

Notice of meeting and agenda

The City of Edinburgh Council

10.00 am, Thursday, 14 March 2019

Council Chamber, City Chambers, High Street, Edinburgh

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

Contact

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

Tel: 0131 529 4246

1. Order of business

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

2. Declaration of interests

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

3. Deputations

- 3.1 Moray Feu Residents Association and West End Tram Traffic Workshops
- 3.2 Dean Park Primary Parent Council

4. Minutes

- 4.1 Special Meeting of the City of Edinburgh Council of 7 February 2019 (circulated) - submitted for approval as a correct record
- 4.2 The City of Edinburgh Council of 7 February 2019 (circulated) - submitted for approval as a correct record
- 4.3 The City of Edinburgh Council of 21 February 2019 (circulated) – submitted for approval as a correct record

5. Questions

- 5.1 By Councillor Corbett - Review of Councillors Free Parking Passes - for answer by the Convener of the Finance and Resources Committee
- 5.2 By Councillor Lang - Fixed Penalty Notices Against Utility Companies - for answer by the Convener of the Transport and Environment Committee
- 5.3 By Councillor Lang - On the Spot Litter Fines - for answer by the Convener of the Transport and Environment Committee
- 5.4 By Councillor Laidlaw – Arterial Road Maintenance - for answer by the Convener of the Transport and Environment Committee
- 5.5 By Councillor Rose – Recyclable Waste - for answer by the Convener of the Transport and Environment Committee

- 5.6 By Councillor Webber – Potholes – The Cost and Number of Re-repairs Across the City - for answer by the Convener of the Transport and Environment Committee
- 5.7 By Councillor Young – Cruise Liner Visits - for answer by the Convener of the Transport and Environment Committee
- 5.8 By Councillor Lang – Small Retail Businesses in the City - for answer by the Convener of the Housing and Economy Committee
- 5.9 By Councillor Young – Application Notification for Community Councils and Elected Members - for answer by the Convener of the Regulatory Committee
- 5.10 By Councillor Johnston – Tram Deadlines - for answer by the Convener of the Transport and Environment Committee
- 5.11 By Councillor Cook – Meeting with Outside Organisations - for answer by the Convener of the Housing and Economy Committee
- 5.12 By Councillor Cook – Meetings with Outside Organisations - for answer by the Convener of the Transport and Environment Committee
- 5.13 By Councillor Burgess – Re-use of Household Items - for answer by the Convener of the Transport and Environment Committee
- 5.14 By Councillor Burgess – Allotments - for answer by the Convener of the Transport and Environment Committee

6. Leader's Report

- 6.1 Leader's report

7. Appointments

- 7.1 Senior Councillor Allowances/Appointment of Vice Conveners – report by the Chief Executive (**Note** – this report has been withdrawn)

8. Reports

- 8.1 Edinburgh Tram – York Place to Newhaven Final Business Case – referral from the Transport and Environment Committee (circulated)
- 8.2 Outcomes of the Statutory Consultation Proposing to Realign the Catchment Areas of Currie Primary School, Nether Currie Primary School, Dean Park Primary School, Currie High School and Balerno High School – report by the Executive Director for Communities and Families (circulated)

- 8.3 Licensing Forum - Update on Review of Constitution and Membership – report by the Executive Director of Place (circulated)
- 8.4 Annual Treasury Management Strategy 2019-2020 – referral from the Finance and Resources Committee (circulated)
- 8.5 Capital Strategy 2019-2024 – referral from the Finance and Resources Committee (circulated)

9. Motions

9.1 By Councillor Whyte – Street Change Glasgow

“Council:

- 1) Notes the success of the Street Change initiative in Manchester and Liverpool has led to Glasgow’s decision to adopt the scheme.
- 2) Calls on the Director of Place to engage with partners in the City and Scotland wide to create a similar scheme.
- 3) Calls on the Director of Place to report within one cycle on the possibility of this Council adopting this scheme to help transform the lives of people who participate in begging in addition to those who are homeless or rough sleeping.”

9.2 By the Lord Provost - Royal Institute of Navigation

“Council notes that:

The Royal Institute of Navigation have confirmed that they intend bringing the International Navigation Conference 2019 to Edinburgh at the EICC on 18 November 2019. The Patron of the Institute is HRH The Duke of Edinburgh.

The Conference will bring together; academia, industry and government to advance knowledge and understanding of navigation technology, systems, applications and practice, in particular related to the City’s leading research on; robotics, data analytics, artificial intelligence and quantum technology.

As well as the Conference, importantly, the Institute has also selected Edinburgh for their triennial event, which will bring together all global institutes of navigation, to form the International Association of Institutes of Navigation World Congress in 2021.

Both of these events in Edinburgh in 2019 and 2021 will showcase what the Capital (and wider-Scotland) has to offer globally, in regards to world-leading technology, and which could apply in the field of navigation.

The Conference will be complemented by a banquet at Edinburgh Castle.

Convention Edinburgh identify that the conference is expected to attract 200 delegates and contribute £0.412m in economic benefit to the city.

In welcoming this international event to the City, Council requests that the Lord Provost, marks it in an appropriate way.”

9.3 By the Lord Provost - Edinburgh Branch of the Embroiders Guild - 65th Anniversary Year

“Council notes that:

That in 2019, members of the Edinburgh Branch of the Embroiders Guild will celebrate their 65th anniversary.

Over the years, the Edinburgh Branch of the Guild, have made many charitable donations of members’ work to the City and for the benefit of our citizens, including:

- the pennant on the Lord Provost’s official car;
- the robes for the dignitaries of Napier University;
- hangings for the world headquarters of the Royal Bank at The Gyle;
- cushions for the patients’ lounge at the Marie Curie Hospice;
- lace for the robes of the Moderator of the General Assembly;
- chair backs for the General Assembly (as designed by Malcolm Lochhead);
- repaired altar frontals and made robes for St Mary’s Episcopal Cathedral;
- pulpit falls and hangings in several churches in Edinburgh;
- participated in sewing several panels of The Great Scottish Tapestry;
- worked with students at the Edinburgh College of Art;
- helped to preserve the Needlework Development Scheme, operated by Edinburgh University
- sew once a month at the Scottish Art Gallery, helping to promote the Scottish collection of paintings;

- provided Linus quilts for traumatised people and heart shaped cushions for the Western General Hospital to enable mastectomy patients to put on a seatbelt when they leave hospital;
- as part of Embroiderers Guild Day of Stitch in August 2018, members sewed poppies for the WW1 Remembrance at Liberton Kirk; and.
- in order to pass on their skills, run classes for Young Embroiderers at James Gillespie's School.

The Edinburgh Branch have exhibited at the City Arts Centre, Edinburgh Palette and are returning to St Mary's Cathedral in September 2019.

In recognition of the Edinburgh Branch of the Embroiders Guild substantial and continuity contribution to civil society, and in recognition of this milestone, Council requests that the Lord Provost marks it in an appropriate way.”

9.4 By Councillor McVey - Waverley Care - 30th Year Anniversary

“That Council:

- Notes that on February 17th Waverley Care celebrated their 30th anniversary of operating in the Capital and beyond.
- Welcomes the impact the charity has had in delivering positive change for those experiencing HIV and breaking down the stigma of HIV in the city.
- Agrees that the Lord Provost write to Waverley Care to congratulate them and mark their achievements in an appropriate way.”

9.5 By Councillor Dickie -50th Anniversary of the Kilbrandon Report

“Council notes that 2019 marks the 50th anniversary of the groundbreaking Kilbrandon report, which led to the creation of Scotland's unique children's hearings system.

In recognition of this, and also to mark the commitment of volunteers who support children in need through the hearings system, in some cases for over 25 years, Council requests that the Lord Provost marks the anniversary and commitment of Panel members in an appropriate way.”

9.6 By Councillor Fullerton – Imagine – Scottish Children’s Festival

“Council notes:

That in May 1990 the first Scottish International Children’s Festival took place. The name of the organisation changed its name to Imagine in 2000 and 2019 marks the 30th anniversary of Imagine.

Imagine promotes, develops and celebrates theatre and dance for children and young people. They celebrate this by producing the Edinburgh International Children’s Festival which showcases high quality, distinctive Scottish and international performances to an audience of around 10,000 children, their teachers and their families each year.

In recognition of this anniversary, Council requests that the Lord Provost marks it in an appropriate way.”

9.7 By Councillor Watt – Funding of Temporary Accommodation for Homeless People

“That Council

- Notes the work of the Homelessness Task Force which has included extending the PSL contract and the ongoing development of a private rented framework, both of which seek to further increase the supply of temporary flats resulting in a reduction in the number of families with children being housed in bed and breakfast accommodation.
- Recognises the development of a Rapid Rehousing Transition Plan (RRTP) for Edinburgh, which sets out the options for improving prevention of homelessness and increasing the supply of permanent, affordable accommodation with the aim of ending the use of temporary accommodation.
- Further notes that the forecast expenditure on Bed & Breakfast accommodation for 2018/19 is £12.8m with the Council receiving a housing benefit contribution of £4.1m. Therefore the Council subsidy to support Bed & Breakfast accommodation in 2018/19 is estimated at £8.7m.
- Calls for a report to be submitted to Finance & Resources Committee, within four cycles, which sets out a business case for a model of temporary accommodation for people with low support needs. This should include options for investment in council owned property and consideration of shared housing. The report should explore what role

the model could play within our RRTP, demonstrate how this could work and analyse the impact on existing business models.”

9.8 By Councillor McVey – EU Registration

“That Council:

- Notes the UK Government’s appalling decision to force EU nationals to “register” to sustain their rights.
- Notes that Edinburgh’s registration services took part in the Home Office settlement pilot which ended in late autumn 2018 which included an application assistance scheme to help “read” chipped EU passports to smooth the process.
- Notes that the Home Office settlement has now gone live and residents can register for free from March 30th 2019 and fees paid before this time can now be reclaimed.
- Agrees that Edinburgh City Council will use existing resources to publicise the free UK Government based service and existing support services available through citizen’s advice to citizens across the City
- Agrees that to help further support EU nationals remaining in Edinburgh, Council authorises use of up to £25,000 from the Council’s priorities fund to support Edinburgh’s registration services and avoid any administration fees being applied to any EU nationals registering with the Home Office settlement scheme through Edinburgh’s registration services.
- Agrees that this expenditure will be monitored on a monthly basis and reported through the business bulletin of the Finance and Resources committee and delegates authority to the Chief Executive, in consultation with the Leader and Deputy Leader, to limit free registrations to citizens who live in Edinburgh, subject to service demand.
- Agrees that the Leader will write to the Home Office to request this funding is reimbursed in return for providing this service.”

