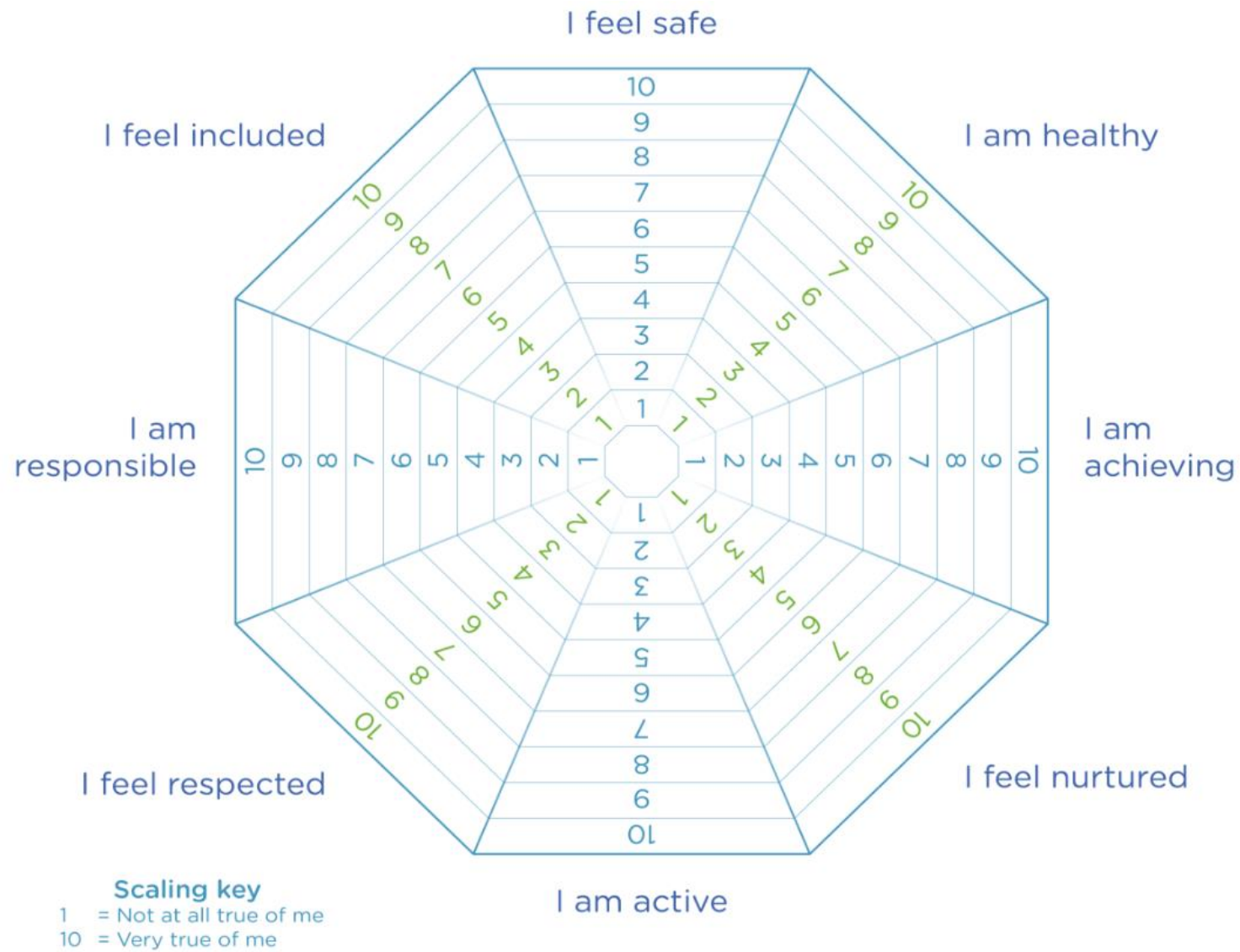
- Children and young people self-reporting on their own progress
- Observations and one-to-one dialogue between the learner and an adult who knows them well

Over time, dialogue with the learner will focus on progress in relation to the learner's journey across all the different aspects of health and wellbeing. This is synonymous with the clear expectations around the entitlement for universal pupil support.

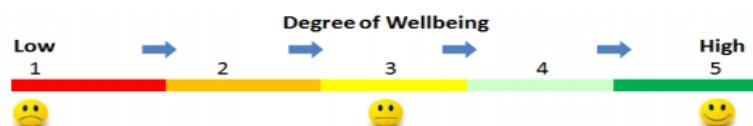
The 'wellbeing web' can provide a useful tool for evaluating progress in relation to HWB and can also help to develop a greater understanding of the full meaning of HWB through the language of the wellbeing indicators. Children/young people can evaluate against the wellbeing indicators using, for example the Edinburgh Wellbeing Outcomes, Making the links, making it work booklet (NIH) or individual school definitions as a guide. This will help children to identify strengths and areas for development. The teacher can work with children/young people/classes to support them with this aspect of their HWB and review progress through further dialogue/self-evaluation.

This approach can help to identify both individual, whole class and whole school priorities for health and wellbeing in addition to providing a simple and manageable tool for measurement.

A variety of tools for gathering opinions of staff, pupils, parents and stakeholders can be found below.



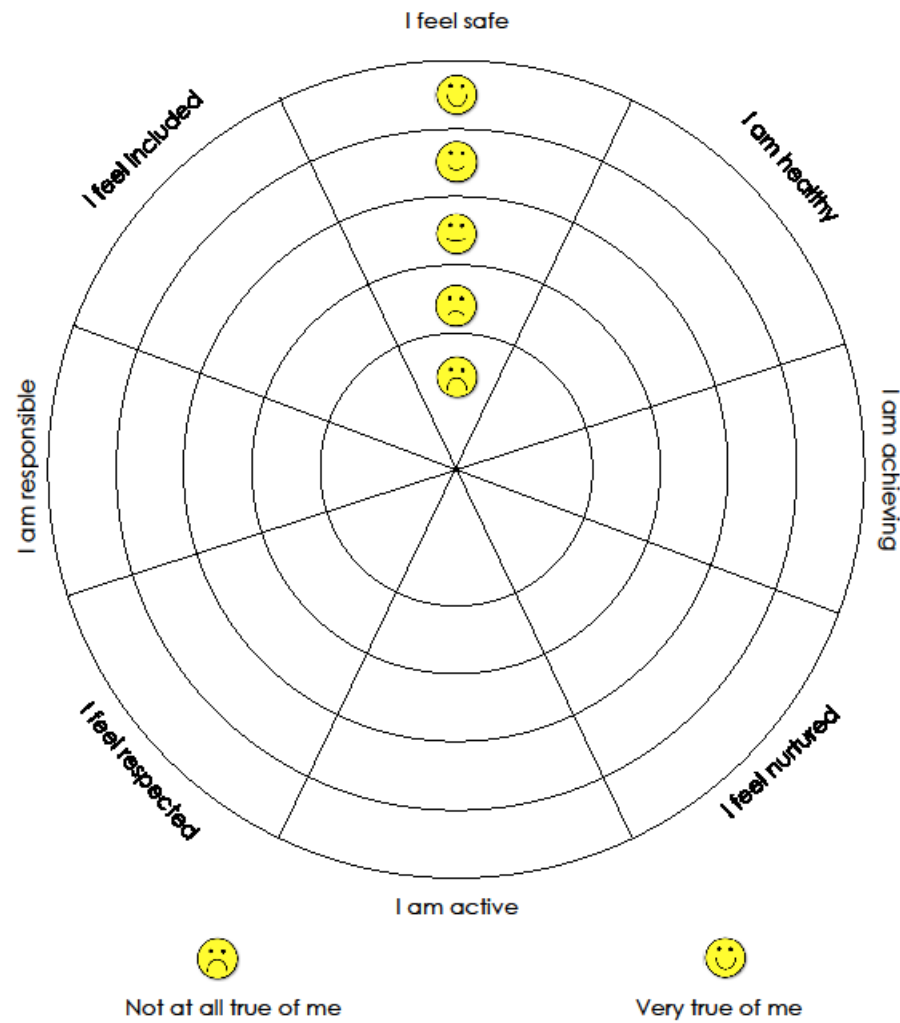
Safe	Healthy	Achieving	Nurtured	Active	Respected	Responsible	Included
I am safe with my family	I eat well	I am learning new things	I receive warmth and love	I play / take part in activities	I am involved in decisions which affect me	I am considerate to others	I have friends
I am safe where I learn or work	I look after myself	I feel confident	I have people who look out for me	I play / take part in activities with others	I have help to share my views	I have an understanding of right and wrong	In my learning environment people involve me in activities
I am safe where I live	I get the care and support I need	I do the best I can	I have the food I need and I am kept clean and warm		I am treated fairly	I meet my responsibilities	I have opportunities to be with people who are important to me
I keep myself safe	I enjoy life	I am ready for the next stage in my life	I receive praise and encouragement	I am helped to be active	I have my own space	I make a positive contribution	I feel that other people want me around
I am safe around other people	I am able to deal with difficult things	I get the help I need to learn	I am listened to when I am worried or upset		I have people around me who I trust and who trust me	I make good decisions	I have help to overcome disadvantages and barriers



Version 4.1

October 2016

Wellbeing Web Name _____



Appendix 2

Evaluating Health and wellbeing parents/stakeholders

Gaining the views of parents and stakeholders is vital if the establishment is to fully evaluate where they are with health and wellbeing and identify areas for development. Schools will know how best to gather such opinions; however, it is important that everyone has the same understanding of health and wellbeing so that meaningful information can be gathered to help the establishment move forward in a meaningful way.

The Education Scotland resource [Making the links, making it work](#) has helpful definitions of each of the wellbeing indicators in the resource booklet and more detailed definitions on the poster. Establishments may find these useful when trying to establish a shared understanding across the school community.

The wellbeing web (see Appendix 1) used in conjunction with a short narrative around strengths and next steps should provide helpful information to establishments around the views of stakeholders

EDINBURGH LEARNS

Improving quality in learning



Contents

Aims	2
Quality improvement principles	3
Key strategic actions.....	5
Leadership Learning Partnerships	8
Supported self-evaluation reviews & HMI Inspections.....	9
Capacity and Risk Register.....	11
Roles, remits and responsibilities.....	12
Appendices.....	Error! Bookmark not defined.

Aims

Our goal is for all Edinburgh's children to thrive and take their place as highly skilled workers in a world-class city. To achieve this they must develop excellent skills for learning, life and work, regardless of socio-economic barriers or other additional needs. It is a vision that is both ambitious and inclusive.

The City of Edinburgh Council is committed to the delivery of a high-quality education service for all children and young people, and to working in partnership with parents and communities. A culture of continuous improvement underpins all activity and is the responsibility of all staff working within schools and centres, supported by the Quality Improvement Service.

The role of officers is to provide guidance and support schools¹ to continually adapt and improve so that the needs of all learners can be met. The Quality Improvement and Curriculum Service places self-evaluation at the heart of all activity, supporting schools to make effective use of data, improvement planning, research and innovative practice.

Edinburgh Learns, the council strategy to Raise Attainment for All comprises seven key frameworks: Equity, Health and Wellbeing, Learning Together (Parental Engagement), Teaching and Learning, Pathways (to Develop the Young Workforce), Inclusion and Quality Improvement. Each of these frameworks is informed by data, research and strategies known to be successful in pursuit of the overarching aim of raising attainment. This strategy details the actions required by all to ensure consistent, high quality teaching and learning in schools and centres.

¹ Schools includes all settings in which education is provided

Quality improvement principles

Effective self-evaluation is a rigorous process which provides a unique and valuable picture of what is having most and least impact on learners in a single class, at a stage, within a school or across a cluster or local authority. Self-evaluation involves all stakeholders in the learning community considering 'How good can we be?' Once the quality of the impact on learners has been evaluated, then plans for improvement can be drawn up.

Self-evaluation involves:

Looking inwards through engaging with specific self-evaluation questions

- **how are we doing?** *What evaluative statements can we make about improved outcomes for our learners?*
- **how do we know?** *What evidence do we have? This involves making sound judgments about the impact on learners (see triangulation of evidence)*
- **what are we going to do now?** *What are our next steps to address areas where we could do better?*

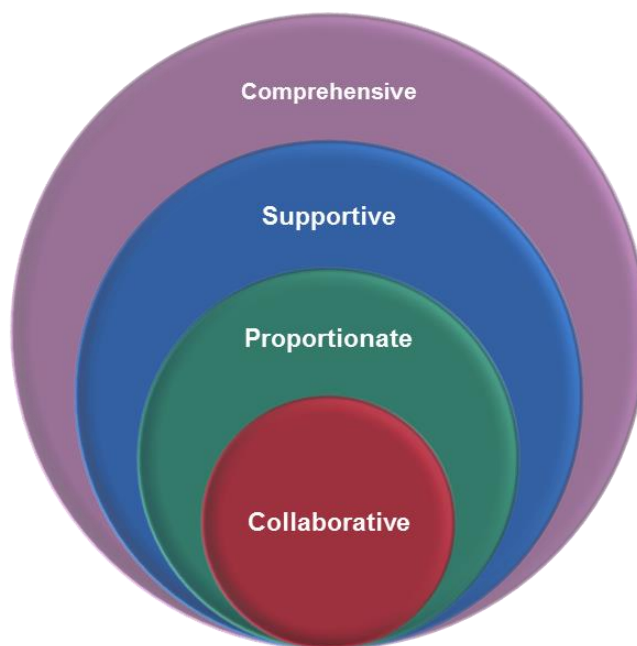
Looking outwards: *using external research and intelligence; learning from what happens elsewhere*

Looking forwards: *exploring what the future might hold for today's learners*

How Good is Our School?4

Core Values

Quality Improvement is most effective when it is:



Collaborative

Collaboration is the most important feature of the self-improving system. Self-evaluation should not be done in isolation: it is essential that opportunities are found to embed collaboration in self-evaluation processes at all levels. As well as affording transparency, it provides the opportunity to share views and discuss next steps. During school reviews, QIEOs engage in shared classroom experience with senior leaders. For practitioners, collaborative enquiry brings depth to their professional learning and leads to more accurate and honest self-evaluation. Collaboration with all stakeholders leads to a shared assessment of risk and a shared understanding of the school's capacity for continuous improvement.

Proportionate

The overarching role of the QIC Service is to provide proportionate and intelligence-led support and challenge to schools. This is based on sound and accurate self-evaluation. The level of support required by a school is based on a needs analysis, as documented in the Capacity and Risk Register of Schools. Support Levels² are reviewed quarterly.

Supportive

All self-evaluation should be done within a climate of trust and support. Staff engaging in the process ensure that feedback is strengths-based with mutually agreed steps for improvement. Governance arrangements are agreed in advance, including recourse when there are conflicting views over evaluations.