9.9 By Councillor Main - #notafavour Campaign Tobacco Free Nation 2034

“Council notes that:

it is illegal to sell tobacco to under 18’s, to buy tobacco to give to under 18s or for under 18s to try to buy tobacco products themselves,

36 young people in Scotland take up smoking every day; adolescents get dependent on nicotine faster than adults do; the earlier a smoker starts the more health damage results and the harder it is to quit,

most young people who smoke get their cigarettes from friends, family and other people they know. Often this is thought of as “doing them a favour”,

National No Smoking day was 13th March and that almost 70% of smokers wish to give up.

Further notes

the #notafavour campaign to stop young people being given tobacco which is part of the wider effort for Scotland to become “tobacco-free” by 2034

the Council has signed up to the Charter for a Tobacco-Free Nation by 2034 and that members of the Edinburgh Partnership have agreed to do the same.

Trading Standards Officers are to be congratulated for their work in smoking prevention and their support of #notafavour campaign.

Requests that councillors support #notafavour campaign, in particular in their wards and when engaging with families and young people.”

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.

Webcasting of Council meetings

Please note: this meeting may be filmed for live and subsequent broadcast via the Council's internet site – at the start of the meeting the Convener will confirm if all or part of the meeting is being filmed.

The Council is a Data Controller under the Data Protection Legislation. We broadcast Council meetings to fulfil our public task obligation to enable members of the public to observe the democratic process. Data collected during this webcast will be retained in accordance with the Council's published policy including, but not limited to, for the purpose of keeping historical records and making those records available via the Council's internet site.

Generally the public seating areas will not be filmed. However, by entering the Council Chamber and using the public seating area, individuals may be filmed and images and sound recordings captured of them will be used and stored for web casting and training purposes and for the purpose of keeping historical records and making those records available to the public.

Any information presented by individuals to the Council at a meeting, in a deputation or otherwise, in addition to forming part of a webcast that will be held as a historical record, will also be held and used by the Council in connection with the relevant matter until that matter is decided or otherwise resolved (including any potential appeals and other connected processes). Thereafter, that information will continue to be held as part of the historical record in accordance with the paragraphs above.

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 (committee.services@edinburgh.gov.uk)

The City of Edinburgh Council (Special Meeting)

Edinburgh, Thursday 7 February 2019

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
Jim 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
Defek Howie

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

1. Review of Scheme for Community Councils

Details were provided on the outcome of a preliminary consultation on the Review of the Scheme for Community Councils and proposed changes to the Scheme.

Approval was sought to undertake a Review of the Scheme together with the arrangements to give public notice of the proposals to amend the Scheme in line with the statutory consultation process.

Decision

- 1) To authorise the Review of the Scheme for Community Councils.
- 2) To approve the arrangements for public notice of the draft amended Scheme and period of statutory consultation.
- 3) To note a preliminary consultation process had been undertaken as a model of good practice.

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

The City of Edinburgh Council

Edinburgh, Thursday 7 February 2019

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
Mary Campbell
Maureen M Child
Nick Cook
Gavin Corbett
Cammy Day
Alison Dickie
Denis C Dixon
Phil Doggart
Karen Doran
Scott Douglas
Catherine Fullerton
Neil Gardiner
Gillian Gloyer
George Gordon
Ashley Graczyk
Joan Griffiths
Ricky Henderson

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

1 **Edinburgh Transient Visitor Levy Consultation 2018**

a) Deputation from the Edinburgh Trade Union Council

The deputation indicated that they were in favour of the introduction of a tourist tax which was based on European examples and had been campaigning for the introduction of a tax for a number of years.

The Trade Union Council had submitted a response during the consultation period and felt that this should have been mentioned in the report as their views differed to those of the industry representatives who represented the employers and not the workforce.

The deputation felt that Trade Unions should be represented on the Implementation/Stakeholder Group as they would be able to contribute constructively. They were also concerned at the level at which the levy was to be set.

b) Report by the Chief Executive

Details were provided on the findings from a consultation which had been carried out from 15 October to 10 December 2018 on the Edinburgh Transient Visitor Levy together with a copy of the evidence submitted to the Scottish Government's national conversation on the tourist tax which had closed on 25 January 2019.

Motion

- 1) To note the findings of the summary report on the Edinburgh Transient Visitor Levy Consultation.
- 2) To note the written evidence submitted to the Scottish Government National Conversation on a Tourist Tax.
- 3) To agree the amended Edinburgh TVL proposal, detailed in Paragraph 3.7 of the report by the Chief Executive.
- 4) To agree that, on the condition that the Scottish Government gives the City of Edinburgh the powers to raise revenues through a Transient Visitor Levy, the Council would take the next steps as detailed in the report.
- 5) To agree that the Leader and Deputy Leader formally write to the Scottish Government to share the Council's proposal for an Edinburgh scheme and the agreed ways of working to implement the Edinburgh TVL and to inform any ongoing consideration of this issue.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

To delete 3) to 5) of the motion and replace with:

- 3) To note the significant U-turn by the Scottish Government as part of its tax raising budget agreement with the Green Party where it has indicated it will legislate to allow Councils to consider the implementation of a Transient Visitor levy but that the nature and scope of this proposed legislation remains unclear;
- 4) To consider that the scheme set out in paragraph 3.6 of the report by the Chief Executive remained deficient as it failed to:
 - ensure that any revenues raised through a Transient Visitor Levy are additional and exempt from the calculation of local government block grants;
 - detail how any new funding would replace current Council spend on tourist related matters such as spend on festivals and events, city dressing, additional cleaning and maintenance of the City centre public realm, policing, public transport and City and tourism promotion, thus failing to assure citizens that any funds raised would relieve mainstream Council budgets of these responsibilities and allow expansion of mainstream budgets;
 - detail how any additional revenue over and above replacement funding might actually be spent;
 - detail the administrative costs and burdens on the Council of implementing and ensuring compliance with any scheme, specifically in relation to each of the sectors involved;
 - ensure full involvement of the tourism and other business sectors in determining how the proceeds might be used (for example through an empowered and independent Trust rather than an advisory “stakeholder group”);
 - guarantee that the full cost of collection is met from proceeds and not borne by the accommodation provider both initially and in the longer term.
- 5) To agree that the Council hold decision making in abeyance on the introduction of a Transient Visitor Levy until a report was provided by the Chief Executive addressing the issues raised at 4) above AND until the nature and scope of legislation on the power in the Scottish Parliament became clear.

- moved by Councillor McLellan, seconded by Councillor Webber

Amendment 2

To add to the motion:

- 6) To further agree that the Leader and Deputy Leader would seek assurance from the Scottish Government that enabling legislation would be brought forward as a matter of priority with a view to the powers commencing as soon as was practicable; and seeking clarity on the principle highlighted in Paragraph 3.5.10 in the report that all income from a TVL would be treated as wholly additional to other forms of revenue support.

- moved by Councillor Corbett, seconded by Councillor Lang

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)	-	43 votes
For Amendment 1	-	15 votes

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

For Amendment 1: Councillors Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Laidlaw, McLellan, Mitchell, Mowat, Rose, Rust, Smith, Webber and Whyte.)

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To note the findings of the summary report on the Edinburgh Transient Visitor Levy Consultation.
- 2) To note the written evidence submitted to the Scottish Government National Conversation on a Tourist Tax.
- 3) To agree the amended Edinburgh TVL proposal, detailed in Paragraph 3.7 of the report by the Chief Executive.

- 4) To agree that, on the condition that the Scottish Government gives the City of Edinburgh the powers to raise revenues through a Transient Visitor Levy, the Council would take the next steps as detailed in the report.
- 5) To agree that the Leader and Deputy Leader formally write to Scottish Government to share the Council proposal for an Edinburgh scheme and the agreed ways of working to implement the Edinburgh TVL and to inform any ongoing consideration of this issue.
- 6) To further agree that the Leader and Deputy Leader would seek assurance from the Scottish Government that enabling legislation would be brought forward as a matter of priority with a view to the powers commencing as soon as was practicable; and seeking clarity on the principle highlighted in Paragraph 3.5.10 in the report that all income from a TVL would be treated as wholly additional to other forms of revenue support.

(Reference: report by the Chief Executive, submitted)

2 Chair

Decision

The Lord Provost left the meeting during consideration of the foregoing item, and the Depute Convener assumed the chair.

3 Menstrual Conditions - Motion by Councillor Mary Campbell

a) Deputation from Dionne McFarlane

The deputation outlined the effect that having endometriosis had on the ability to function on a day to day basis. She asked that more information be made available and discussion take place within schools to highlight the various menstrual conditions which can arise together with guidance notes for staff and where to find appropriate assistance to help with these conditions.

The deputation indicated that it was important to reach out to all sufferers and stressed that getting support was extremely important. She asked the Council to review the information available to GPs on menstrual conditions and to look into improving and developing resources in order to provide the best possible care for women in Edinburgh.

b) Motion by Councillor Mary Campbell

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

“Council commends the work of Dionne McFarlane, and her campaign to implement better menstrual education and endometriosis awareness in schools.

Council Notes:

That there are many people in Edinburgh who will be suffering from a variety of menstrual conditions.

That an estimated 3-8% of menstruators have Premenstrual dysphoric disorder (PMDD), which causes severe irritability, depression, or anxiety in the weeks before a period. An estimated 15% of people with this condition will commit suicide.

That around 10% of menstruators have Endometriosis, where the tissue that lines the womb is found outside the womb, such as in the ovaries and fallopian tubes, causing severe pain and can lead to difficulties getting pregnant. It is believed to take 7.5 years to get a diagnosis for the condition.

That there are many other serious conditions that affect menstruators, including abnormal uterine bleeding, dysmenorrhea, amenorrhea and menorrhagia, and that awareness of these conditions is generally very low, which can lead to people being undiagnosed for years and unable to get effective treatment and support.

Therefore Council:

- 1) Asks that the current review of guidance and resources for Living and Growing will include information on rarer menstrual conditions.
- 2) Requests that posters be designed with basic information on menstrual conditions like PMDD and Endometriosis for display in appropriate places in schools.
- 3) Requests a guidance note for all school staff about menstrual conditions and how they can support young people within education who have these conditions, which can often lead to time away from school.
- 4) Requests the Council Leader write to the Cabinet Secretary for Education and Skills to request that consideration is given to including more menstrual conditions in the PSE curriculum.

- 5) Requests that the Council Leader writes to the IJB to ask that there is a review of the awareness and training for staff, and the level of support available for the public in rarer menstrual conditions across Edinburgh's Health and Social Care Partnership.
- 6) Requests the Council Leader write to the Cabinet Secretary for Health and Sport to request that consideration is given to increasing awareness and training in rarer menstrual conditions among doctors, especially GPs."

Decision

To approve motion by Councillor Mary Campbell.

4 Ensuring Venues Follow the Fair Fringe Charter - Motion by Councillor Staniforth

a) Deputation from the Fair Fringe Campaign

The deputation were delighted that the Council had signed up to the Fair Fringe Campaign. They stressed that in some cases the charter and standards were disregarded, staff were exploited and overworked, while others had been hospitalised due to stress, dehydration and exhaustion.

They indicated that staff were often provided with sub-standard living accommodation with no food provided and no transports costs covered. Although improvements were being made, some venues were still ignoring Council advice.

The deputation expressed concern at the limited powers the Council had to enforce the guidelines and invited the Council to collaborate with the campaign to help create a fair fringe.

b) Motion by Councillor Staniforth

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

"Council:

- 1) Notes that the council has accepted the principles of the Fair Fringe Charter.
- 2) Notes the Fair Fringe's damning report of C Venues' apparent disregard for the Fair Fringe Charter.

- 3) Believes it should do everything it can to ensure venues engage in the good employment practices of the Fair Fringe Charter and the Festival Workers Welfare Commitment.
- 4) Therefore calls for a briefing to be sent to all members within two cycles detailing what enforcement practice the council could engage in to ensure good workers' welfare at the Fringe. This should include, but not be limited to, potential measures to avoid letting council premises to venues which fail to abide by the Fair Fringe Charter and potential measures to enforce good employment practice via licensing."

Motion

To approve the motion by Councillor Staniforth.

- moved by Councillor Staniforth, seconded by Councillor Mary Campbell

Amendment 1

Council:

Accepts points 1 and 2 of the motion, replaces points 3 and 4 and adds point 5 as follows:

- 3) To note that Council developed its own Edinburgh Festivals Workers' Welfare Commitment, endorsed by Council on 31 May 2018. The Commitment promotes certainty for staff around work breaks, contracted hours, tips and trial shifts. It reminds employers of their legal responsibility to prevent harassment and discrimination.
- 4) To recognise that Council fulfils the terms of the Edinburgh Festivals Workers' Welfare Commitment in all its venues and continues to encourage others to follow the example set by the Council.
- 5) To note that licensing was a part of the Council which was strictly bound by legislation and the legislation which allowed the Council or the Licensing Sub-Committee to refuse to grant a licence had very specific grounds for refusal. Officers would report to the Culture and Communities Committee in two cycles, setting out the Council's powers and options in regard to the enforcement of the Edinburgh Festival Workers Welfare Commitment – including any potential to restrict lets to organisations that did not comply.

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

Amendment 2

To add to the motion:

To make plain a zero tolerance for any employer that break National Minimum or National Living Wage Regulations, including the accommodation offset provisions. Council recognises the importance of employees and employers understanding these regulations and urges workers at the fringe to report any potential breaches to the HMRC without delay.

- moved by Councillor Mitchell, seconded by Councillor Mowat

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 Staniforth:

- 1) To note that the council had accepted the principles of the Fair Fringe Charter.
- 2) To note the Fair Fringe's damning report of C Venues' apparent disregard for the Fair Fringe Charter.
- 3) To note that Council developed its own Edinburgh Festivals Workers' Welfare Commitment, endorsed by Council on 31 May 2018. The Commitment promotes certainty for staff around work breaks, contracted hours, tips and trial shifts. It reminds employers of their legal responsibility to prevent harassment and discrimination.
- 4) To recognise that Council fulfils the terms of the Edinburgh Festivals Workers' Welfare Commitment in all its venues and continues to encourage others to follow the example set by the Council.
- 5) To note that licensing was a part of the Council which was strictly bound by legislation and the legislation which allowed the Council or the licensing sub committee to refuse to grant a licence had very specific grounds for refusal. Officers would report to the Culture and Communities Committee in two cycles, setting out the Council's powers and options in regard to the enforcement of the Edinburgh Festival Workers Welfare Commitment – including any potential to restrict lets to organisations that did not comply.
- 6) To make plain a zero tolerance for any employer that break National Minimum or National Living Wage Regulations, including the accommodation offset provisions. Council recognises the importance of employees and employers

understanding these regulations and urges workers at the fringe to report any potential breaches to the HMRC without delay.

Declaration of Interests

Councillor Mitchell declared a financial interest in the above item as an employee of a fringe venue.

5 Climate Emergency 2030 – Motion by Councillor Burgess

a) Deputation from Divest Scotland

The deputation indicated that urgent and radical action was needed to prevent climate breakdown and urged the Council to take steps to cut off funding for fossil fuel industries.

The deputation outlined its three main demands and asked the Council to declare a climate emergency now, tell the truth and act as if the truth is real.

b) Motion by Councillor Burgess

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

“Council;

- 1) Notes the recent United Nations IPCC report advising that climate-changing pollution must be very significantly reduced over the next 11 years to 2030, in order to prevent global average temperatures increasing beyond 1.5 degrees C and to reduce irreversible, catastrophic impacts of climate change;
- 2) Notes that other local authorities, including Bristol, Scarborough and the London Assembly, have responded to the UN report by declaring a Climate Emergency and setting targets and action plans in-line with the reduction of climate-changing pollution necessary;
- 3) Notes the draft Climate Bill going through the Scottish Parliament that will require local authorities to act in accordance with increased targets for reducing climate-changing pollution by at least 90% by 2050 and also the pressure to increase this target to zero carbon by 2050;
- 4) Further notes the first conclusion from the recent Sustainability Audit by of Professor Andy Kerr of the ECCI that:

‘The City of Edinburgh Council has an unprecedented opportunity to set Edinburgh on a course that will deliver rapid improvements in social and

economic wellbeing for its citizens, as well as meeting stretching climate and environmental targets. This would put Edinburgh at the forefront of global cities’.

- 5) Therefore calls for a report to the Corporate Policy and Strategy Committee, within one cycle, on a Climate Emergency 2030 target for Edinburgh in-line with the latest UN IPCC advice on remaining within a global average temperature rise of 1.5 degrees C above pre-industrial levels, including a detailed assessment of annual emissions from 1990 to date, interim targets consistent with the 1.5 degree limit, and an action plan setting out how this can be achieved.”

Motion

To approve the motion by Councillor Burgess

- moved by Councillor Burgess, seconded by Councillor Booth

Amendment

To accept points 1) – 4) of the motion by Councillor Burgess, delete paragraph 5) and replace with;

“Therefore calls Council to address these concerns within the Council’s response to Professor Kerr’s Audit due for consideration at the Corporate Policy and Strategy Committee in May. This report should include a climate Emergency 2030 target in line with the latest UN IPCC advice on remaining within a global average temperature rise of 1.5 degrees C above pre-industrial levels, an assessment of emissions from the 1990s to date and an action plan setting how this, and further ambitions, can be achieved. The issues raised by the Divest Scotland deputation will also be addressed in this report, or a separate report to the Pensions Committee, as appropriate.”

- moved by Councillor McVey, seconded by Councillor Day

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 Burgess:

Council;

- 1) Notes the recent United Nations IPCC report advising that climate-changing pollution must be very significantly reduced over the next 11 years to 2030, in order to prevent global average temperatures increasing beyond 1.5 degrees C and to reduce irreversible, catastrophic impacts of climate change;

- 2) Notes that other local authorities, including Bristol, Scarborough and the London Assembly, have responded to the UN report by declaring a Climate Emergency and setting targets and action plans in-line with the reduction of climate-changing pollution necessary;
- 3) Notes the draft Climate Bill going through the Scottish Parliament that will require local authorities to act in accordance with increased targets for reducing climate-changing pollution by at least 90% by 2050 and also the pressure to increase this target to zero carbon by 2050;
- 4) Further notes the first conclusion from the recent Sustainability Audit by of Professor Andy Kerr of the ECCI that:

‘The City of Edinburgh Council has an unprecedented opportunity to set Edinburgh on a course that will deliver rapid improvements in social and economic wellbeing for its citizens, as well as meeting stretching climate and environmental targets. This would put Edinburgh at the forefront of global cities’.
- 5) Therefore calls Council to address these concerns within the Council’s response to Professor Kerr’s Audit due for consideration at the Corporate Policy and Strategy Committee in May. This report should include a climate Emergency 2030 target in line with the latest UN IPCC advice on remaining within a global average temperature rise of 1.5 degrees C above pre-industrial levels, an assessment of emissions from the 1990s to date and an action plan setting how this, and further ambitions, can be achieved. The issues raised by the Divest Scotland deputation will also be addressed in this report, or a separate report to the Pensions Committee, as appropriate.

6 Minutes

Decision

To approve the minute of the Council of 13 December 2018 as a correct record.

7 Questions

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

8 Chair

Decision

At this point in the proceedings the Lord Provost resumed the Chair.