Comprehensive

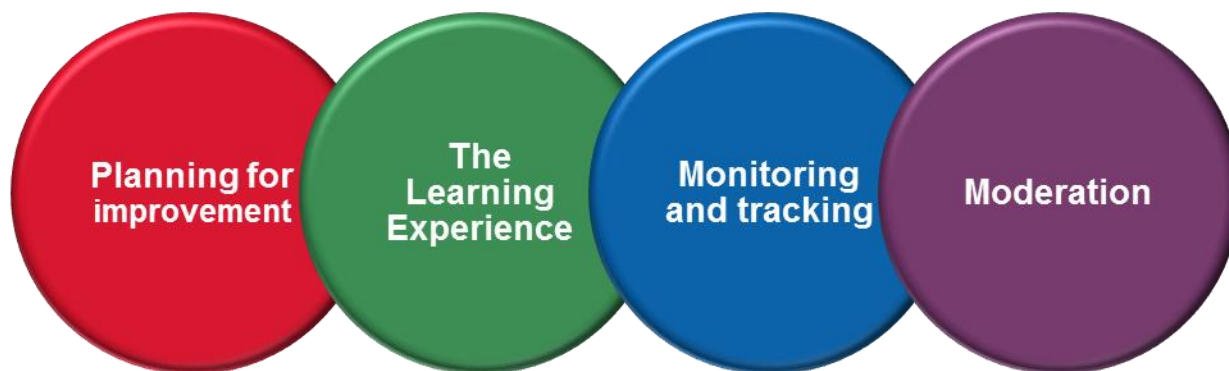
Quality Improvement Managers and Officers assess performance and service delivery by analysing evidence gathered from various sources:

- Education Scotland inspections reports
- school self-evaluation
- views of parents, pupils and staff
- attainment, attendance, exclusion and inclusion, participation and engagement data, and
- qualitative information gathered by QIEOs.

The resultant intelligence is shared with the Edinburgh Learns Quality Improvement Strategic Group. It informs the Education Standards and Quality Report and Education Local Improvement Plan. Our practices are also shared with colleagues across the Regional Improvement Collaborative.

² See CR Register p31

Key strategic actions



Planning for Improvement

School

Standards and Quality and Improvement Planning are core parts of the cycle of self-evaluation activity. The school's Quality Assurance Calendar should clearly document the approaches and times over the session when specific evidence gathering and planning are done. All staff, parents and learners should be involved appropriately in the process. Planning for improvement must be based on the needs of each school, within the wider context of local and national objectives.

Cluster plans reflect shared areas for improvement and are based on sound self-evaluation.

Education authority

The Quality Improvement Service evaluates service delivery and plans for improvement through various processes: Local Outcomes Improvement Plan, Education Improvement Plan each provide a strong golden thread linking improvements within and across services.

Each year the Education Improvement Plan is reviewed in line with national guidance and local need. Actions at school and authority level are then drafted for consultation. The revised Education Improvement Plan with recommended Improvement Actions is then circulated for Headteachers to use as guidance when planning.

The Learning Experience

School

Improving the core business of teaching and learning is a vital part of the self-evaluation process in every school. A strong, collegiate approach to embedding this is essential for the continued improvement of each teacher, stage and faculty. Teachers are encouraged to reflect and share

their own practice within a culture of trust and openness to improve³. Within a climate of trust and professionalism, all leaders of learning work collaboratively with staff, through formal and informal sharing of classroom experience. Head teachers ensure that there are clear processes in place, detailed in the school Quality Assurance calendar which support actions within the SQIP and which support the self-evaluation of Quality Indicator 2.3: Learning, teaching and assessment. Headteachers also ensure that the core skills of teaching and support staff are analysed and refreshed each session, as appropriate. All teaching staff should understand and apply skills related to:

- formative assessment for learning
- differentiation
- delivery of skills-based curriculum.

Education authority

The Quality Improvement Service, in partnership with senior leaders, ensures that shared classroom experience is included in all self-evaluation of schools. This takes place during:

- the Leadership Learning Partnership discussions of Quality Indicator 2.3
- supported self-evaluation reviews
- local authority Follow-Through reviews
- cluster training events

This ensures appropriate triangulation of evidence and maintains a focus on the core business of learning and teaching.

A full calendar of professional learning is devised each year to develop the skills of AifL; differentiation and skills. Training is designed and supported by Edinburgh Learns Professional Learning Team

Monitoring and tracking

Schools

Each school monitors and tracks progress across the broad general education and senior phase. This ensures that the actual and intended progress of learners is clearly documented and all actions are put in place to maximise potential.

Headteachers have processes in place that ensure that children's progress is assessed and discussed with staff. Where concerns are identified in relation to gaps in learning or the need for challenge, these are addressed and interventions or strategies put in place. In most cases this requires discussions with parents to ensure that all parties are clear about their role to secure progress.

Additional consideration is given to ensure equity, for example those learners who are looked after, who live in poverty, and/or have additional support needs. Headteachers ensure that all resources are maximized to ensure progress for these groups. Where learners are identified as not achieving the expected Curriculum for Excellence level within the broad general education for their stage of development, particular emphasis is placed on ensuring that all appropriate and available supports are in place.

Within the senior phase, Insight is used extensively to track progress against Virtual Comparators. This is particularly significant in tracking for cohorts facing barriers to learning. Within the Broad

³ See LNCT Shared Classroom Experience policy

General Education, the BGE Benchmark Tool is used to compare progress in Curriculum for Excellence with comparator schools **across Scotland**. Both of these tracking tools are used in conjunction with other tracking information to ensure a full, dynamic assessment of progress is maintained for each learner.

Education authority

The education authority tracks and monitors the progress of all learners across the city. Analysis of progress is presented to the Chief Education Officer twice per annum by each Quality Improvement Manager.

The annual attainment reports to Education, Children and Families Committee provides a clear analysis of progress across key indicators. Attainment for learners in Equity groups (Looked After, children subject to poverty and additional support needs) are highlighted.

The analysis of progress is filtered with other information to further refine Capacity and Risk Register assessments. Where appropriate, further support or challenge is provided to schools.

Moderation

School

To ensure that leavers make effective progress through Curriculum for Excellence, all teachers should have clear understanding of assessment and moderation processes. Head teachers should ensure that moderation activities feature as a core part of professional discussions. This occurs within stages, schools, clusters and more broadly as required. It includes joint planning, agreeing success criteria and moderation of completed work. This work is supported by the school/cluster Quality Assurance and Moderation Support Officer (QAMSO).

It is particularly important to ensure that moderation features at points of transition ensuring that leavers' progress is not halted as moves occur from nursery to primary and primary to secondary.

Education authority

The Quality Improvement Service ensures that sufficient opportunities are made available for staff to moderate in schools, clusters and across the Regional Improvement Collaborative (RIC). The QIEO with responsibility for assessment and moderation plans a comprehensive series of training and development meetings every session. The work of QAMSOs is moderated and reported to the QI Strategic Group and to the RIC Quality Improvement as appropriate.

Leadership Learning Partnerships

The purpose of Leadership Learning Partnerships is for schools in all sectors to work in partnerships, with support from officers, to:

- validate and moderate schools' self-evaluation
- provide critical feedback for improvement
- provide valuable professional learning for staff.

All Leadership Learning Partnerships (LLPs) embody the core Quality Improvement Service values so are collaborative, proportionate, comprehensive and supportive. LLP meetings are done within a culture of reducing workload and tackling bureaucracy and make use at all times of existing self-evaluation documentation, for example SQIPs and Attainment Reports.

LLPs take place four times per session and are organised and coordinated by the Quality Improvement Managers. Schools are allocated to a Partnership based on:

- sector
- profile, including demographic and improvement priorities
- levels of experience and support.

Each LLP provides support and challenge in the following:

- attainment and achievement
- learning, teaching and assessment
- wellbeing and inclusion
- leadership of change.

In advance of each meeting:

- QIEO Strategic Leads provide briefing on overall progress and capacity
- QIEOs assess individual self-evaluation documents and prepare an agenda for discussion by the LLP
- Headteachers complete self-evaluation documents for discussion – these then form the Standards and Quality Report for the session

During each meeting:

- headteachers and officers discuss the self-evaluation, offer critical feedback and where appropriate visit classes to confirm judgements

After each meeting:

- QIEOs prepare a summary report of strengths and areas for improvement which is forwarded to the Quality Improvement Strategic Group
- Schools/clusters with good practice are identified and their work promoted via Regional Improvement Collaborative and City of Edinburgh Headteacher events
- Schools with concerning practice are discussed, the Risk Register adapted and support put in place

Supported self-evaluation reviews & HMI Inspections

Supported Self-Evaluation

The purpose of supported self-evaluation is to work in partnership with schools in all sectors to:

- validate and moderate schools' self-evaluation
- provide critical feedback for improvement
- gather information on the capacity of schools to improve
- provide valuable professional learning for staff.

All supported self-evaluation visits reflect the core quality improvement service themes, so are collaborative, proportionate, comprehensive and supportive. Reviews are done within a culture of reducing workload and tackling bureaucracy and make use of existing self-evaluation documentation, for example SQIPs. Approximately ten percent of schools will be audited each session, with each review lasting 2-4 days, depending on roll

Officers prepare a calendar of reviews each session, circulate in May, and following analysis of:

- cycle of inspection by HMI or authority
- attainment data
- request by headteacher
- other factors as appropriate.

Supported self-evaluation teams comprise:

- quality improvement manager
- link QIEO
- additional QIEO(s) & Developing the Young Workforce strategic lead
- Senior Leadership Team (SLT) from school
- peer SLT
- educational psychologist or ASL staff.

Themes for Review

Each SSE team provides support and challenge in the following:

- leadership of change
- learning, teaching and assessment
- wellbeing and inclusion
- school's own choice.

In addition, an evaluative statement is provided for the:

- curriculum
- learning pathways
- progress to reduce the attainment gap for children living in poverty
- progress to meet the needs of looked after children.

Leadership Professional Learning Reviews

Themed training will be made available for senior leadership teams and officers each year. Themes will be agreed through analysis of local authority capacity and through discussion with HMI. It will be delivered in clusters, localities or across sectors, as appropriate. The main aim will be to develop the skills of senior leadership teams in line with HMI guidance around school improvement.

Education Scotland Inspections and further inspections

Following inspection by HMI, schools are given specific strengths and areas for improvement. In collaboration with officers, arrangements for monitoring and review of progress are put in place including timescales, governance and reporting to parents and elected members.

Low risk

Where Education Scotland inspectors indicate they will not be returning to a school or establishment to carry out a further inspection, as part of the on-going Risk Assessment process, QI Managers and the school QIEO will continue to monitor progress with the aspects of development identified during the inspection. The QIEO will prepare a written summary of progress after a period of one year, which will be reported to the Quality Improvement Strategic Group.

Medium risk

Where HMI stipulate a requirement or the authority to monitor progress, a Quality Improvement Service follow through inspection visit may be made to the school to take a closer look at progress with aspects for development identified in the inspection. This may on occasion be undertaken in collaboration with the Education Scotland Area Lead Officer (ALO).

In these instances, a formal follow through report will also be published by the QI Service and submitted to the subcommittee for approval. The format of this report will mirror that of the Education Scotland further inspection report

High risk

Where HMI stipulate that they will return to a school to monitor progress, the Quality Improvement Service will work with the school to agree interim evaluation measures. This will include visits to classes, presentation of progress by SLT and collection of other evidence including focus groups.

Capacity and Risk Register



To ensure a consistent, robust overview of self-evaluation activity across the authority, the Capacity and Risk Register is maintained. This provides a clear summary of core self-evaluation activities, school review and inspection and scrutiny of quantitative and qualitative data. It provides an overall assessment of the level of capacity and/or support required for each school.

At the beginning of each session, the Quality Improvement Manager along with the Quality Improvement Team and other lead officers review each school's capacity for continued improvement. They agree a support band of high, medium or low based on the following drivers for improvement:

- the school's self-evaluation within Standards and Quality Report and Improvement Plan
- attainment and achievement data, inclusion and exclusion statistics
- known levels of parental engagement and satisfaction
 - questionnaires
 - complaints
- quality of teacher professionalism
 - engagement with authority-led professional learning
 - leadership and masters' level learning
- relevant local knowledge, for example new or acting Headteacher, personal circumstances, staffing, societal, environmental factors such as new school build, ASN impact or Headteacher request.

Bands of high, medium or low support, are shared and agreed in consultation with each Headteacher during a meeting which takes place within first weeks of term 1.

This agreement informs appropriate levels of proportionate and intelligence-led support and challenge from the Quality Improvement Team or other Council officers. It also informs centrally provided CPD. The Capacity and Risk Register is reviewed frequently by the Quality Improvement Team and any changes discussed with headteachers.

Roles, remits and responsibilities

To ensure improved quality in learning, the Chief Education Officer⁴

- provides an annual statement of Quality Improvement for Learning to the Children and Families Committee as part of the Schools and Lifelong Learning Standards and Quality Reporting process for Edinburgh Learns
- provides annual statements of Attainment and Achievement (BGE and Senior Phase) to the Education, Children and Families Committee
- provides regular reports to the Education, Children and Families Sub-Committee following HMI school reviews
- liaises with partners, including HMI and Regional Improvement Collaborative to ensure that the quality of schools in Edinburgh is continually improved through partnership and collaborative working
- establishes and maintains an authority tracking database

To ensure improved quality in learning, officers⁵:

- devise an annual calendar of quality assurance activity in partnership with schools and stakeholders
- establish professional learning for all appropriate staff
- provide support and challenge to senior leaders to ensure improved quality in learning

To ensure improved quality in learning, Associate Assessors:

- work in partnership with the Quality Improvement Team to devise and support self-evaluation and professional learning activity for senior leaders

To ensure improved quality in learning, headteachers:

- provide an annual statement of improvement and evaluation of learning in the Standards and Quality and Improvement Plan
- set targets for attainment and achievement using the authority tracking database
- engage in Leadership Learning Partnerships as per the authority Quality Improvement calendar
- provide regular training/essential learning for staff on the key aspects as detailed in professional learning for Improvement
- Embed key Council policies in all areas of their work

To ensure improved quality in learning, class teachers:

- familiarise themselves with relevant tracking, monitoring and equity information for each class/learner
- work in partnership within and across schools, clusters and wider networks to share best practice in learning and teaching
- follow guidance as stipulated in teaching and learning policy

⁴ Chief Education Officer or other delegated officer

⁵ Officers includes Quality Improvement Managers, Quality Improvement Education Officers and Development Officers

Quality Improvement Strategic Group

To ensure that systems and processes deliver the necessary improvements, the Quality Improvement Strategic Group meets quarterly.

This group, chaired by Senior Manager, Quality Improvement and Curriculum, comprises

- headteachers from each sector
- quality improvement managers
- attainment advisor
- improvement advisor
- depute headteacher additional support for learning
- principal educational psychologist
- professional associations.

The Quality Improvement Strategic Group makes recommendations for future actions, and reports to the Chief Education Officer by:

- reviewing impact of the overall strategy
- reporting on the overall impact of teaching and learning across schools as part of the outcomes as drafted in Local Outcomes Improvement Plan and Education Improvement Plan
- reviewing the local authority and HMI follow throughs
- reviewing the reports to Education Scotland, Scottish Government and Regional Improvement Collaborative.