9 Leader's Report

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

- Waste Collection Complaints
- Health and Social Care
- Delivery of Key Policies
- Unveiling of Mortonhall memorial statue
- Budget engagement
- Discretionary taxation

The following questions/comments were made:

- | | | |
|---------------------------|---|---|
| Councillor Whyte | - | Edinburgh's economy – public sector workers parking levy |
| Councillor Booth | - | Workplace parking levy |
| Councillor Aldridge | - | Workplace parking levy |
| Councillor Day | - | Frank Donoghue – welcome back |
| | - | Scottish Government funding settlement |
| Councillor Work | - | Former Mayor of Contalmaison - condolences |
| | - | Muirhouse High Rise Flats |
| Councillor Rose | - | Disregard of rule of law |
| Councillor Rae | - | Housing shortage within Edinburgh |
| Councillor Lang | - | Muirhouse area housing – McGill Contactors - administration |
| Councillor Munro | - | Scottish Finance Minister meeting - case for Edinburgh |
| Councillor McNeese-Mechan | - | Success of winter festivals |
| Councillor McLellan | - | Transient Visitor Levy– Marketing Edinburgh |
| Councillor Smith | - | EICC – Economic Impact on Edinburgh |
| Councillor Miller | - | Lothian Buses – George Street |
| Councillor Laidlaw | - | Proposed workplace parking levy |

Councillor Key	-	Welcome report on Housing First
Councillor Cook	-	Workplace parking levy
Councillor Arthur	-	Former Councillor Donaldson
	-	Proposed workplace parking levy

10 Resignation of Councillors/Appointments

Details were provided on the arrangements necessary for the resulting by-election for Ward 12, Leith Walk, following the resignation of Councillor Marion Donaldson as a councillor of the City of Edinburgh Council.

Decision

- 1) To note that arrangements would now be put in place for a by-election for the vacancy in Leith Walk ward (no 12), with polling on 11 April 2019.
- 2) To note that officers working on preparations for the by-election, the poll itself, postal vote processing and the count would require to be released from normal duties.
- 3) To authorise the Chief Executive to make any revisions to polling arrangements, including polling places, as might be required, in consultation with the remaining Leith Walk elected members.
- 4) To agree:
 - the appointment of Councillor Munro to the vacancy on the Committee on the Jean F Watson Bequest.
 - the appointment of Councillor Arthur to the vacancy on the board of Spartans Community Football Academy.
- 5) To appoint to the Labour Group vacancy on the Finance and Resources Committee at the March Council meeting, at which time the Committee's Vice-Convenor would also be appointed. Meantime, to note that Councillor Maureen Child would serve as a substitute member on the committee.

(Reference - report by the Chief Executive, submitted)

11 Appointment to Outside Organisations/Joint Boards

The Council had agreed its political management arrangements and made appointments to a range of outside organisations. A number of Councillors had

resigned from their positions on various organisations and the Council was required to appoint members in their place.

Decision

- 1) To appoint Councillor Gordon in place of Councillor Ian Campbell on the Board of NHS Lothian.
- 2) To appoint Councillor Gordon in place of Councillor Ian Campbell on the Edinburgh Integration Joint Board.
- 3) To appoint Councillor McNeese-Mechan in place of Councillor Ian Campbell on the COSLA Community Wellbeing Policy Board.
- 4) To appoint Councillor Staniforth in place of Councillor Ian Campbell on the board of the Edinburgh International Science Festival Limited (Trading Company).
- 5) To appoint Councillor McNeese-Mechan in place of Councillor Ian Campbell as a member of the Edinburgh Partnership – Community Planning Partnerships – Community Safety.
- 6) To appoint Councillor Howie in place of Councillor Ian Campbell on Life Care (Edinburgh) Ltd as an observer.
- 7) To appoint Councillor Gordon in place of Councillor Kate Campbell as member and Chair of the Edinburgh International Conference Centre Board.
- 8) To appoint the Lord Provost to replace Councillor Kate Campbell as a member of the Capital City Partnership.

(References – Act of Council No 10 of 18 May 2017; report by the Chief Executive, submitted.)

12 Education, Children and Families Committee – Appointment of Religious Representative

The Council had agreed its political management arrangements and made appointments to a range of Committees, Boards, Joint Boards and outside organisations. The Church of Scotland Representative on the Education, Children and Families Committee had resigned and the Council was required to formally appoint a replacement.

Decision

- 1) To note the resignation of Dr Rita Welsh as the Church of Scotland representative on the Education, Children and Families Committee and to

record appreciation for her commitment to the work of the Committee during her tenure.

- 2) To note the nomination by the Church of Scotland of Mrs Fiona Beveridge and to formally appoint her to the Education, Children and Families Committee.

(References: Act of Council No 4 of 24 August 2017; report by the Chief Executive, submitted).

13 Council Diary 2019/20

The draft Council diary for 2019-2020 was presented together with proposed dates for recess periods and Council meetings from August 2020 to August 2021.

Motion

- 1) To approve the Council diary for August 2019 to August 2020 as set out in Appendix 1 to the report by the Chief Executive.
- 2) To authorise the Chief Executive to make minor adjustments to the Council diary as necessary.
- 3) To agree the recess and Council meeting dates for August 2020 to August 2021 as set out in Appendix 2 to the report by the Chief Executive.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

At the end of recommendations insert:

To agree to explore options that would allow council recess periods to mirror the school calendar, reporting back to Corporate Policy and Strategy Committee within two cycles.

- moved by Councillor Miller, seconded by Councillor Booth.

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

Amendment 2

To approve the motion by Councillor McVey as originally proposed.

- moved by Councillor Aldridge, seconded by Councillor Lang

Voting

The voting was as follows:

For the Motion (as adjusted) - 35 votes
For Amendment 2 (the motion as originally proposed) - 22 votes

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

For Amendment 2 (the motion as originally proposed): Councillors Aldridge, Brown, Bruce, Jim Campbell, Cook, Daggart, Douglas, Gloyer, Laidlaw, Lang, McLellan, Mitchell, Mowat, Osler, Ritchie, Rose, Neil Ross, Rust, Smith, Webber, Whyte and Young.)

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To approve the Council diary for August 2019 to August 2020 as set out in Appendix 1 to the report by the Chief Executive.
- 2) To authorise the Chief Executive to make minor adjustments to the Council diary as necessary.
- 3) To agree the recess and Council meeting dates for August 2020 to August 2021 as set out in Appendix 2 to the report by the Chief Executive.
- 4) To agree to explore options that would realign the council recess periods so that they fell within the Local Authority school calendar, reporting back to Corporate Policy and Strategy Committee within two cycles.

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

14 Review of Locality Committees

The Council had agreed to a review of Locality committees taking place at the beginning of 2019. Details were provided on the results of the review together with options for the future of neighbourhood partnerships and proposed next steps.

Motion

- 1) To agree to implement option A in the report by the Chief Executive – to dissolve the Locality Committees on 1 April 2019 and to concentrate resources

on community engagement to the Edinburgh Partnership Community Planning Framework.

- 2) To formally dissolve Neighbourhood Partnerships from 1 April 2019 to allow for their successor Neighbourhood Networks.
- 3) To delegate authority to the Chief Executive to make any such changes to the Council's governance documentation to implement these changes.
- 4) To note that officer support to community planning and community councils was being reviewed to explore how community engagement with the Council's decisions could be better supported.
- 5) To note that Neighbourhood Partnerships had had notable success in promoting community influence in Council decision making, a key element being the delegation of powers such as the community grants fund and the Neighbourhood Environment Programme.
- 6) To note that a driving factor for the establishment of Locality Committees was to explore ways to increase local decision making.
- 7) To note that the neighbourhood networks were not Council committees and as a result Council powers could not be delegated directly to these groups.
- 8) Therefore, to ask that the Chief Executive reports to the Corporate, Policy and Strategy Committee within one cycle on how relevant powers could be delegated in such a way as to enable neighbourhood networks to significantly influence Council decision making.

- moved by Councillor McVey, seconded by Councillor Day

Amendment 1

- 1) To agree to implement option A in the report by the Chief Executive – to dissolve the Locality Committees on 1 April 2019 and to concentrate resources on community engagement to the Edinburgh Partnership Community Planning Framework.
- 2) To formally dissolve Neighbourhood Partnerships from 1 April 2019 to allow for their successor Neighbourhood Networks.
- 3) To delegate authority to the Chief Executive to make any such changes to the Council's governance documentation to implement these changes.
- 4) To note that officer support to community planning and community councils was being reviewed to explore how community engagement with the Council's decisions could be better supported.

- 5) To note the pressures on resources as a result of Locality Committees, and their ward sub-committees.
- 6) To acknowledge that there were further areas of improvement that could be made to the wider political management arrangements of the Council.
- 7) To recognise that scrutiny of Council services to drive service improvement was a key role for elected members and executive committees.
- 8) To request that the Chief Executive report to Council on a re-alignment of the political management arrangements which:
 - a) Addressed the imbalances of workload between executive committees;
 - b) Considered the use of working groups by committees;
 - c) Addressed the lack of policy business at Council meetings;
 - d) Created greater scope for scrutiny of key Council services by executive committees; and
 - e) Should be capable of implementation by 1 August 2019.

- moved by Councillor Mowat, seconded by Councillor Jim Campbell

Amendment 2

To continue consideration of the Review for a maximum of three cycles for a further report to ensure that a fully worked through alternative governance structure could be implemented immediately on approval of any proposed change which would address both the need for democratic accountability of council services at local level and accountability of the council's input as partner to community planning structures, especially the Locality Improvement Plans.

The further report should include:

- a) Clear proposals for the scrutiny of local services by elected members and the local community, statutory scrutiny of police and fire services by the council, scrutiny of the locality delivery of EIJB commissioned health and social care council services;
- b) Clear proposals for decision making by local elected members informed by the local community in the distribution of local budgets, NEP and grants and other local funding;
- c) The option of a full remit and structure for a strengthened role for Neighbourhood Networks with greater powers of scrutiny and influence over local budgets and including the option of reviewing the boundaries of

neighbourhood networks to ensure they make sense locally and support the efficient and effective conduct of business;

- d) A process which would ensure that the Edinburgh Partnership would have a clear governance structure in place immediately on implementation of the recommendations of the Review for all relevant matters relating to the Edinburgh Partnership Community Planning Framework to ensure that the current work of neighbourhood partnerships could be transferred seamlessly.

- moved by Councillor Councillor Aldridge, seconded by Councillor Main

In accordance with Standing Order 21(11), Amendment 1 was accepted as an addendum to the motion.