The themes under constant review by this group are:

- improvements in performance
- self-evaluation to secure improvement
- leadership of improvement and change.

Education, Children and Families sub-committee meetings

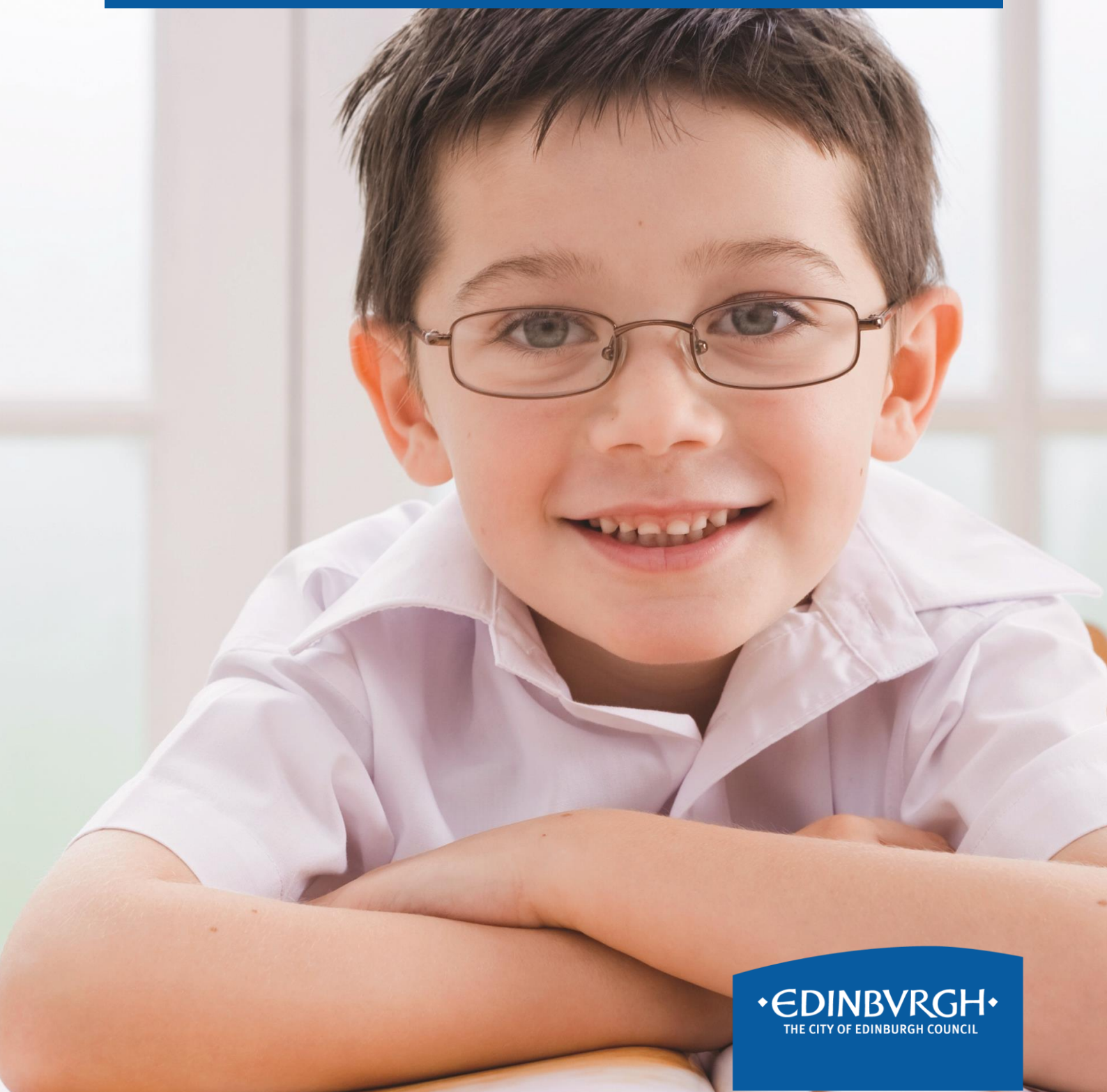
This group is remitted by the Education, Children and Families' Committee to review the inspection of schools by Her Majesty's Inspectorate and operates as follows:

- the Senior Education Manager (Quality Improvement and Curriculum) or her/his designated officers present the HMI or Quality Improvement Service Follow Through inspection report summaries to the Committee. This includes progress towards meeting actions to date and analysis of the school's capacity for self-evaluation and improvement
- the headteacher of the inspected school attends to provide a more detailed insight into the inspection or further inspection findings and to take questions.
- when reporting a full HMI inspection, the Headteacher is encouraged to bring some members of the school community with him/her eg members of the parent council, pupil council.

APPENDIX 4

EDINBURGH LEARNS

Teaching and Learning
October 2018



Contents

Aims and rationale.....	2
Key strategic actions.....	4
Roles, remits and responsibilities.....	6
Teaching and Learning Strategic Group	8
Appendix 1 (Links).....	9
Appendix 2 (Template for Schools)	10

Aims & Rationale

Our goal is for all Edinburgh's children to thrive and take their place as highly skilled workers in a world-class city. To achieve this they must develop excellent skills for learning, life and work, regardless of socio-economic barriers. It is a vision that is both ambitious and inclusive.

The City of Edinburgh Council is committed to the delivery of a high-quality education service for all children and young people, and to working in partnership with parents and communities. A culture of continuous improvement underpins improvement activity and is the responsibility of all staff working within schools and centres, supported by the Quality Improvement Service.

It is the aim of every teacher and early years practitioner to deliver high quality teaching and learning. It is the single most important feature of the reflective practitioner and the aspect that is kept under constant review as staff strive to improve skills.

Edinburgh Learns, the council strategy to Raise Attainment for All comprises six key frameworks: Equity, Health and Wellbeing, Learning Together (Parental Engagement), Teaching and Learning, Pathways (to Develop the Young Workforce) and Quality Improvement. Each of these frameworks is informed by data, research and strategies known to be successful in pursuit of the overarching aim of raising attainment. This strategy details the actions required by all to ensure consistent, high quality teaching and learning in schools and centres.

Excellence in Learning

Guidance from Education Scotland (How Good is our School?4, How Good is our Early Learning and Childcare, and How Good is OUR School) clearly describes the key features of learning and teaching that should be visible in classes and playrooms.

To establish excellence across City of Edinburgh, the following Quality Indicators and key themes have been used to provide the guidance which is developed through the Key Strategic Actions section of this Framework.

- **Quality Indicator 2.2 Curriculum**
 - Skills for Learning, Life and Work
- **Quality Indicator 2.3, Learning, Teaching and Assessment**
 - Learning and engagement
 - Quality of teaching (HGIOS?4) or interactions (HGIOELC)
 - Effective use of assessment
- **Quality Indicator 2.4, Personalised Support**
 - Universal Support

Key Strategic Actions

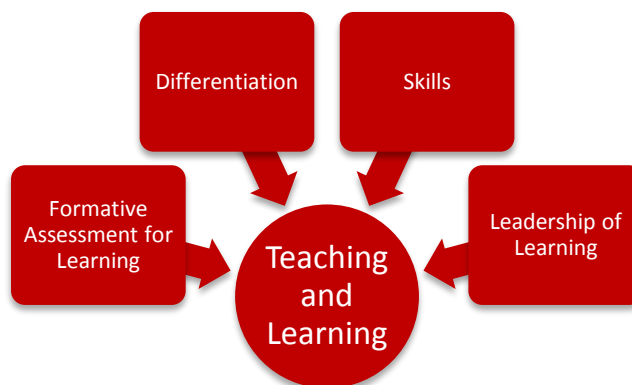
Audit, Plan, Implement, Evaluate

To ensure consistent, sustainable, and high-quality teaching and learning, Headteachers and Heads of Centres, in collaboration with partners, parents and learners should audit and keep under review, the following key themes

- Using HGIOS?4, HGIOELC, and How Good is OUR School
 - 2.2 Curriculum
 - Skills for Learning, Life and Work
 - 2.3, Learning, Teaching and Assessment
 - Learning and engagement
 - Quality of teaching (HGIOS?4) or interactions (HGIOELC)
 - Effective use of assessment
 - 2.4, Personalised Support
 - Universal Support
- Arrange Professional Learning to meet the needs of all staff
- Create, and keep under review, the agreed School/Centre Policy on Teaching and Learning

Key Components

Within each School/Centre Policy, clear reference should be made to the following



Formative Assessment for Learning

Within Schools: Clear, agreed expectation of the key features of highly effective practice which should include:

- A positive, supportive ethos, in which the 'story' of each learner, particularly those living in poverty or who are care experienced, is taken into consideration
- Structured, well-paced lessons, which include starter and plenary
- Clear learning intentions and co-constructed success criteria
- Planned opportunities for quality individual, paired and collaborative group work
- Opportunities for children and young people to discuss and evaluate their learning, and 'lead the learning'
- Effective use of formative assessment approaches, particularly skilled use of questioning and feedback; and summative assessment

- Assessment as an integral part of learning and teaching used effectively to plan high quality learning experiences for all children and young people

Within ELC centres: Clear, agreed expectation of the key features of highly effective practice which should include:

- An environment where children are actively involved in learning through spontaneous play opportunities, well planned, purposeful play and through relevant real life experiences
- An environment built on positive, nurturing and appropriately challenging relationships
- Children being listened to and encouraged to talk about their learning and achievements
- Observations that take place naturally during everyday activities and interactions
- Practitioners making sound judgements about children's progress and responding quickly to ensure learning opportunities meet the needs of individuals
- Assessment as an integral part of the learning and teaching and is used effectively to plan high quality learning experiences for all children

Differentiation – 4 Modifications

Tasks, activities and resources are differentiated to provide all learners with support and challenge to progress at an appropriate pace. These are clearly planned and detailed in either teachers' daily plans or Individualised Education Plans. Adaptations to lessons are based on one or more of the following aspects:

- Modification of content
- Modification of process
- Modification of product
- Modification of the learning environment.

Skills Development

All teachers provide opportunities to develop children and young people's skills for learning, life and work. They make explicit reference to the relevant skills at the beginning of every lesson and display them alongside the Learning Intentions and Success Criteria. They ensure that children and young people self-evaluate their progress in terms of learning, and of skills development. All staff take responsibility for developing the following core skills and there is a school/centre policy for how this takes place:

- literacy
- numeracy
- health and wellbeing
- employability, including enterprise and creativity¹
- thinking/cognitive

¹ Digital Skills are considered in our accompanying Framework: Digital Learning

Leadership of learning

Leadership of learning is the responsibility of all members of the school community. The ways in which it is carried out are detailed in the school/centre's Teaching and Learning Policy. These include opportunities for children and young people to lead their own learning, as well as the strategic oversight for quality assurance of teaching and learning and the professional learning of staff (including support staff). A senior member of staff has the strategic remit for Teaching and Learning and ensures that the guidance contained within this Framework, and the school's own policy, is consistently applied and sustainably embedded.

Roles, remits and responsibilities

To ensure improved quality teaching and learning, the Chief Education Officer²:

- Provides an annual statement on the quality of Quality Indicator 2.3 Learning, Teaching and Assessment (HGIOS⁴ and HGIOELC) to the Children & Families Committee as part of the Schools and Lifelong Learning Standards and Quality Reporting process for Edinburgh Learns

To ensure improved quality in teaching and learning, officers³:

- Provide support and challenge to schools and centres to bring about improvements in learning and teaching.
- Identify and promote effective practice in the playroom, classroom and elsewhere.
- Plan, support and, where appropriate, deliver professional learning, with a focus on improving outcomes for the care experienced and those living in poverty
- Provide support to Headteachers and Heads of Centres to ensure continuous professional development to meet high internal standards and external work demands and achieve full potential of the workforce.
- Lead on quality assurance requirements providing support and challenge to establishments to identify opportunities for continuous improvement

To ensure improved quality in teaching and learning, headteachers and heads of centres:

- Ensure that Teaching and Learning features in the annual self-evaluation and improvement planning cycle and is robustly and consistently developed across all classes and playrooms
- Work with other senior leaders to review QI 2.3 as part of the Leadership Learning Partnerships
- Lead on a range of activities to ensure consistency with a clear ongoing focus on developing an understanding of high quality learning, teaching & assessment;
 - share and promote a clear expectation of the key features of highly effective practice which should appear in every learning experience
 - provide opportunities for staff at all levels to develop their leadership of learning
 - lead on the planning professional learning opportunities for all staff including opportunities for teachers to observe and learn from each other
 - support staff to plan opportunities for all children and young people to develop skills including employability, creativity and digital learning skills
 - have in place robust procedures for quality assurance, based on a range of evidence, including the views of all stakeholders
 - [ensure Care Inspectorate *Health and Social Care Standards-My support, My life* are implemented within the setting – Early Years only]
 - support the use of How Good is OUR School by encouraging and supporting activities in which learners evaluate 'Our Learning and Teaching'

² Chief Education Officer or other delegated officer

³ Officers includes Quality Improvement Managers, Quality Improvement Education Officers and Development Officers

To ensure improved quality in teaching and learning, class teachers:

- ensure that they fully know and understand the context of each learner, particularly the care experienced and those living in poverty
- *plan systematically for effective teaching and learning across different contexts and experiences*, by developing a positive learning environment, with explicit reference to skills, formative assessment for learning strategies and differentiation to meet the needs of all learners
- *have a secure working knowledge and detailed understanding to justify what is taught within the curricular areas, in relation to the curriculum and the relevance to the needs of all learners*
- *understand their role as leaders of curriculum development* (GTCS: The Standard for Full Registration, December 2012)
- plan for learning and teaching and assessment using current Education Scotland guidelines
- prioritise professional learning for high quality learning, teaching and assessment
- involve learners in evaluating the effectiveness of their learning experiences and leading their own learning
- support the use of How Good Is Our School

To ensure improved quality in learning, ELC practitioners:

- are child centred, acknowledge children's views and actively involve children in meaningful ways in everyday decisions within the setting
- plan systematically for effective play and learning using observations to inform appropriate and well-timed interventions across different contexts and experiences
- understand child development and early learning pedagogy and skilfully put this into practice
- through strong positive relationships, know children very well as learners to make accurate judgements about progress
- involve learners in evaluating the effectiveness of their learning experiences
- understand their role as leaders of curriculum development (GTCS: The Standard for Full Registration, December 2012/ SSSC: Codes of Practice)
- engage in professional learning to ensure high quality learning, teaching and assessment

Teaching and Learning Strategic Group

To ensure that systems and processes deliver the necessary improvements, the Teaching and Learning Strategic Group meets quarterly.