Voting

The voting was as follows:

For the Motion (as adjusted)	-	43 votes
For Amendment 2	-	14 votes

(For the Motion (as adjusted): The Lord Provost, Councillors Arthur, Barrie, Bird, Bridgman, Brown, Bruce, Cameron, Ian Campbell, Jim Campbell, Child, Cook, Day, Dickie, Dixon, Doggart, Doran, Douglas, Fullerton, Gardiner, Graczyk, Griffiths, Henderson, Howie, Key, Laidlaw, Macinnes, McLellan, McNeese-Mechan, McVey, Mitchell, Mowat, Munro, Perry, Rankin, Rose, Rust, Smith, Watt, Webber, Whyte, Wilson and Work.

For Amendment 2: Councillors Aldridge, Booth, Burgess, Corbett, Gloyer, Lang, Main, Miller, Osler, Rae, Ritchie, Neil Ross, Staniforth and Young.)

Decision

To approve the following adjusted motion by Councillor McVey:

- 1) To agree to implement option A in the report by the Chief Executive – to dissolve the locality committees on 1 April 2019 and to concentrate resources on community engagement to the Edinburgh Partnership Community Planning Framework.
- 2) To formally dissolve Neighbourhood Partnerships from 1 April 2019 to allow for their successor Neighbourhood Networks.
- 3) To delegate authority to the Chief Executive to make any such changes to the Council's governance documentation to implement these changes.

- 4) To note that officer support to community planning and community councils was being reviewed to explore how community engagement with the Council's decisions could be better supported.
- 5) To note that Neighbourhood Partnerships had had notable success in promoting community influence in Council decision making, a key element being the delegation of powers such as the community grants fund and the Neighbourhood Environment Programme.
- 6) To note that a driving factor for the establishment of locality committees was to explore ways to increase local decision making.
- 7) To note that the neighbourhood networks were not Council committees and as a result Council powers could not be delegated directly to these groups.
- 8) Therefore, to ask that the Chief Executive reports to the Corporate, Policy and Strategy Committee within one cycle on how relevant powers could be delegated in such a way as to enable neighbourhood networks to significantly influence Council decision making.
- 9) To note the pressures on resources as a result of locality committees, and their ward sub-committees.
- 10) To acknowledge that there were further areas of improvement that could be made to the wider political management arrangements of the Council.
- 11) To recognise that scrutiny of Council services to drive service improvement was a key role for elected members and executive committees.
- 12) To request that the Chief Executive report to Council on a re-alignment of the political management arrangements which:
 - a) Addressed the imbalances of workload between executive committees;
 - b) Considered the use of working groups by committees;
 - c) Addressed the lack of policy business at Council meetings;
 - d) Created greater scope for scrutiny of key Council services by executive committees; and
 - e) Should be capable of implementation by 1 August 2019.

(References – Act of Council No 4 of 22 November 2018; report by the Chief Executive, submitted.)

15 Planning Statutory Scheme of Delegation

The Council had agreed changes to the statutory scheme of delegation on planning applications to allow more delegated powers in respect of householder development and representations in support of local developments. The proposed changes had been approved by Scottish Ministers and were presented to Council for formal adoption.

Motion

- 1) To agree to adopt the amended Statutory Scheme of Delegation with immediate effect.
- 2) To agree to make the scheme available for inspection in accordance with the regulations and forward the link to the published version to Scottish Ministers.

- moved by Councillor Gardiner, seconded by Councillor Child

Amendment 1

- 1) To agree to adopt the amended Statutory Scheme of Delegation with immediate effect.
- 2) To agree to make the scheme available for inspection in accordance with the regulations and forward the link to the published version to Scottish Ministers.
- 3) Under Clause 16 of the Scheme of Delegation directs that an immediate review be started, to be completed and presented to the Planning Committee without delay, specifically to consider if objector and refusal numbers should be changed from 20 to 12 in clauses 9, 11 & 12 of the Scheme.

- moved by Councillor Whyte, seconded by Councillor Mitchell

Amendment 2

- 1) To note that since the draft scheme of delegation was discussed at Council on 23 August 2018, there has been some community concern expressed that the threshold of 20 objections on householder developments to be determined by officers may be too high.
- 2) To note that the decision at Council is either to adopt the previously approved scheme, or not to adopt it.
- 3) Therefore to agree not to adopt the proposed scheme, but rather to refer the matter to Planning Committee to consider whether the objection threshold for applications to be determined by officers is appropriate given previously

expressed community concerns, and to consider whether setting a lower threshold, such as 12 objections, would be more appropriate.

- moved by Councillor Booth, seconded by Councillor Staniforth

In accordance with Standing Order 21(11), Amendment 1 was accepted as an addendum to the motion.

Voting

The voting was as follows:

For the motion (as adjusted)	-	43 votes
For Amendment 2	-	14 votes

(For the Motion (as adjusted): The Lord Provost, Councillors Arthur, Barrie, Bird, Bridgman, Brown, Bruce, Cameron, Ian Campbell, Jim Campbell, Child, Cook, Day, Dickie, Dixon, Doggart, Doran, Douglas, Fullerton, Gardiner, Graczyk, Griffiths, Henderson, Howie, Key, Laidlaw, Macinnes, McLellan, McNeese-Mechan, McVey, Mitchell, Mowat, Munro, Perry, Rankin, Rose, Rust, Smith, Watt, Webber, Whyte, Wilson and Work.

For Amendment 2: Councillors Aldridge, Booth, Burgess, Corbett, Gloyer, Lang, Main, Miller, Osler, Rae, Rithie, Neil Ross, Staniforth and Young.)

Decision

To approve the following adjusted motion by Councillor Gardiner:

- 1) To agree to adopt the amended Statutory Scheme of Delegation with immediate effect.
- 2) To agree to make the scheme available for inspection in accordance with the regulations and forward the link to the published version to Scottish Ministers.
- 3) Under Clause 16 of the Scheme of Delegation directs that an immediate review be started, to be completed and presented to the Planning Committee without delay, specifically to consider if objector and refusal numbers should be changed from 20 to 12 in clauses 9, 11 & 12 of the Scheme.

(References – Act of Council No 8 of 23 August 2018; report by the Executive Director of Place, submitted.)

16 Edinburgh Living LLPs – Acquisition of Homes – referral from the Finance and Resources Committee

The Finance and Resources Committee had referred a report on the transfer of mid-market and market rent homes being constructed through the Housing Revenue

Account as part of the Council's mixed tenure housebuilding programme to Edinburgh Living on an annual basis to the Council for approval.

Decision

To approve the transfer of 222 homes to Edinburgh Living in 2019/20, with associated funding arrangements, all as set out in the report by the Executive Director of Place.

(References – Finance and Resources Committee 4 December 2018 (item 18); referral from the Finance and Resources Committee, submitted.)

17 Care Inspectorate Progress Review Findings and Provision of Services for Older People – Motion by Councillor Doggart

Details were provided on the progress with implementation of the findings from the Care Inspectorate progress review that had been published on 4 December 2018.

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

“Council

- 1) Notes the publication on 4 December 2018 of the Care Inspectorate's progress review following a joint inspection into the provision of services for older people in the City of Edinburgh (originally published May 2017);
- 2) Is disappointed that the Edinburgh Health and Social Care Partnership has been unable to “develop and deliver an overall programme of improvement”;
- 3) Believes the failure to adopt a suitable strategic approach to an improvement plan has been detrimental to the care provision for older residents of Edinburgh;
- 4) Recognises the changes made in senior operational leadership to improve performance, even though the Inspectorate “found leadership weaknesses had continued following the inspection”;
- 5) Has no confidence in the political leadership of Councillor Ricky Henderson to deliver the changes required to improve services.”

Motion

- 1) To note the progress made to date by the Edinburgh Integration Joint Board and the Health and Social Care Partnership (the Partnership) to implement the recommendations made in the Care Inspectorate's progress review.

- 2) To note that the action plan in relation to the review report would come to the Edinburgh Integration Joint Board for approval following scrutiny by its Audit and Risk Committee.

- moved by Councillor Henderson, seconded by Councillor Ian Campbell

Amendment 1

Council

- 1) Notes the publication on 4 December 2018 of the Care Inspectorate's progress review following a joint inspection into the provision of services for older people in the City of Edinburgh (originally published May 2017);
- 2) Is disappointed that the Edinburgh Health and Social Care Partnership has been unable to "develop and deliver an overall programme of improvement";
- 3) Believes the failure to adopt a suitable strategic approach to an improvement plan has been detrimental to the care provision for older residents of Edinburgh;
- 4) Recognises the changes made in senior operational leadership to improve performance, even though the Inspectorate "found leadership weaknesses had continued following the inspection";
- 5) Has no confidence in the political leadership of Councillor Ricky Henderson to deliver the changes required to improve services.

- moved by Councillor Doggart, seconded by Councillor Whyte

Amendment 2

Delete all and insert,

Council notes:

- 1) The publication on 4th December 2018 of the Care Inspectorate's progress review conducted in June and July 2018, following a joint inspection by the Care Inspectorate and Healthcare Improvement Scotland of Services for Older People in the city of Edinburgh in 2016;
- 2) The appointment of a new Chief Officer and Operations Officer in May 2018;
- 3) The progress review findings that in the Edinburgh Health and Social Care Partnership the pace of change had been slow, including an eight month delay in 2017 in beginning formal planning to address the original findings; that a strategic approach had not been taken to an improvement plan; and that there had not been enough progress in key strategic areas;

- 4) The review finding that, 'The commitment of frontline staff and some managers had been a substantial strength at the time of the original inspection. This remained the case at the time of the review. Where we could see that improvements had been made these had been taken forward by front line staff and middle managers';
- 5) The devastating effect that the failure to deliver the appropriate support when it is needed has, on the health and well-being of older people and their carers on a daily basis, and that in Edinburgh it is not uncommon for large numbers of older people to wait for lengthy periods to get the support they need;

Further notes;

- 6) The need for the EIJB and the Health and Social Care Partnership to develop strategic leadership and planning that will deliver suitable and timely care for Edinburgh's older people;
- 7) The role and responsibility, including statutory duties, that the Council has in providing services commissioned by the EIJB for older people in Edinburgh, and the importance of scrutiny by members;
- 8) Therefore refers this report to the Corporate, Policy and Strategy Committee for discussion and scrutiny.

- moved by Councillor Main, seconded by Councillor Miller

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

Voting

The voting was as follows:

For the Motion (as adjusted)	-	35 votes
For Amendment 1	-	21 votes

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

For Amendment 1: Councillors Aldridge, Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Gloyer, Laidlaw, Lang, McLellan, Mitchell, Mowat, Osler, Rose, Neil Ross, Rust, Smith, Webber, Whyte and Young.)

Decision

To approve the following adjusted motion by Councillor Henderson:

Council notes:

- 1) The publication on 4th December 2018 of the Care Inspectorate's progress review conducted in June and July 2018, following a joint inspection by the Care Inspectorate and Healthcare Improvement Scotland of Services for Older People in the city of Edinburgh in 2016;
- 2) The appointment of a new Chief Officer and Operations Officer in May 2018;
- 3) The progress review findings that in the Edinburgh Health and Social Care Partnership the pace of change had been slow, including an eight month delay in 2017 in beginning formal planning to address the original findings; that a strategic approach had not been taken to an improvement plan; and that there had not been enough progress in key strategic areas;
- 4) The review finding that, 'The commitment of frontline staff and some managers had been a substantial strength at the time of the original inspection. This remained the case at the time of the review. Where we could see that improvements had been made these had been taken forward by front line staff and middle managers.';
- 5) The devastating effect that the failure to deliver the appropriate support when it is needed has, on the health and well-being of older people and their carers on a daily basis, and that in Edinburgh it is not uncommon for large numbers of older people to wait for lengthy periods to get the support they need;

Further notes;

- 6) The need for the EIJB and the Health and Social Care Partnership to develop strategic leadership and planning that will deliver suitable and timely care for Edinburgh's older people;
- 7) The role and responsibility, including statutory duties, that the Council has in providing services commissioned by the EIJB for older people in Edinburgh, and the importance of scrutiny by members;
- 8) Therefore refers this report to the Corporate, Policy and Strategy Committee for discussion and scrutiny.

(Reference –report by the Chief Officer, Edinburgh Health and Social Care Partnership, submitted.)

18 Waste Collection Service Over the Festive Period 2018-19 – Motion by Councillor Corbett

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

“Council

- 1) Notes significant public concern regarding waste service collections over the festive period 2018-19 and the backlog since then.
- 2) Recognises the twin pressures of increased volumes during the festive period and ensuring staffing capacity at the same time.
- 3) Therefore calls for a report to the May 2019 Transport and Environment Committee:
 - Reviewing key lessons from the festive period 2018-19
 - Highlighting changes in volumes in each collection stream over that period
 - Setting out recommendations for festive period 2019-20 and beyond
 - Specifically, assessing options for dealing with christmas trees post festive period.”

Motion

To approve the motion by Councillor Corbett.

- moved by Councillor Corbett, seconded by Councillor Burgess

Amendment

Replace 1) in the motion by Councillor Corbett with

Notes significant public concern regarding waste service collections over the festive period 2018-19, the backlog which arose, and how these issues came on top of the problems which followed the introduction of the new waste collection system in October”.

- moved by Councillor Lang, seconded by Councillor Gloyer

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 Corbett:

Council

- 1) Notes significant public concern regarding waste service collections over the festive period 2018-19, the backlog which arose, and how these issues came on top of the problems which followed the introduction of the new waste collection system in October.
- 2) Recognises the twin pressures of increased volumes during the festive period and ensuring staffing capacity at the same time.
- 3) Therefore calls for a report to the May 2019 Transport and Environment Committee:
 - Reviewing key lessons from the festive period 2018-19;
 - Highlighting changes in volumes in each collection stream over that period;
 - Setting out recommendations for festive period 2019-20 and beyond;
 - Specifically, assessing options for dealing with christmas trees post festive period.

19 Purchase of Land at Granton — Motion by Councillor Mowat

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

“Council

- 1) Notes the Council’s purchase of the land at Granton and its aspirations, as stated in the press, for this land to create a world-class new place incorporating mixed-use development and supporting infrastructure.
- 2) Notes comments by the Council’s Depute Leader that Edinburgh should emulate Dundee’s significant achievements in waterfront regeneration, anchored by the addition of the new V&A museum and creation of a promenade.
- 3) Recognises the success of the competition of 1766 where the then Edinburgh Town Council, under Lord Provost George Drummond, instigated a public competition for architectural submissions for the scheme now known as the New Town.

- 4) Calls for a report in one cycle to the whole council detailing progress on the master plan to date and when and how Competitions and other forms of public submission such as Housing Expos; could be used for elements of the scheme to deliver Edinburgh's own world class waterfront."

Motion

To approve the motion by Councillor Mowat.

- moved by Councillor Mowat, seconded by Councillor Jim Campbell

Amendment

Council:

Accepts points 1 and 2 of the motion by Councillor Mowat and replaces points 3 and 4 with:

- 3) Notes the governance, scrutiny and oversight arrangements in place for the Granton Waterfront programme, which had been agreed by committees of this Council.
- 4) Notes that progress reports had been scrutinised and agreed by Council committees, including updates on the masterplan and collaboration with local communities and key partners to set and achieve a shared vision, outcomes and objectives.
- 5) Agrees that a further report detailing progress so far and a clear timeline for a delivery plan be brought to the Corporate Policy and Strategy Committee within two cycles.

- moved by Councillor Day, seconded by Councillor McVey

Voting

The voting was as follows:

For the motion	-	22 votes
For the amendment	-	34 votes

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

For the amendment: The Lord Provost, Councillors Arthur, Barrie, Bird, Booth, Bridgman, Burgess, Cameron, Ian Campbell, , Child, Corbett, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Graczyk, Griffiths, Henderson, Howie, Macinnes,

McNeese-Mechan, McVey, Main, Miller, Munro, Perry, Rae, Rankin, Staniforth, Watt, Wilson and Work.)

Decision

To approve the amendment by Councillor Day as follows:

- 1) To note the Council's purchase of the land at Granton and its aspirations, as stated in the press, for this land to create a world-class new place incorporating mixed-use development and supporting infrastructure.
- 2) To note comments by the Council's Depute Leader that Edinburgh should emulate Dundee's significant achievements in waterfront regeneration, anchored by the addition of the new V&A museum and creation of a promenade.
- 3) To note the governance, scrutiny and oversight arrangements in place for the Granton Waterfront programme, which had been agreed by committees of this Council.
- 4) To note that progress reports had been scrutinised and agreed by Council committees, including updates on the masterplan and collaboration with local communities and key partners to set and achieve a shared vision, outcomes and objectives.
- 5) To agree that a further report detailing progress so far and a clear timeline for a delivery plan be brought to the Corporate Policy and Strategy Committee within two cycles.

20 Sponsorship of Built Environment and Land Assets – Motion by Councillor Laidlaw

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

“Council

- 1) Notes the significant budget pressures that the City of Edinburgh Council faces, with anticipated cuts of over £41 million for 2019/2020.
- 2) Recognises that, while it has been proposed, the Council has not implemented, or formally reported, on sponsorship of built environment and land assets, such as roundabouts, hard and soft landscaping, parks and seasonal decorations, to help maintain, add and improve assets, provide benefit to communities and reduce capital and revenue costs to City of Edinburgh Council.

- 3) Notes the experience of the Head of Place Management at City of Edinburgh Council in delivering such projects, and asks the Director of Place to bring a report within two cycles to Full Council that outlines options available including cost modelling and specific examples.”

Decision

To note that Councillor Laidlaw had withdrawn his motion.

21 Intelligent Traffic Signals – Motion by Councillor Whyte

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

“Council:

Notes the adoption of Pedestrian Countdown Timers in other UK Cities.

Further notes the effectiveness and advantages of such systems whereby pedestrians feel less rushed when crossing and have greater certainty to decide whether they have enough time to cross. This is particularly the case for those with mobility issues who may cross more slowly and can gain greater confidence from such systems. In addition, these road installations can allow a small reduction in delay to motorised vehicle traffic – a particular issue for public transport in Edinburgh.

Also notes that some traffic light installations in Edinburgh have been adjusted to show a red crossing signal to pedestrians some time before the green signal for vehicle traffic in order to deter pedestrians from starting to cross and that this can cause confusion and frustration for pedestrians that would be eliminated by the use of Intelligent Traffic Signals.

Acknowledges that Edinburgh, as a growing City, needs to maintain traffic flow whilst ensuring pedestrian safety.

Therefore, instructs the Director of Place to report within two cycles on the possibility of installing Intelligent Traffic Signals in Edinburgh as an initial pilot using at least one City Centre and one suburban test site. The report to outline desk research on the variant models operated by other UK local authorities, full costings involved, suitable junctions and pedestrian crossings as trial locations both within and outwith the city centre, a timeframe for installation and a timeline for collecting and analysing the pilot data.”

Motion

To approve the motion by Councillor Whyte.

- moved by Councillor Whyte, seconded by Councillor Brown

Amendment 1

Council

Accepts the 1st paragraph and deletes paragraphs 2 – 5 to be replaced with:

Notes the effectiveness and advantages of systems which place greater emphasis and priority on pedestrian safety and sense of comfort in crossing roads, particularly in adding more time for those who may require longer than some to cross roads.

Acknowledges that any significant change to how pedestrians, cyclists and vehicle drivers interact should take place within the context of the City Centre Transformation project which is currently examining a comprehensive range of measures to enhance movement within the city centre and elsewhere in the city.

Instructs the Director of Place to report to the Transport and Environment Committee within two cycles (May 2019) on the possibility of installing Pedestrian Countdown at Traffic Signals in Edinburgh. The report, timed to coincide with the expected report on the City Centre Transformation, should outline the results of desk research into systems operated by other UK local authorities, an outline of potential costings, possible locations within Edinburgh, and a timeframe for installation and for collecting and analysing any appropriate data.

- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment 2

Add the following wording at the end of the motion:

and agrees this report will also consider other options for improving pedestrian convenience and safety, including, but not limited to, modern puffin crossings and adjustments to pedestrian crossing times, as previously discussed by the Transport and Environment Committee on 3 June 2014.