This group, chaired by Service Manager, Quality Improvement, and Curriculum, comprises

- headteachers and deputy Headteachers from each sector
- attainment advisor
- improvement advisor
- deputy headteacher additional support for learning
- principal educational psychologist
- professional associations.
- Parental rep
- Learner rep
- Partners, as appropriate

The Teaching and Learning Strategic Group makes recommendations for future actions, and reports to the Chief Education Officer by:

- reviewing impact of the overall strategy
- reporting on the overall impact of teaching and learning across schools as part of the outcomes as drafted in Local Outcomes Improvement Plan, Partnership Plan and Education Improvement Plan
- reviewing research and guidance
- reviewing the reports to Education Scotland, Scottish Government and Regional Improvement Collaborative

The themes under constant review by this group are:

- improvements in performance
- self-evaluation to secure improvement
- leadership of improvement and change.

Appendix 1

Scottish Government and Education Scotland key guidance

How Good Is Our School? 4th Edition 2015

https://education.gov.scot/improvement/Documents/Frameworks_SelfEvaluation/FRWK2_NIHeditHGIOS/FRWK2_HGIOS4.pdf

How Good Is Our Early Learning And Childcare? 2016

https://education.gov.scot/improvement/Documents/Frameworks_SelfEvaluation/FRWK1_NIHeditSelf-evaluationHGIELC/HGIOELC020316Revised.pdf

National Improvement Framework

<http://hub.careinspectorate.com/media/623628/2018-national-improvement-framework-and-improvement-plan-for-scottish-education.pdf>

Building the Ambition 2014

<http://www.gov.scot/Resource/0045/00458455.pdf>

Experiences and Outcomes 3 – 18

[https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-\(building-from-the-statement-appendix-incl-btc1-5\)/Experiences%20and%20outcomes](https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-(building-from-the-statement-appendix-incl-btc1-5)/Experiences%20and%20outcomes)

Curriculum for Excellence Benchmarks 3 – 18

<https://education.gov.scot/improvement/learning-resources/Curriculum%20for%20Excellence%20Benchmarks>

Curriculum for Excellence: A statement for practitioners

<https://education.gov.scot/improvement/documents/cfstatement.pdf>

The Moderation Cycle

<https://education.gov.scot/improvement/learning-resources/The%20Moderation%20Cycle>

Appendix 2

ExampleTemplate: School Framework for Teaching and Learning

School Vision, Values and Aims

XXX

Overall aim of Framework (What we are trying to do)

XXX

Key Research Informing Practice

XXX

Key Themes/Actions (How will we do it)

- Universal Support
- Skills
- AifL
- Differentiation
- Leadership

Additional Features

Home learning

Digital Learning

Outdoor Learning

Roles, Remits, Responsibilities

Headteacher

Staff

Learners

Parents

Arrangements for Quality Assurance and Review (How will we know we have been successful)

XXX

APPENDIX 5

EDINBURGH LEARNS

Learning Together: Parental Involvement and Engagement December 2018

Contents

Definition of parental involvement and engagement.....	3
Aims and rationale	3
Research and data.....	4
Framework.....	4
Roles, remits and responsibilities	5
Quality assurance and governance	6
Planning for parental involvement and engagement.....	6
Professional learning for parental involvement and engagement.....	8
Appendix 1: Local authority action plan.....	9
Appendix 2: Sample school/centre action plans.....	10

Definition of parental involvement and engagement

For the purposes of this document, the term 'parent' refers to parent/carer/adult responsible for the care of the young person and the term 'school' refers to early learning centre/nursery school/ primary school/secondary school/special school.

Parental involvement describes ways in which parents can get involved in the life and work of their child's school. Parental engagement is about parents' interaction with their children's learning. Schools and partners can play a vital role in supporting families to do this effectively by:

- enabling ongoing, two-way communications between home and school;
- supporting parents to contribute to school improvement and making decisions that affect the school;
- using the skills of parents to enrich the curriculum where appropriate; and
- providing opportunities for families to come together and engage with learning.

Aims & Rationale

The purpose of our strategy is to ensure excellence and equity in parental involvement and engagement within our schools. It will ensure:

- that we have the capacity and skills to support parental involvement;
- that involvement is monitored and evaluated;
- that effective communication is in place between home and school;
- that parents can see how their involvement is influencing school improvement;
- that we provide appropriate opportunities to involve all parents, whatever their ability, background or interest, to participate in the design, delivery and evaluation of the services and facilities that impact on their children
- that all staff who work with children and young people see the importance of engaging and working with parents.

Research and data

Research found that:

- 'parents need clear, specific and targeted information from schools.'
- 'parents valued the school, consulting them and respecting the views they expressed.'
- 'the impact of parental engagement programmes on children's literacy is greater than for any other curricular area.' **Goodall et al (2011)**

Research has also shown that 'parental involvement in children's education from an early age is associated with educational achievement. In addition, it has been found that the more intensely parents are involved, the more beneficial the achievement effects.' **[Growing Up In Scotland Study May 2012]**

Framework

Dr Joyce Epstein, John Hopkins University, has identified **six types of involvement** which encompass the many ways in which families may support their child's learning and engagement with school. None is better than any other: all are equally valid, and families are likely to engage in different ways at different points.

- **Parenting:** promote and foster parenting skills to develop home environments that support children as learners
- **Communicating:** establish regular and meaningful two-way communication between home and school
- **Volunteering:** welcome, value and recruit parental support and assistance in school activities
- **Learning at home:** support families/parents to play an integral role in assisting student learning
- **School decision-making:** include parents in school decisions and develop parent leaders and representatives
- **Collaborating with the community:** identify and use community resources and services to strengthen schools, families and student learning and development

Roles, remits and responsibilities

To support parental involvement and engagement, parents:

- support effective two-way communication with the school
- can feel confident that their views will be listened to
- can expect to be given every opportunity to be involved in their child's education and learning and engaged in school activities.

To support parental involvement and engagement, Parent Councils:

- promote effective dialogue and consultation between school staff and the parent body
- promote opportunities for equality and diversity in the Parent Council
- take an active role in decision making for school improvement.

To support parental involvement and engagement, Headteachers:

- ensure that all staff treat parents as partners in the education of their child
- ensure there is effective stakeholder engagement and consultation on school policy and development
- ensure parents have access to a specific named member of staff who has an overall view of their child's individual progress and can give information relevant to attainment, achievement and personal and social development.

To support parental involvement and engagement, the Chief Education Officer:

- provides advice and information to parents on national and local authority issues to ensure continuous improvement in the implementation of parental engagement
- ensures that senior managers respond to issues raised by parents timeously and ensures that parental consultation is enacted at all levels
- ensures that Parent Councils are supported by providing advice and appropriate finance.

Quality assurance and governance

To check that systems and processes are delivering the necessary improvements, the following arrangements will be incorporated into the work of the Schools and Lifelong Learning Service:

- The Parental Engagement Strategic Group will meet each quarter to monitor progress, make recommendations for future actions, and report to the Chief Education Officer.
- This group, chaired by Senior Manager, Inclusion, comprises:
 - Headteachers from each sector
 - Quality Improvement Officer (Parental Engagement)
 - Family Learning representatives
 - Parent representatives
 - Parent Council representatives

The CEC Parental Engagement Strategic Group will report to the South East Alliance, Regional Improvement Collaborative on areas for improvement as detailed in the SEIC Annual Plan.

The CEC Parental Engagement Strategic Group will also share information with the Children's Partnership Group and Education Committee as appropriate.

Planning for parental involvement and engagement

To effectively ensure parental involvement and engagement, Headteachers will incorporate the following key features into Standards and Quality and Improvement Planning:

- use of Parental Involvement and Engagement advice to support short/medium/long-term targets in their Improvement Planning cycle; and
- views of all stakeholders to better inform actions.

Headteachers and senior leaders will complete the full self-evaluation of their school and use it, in conjunction with all other evidence, to plan for improvements in parental involvement and engagement. They will:

1. identify the desired **outcomes**;
2. identify appropriate **interventions**;
3. state how impact will be **measured**.

1. Identify outcomes:

Agree and define three key aspects...

☐ **Who** is going to experience change – *Practitioners? Head Teachers? Learners? Parents/Carers?*

☐ **What** is going to change in the short term? – *Motivation? Knowledge? Awareness? Understanding? Attitudes? Thinking? Perceptions? Opinions? Aspirations? Confidence?*

AND What is going to change in the medium or long term? – *Practice? Actions? Behaviour? Policies? Content? Processes? Provision? Decision-making? Partnerships? Attainment/Benchmarks?*

☐ **How** 'the what' is going to change – *Increased? Decreased? More/less? Raised? Lowered? Improved? Enhanced? Higher quality?*

2. Identify interventions:

Agree and define possible interventions which will support the achievement of the desired outcome, considering:

☐ targeting groups of parents for specific interventions;

☐ identifying and supporting parents to support other parents;

☐ allocating funding for activities aimed at improving parental engagement;

☐ identifying a member of staff with responsibility for parental engagement;

☐ inviting parent representatives to be on all School Improvement Groups.

3. Identify how impact will be measured:

This ensures appropriate baseline measures and intended gains in the short, medium and long term. This is best emerging practice and can be worked towards.

Examples:

Short term	Medium term	Long term
Increased practitioner knowledge/awareness/skills	Practice is more effective	Practice is highly effective
Parent surveys show that the majority of parents are satisfied with the level of involvement they have with the school.	Surveys show that most parents are satisfied with the level of involvement they have.	Surveys show that almost all parents are satisfied with the level of involvement they have with the school.
The views of the Parent Council are taken into account in school improvement planning.	All parents have an opportunity to provide feedback on school improvement planning priorities.	Parents are represented on all school improvement groups throughout the session.
A few parents attend school events other than Parents Evenings.	An increasing number of parents attend and volunteer to assist at school events.	The majority of parents take an active part in the life of the school.



Professional learning

To maintain a clear, research based focus on ensuring equity of access and provision for all, Headteachers and senior leaders will ensure that all staff, including support staff, access regular, appropriate training. In many cases this forms key learning for staff and is documented in Professional Review and Development conversations. Professional learning can include:

- Collaborative Practitioner Enquiry
- Improvement Methodology
- Professional/Teacher Learning Communities
- Shadowing & acting up experiences
- Courses, academic study & professional development

Appendix 1: Local Authority Action Plan

Priority	Parental Involvement and Engagement		Overall Responsibility	City of Edinburgh	
Outcomes	To ensure excellence and equity in parental involvement and engagement within our schools.				
Tasks		By Whom	Resources	Impact/ Progress	Measure
The authority will promote the use of current local and national policies, frameworks & toolkits. The authority will report on progress to the Scottish Government.		Senior Education Managers Headteachers	Supporting Parents and Carers 2017-20 (CEC), Education Scotland Toolkit, Learning Together Action Plan (SG), Edinburgh Learns: Learning Together (CEC)	National requirements will be met. Local practice will be current and compliant.	% schools using the guidance and recording an improvement in parental involvement and engagement
Consult parents annually on their school involvement and engagement.		D Maguire	Parent survey	Parents are consulted on the nature of their involvement and engagement.	% positive feedback from parents
Convene locality meetings and CCwP		M Plant	Time and place to meet	Parents feel represented and consulted.	% positive feedback from parents
Parent representatives to sit on Education Committee and Parental Engagement Strategy Group		Parent Council representatives	Time and place to meet	Parents' views are heard. Parents contribute to decision making at authority level.	% parents who report that their views have been heard
Authority policies and documents are parent-friendly. Authority website is current and informative.		Parental Engagement Strategy Group Comms team	CEC website Meeting times Dedicated officer time	Policies and documents are accessible.	Positive feedback from parents Decline in parental enquiries
Ensure effective arrangements for dealing with parental complaints.		Children and Families Advice and Complaints	School staff and officer time	Parental complaints are dealt with appropriately and timeously.	Reduction in number of parental complaints
The authority recognises and celebrates the support of parents.		Parental Engagement Strategy Group	Council website	Parents feel their time and effort is recognised.	Positive feedback from parents
Parents will be involved in the recruitment of HTs and senior officers.		Senior Education Managers	HT policies and protocols	Parents are involved in key appointments.	Evaluation of parental involvement in recruitment
Ensure that parental involvement and engagement is embedded in school improvement planning.		Senior Education Managers	Guidance on School improvement planning SQIPs	Schools are working to improve parental involvement and engagement.	% SQIPs with parental involvement and engagement activities planned

The authority will continue to work with local and national partners to promote and share practice and to identify opportunities for collaboration.	Senior Education Managers	RIC Connect Education Scotland Scottish Government	Parental involvement and engagement continues to improve through current and innovative practice.	<i>% schools indicating improvements in parental involvement and engagement</i>
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Appendix 2: Sample school action pages

Priority	Parenting		Overall Responsibility	
Outcomes	To promote and foster parenting skills to develop home environments that support children as students.			
Tasks	By Whom	Resources	Impact/ Progress	Measure
Develop a skilled and welcoming workforce that builds strong, respectful relationships with all parents and carers.	Families Headteacher Staff Partners Members of the community	CLPL Training opportunities School environment	Parents feel welcomed and confident in participating in activities in school or in the community.	<i>% families providing positive feedback</i>
Provide opportunities for families to come together and engage with their children's health and wellbeing, play, learning and community.	Families Headteacher Staff Partners Members of the community	Learning and activity programmes Community facilities Clubs PEF funded activities	Families engage in and benefit from a range of opportunities to come together. Families understand the value of engaging in their child's play and learning.	<i>% families engaging in activities offered % positive feedback from those involved Reduction in barriers to participation</i>
Help parents and carers feel confident in their ability and skills to meet the daily demands of their parenting role.	Parents and carers Staff Partners Members of the community	Parenting programmes and courses	Staff understand and share information with families on the range and benefits of support available.	<i>% parents accessing programmes and courses % parents indicating confidence in their parenting skills</i>
Ensure professional support and help is available for families where there are wellbeing concerns or additional support needs.	Staff Partners Members of the community	Early engagement 1:1 work Parenting programmes and courses	Families are supported to access services appropriate to their needs	<i>% families accessing services, programmes and courses % positive feedback from those involved</i>
Support parents and carers to access study, work and community life.	Families Staff Partners Members of the community	Information about employment, studying, local activities	Families are supported to access information about housing, benefits, and welfare issues.	<i>% families accessing services, programmes, and courses % families providing positive feedback about the information available</i>

Priority	Communicating		Overall Responsibility	
Outcomes	To establish regular and meaningful two-way communication between home and school.			
Tasks	By Whom	Resources	Impact/ Progress	Measure
Provide a welcome and supportive environment in school for parents.	Headteacher Staff Business manager	School fund	Parents feel welcomed and confident to come into school.	<i>% parents providing positive feedback</i>
Ensure all school communications are in parent-friendly language, and are available in parents' own languages where possible. Communicate to parents in a variety of ways, including social media, school website.	Headteacher Staff Business manager	Administrative procedures Social media accounts School website Interpretation service	Communication is clear, effective and easily accessible.	<i>% parents accessing information through different means % positive feedback from website users</i>
Contact parents regularly about their child's progress.	Staff	Reports Positive postcards Phone calls	Parents and young people are aware of progress in learning and in all aspects of school life.	<i>% parents providing positive feedback</i>
Provide a range of opportunities for parents to share their questions, views and knowledge. Respond to parents' concerns promptly.	HT Staff	Questionnaires Website Comments box Feedback slips Focus groups Parent Council	Parents questions, views and knowledge are gathered and responded to appropriately.	<i>% parents who report that their voice is heard</i>

Priority	Volunteering		Overall Responsibility	
Outcomes	To welcome, value and recruit parental support and assistance in school activities.			
Tasks	By Whom	Resources	Impact/ Progress	Measure
Encourage parents to help out at school events, clubs, activities. Identify interests, talents and availability of volunteers. Identify barriers to participation.	Parent Association Staff Business manager Year Heads	School fund Extra curricular programme Surveys to parents Safeguarding procedures	Enhanced relationship between school and parents. Wider range of clubs and activities offered.	<i>% parents assisting at events, clubs, activities</i>
Invite parents to assist as mentors, coaches, reading buddies, etc.	Staff Business manager Volunteer parents	Safeguarding procedures Training as appropriate	Parents feel involved in their child's learning. Parents work in partnership with the school.	<i>% parents assisting in school with learning</i>
Invite parents to provide information and support on employment based on their own experience, knowledge and skills.	Volunteer parents DYW staff Parent council	Parent body Time allocated within timetable ES toolkit	Increase in young people's understanding of the world of work. Parents are valued as part of the school community.	<i>% parents providing employment-related support</i>
Celebrate parental involvement and engagement in school.	HT Parent Council	Personal letters Newsletters Annual events	A culture of participation in the school community is fostered.	

Priority	Learning at home		Overall Responsibility	
Outcomes	To support families/parents to play an integral role in assisting student learning.			
Tasks	By Whom	Resources	Impact/ Progress	Measure
Promote the relevance and importance of real life learning at home to parents and staff.	Headteacher Staff Parents	ES toolkit CEC Supporting Parents and Carers School website	Parents feel confident in supporting their children with home-based learning. Staff feel confident to set varied styles of homework tasks.	<i>% parents actively involved in supporting their child with learning at home</i>
Create opportunities for parents to learn alongside their children.	Headteacher Staff Parents	ES toolkit CEC Supporting Parents and Carers School website In school events and training	Parents feel valued as partners in their child's education.	<i>% parents accessing and attending learning events</i>
Encourage creativity in learning at home eg: use of videos and photos as evidence of work.	HT Staff Parents	School communications Groupcall Social media	Parents feel confident in supporting their children with home -based learning	<i>% parents accessing home-based learning opportunities</i>
Ensure that support and training is in place for parents to learn about the curriculum.	HT Staff Parents	In school events and training Information leaflets School website	Parents have an increased knowledge of their child's education.	<i>% parents attending in school events and training</i>

Priority	School decision making		Overall Responsibility	
Outcomes	To include parents in school decisions and develop parent leaders and representatives.			
Tasks	By Whom	Resources	Impact/ Progress	Measure
Promote the role and function of the Parent Council.	CEC HTs Parent Councils	CPGs Connect (SPTC) ES Toolkit Section 4	Parents feel confident that they can take their views to the Parent Council and that their views will be fairly represented.	<i>% parents whose views are taken to Parent Council.</i>
Ensure that support and training is in place to enable parents to carry out their Parent Council roles effectively.	CEC HTs Parent Councils	Recruitment training. CPGs Connect Other training as appropriate	Parent Council members are confident in taking an active part in school decision making processes and in representing the views of the wider parent body.	<i>Feedback from Parent Council members</i>
Involve parents in annual school improvement planning.	HTs	SQIP planning meetings. Parent summary document. Suggestions box..	The SQIP takes account of the views of parents and all stakeholders.	<i>% parents taking part in improvement planning in different ways</i>
Seek the views of parents on all aspects of school life, including learning and teaching.	CEC HTs	Authority's biannual parent survey. HMI surveys. School/year group surveys. Feedback slips on SQIP summaries, reports, newsletters, focus groups.	The views of the wider parent body are gathered and analysed annually and are acted upon as appropriate.	<i>% parents providing positive feedback</i>
Encourage adequate representation of parents from across the diversity of the school community in decision making processes. Involve parents in policy development, working groups and allocation of PEF.	Parent Councils HTs Classroom teachers		Parents feel included in the decision making processes in the school.	<i>% parents represented on School Improvement Groups, Parent Focus Groups, School Committees, recruitment panels.</i>

Priority	Collaborating with the community		Overall Responsibility	
Outcomes	To identify and use community resources and services to strengthen schools, families and student learning and development.			
Tasks	By Whom	Resources	Impact/ Progress	Measure
Identify resources within the community for potential collaboration eg: local library, residential homes, retailers.	Headteacher Staff Parent Council and wider parent body Pupil Council	Parental feedback Community facilities and services	Parents are included in the process of exploring potential resources within the local community.	<i>% parents involved in consultation</i>
Draw up guidelines for working with community partners.	Headteacher Staff Business manager Parent Council	PVG Disclosure Scotland forms Service level agreements as required	There are clear guidelines for establishing, planning and evaluating collaborative working.	<i>Number and range of collaborative opportunities</i>
Publicise opportunities for partnership working in school and in the community. Meet with potential community partners. Construct database.	HT Staff Parent Council Partners	School website Posters/leaflets Presentation at school events School funds	Wider community is welcomed into school in a meaningful way.	<i>Number and range of collaborative opportunities</i>
Identify and plan collaborative projects. Evaluate impact as part of planning cycle. Showcase successful collaborative initiatives.	HT Staff Parent Council Wider parent body Community partners Pupils	Time and space to meet Location for showcase event PEF funding if appropriate	Productive, meaningful partnerships established in the community. Development of cooperative skills. Opportunity to share and celebrate success.	<i>Number of parents and partners involved in collaborative projects, and feedback</i>

Health and Wellbeing

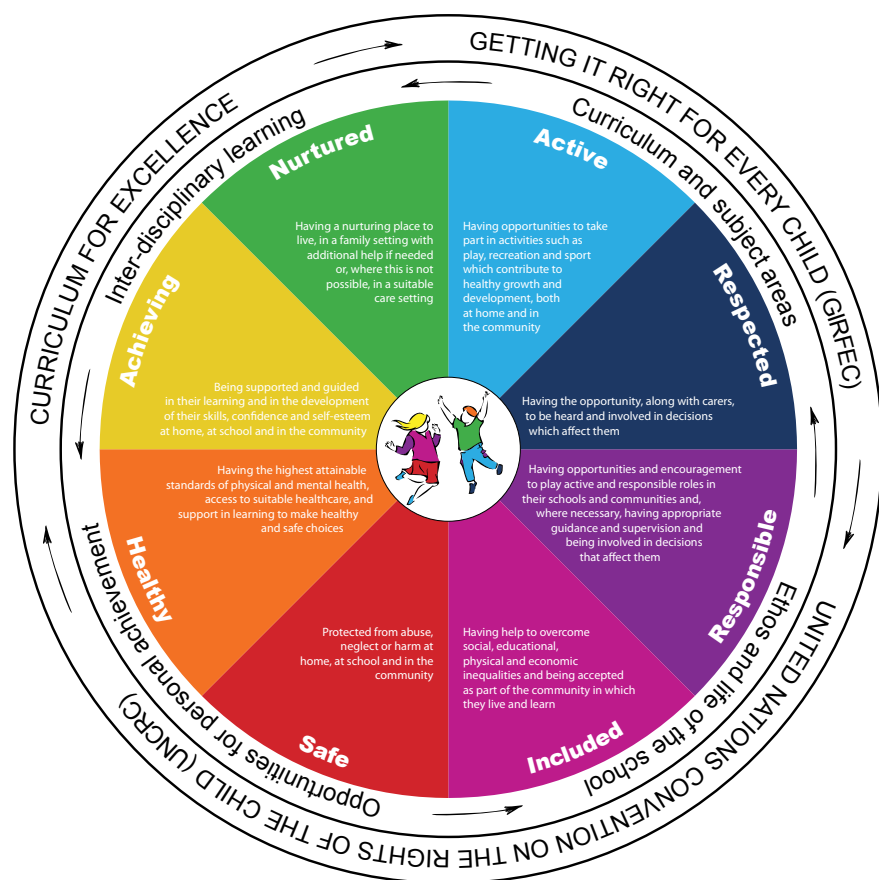
EdinburghLearns



• EDINBURGH •
THE CITY OF EDINBURGH COUNCIL

‘Everyone within a learning community, whatever their contact with children and young people may be, shares the responsibility for creating a positive ethos and climate of respect and trust – one in which everyone can make a positive contribution to the wellbeing of each individual in the school and the wider community’

Curriculum for Excellence: Health and wellbeing Principles and Practice



Establishments should know and be able to demonstrate that across the four contexts for learning, all learners feel safe, healthy, achieving, nurtured, active, respected, responsible and included. Staff and learners should know, understand and use the wellbeing indicators as an integral part of school life.

How good is our school? 4th Edition

Safe

Values

The school community understands the wellbeing indicators and their role in supporting HWB across the curriculum

Restorative approaches begin with the ethos of positive relationships, rights and respect

Restorative approaches are for all members of the school community regardless of role

Practice

Strong culture of partnership working and joint planning across the learning community

Regular planned opportunities for 1:1 dialogue with learners

Staff trained and confident in supporting HWB needs, including skills to have effective 1:1 dialogue with learners

Regular time created for staff to discuss learners' HWB needs

Safe spaces in the establishment

Supported lunch/break activities

Healthy

Values

Health and wellbeing is valued and seen as a priority

The key adult role is a crucial component in a child's resilience – we believe that any of us can be that key adult

Practice

Planned curricular opportunities for learners to develop resilience

All staff demonstrate HWB is central to their practice

High quality meals which meet nutritional requirements

Planned progressive HWB curriculum, shaped by learner voice and local context

We develop individual attributes and supports that promote resilience including making sure every child has at least one 'good adult'

Achieving

Values

All staff recognise the importance of HWB in combating disadvantage, improving achievement and helping to close the gap

We look for opportunities for personal and wider achievement to highlight and build on individual strengths

Practice

Opportunities for wider achievement mean learners can develop skills across the 4 contexts for learning

Achievement across the 4 contexts for learning is celebrated and valued

Transitions are carefully planned, they support HWB and progression in learning

Learners self-report in their own progress in HWB and are supported to identify next steps

We use the Getting It Right for Every Child approach to work together with children and their families

We effectively track and monitor learners to ensure progression and target pupils at risk

Nurtured

Values

Positive relationships are crucial to developing successful learning communities

Ethos of respect and trust where learners can and do voice their concerns and are listened to

Restorative, solution orientated approaches used to promote positive behaviour

Learners know staff care about them and feel confident to seek support

We form meaningful relationships with every child and young person, especially those who struggle with relationships. We notice them, we take an interest and we proactively make connections

Practice

Staff act as positive role models to learners

Staff demonstrate high expectations and ambition for all learners

We are all available and approachable – if a child or young person wants to connect with us at an unsuitable time we always offer an alternative

We provide nurture groups and support a culture of nurture

Active

Values

Daily physical activity is encouraged and valued

Sport and recreational activities are promoted, valued and their contribution to HWB recognised across the establishment

Practice

Free Active Schools for all children in SIMD 1/2/3/known by the school to be living in poverty

Positive relations with Active Schools link with a programme which is shaped by learner voice

Frequent opportunities for outdoor learning, in the playground, local community and beyond

Daily physical activity

Tracking and monitoring systems identify learners who need to be more active and we plan for this

Planned progressive learning experience for PE across the cluster

Active travel promoted across the learning community

Respected

Values

All learners should feel listened to and valued

Children's rights are core to the ethos and values of the school

Relationships are based on mutual trust and respect

We support everyone's right to access the support they need to achieve their potential

Practice

Views of learners are sought, valued and lead to change

Learners participate fully in the life of the school

Diversity is celebrated and discrimination challenged

We all model and share community values based on everyone's rights (to be safe, to learn, to be listened to)

Responsible

Values

We show care and respect for others and model this behaviour

We all have a responsibility to offer support to repair relationships

Strong culture of learner voice, where views are listened to and acted upon

Practice

Learners co design their own learning in HWB and participate in delivery of some programmes

Learners contribute to the wider life of the school and take on responsibilities, eg on committees, buddies

Learners have opportunities to develop skills across the 4 contexts for learning

Restorative, solution orientated approaches used to promote positive behaviour

We know there are consequences for decisions and actions that have had a negative impact on the rights of others but consequences are proportionate and support us to develop behavioural awareness and ownership

Included

Values

All staff understand the role of HWB in combating disadvantage and use this knowledge to support closing the gap

The school community promotes equality, celebrates diversity and provides support for those who may at times feel excluded

Practice

Additional costs to the school day are minimised ensuring all children have access to resources for learning in the classroom

Equal access to opportunities, regardless of income

Poverty-related stigma is challenged so that all children and young people feel respected, included and supported by staff and pupils in their school and local community.

All learners have access to a key adult they know and can trust to discuss any issue or worry

Strong culture of learner voice

The 4 Rs underpin our practice;

Relationships

Rights Respecting

Resilience Building

Restorative



EDINBURGH LEARNS

Quality Improvement Strategic Group

Terms of Reference

(August 2018 and revised annually)

Purpose of Strategic Group

To articulate City of Edinburgh's vision for Improving Quality of Learning in schools and early years' centres

To develop, and keep under review, authority policy in line with research, national guidance and local needs

To develop links to support the work of the Regional Improvement Collaborative

Core Themes

- To ensure that all schools develop consistent, appropriate and high-quality self-evaluation processes which support learning
- To define and keep under review the Edinburgh Learns Framework for Improving Quality of Learning
- To ensure articulation with other strategic developments, in particular
 - Framework for Equity
 - Inclusion Framework
 - Framework for Teaching and Learning
- To consider evidence from HMI inspections, local authority reviews, Leadership Learning Partnerships and SQIP grades for QI 1.3 and 3.2, and use this evidence for the benefit of all schools
- To maintain the explicit approach (as articulated within the Framework) which details arrangements for
 - Classroom practice
 - Monitoring and tracking
 - Planning for Improvement
 - Moderation
- To audit professional learning needs and make suggestions for any additions or amendments to the current offer, and liaising with the Edinburgh Learns Team
- To make suggestions for the operational requirements of embedding the Framework, including liaison with the Edinburgh Learns Team
- To ensure that the City of Edinburgh Council fulfils its obligation to ensure equity and excellence for all learners
- To define and keep under review, roles and responsibilities of staff for requirements of embedding the framework

Membership of Group

- Senior Education Manager (QICS)
- Quality Improvement Managers
- Senior Leaders from each sector (EY x 1, Primary x 2, Secondary x 2, Special x 1)
- Principal Educational Psychologist
- Teacher Advisor
- Attainment Advisor
- Parent Rep
- Partners: HMI link officer

Accountability & Governance

- Report to be prepared annually to Education, Children and Families Committee
- Sub-Committee reports to be presented within cycle of inspections

Group members

- Ensure that they are aware and informed of national policy
- Ensure that they reflect the views of colleagues, peers and young people
- Support with the communication of key messages
- Consider the impact of new information, research, policy and guidance on the work of schools
- Analyse data and agree next steps
- Support with preparation of report to Education, Children and Families Committee
- Ensure coherence with policy and planning from other service areas

Timeline of Activities for Strategic Group

Meeting 1- September 2018

Agree membership and terms of Reference – September 2018

Presentation by QIMs on HMI grades

Agree guidance for Leadership Learning Partnerships (LLPs) Term 2 (2.3)

Meeting 2 – November 2018

Presentation of SSR by HMI

Presentation by QIO: Assessment and Moderation
Review of LLPs term 1 and preparation LLPs term 2

Meeting 3 – February 2019

Presentation by young people of Broughton High School
Review of LLPs term 2 and preparation LLPs term 3
Review of Leadership Training and AA Training

Meeting 4 – May 2019

Presentation by children of Forthview Primary School
Review LLPs – prepare evaluation and impact statement
Presentation by QIMs

Draft

The City of Edinburgh Council

10.00am, Thursday 13 December 2018

Treasury Management: Mid-Term Report 2018/19 – referral from the Finance and Resources Committee

Item number	8.3
Report number	
Wards	All
Council Commitments	

Executive summary

On 4 December 2018, the Finance and Resources Committee considered a report which provided an update on Treasury Management Activity undertaken in the first half of 2018/19. The report has been referred to the City of Edinburgh Council for approval and for subsequent referral to the Governance Risk and Best Value Committee for scrutiny.