- moved by Councillor Staniforth, seconded by Councillor Burgess

In accordance with Standing Order 21(11), Amendment 2 was accepted as an addendum to Amendment 1

Voting

The voting was as follows:

For the Motion	-	22 votes
For Amendment 1 (as adjusted)	-	31 votes

(For the Motion: Councillors Aldridge, Barrie, Bridgman, Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Gloyer, Laidlaw, McLellan, Mitchell, Mowat, Osler, Rose, Neil Ross, Rust, Smith, Webber, Whyte and Young.

For Amendment 1 (as adjusted): The Lord Provost, Councillors Arthur, Bird, Burgess, Cameron, Ian Campbell, Child, Corbett, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Graczyk, Griffiths, Henderson, Howie, Macinnes, McNeese-Mechan, McVey, Main, Miller, Munro, Perry, Rae, Rankin, Staniforth, Watt, Wilson and Work.)

Decision

To approve the following adjusted amendment by Councillor Macinnes:

- 1) To note the adoption of Pedestrian Countdown Timers in other UK Cities.
- 2) To note the effectiveness and advantages of systems which place greater emphasis and priority on pedestrian safety and sense of comfort in crossing roads, particularly in adding more time for those who may require longer than some to cross roads.
- 3) To acknowledge that any significant change to how pedestrians, cyclists and vehicle drivers interact should take place within the context of the City Centre Transformation project which is currently examining a comprehensive range of measures to enhance movement within the city centre and elsewhere in the city.
- 4) To instruct the Director of Place to report to the Transport and Environment Committee within two cycles (May 2019) on the possibility of installing Pedestrian Countdown at Traffic Signals in Edinburgh. The report, timed to coincide with the expected report on the City Centre Transformation, should outline the results of desk research into systems operated by other UK local authorities, an outline of potential costings, possible locations within Edinburgh, and a timeframe for installation and for collecting and analysing any appropriate data and agrees this report will also consider other options for improving pedestrian convenience and safety, including, but not limited to, modern puffin crossings and adjustments to pedestrian crossing times, as previously discussed by the Transport and Environment Committee on 3 June 2014.

22 EIJB (Health and Social Care Partnership) – Motion by Councillor Jim Campbell

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

“Council

Require an urgent report from the Chief Executive to detail:

- 1) Any discussions between Council Officers and the Edinburgh Integrated Joint Board on the level of budget contributions from the Council to the Board for financial year 2019 / 2020;
- 2) The level of budget contributions that the Edinburgh Integrated Joint Board has suggested it will require from the City of Edinburgh Council for the coming financial year;
- 3) The process by which any dispute over the required level of budget contribution from City of Edinburgh Council to the Edinburgh Integrated Joint Board would be resolved;
- 4) An explanation of how the City of Edinburgh Council shall manage such a dispute over budget contributions, including details of any financial contingencies and temporal mismatches in the budget timelines of the Council and the Board.
- 5) An opinion from the Council's Section 95 Chief Financial Officer on the impact of Council setting a budget that may not include our best understanding of in year expenditure pressures.”

Decision

To approve the following adjusted motion by Councillor Jim Campbell:

Council

Requires an urgent briefing from the Chief Executive to detail:

- 1) Any discussions between Council Officers and the Edinburgh Integrated Joint Board on the level of budget contributions from the Council to the Board for financial year 2019 / 2020;
- 2) The level of budget contributions that the Edinburgh Integrated Joint Board has suggested it would require from the City of Edinburgh Council for the coming financial year;

- 3) The process by which any dispute over the required level of budget contribution from City of Edinburgh Council to the Edinburgh Integrated Joint Board would be resolved;
- 4) An explanation of how the City of Edinburgh Council shall manage such a dispute over budget contributions, including details of any financial contingencies and temporal mismatches in the budget timelines of the Council and the Board;
- 5) An opinion from the Council's Section 95 Chief Financial Officer on the impact of Council setting a budget that might not include our best understanding of in year expenditure pressures.

23 Budget Consultation – Motion by Councillor Jim Campbell

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

“Council

Notes the amendment Councillor Corbett placed before the Finance and Resources Committee on 27 September 2018, which received cross-party support and the Committee wisely agreed.

Thanks Officers for their efforts in trying to discharge the amendment.

But is disappointed that public feedback in the budget deliberations of Council this year has been significantly constrained by the lack of any effective choice. Requires future budget consultations to detail individual budget savings that the Edinburgh residents could support or oppose, where the sum of all the individual savings adds to at least 120% of the total saving that has been identified as being required.

Implores this Council Administration to issued budget consultation for public feedback in a way and in a timescale in which that feedback can influence the final budget decisions over the days, weeks and months ahead.”

Motion

To approve the motion by Councillor Jim Campbell.

- moved by Councillor Jim Campbell, seconded by Councillor Rust

Amendment 1

Council:

- 1) Notes the Motion from Councillor Jim Campbell;

- 2) Supports the points raised in the first two sentences;
- 3) Notes that 'Feedback on the Change Strategy and Budget Proposals 2018' was reported to the Finance and Resources Committee on 1 February 2019.
- 4) Notes that the Council had engaged extensively since last October with both staff and the public on the Change Strategy 2019/2023. This has resulted in 1,597 responses to the consultation document, Planning for Change and Delivering Services.
- 5) Notes that the Council had been one of the first authorities in Scotland to publish detailed saving proposals for the next four years and a long-term change strategy – not just a one-year budget. The feedback from this consultation document and the specific budget proposals issued on 18 January 2019 for feedback until 11 February 2019 will be reported to Council on 21 February 2019 along with Integrated Impact Assessments; and
- 6) Commits to a Council-wide, cross-party, evaluation to improve future budget consultation

- moved by Councillor Rankin, seconded by Councillor Child

Amendment 2

Keep paras 1 and 2 of Councillor Jim Campbell's motion.

Delete paras 3 and 4 and replace with:

Recognises the value in the council seeking feedback on medium term budget strategy, particularly in light of the national budget agreement secured by Green MSPs which includes a commitment to 3 year budget settlements and a fiscal framework; however, equally recognises that people in the city expect to be able to offer views on specific budget options in a timely and meaningful way; and therefore agrees to a review of budget engagement process to be reported to Finance and Resources Committee before end of May 2019.

- moved by Councillor Corbett, seconded by Councillor Miller

In accordance with Standing Order 21(11), Amendment 2 was accepted as an addendum to the motion, and adjusted and accepted as an addendum to Amendment 1.

Voting

The voting was as follows:

For the motion (as adjusted)	-	26 votes
For Amendment 1 (as adjusted)	-	26 votes

(For the motion (as adjusted): Councillors Aldridge, Brown, Bruce, Burgess, Jim Campbell, Cook, Corbett, Doggart, Douglas, Gloyer, Laidlaw, McLellan, Main, Miller, Mitchell, Mowat, Osler, Rae, Neil Ross, Rose, Rust, Smith, Staniforth, Webber, Whyte and Young.

For Amendment 1 (as adjusted): The Lord Provost, Councillors Arthur, Barrie, Bird, Bridgman, Cameron, Child, Day, Dickie, Dixon, Doran, Fullerton, Gardiner, Graczyk, Griffiths, Henderson, Howie, Macinnes, McNeese-Mechan, McVey, Munro, Perry, Rankin, Watt, Wilson and Work.)

Decision

In the division, 26 members having voted for the motion (as adjusted) and 26 members for Amendment 1 (as adjusted), the Lord Provost gave his casting vote for Amendment 1 (as adjusted) and the Council resolved as follows:

Council:

- 1) Notes the amendment Councillor Corbett placed before the Finance and Resources Committee on 27 September 2018, which received cross-party support and the Committee wisely agreed.
- 2) Thanks Officers for their efforts in trying to discharge the amendment.
- 3) Notes that 'Feedback on the Change Strategy and Budget Proposals 2018' was reported to Finance and Resources Committee on 1 February 2019.
- 4) Notes that the Council had engaged extensively since last October with both staff and the public on the Change Strategy 2019/2023. This had resulted in 1,597 responses to the consultation document, Planning for Change and Delivering Services.
- 5) Notes that the Council had been one of the first authorities in Scotland to publish detailed saving proposals for the next four years and a long-term change strategy – not just a one-year budget. The feedback from this consultation document and the specific budget proposals issued on 18 January 2019 for feedback until 11 February 2019 would be reported to Council on 21 February 2019 along with Integrated Impact Assessments.
- 6) Commits to a Council-wide, cross-party, evaluation to improve future budget consultation.

24 Settled Status for EU Citizens – Motion by Councillor Booth

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

“Council:

- 1) Warmly welcomes the positive impact made by EU Nationals to the cultural, economic and social life of our city, agrees they should be made to feel welcome here, and is honoured and delighted that so many EU Nationals have chosen to make their home in Edinburgh;
- 2) Notes the settled status scheme run by the UK Government which requires 3.5 million EU nationals resident in the UK to apply for “settled status” or risk deportation;
- 3) Welcomes the U-turn announced by the UK Government in January 2019 that the proposed £65 for the settled status application has been withdrawn;
- 4) Nonetheless condemns the retrospective nature of any applications, which forces EU Nationals who have already made their homes in the UK to apply for a right that they already have; further condemns in the strongest terms the implication that those EU Nationals resident in the UK who do not apply may be subject to deportation;
- 5) Condemns the fact that a number of EU Nationals who have lived here for many years have been refused settled status by an online system for unspecified reasons and with no apparent appeal process;
- 6) Agrees the Council Leader will write to UK Home Secretary raising concerns about the settled status scheme & urging them to amend the scheme urgently to ensure that people who have chosen to make their lives here under the auspices of the EU’s Freedom of Movement should be welcome to stay without any further documentation and should be entitled to retain the rights they currently have after the UK leaves the EU.”

Motion

To approve the motion by Councillor Booth

- moved by Councillor Miller, seconded by Councillor Staniforth

Amendment

Council

Deletes clauses 4), 5), and 6) of the motion by Councillor Booth.

- moved by Councillor Doggart, seconded by Councillor Smith

Voting

The voting was as follows:

For the motion	-	36 votes
For the amendment	-	14 votes

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

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

Decision

To approve the motion by Councillor Booth.