Terms of Referral

Treasury Management: Mid-Term Report 2018/19 – referral from the Finance and Resources Committee

Terms of referral

- 1.1 On 4 December 2018, the Finance and Resources Committee considered a report which provided an update on Treasury Management Activity undertaken in the first half of 2018/19.
- 1.2 In accordance with the Strategy set in March 2018 the Council drew down no borrowing during the first half of the financial year and continued to fund capital expenditure temporarily from cash deposits. However, the Council had agreed a forward starting loan of £60m which the Council was committed to drawing down in October 2020 and which managed an element of the Council's future interest rate risk. The overall approach continued to generate significant short-term savings in Loans Charges for the Council.
- 1.3 The investment return for 2018/19 continued to show out-performance against the Fund's benchmark, although low in absolute terms, while maintaining the security of the investments as a priority.
- 1.4 The Finance and Resources Committee agreed:
 - 1.4.1 To note the mid-term report on Treasury Management for 2018/19.
 - 1.4.2 To approve the changes to the Treasury Cash Fund Treasury Management Policy Statement.
 - 1.4.3 To note the forward borrowing undertaken by the Council.
 - 1.4.4 To refer the report to the City of Edinburgh Council for approval and subsequent remit 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 report and refer it to the Governance Risk and Best Value Committee for scrutiny.

Background reading / external references

Finance and Resources Committee, 4 December 2018.

Laurence Rockey

Head of Strategy and Communications

Contact: Stuart Johnston, Committee Services

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Links

Appendices

Appendix 1 - report by the Executive Director of Resources

Finance and Resources Committee

3.00pm, Tuesday, 4 December 2018

Treasury Management: Mid-Term Report 2018/19

Item number

Report number

Executive/routine

Wards

Council Commitments

Executive Summary

The purpose of this report is to give an update on Treasury Management activity undertaken in the first half of 2018/19.

In accordance with the Strategy set in March 2018 the Council drew down no borrowing during the first half of the financial year and continued to fund capital expenditure temporarily from cash deposits. However, the Council did agree a forward starting loan of £60m which the Council is committed to drawing down in October 2020 and which manages an element of the Council's future interest rate risk. The overall approach continues to generate significant short-term savings in Loans Charges for the Council.

The investment return for 2018/19 continues to show out-performance against the Fund's benchmark, although low in absolute terms, while maintaining the security of the investments as a priority.

Treasury Management: Mid-Term Report 2018/19

1. Recommendations

- 1.1 It is recommended that the Committee:
 - 1.1.1 notes the mid-term report on Treasury Management for 2018/19;
 - 1.1.2 approve the changes to the Treasury Cash Fund Treasury Management Policy Statement;
 - 1.1.3 notes the forward borrowing undertaken by the Council; and
 - 1.1.4 refers the report to City of Edinburgh Council for approval and subsequent remit by the City of Edinburgh Council to the Governance Risk and Best Value Committee for scrutiny.

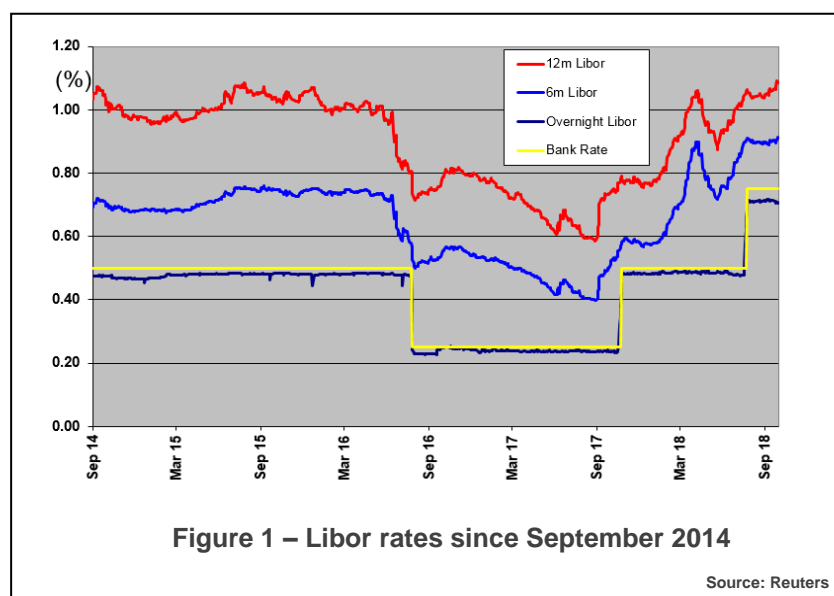
2. Background

- 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) made no change to monetary policy at its May and June meetings and then in a unanimous vote, increased UK Bank Rate from 0.50% to 0.75% in August. The Monetary Policy Committee made no change to Quantitative Easing (QE) which remains at £435bn. The MPC did note at the meeting of the 21st June that it now intends not to reduce its stock of purchased assets until the Bank Rate reaches around 1.5%. The previous guidance was around 2%, and the stock will be reduced at a gradual and predictable pace.



As can be seen in Figure 1 Libor rates increased anticipating the increase in UK Bank Rate in August. The shorter rates have since mainly levelled off with a slight increase in the 12-month rate anticipating a further increase in Bank Rate during the first quarter of 2019.

- 3.1.2 Table 1 gives a Reuters poll of up to 80 economists, taken 15th October, showing their forecasts for UK Bank Rate until Quarter 1 2020. This showed most economists polled believed that the UK Bank Rate will remain at 0.75% through Q4 2018 then increasing to 1% during Q1 2019 and to 1.25% in Q1 2020.

	Q4/18	Q1/19	Q2/19	Q3/19	Q4/19	Q1/20
Median	0.75	0.75	1	1	1	1.25
Mean	0.75	0.78	0.88	0.96	1.05	1.11
Mode	0.75	0.75	1	1	1	1.25
Min	0.75	0.75	0.75	0.75	0.75	0.75
Max	0.75	1	1	1.25	1.25	1.5

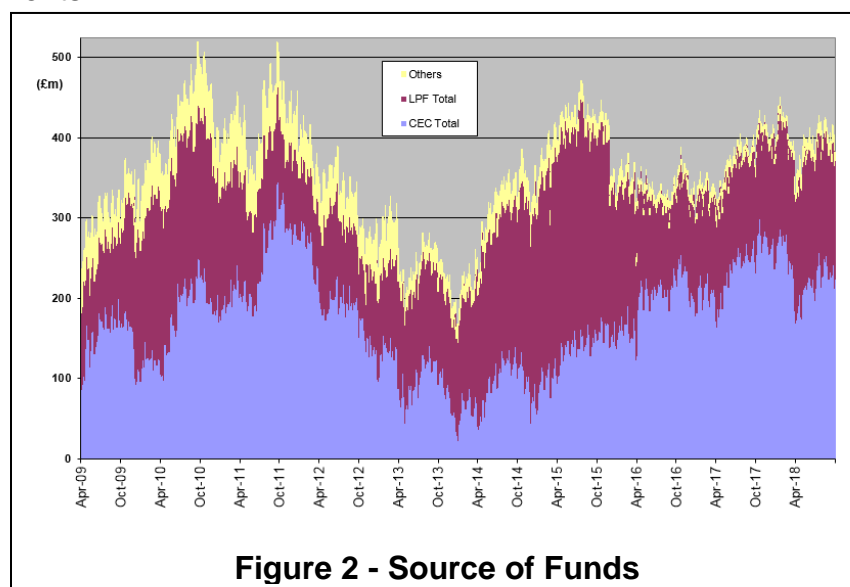
Table 1 – Economists' Forecasts for UK Bank Rate

Source: REUTERS

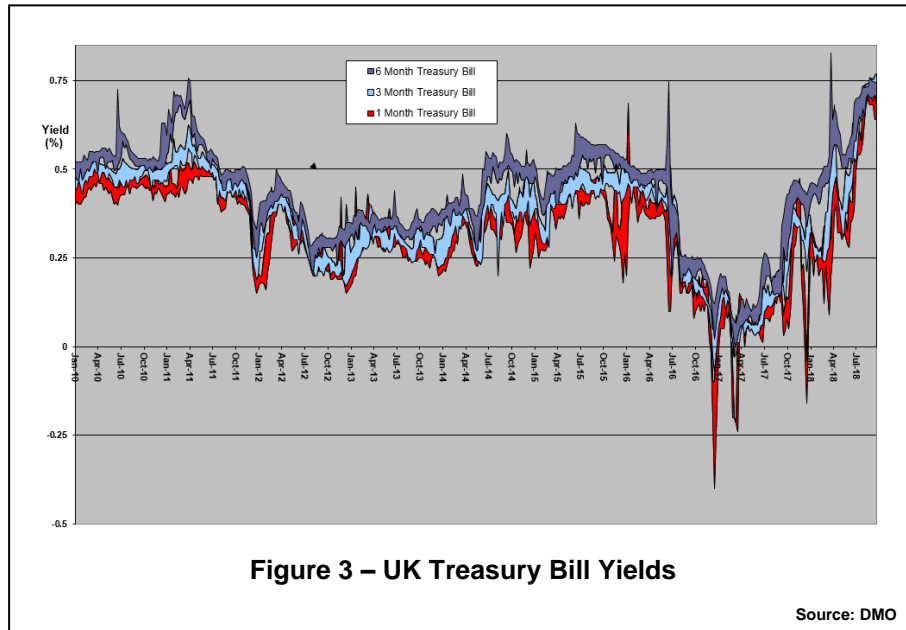
- 3.1.3 The annual rate of inflation (CPI) was 2.4% in September 2018, a decrease from 2.7% in August and above the Bank of England's target rate of 2%. CPIH (Consumer Prices Index including owner occupiers' housing costs) decreased slightly from 2.4% in August to 2.2% in September. Food and non-alcoholic beverages were the largest downwards contributors to inflation with transport, recreation and culture, and clothing and contributing to the decrease.

3.2 Investment Out-turn

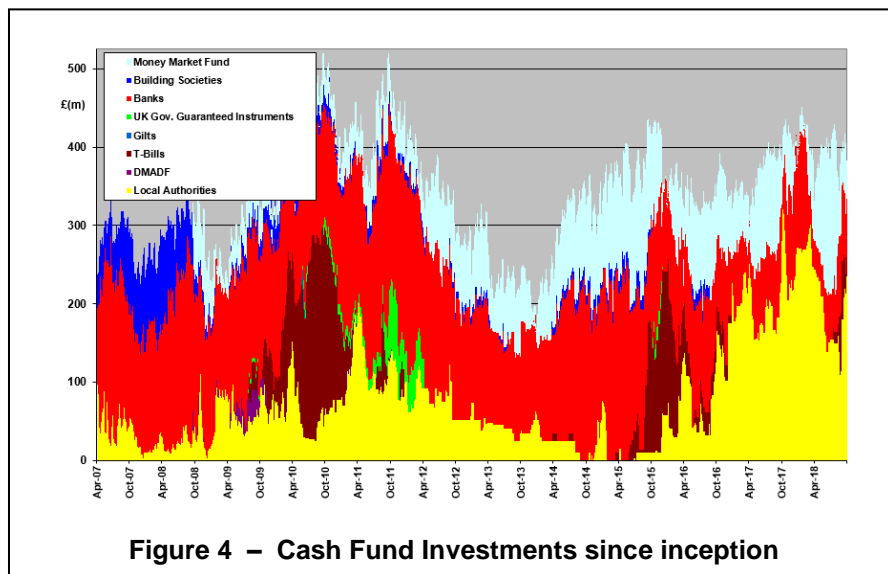
3.2.1 The Council's cash balances are pooled and invested via the Treasury Cash Fund subject to the limits set out in the Treasury Management Policy Statement. Figure 2 below shows the daily investment in the Cash Fund since April 2009. The Treasury Management strategy is to ensure that surplus funds 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.



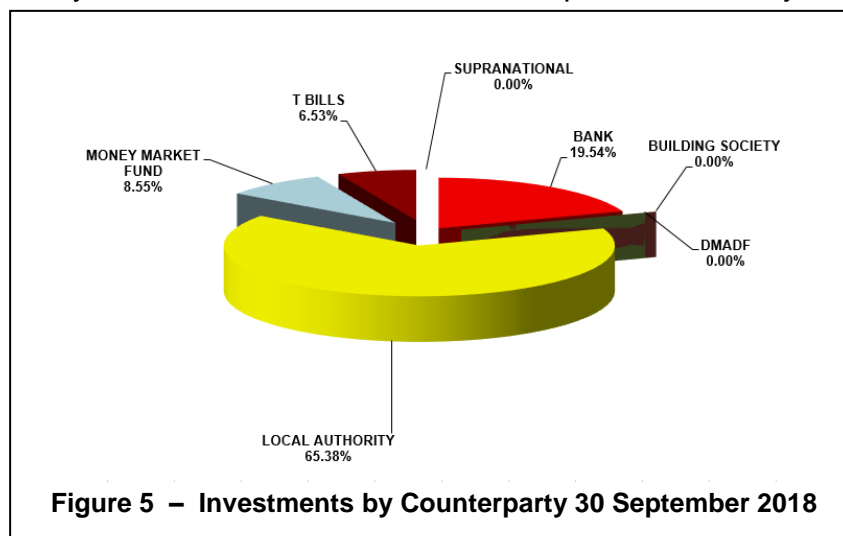
3.2.2 The rates achieved on the Council's call accounts have increased with the rise in UK Bank Rate. Although they are not all directly related so did not all change immediately. The rate on offer from the DMO's Debt Management Agency Deposit Facility (DMADF) was surprisingly high for deposits in excess of £25m and was used directly after the rise in Bank Rate for the first time since 2012. Figure 3 shows the rates achieved in the Friday auctions of UK Treasury Bills. Treasury Bill yields also increased with the increase in UK Bank Rate and proved useful in providing an uplift in rate while money market funds caught up. The amount of Treasury Bills was increased through to the end of the quarter with the holding reaching £90m at an average interest rate of 0.69% with the highest rate achieved being 0.719%.



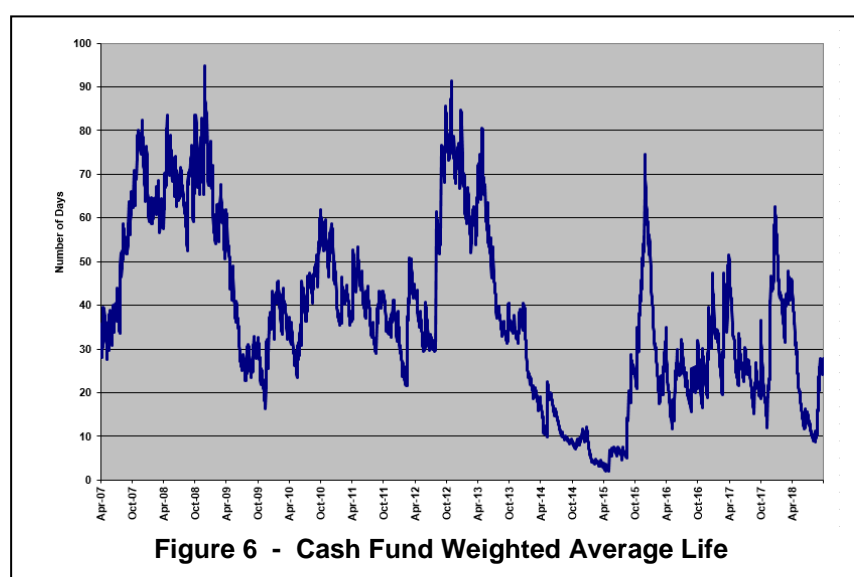
3.2.3 Figure 4 shows in detail the distribution of Cash Fund investments since inception in 2007. This continues to show the fund retaining a large percentage of local authority deposits and also the investment into UK Treasury Bills.



- 3.2.4 As can be seen in Figure 5, 65.4% of the fund was invested in Local Authority deposits between 23 different authorities, 6.5% invested in UK Treasury Bills, 19.5% was invested with Banks in call accounts split between instant access and 31 day notice with HSBC and 8.6% on deposit with Money Market Funds.

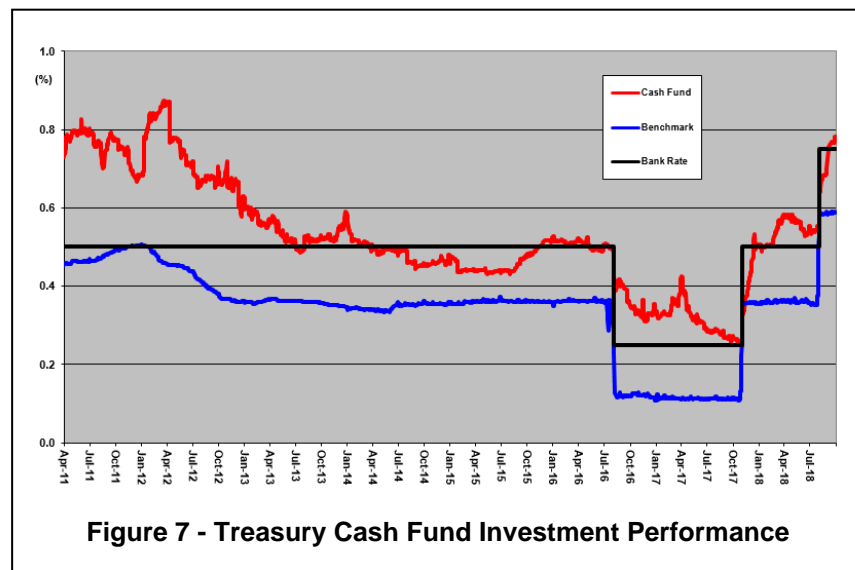


- 3.2.5 The investment strategy was based round the increase in UK Bank Rate in August. As anticipated the MPC increased rates at the start of August; as can be seen in Figure 6 the fund was perfectly profiled to take advantage of the rate increase. The low weighted average life of the fund allowed the cash fund to be able to react quickly to the hike in rates. Maturing deposits were placed on deposit at higher rates of interest and instant access money market funds allowed movement into bank call accounts that reacted instantly, UK Treasury Bills and Local Authority deposits. Notice was placed with Local Authority call accounts to increase interest rates which were agreed to and others increased the next working day with a clause that had been negotiated.



3.3 Cash Fund Performance

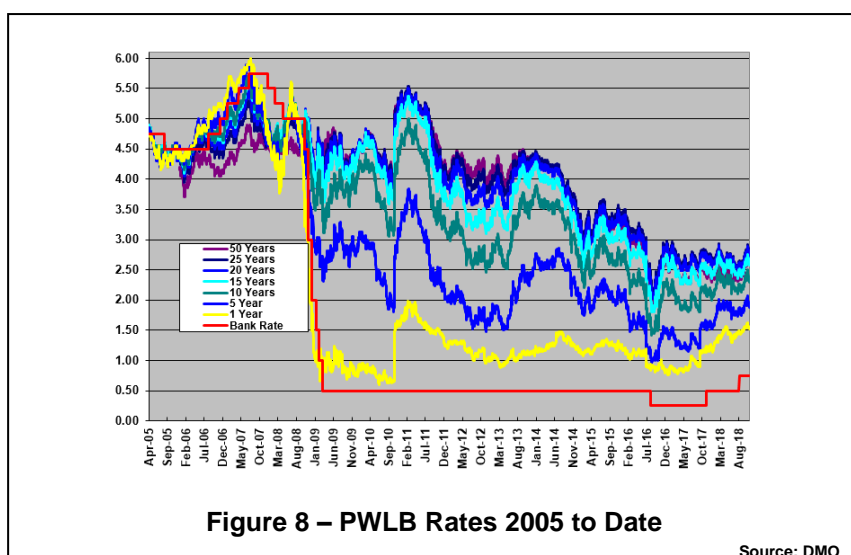
3.3.1 The annualised rate of return for the Cash Fund for the six months to September 2018 was 0.606% against a benchmark of 0.436%. Figure 7 below shows the daily investment performance of the Cash Fund against its benchmark since April 2011. As can be seen, Cash Fund performance picked up very quickly after the increase in UK Bank Rate. This was due to being able to move cash balances between accounts that had an instant uplift in rate from those that would take a while to catch up and also taking advantage of increased rates on fixed deposits with other Local Authorities, DMADF and UK Treasury Bills.



3.4 Debt Management Activity

3.4.1 Debt Management strategy for 2018/19 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 8 below shows the PWLB borrowing rates since April 2005. UK Gilt yields showed volatility in the first 6 months of the financial year – the 10 year gilt yield rising from 1.37% to 1.57% over the period. There was a sharp fall in yields in late May due to Italy's political crisis as the UK was viewed to be a safe haven.



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 – Period 5 report elsewhere on this agenda.

Capital Funding v. External Debt	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	Outturn	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000
Debt b/fd	1,299,901	1,245,546	1,203,456	1,329,875	1,474,308	1,527,070
Cumulative Capital Expenditure b/fd	1,413,522	1,384,534	1,402,260	1,561,620	1,719,428	1,782,363
Over/underborrowed b/fd	-113,621	-138,988	-198,804	-231,746	-245,120	-255,293
GF Capital Financed by borrowing	14,516	28,688	134,319	113,575	36,859	10,282
HRA Capital Financed by borrowing	35,078	20,742	76,268	50,416	44,927	24,100
Lending to LLPs		45,078	25,618	77,603	73,665	117,879
less scheduled repayments by GF	-57,810	-55,750	-54,540	-57,466	-62,688	-65,893
less scheduled repayments by HRA	-18,290	-19,457	-21,788	-25,776	-29,272	-33,368
less scheduled repayments by Joint Boards	-2,482	-1,575	-517	-544	-556	-589
less scheduled repayments by LLPs			-159	-1,123	-1,052	-1,897
Underlying Need to Borrow	-28,988	17,726	159,360	157,808	62,935	52,412
plus total maturing debt	54,355	54,960	53,581	55,567	47,238	46,505
Total Borrowing Requirement	25,367	72,686	212,941	213,375	110,173	98,917
Cummulative Borrowing Requirement		72,686	285,628	499,002	609,175	708,092
Committed Market Borrowing				60,000		
Planned PWLB or short borrowing for year	0	12,870	180,000	140,000	100,000	110,000
Debt at end of the year	1,245,546	1,203,456	1,329,875	1,474,308	1,527,070	1,590,565
Cumulative Capital Expenditure	1,384,534	1,402,260	1,561,620	1,719,428	1,782,363	1,834,775
Cumulative Over/Under Borrowed	-138,988	-198,804	-231,746	-245,120	-255,293	-244,210

Table 2 - Summary of Capital Advances v. External Debt

3.4.4 It is intended to continue the strategy of using investments to temporarily fund the Council's borrowing requirement giving a projected under borrowing of £199m at the end of the financial year. However, as set out in the 2018/19 Strategy, borrowing to mitigate the interest rate risk on the capital advances for the Edinburgh Living LLPs will be considered on a tranche by tranche basis. Some PWLB Borrowing in 2018/19 for this is therefore included in the above table.

3.4.5 As can be seen from Table 2 above, the Council's cumulative borrowing requirement is substantial over the next few years. Significant work has been undertaken to investigate ways in which the interest rate risk on this requirement can be managed and mitigated. As part of this, the Council has agreed a £60m forward starting loan with Deutsche Pfandbriefbank (PBB). The loan is to be drawn down in October 2020 and the fixed rate of 2.613% on the 25 year annuity loan is considered to represent excellent value to the Council in managing its interest rate risk without taking on a cost of interest rate carry.

3.5 Change to Cash Fund Treasury Management Policy Statement

3.5.1 The European Union has brought in some regulatory changes relating to Money Market Funds (MMFs) and existing funds are required to be compliant with them by 21 January 2019. The Council currently invests in Constant Net Asset Value (CNAV) MMFs. However, under the new regulations, after January this type of fund will only be permitted to invest in Government Debt. It is therefore thought likely that the funds which the Council currently uses will change to being Low Volatility Net Asset Value (LVNAV) funds. The Cash Fund's Treasury Policy Statements permits the use of MMFs. Although there was no reference to CNAV in the list of Permitted Investment in the Policy Statement, item e. in table outlining the risks associated with each investment type stated that the Council would only use CNAV funds. Item e. has therefore been amended to remove the reference to CNAV funds and reflect the Council's likely usage of the LVNAV funds. A revised Treasury Cash Fund Treasury Management Policy Statement is included in Appendix 2.

3.6 Edinburgh Living Facility

3.6.1 The Council has previously approved lending £13m to Edinburgh Living to fund its purchase of 105 homes. However, cash flow modelling for Edinburgh Living showed that as with most new enterprises, there is a timing mismatch in the early life of the enterprise between initial costs and when the income stream from rents is going to be fully received. Therefore, at its meeting on 11 October 2018 the Finance and Resources Committee approved providing a short-term cash flow facility of up to £0.25m to Edinburgh Living.

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 2018/19.

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

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11. Appendices

- 1: Outstanding Debt at 30 September 2018
- 2: Treasury Cash Fund Treasury Management Policy Statement

Appendix 1: Outstanding Debt at 30 September 2018

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		

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	7.411	1,111,650.00
M	25/02/2011	25/02/2060	10,000,000.00	7.411	741,100.00
M	26/02/2010	26/02/2060	5,000,000.00	7.381	369,050.00
M	26/02/2010	26/02/2060	10,000,000.00	7.381	738,100.00
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		

PWLB

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)	Annual Interest (£)
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	815,196.27	3.96	47,699.55
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	804,410.88	3.65	43,433.85
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	1,534,840.41	3.09	58,602.91
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
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	5,005,280.81	3.66	201,656.97
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	8,108,232.64	3.64	320,458.85
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	2,906.90	3	87.21
M	14/07/2011	14/07/2030	10,000,000.00	4.93	493,000.00
E	15/06/1951	15/05/2031	3,046.64	3	91.40
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
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
			939,050,876.65		

**SALIX INTEREST
FREE**

Loan Type	Start Date	Maturity Date	Principal Outstanding (£)	Interest Rate (%)	Annual Interest (£)
E	07/01/2015	01/09/2021	236,871.42	0	0.00
E	31/03/2015	01/04/2023	901,448.70	0	0.00
E	22/09/2015	01/10/2023	241,779.67	0	0.00
			1,380,099.79		

Appendix 2: Treasury Management Policy Statement

The City of Edinburgh Council

Treasury Cash Fund

Treasury Management Policy Statement

Summary

The Council operates the Treasury Cash Fund on a low risk low return basis for cash investments on behalf of itself, Lothian Pension Fund and other associated organisations. This Policy Statement covers the type of investments which are permitted for monies held with the Cash Fund and should be read in conjunction with the Treasury Policy Statement for the City of Edinburgh Council.

Approved Activities

The activity undertaken in the management of cash balances and their investment in cash and near cash instruments. In undertaking this activity, the key objective is the security of the monies invested. Accordingly, the investment types and counterparty limits below represent a prudent attitude towards the instruments with which and the institutions with whom investment will be undertaken.

Treasury Management Strategy

The treasury management strategy for the cash fund is to ensure that surplus funds are invested in accordance with the list of approved organisations for investment, minimising the risk to the capital sum and optimising the return on these funds consistent with those risks

Permitted Instruments

The Chief Financial Officer may invest monies in accordance with the Council's requirements only by using the following instruments:

- (a) Temporary deposit, Certificate of Deposit, collateralised deposit, structured deposit, commercial paper, floating rate note or Bonds with an approved institution of the Bank of England or with any other approved organisation for investment (see below)
- (b) UK Treasury Bills
- (c) Gilt-edged securities
- (d) Reverse Repurchase Agreements
- (e) Money Market Funds and Bond Funds
- (f) Debt Management Office's Debt Management Agency Deposit Facility

Limits on Investment

The approved limits on counterparties and investment types are as follows (where money limits and percentages are stated, the greater of the two should be applied):

- (a) DMO's DMADF, UK Treasury Bills and UK Gilts with no limit
- (b) UK local authorities with no limit.
- (c) other public bodies up to a maximum of £20 million per organisation.
- (d) The Council's bankers, where not otherwise permitted under (k) below, up to a limit of £20m on an overnight only basis other than when funds are received into the Council's bank account without pre-notification.
- (e) Money Market Funds with no limit in total but with no more than £30 million or 15% of the funds under management with any one Fund.

- (f) Bond Funds with no more than £20 million or 10% of the funds under management.
- (g) Supranational Bonds with a limit of £60 million or 20% of the fund in total.
- (h) financial institutions where the relevant deposits, CDs or Bonds are guaranteed by a sovereign government of AA or above up to a maximum of £60 million or 20 percent of the fund per institution for the duration of the guarantee in addition to the appropriate counterparty limit for the institution.
- (i) Local Authority Collateralised deposits up to a maximum of £30 million or 15 percent of the fund per institution up to a maximum of 5 years in addition to the appropriate counterparty limit for the institution.
- (j) Structured deposits up to a maximum of £20 million or 10 percent of the fund, subject to the appropriate counterparty limits for the institution also being applied.
- (k) financial institutions included on the Bank of England's authorised list under the following criteria:

Credit Rating	Banks Unsecured	Banks Secured	B. Socs. Unsecured	B. Socs. Secured
AAA	20% or £60m	20% or £60m	20% or £60m	20% or £60m
AA+	15% or £30m	20% or £60m	15% or £30m	20% or £60m
AA	15% or £30m	20% or £60m	15% or £30m	15% or £30m
AA-	15% or £30m	20% or £60m	10% or £20m	15% or £30m
A+	10% or £20m	15% or £30m	10% or £20m	10% or £20m
A	10% or £20m	15% or £30m	10% or £20m	10% or £20m
A-	10% or £20m	15% or £30m	5% or £10m	10% or £20m
BBB+	5% or £10m	5% or £10m	n/a	n/a
None	n/a	n/a	n/a	n/a

The credit ratings quoted in the above table are for the financial institution, instrument or security provided and are the lowest of the relevant long term ratings from the three main Credit ratings agencies, S&P, Moody's and Fitch.

Time Limits

In addition to the monetary limits above, the following maximum time limits will be placed on investments:

Category	Max. Time Limit
20% of Assets Under Management / £60m	5 Years
15% of Assets Under Management / £30m	1 Years
10% of Assets Under Management / £20m	6 months
5% of Assets Under Management / £10m	3 months

In addition to the above limits, no more than 25% of assets under management will have a maturity greater than 1 year.

In considering an investment, consideration is given to a wide range of information, not simply the credit ratings of the institution being considered. This will include financial information on the institution, relevant Credit Default Swaps and equity pricing data, and the general macro-economic, market and sector background. The investment risks and controls to mitigate those risks are outlined to the end of this document.

Policy on Delegation

The Treasury Cash Fund is operated under the Council's Treasury Policy Statement and the delegations are defined in that document.

Reporting Arrangements

This will include, as a minimum, an annual strategy and plan in advance of the year, and an annual report after its close, in the form prescribed in its TMPs. The Head of Finance will report to the Council as follows:

- (a) A Treasury Strategy prior to the commencement of the financial year.
- (b) A mid-term report during the financial year.
- (c) A Treasury Annual Report as soon as practicable after the end of the financial year.
- (d) Ad hoc reports according to need.

Type of Investment	Treasury Risks	Mitigating Controls
a. Deposits with the Debt Management Account Facility (UK Government) (Very low risk)	This is a deposit with the UK Government and as such counterparty and liquidity risk is very low, and there is no risk to value. Deposits can be between overnight and 6 months.	As this is a UK Government investment the monetary limit is unlimited to allow for a safe haven for investments.
b. UK Treasury Bills (Very Low Risk)	These are marketable securities issued by the UK Government and as such counterparty and liquidity risk is very low, although there is potential risk to value arising from an adverse movement in interest rates unless held to maturity. Maturity at issue is only 1, 3 or 6 months so will be used mainly in the 1 to 3 month period to provide a high level of security but a better return than the DMADF in (a).	As this is a UK Government investment the monetary limit is unlimited to allow for a safe haven for investments.
c. UK Gilts (Very Low Risk)	These are marketable securities issued by the UK Government and as such counterparty and liquidity risk is very low, although there is potential risk to value arising from an adverse movement in interest rates unless held to maturity. There is a risk to capital if the Gilt needed to be sold, so should only be used on a hold to maturity basis as a proxy for a slightly longer maturity Treasury Bill	As this is a UK Government investment the monetary limit is unlimited to allow for a safe haven for investments. Would only be used on a hold to maturity basis at the very short end of the yield curve.
d. Deposits with other local authorities or public bodies (Very low risk)	These are considered quasi UK Government debt and as such counterparty risk is very low, and there is no risk to value.	Little mitigating controls required for local authority deposits, as this is a quasi UK Sovereign Government investment.
e. Money Market Funds (MMFs) (low/medium risk)	Pooled cash investment vehicle which provides short term liquidity.	Funds will generally be used to provide liquidity for the Cash Fund.
f. Bond Funds (low/medium risk)	AAA Rated Pooled cash investment vehicle investing in a range of Government, Financial Institutions and Government Bonds.	Fairly liquid vehicle investing in Bonds with a high average credit rating, will only be used for a relatively small proportion of the fund.
g. Call account deposit accounts with financial institutions (banks and building societies) (Risk is dependent on credit rating)	These tend to be moderately low risk investments, but will exhibit higher risks than the categories (a) to (d) above. Whilst there is no risk to value with these types of investments, liquidity is high and investments can be returned at short notice. These will be used to provide the primary liquidity source for Cash Management	The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Poors. On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.
h. Term deposits with financial institutions (banks and building societies) (Low to medium risk)	The risk on these is determined, but will exhibit higher risks than categories (a) to (d) above. Whilst there is no risk to value with these types of	The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured

depending on period & credit rating)	investments, liquidity is low and term deposits can only be broken with the agreement of the counterparty, and penalties may apply.	primarily by credit ratings from Fitch, Moody's and Standard and Poors On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.
i. Certificates of deposits with financial institutions (risk dependent on credit rating)	These are short dated marketable securities issued by financial institutions and as such counterparty risk is low, but will exhibit higher risks than categories (a) to (d) above. There is risk to value of capital loss arising from selling ahead of maturity if combined with an adverse movement in interest rates. Liquidity risk will normally be low.	The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Poors. On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.
j. Structured deposit facilities with banks and building societies (escalating rates, de-escalating rates etc.) (Low to medium risk depending on period & credit rating)	These tend to be medium to low risk investments, but will exhibit higher risks than categories (a) to (d) above. Whilst there is no risk to value with these types of investments, liquidity is very low and investments can only be broken with the agreement of the counterparty (penalties may apply).	The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Poors. On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.
k. Bonds (Low to medium risk depending on period & credit rating)	This entails a higher level of risk exposure than gilts and the aim is to achieve a higher rate of return than normally available from gilts. They do have an exposure to movements in market prices of assets held.	The counterparty selection criteria approved above restricts lending only to high quality counterparties, on a hold to maturity basis. Bonds may also carry an explicit Government Guarantee.
l. Floating Rate Notes (Low to medium risk depending on credit rating)	These are Bonds on which the rate of interest is established periodically with reference to short term interest rates.	The counterparty selection criteria approved above restricts lending only to high quality counterparties, measured primarily by credit ratings from Fitch, Moody's and Standard and Poors. Will be used in an increasing interest rate environment but only for a limited proportion of the portfolio.
m. Commercial Paper (Low to medium risk depending on credit rating)	These are short term promissory notes issued at a discount par. They entail a higher level of risk exposure than gilts and the aim is to achieve a higher rate of return than normally available from gilts. They do have an exposure to movements in market prices of assets held.	The counterparty selection criteria approved above restricts lending only to high quality counterparties, on a hold to maturity basis. They are relatively short maturity.

<p>n. Secured Investments (relatively low risk due to dual recourse)</p>	<p>These include Reverse Purchase Agreements (Repo) and Covered Bonds issued by banks and building societies.</p>	<p>Both Repo and Covered Bonds provide opportunities to lower credit risk by having any exposure supported by an enhanced level of high quality collateral such as Gilts in the case of Repo. The lower credit risk is reflected in the Cash Fund being able to invest larger % or value amounts as shown in the criteria for financial institutions in (k).</p>
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The City of Edinburgh Council

10.00am, Thursday 13 December 2018

Senior Councillor Allowances

Item number	8.4
Report number	
Executive/routine	
Wards	None

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.

At its meeting on 28 June 2018 Council noted that Councillor Mary Campbell and Councillor Booth were appointed Co-conveners of the Green Group on 27 June 2018, and agreed that Councillor Mary Campbell would receive the Group Leaders Senior Allowance (£24,121) for the Green Group from 29 June 2018.

Council is now invited to transfer this payment from Councillor Mary Campbell to Councillor Booth.

Senior Councillor Allowances

1 Recommendation

- 1.1 To agree to transfer the Senior Councillor Allowance relating to the Green Group Leader from Councillor Mary Campbell to Councillor Booth, effective from 29 December 2018.

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.
- 2.2 There is a maximum number of 24 senior councillor allowances, not including the Leader of the Council and the Lord Provost.

3 Main report

- 3.1 At its meeting on 28 June 2018 Council noted that Councillors Mary Campbell and Booth had been appointed as co-leaders of the Green Group.
- 3.2 It agreed that the Group Leaders Senior Allowance (£24,121) should be paid to Councillor Mary Campbell.
- 3.3 The Green Group has now requested that this Allowance be transferred to Councillor Booth, effective from 29 December 2018.

4 Measures of success

- 4.1 Appropriate appointments are made to Group Leaders.

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 recommendations comply 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 [Council Minute of 28 June 2018](#)

Andrew Kerr

Chief Executive

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The City of Edinburgh Council

10.00am, Thursday, 13 December 2018

Scottish Government Funding Offer for Rapid Access Accommodation

Item number	8.5
Report number	
Executive/routine	
Wards All	
Council Commitments	

Executive Summary

Following a proposal by Streetwork to deliver additional rapid access accommodation in Edinburgh for a period of a year, as part of the winter initiative programme, the Scottish Government have offered to fund 50% of the costs of this programme, around £156,000 on the condition that the Council funds the remainder.

It is estimated that up to £56,000 of housing benefit may be available to reduce the Council's financial commitment.

Scottish Government Funding Offer for Rapid Access Accommodation

1. Recommendations

To agree in principle to support the initiative and consider the Council's financial contribution through the 2019/20 budget process.

2. Background

- 2.1 As part of the Scottish Government's winter initiatives programme, third sector providers and local authorities were invited to make proposals of potential service provision that would contribute to reducing homelessness, particularly rough sleeping.
- 2.2 In October 2018, Streetwork made an application to create enhanced direct access shelter accommodation, by using a hostel currently named "Bobby's Bunkhouse".
- 2.3 The total cost of this service provision is £312,000 to operate as a pilot for one year. Given the multiple benefits of this offer, officers stated their support in principle for this proposal in discussion with Scottish Government colleagues.
- 2.4 The Scottish Government assessed proposals through their Homelessness Prevention and Strategy Group and following recommendations agreed to fund half of the proposal on 24 November 2018.
- 2.5 The Scottish Government and Streetwork have agreed to progress the first six months of this service with a proposed start date of 18 December 2018 with the expectation that the Council will fund the remaining six months from the 19/20 budget.

3. Main report

- 3.1 The potential proposal to block purchase 20 beds at Bobby's Bunkhouse, 9 Merchant Street for the period of one year at a cost of £24 per night.
- 3.2 The funding from both the Scottish Government and the Council would go to Streetwork to fund the accommodation, support, and provision of staff. Streetwork would then pay the accommodation owner.
- 3.3 This proposal would be a pilot for one year to provide additional direct access accommodation, deliver a valuable alternative to traditional care shelters and to obtain learning to further develop services to best meet the needs of rough sleepers.

- 3.4 Given the specific and urgent nature of this proposed pilot and the absence of any other proposals from other third sector providers in Edinburgh, there is unlikely to be an alternative available in the market which offers better value. The provision is a health and social care contract, which requires as a minimum the publication of a contract award notice and contract register entry to satisfy procurement regulations. Following the learning from this pilot, should the Council wish to mainstream the service a formal procurement process would be required.
- 3.5 The Council agreed to provide additional funding of £1.9 million for homelessness initiatives in the 2018-19 budget setting process. This proposal would require a further gross investment of £156,000 in 2019-20 to fund this pilot although it is estimated that up to £56,000 could be recovered through housing benefit. Further negotiations with the Scottish Government and Streetwork are required to establish how much housing benefit could be recovered against the Council's contribution.
- 3.7 During last year's winter period, the Scottish Government provided around £160,000 of funding for the Council to deliver rapid access accommodation through the reshaping of a bed and breakfast service at the Hopetoun Guest House. This proved to be very successful as detailed in the following report [file:///H:/Item 7.8 RAA Accommodation with Support.pdf](file:///H:/Item%207.8%20RAA%20Accommodation%20with%20Support.pdf) Following a co-production procurement exercise, the Council is now attempting to secure the mainstreaming of rapid access accommodation. This procurement exercise is in the evaluation stage and new services are anticipated to begin in April 2019.
- 3.8 This service would provide similar support to the rapid access accommodation described above and would provide an opportunity to deliver enhanced support and shelter provision for some of the most vulnerable people in the city. As detailed in the rapid access report from the link included, the provision of this type of accommodation allowed the Council to engage with service users, who were not accessing our services, and move the majority of them on to positive outcomes.
- 3.9 Over the winter period rapid access accommodation will be provided through both the Hopetoun Guest House (12 spaces) and the Salvation Army (around 15 spaces). During this period the Bethany Care Shelters (around 35-40 bed spaces) are in operation. However, following a series of rough sleeper counts and data taken from 3rd sector partners, it is estimated that around 80-120 people sleep rough in Edinburgh. This accommodation would provide further capacity to significantly reduce rough sleeping.
- 3.10 The Scottish Government has also agreed to fully fund the provision of a link worker (around £30,000) to support the development of this service. The worker would be employed by the Council for a period of a year using this funding, and would ensure that the Council carry out homeless assessments and support, where people are, which is key when building and maintaining relationships with vulnerable service users. They would also ensure the co-ordination of support and advocacy for service users

4. Measures of success

- 4.1 A reduction in rough sleeping.
- 4.2 An increase in positive outcomes for rough sleepers.

5. Financial impact

- 5.1 The Council is required to fund 50% of the costs of this proposal, around £156,000 from the 19/20 budget, in order to continue this project for the remaining six months of the years pilot.
- 5.2 There is no requirement to provide any funding to this service from the 18/19 budget.
- 5.3 There is a potential to recover part of the costs through housing benefits claims, this will require further negotiations with Streetwork and the Scottish Government. This is estimated to be approximately £56,000 which may reduce the Council's net contribution.

6. Risk, policy, compliance, and governance impact

- 6.1 None

7. Equalities impact

- 7.1 There are no negative equality or human rights impacts arising from this report.

8. Sustainability impact

- 8.1 There are no impacts on carbon, adaptation to climate change or sustainable development arising from this report.

9. Consultation and engagement

- 9.1 N/A

10. Background reading/external references

- 10.1 Details of HARSAG's final recommendations can be found here:
<https://www.gov.scot/publications/homelessness-and-rough-sleeping-action-group-final-report/>.

Alistair Gaw

Executive Director for Communities and Families

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11. Appendices

11.1 None