25 LGBT History Month – Motion by Councillor Day

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

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

“That Council;

- 1) Recognises February as LGBT + History Month, both in 2019 and going forward.
- 2) Calls on elected members to do their part both locally and, where relevant, through the responsibility of their office, to stand up and champion LBGT + people and support LBGT + history month.
- 3) Marks this event accordingly by flying the pride flag from City Chambers for the duration of month of February as a gesture of support.”

Motion

To approve the motion by Councillor Day.

- moved by Councillor Day seconded by Councillor McVey

Amendment

Council adds to the motion by Councillor Day:-

- 4) Extends the Council's best wishes to all the organisers and participant of LGBT History Month since its UK launch at the Tait Modern in 2004.

- moved by Councillor Jim Campbell, seconded by Councillor Mitchell

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 Day:

- 1) To recognise February as LGBT + History Month, both in 2019 and going forward.
- 2) To call on elected members to do their part both locally and, where relevant, through the responsibility of their office, to stand up and champion LBGT + people and support LGBT + history month.
- 3) To mark this event accordingly by flying the pride flag from City Chambers for the duration of month of February as a gesture of support.
- 4) To extend the Council's best wishes to all the organisers and participant of LGBT History Month since its UK launch at the Tait Modern in 2004.

Appendix 1

(As referred to in Act of Council No 7 of 7 February 2019)

QUESTION NO 1

By Councillor Corbett for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 7 February 2019

Question

In light of the draft budget settlement for Edinburgh issued on 18 December 2018 which has increased the provisional budget gap faced by the city council in 2019-20 from £28m to £39m and, given the absence of any commitment in the draft budget for Scotland on greater fiscal flexibility for Scottish local authorities, what impact does the convener believe that he and senior colleagues have had in making the case for Scotland's capital to get a fair funding settlement?

Answer

Following Stage 1 consideration of the Budget bill on 31st January, and the announcements by the Cabinet Secretary for Finance, the estimated budget savings requirement for 2019/20 is now £33.1m.

The Council Leader and I have met or contacted the Cabinet Secretary for Finance, the Minister for Public Finance, their Special Advisers, MSPs and MPs to convey our views on the Financial Settlement for Edinburgh announced in December last year.

We emphasised the need for an increase in revenue funding, for greater relief on the £2.4m estimated Council share of the rise in teachers' superannuation costs and our view that the Council should have greater powers to raise its own revenue, identifying specifically the case for a Transient Visitor Levy and a Workplace Parking Levy.

As members will be aware, the Scottish Government has moved in a favourable direction on all these points. These

have all been notable successes, particularly in view of the very great competing demands on the Scottish budget from elsewhere in the public sector.

The administration's budget proposals will take account of these changes and what we have heard during public engagement on the draft budget proposals.

**Supplementary
Question**

Yes thanks Depute Convener. Obviously I submitted the question well before Christmas and of course the picture has continued to change hence for clarification I'd like to pick up on that part of the answer which is about greater fiscal flexibility for councils. The budget agreement last week committed to reform in a number of ways, greater funding powers, some of which were discussed today, three-year budgets, fiscal framework and a replacement for Council Tax among others. So does the Finance Convener agree with the COSLA Finance lead, Conservative Councillor McGregor and COSLA President, Labour Councillor Evison, the Green MSPs have shown the value of constructive engagement on budget reform which produces actual results.

**Supplementary
Answer**

Thank you Depute Convener. I'm happy to acknowledge as I think everybody will be aware of the role of the Green Party MSPs in negotiating with the Scottish Government on the budget and we've seen the outcome of those negotiations and everything that's come out of that is something that I think the Administration warmly welcomes. We're happy to look in future at whatever other proposals may come forward about increasing the revenue raising ability of councils themselves.

QUESTION NO 2

By Councillor Corbett for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 7 February 2019

Question

In light of the £17.9m cut on like for like government revenue funding for Edinburgh in 2019-20, by how much would council tax have to rise to offset that reduction, both as a percentage rise and as an amount within each band?

Answer

Members received an update on the impact of the provisional Local Government Settlement for 2019/20 at the Finance and Resources Committee meeting on 1 February 2019. This level of settlement increased the overall in-year savings requirement by £8.9m, once account was taken of existing overall, and health and social care-specific, funding assumptions.

While there is a risk that increasing Council Tax levels by more than 3% would trigger a consequent loss of corresponding, or greater, amounts of grant funding, if this increased requirement were addressed solely by means of changes to Council Tax, it would result in a further rise of 3.2% (i.e. a total of 6.2% for the year), resulting in the following increases per band:

Band	Existing Council Tax levels	Assumed Council Tax increase per budget framework (i.e. 3%)	Further required increase to address provisional level of grant funding relative to current framework assumptions (i.e. additional 3.2% increase)
	2018/19	2019/20	2019/20
A	£826.79	£24.80	£26.46
B	£964.60	£28.94	£30.87
C	£1,102.39	£33.07	£35.28
D	£1,240.19	£37.21	£39.69
E	£1,629.47	£48.88	£52.14
F	£2,015.31	£60.46	£64.49
G	£2,428.71	£72.86	£77.72
H	£3,038.47	£91.15	£97.23

QUESTION NO 3

By Councillor Osler for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 7 February 2019

In November 2017 I asked a question of the Convener of Transport and Environment, regarding the number of pedestrian crossings in Edinburgh which had been fitted with a pedestrian signalling box with rotating cones underneath which enable partially sighted individuals to know when it is safe to cross. As a follow up I asked how many of these cones were actually functioning. The Convener was unsure at the time but assured me that she would come back to me in an individual basis and if necessary to the Chamber, with information about the working cones. In her words “If there is a problem, a widespread problem, we’ll put in place a programme to make sure that those are fitted correctly.”

Question (1) Has any further research been done on the 409 traffic signal installations in the city that have rotating cones to see if they are functioning?

Answer (1) There are currently no recorded faults with any of the rotating cones. Faults are actioned immediately when reported and an annual inspection is undertaken for all tactile rotating cones.

Question (2) Has a programme been put into place to make sure that they are fitted correctly?

Answer (2) All tactile rotating cones are fitted as per the manufacturers’ recommendations.

Supplementary Question Thank you and I thank the Convener for her responses. Apologies again for labouring this points, because I know it has been raised previously by myself, just want to get a bit of clarity. So to be clear, of the 596 traffic installations in the city, the 409 had been fitted with rotating cones, all are functioning and have been checked in the last year, a simple yes or no will suffice.

Supplementary Answer I understand that to be the case Councillor Osler, thank you.

QUESTION NO 4

By Councillor Osler for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 7 February 2019

Question (1) Since the introduction of the new service last October there have been delays on a weekly basis to the Friday collection of waste, in particular food waste, right across the Inverleith Ward. Why is this happening?

Answer (1) It is clear that there have been occasions where there has been a delay in Friday collections in the west of the city. Friday is the last collection day of the week and analysis of the issues recently experienced would indicate that the impact of missed collections earlier in the week did impact on the collection schedule on a Friday.

Question (2) What is being done to improve the situation?

Answer (2) Resources have been realigned within Waste and Cleansing, as outlined in my note to elected members on 22 January, to address these issues in the short term and we are seeing a significant reduction in complaints as a result of this. Work is on-going to complete the development of the waste transfer station at Bankhead by summer 2019 which will also help to improve the service in the west of the city. The Transport and Environment Committee was invited to tour that facility, along with other strategic Waste development facilities, on 30th January.

Supplementary Question Thank you very much and thank you again Convener for your responses. It's now been 129 days since the new waste collection system came into effect yet it still not working. Now we've been provided with the revelation that the particular problem with collections on a Friday is because Friday comes towards the end of the week, if only we'd known this before. Is the Convener seriously suggesting to me and to my residents that it could take until the summer before everything is working as it should be if not when exactly will this problem be resolved.

**Supplementary
Answer**

Thank you Councillor Osler. I think though you've somewhat misinterpreted the information that's been provided to you in this answer. As far as I'm concerned I have been informed by the service and it's reflected in the missed bin figures that we are pretty much back on schedule. Now the answer that you were provided with here in the written answer related to your assertions in the question. The situation has now changed, it has changed quite dramatically over the last two weeks. We've seen a massive drop in problems, we are back fully on schedule in terms of collections, so there's no question about the Friday collection somehow continuing to be a problem until the summer. The second answer relates to the ongoing strategic work that we are doing within waste, where we have seen the opening of the Bankhead transfer station. That's going to be of immense importance to our ability to continue to drive down those missed bin complaints, it provides us with longer periods when people are actually collecting bins instead of having to travel to tip etc etc. So I think there is a question of a time delay really in both your question and the answer that has been given and the reality on the ground now.

QUESTION NO 5

**By Councillor Osler for answer by
the Convener of the Transport and
Environment Committee at a meeting
of the Council on 7 February 2019**

Question (1) Over the Christmas period what contingencies were put in place to make sure that communal recycling units were emptied more frequently to reflect seasonal demand?

Answer (1) Over the Festive period, additional resources were deployed on Mondays to collect communal dry mix recycling. The collections for communal glass and paper collections are carried out by contractors on behalf of the Council:

- For glass, additional collections were planned to take account of the public holidays.
- For paper, collections were rescheduled to take account of the public holidays.

Question (2) What checks were done to make sure these uplifts were carried out by our contractors?

Answer (2) Missed bin service requests are automatically directed to the contractor on receipt. In addition, a monthly review of performance is carried out and any issues are followed up directly with the contractors.

Question (3) What sanctions were put in place or applied in the event of performance failures?

Answer (3) The Council can seek damages to recover costs incurred as a result of service failure. However, the contractor will always be asked to address the issues in the first instance and, on this occasion, the Council has not incurred any additional costs and therefore no damages have been claimed.

**Supplementary
Question**

Thank you and thank you again Convener for your responses. I wondered does the Convener think that the current contract is fit for purpose if the Council still ends up paying full price even when the contractor isn't performing as it should. I know of other local authorities which have clauses in their contracts that allow for reduced payments if the company does not meet its performance. Isn't this something we should be considering?

**Supplementary
Answer**

Councillor Osler, it's quite clear that we are able to use that contract to seek damages to recover costs incurred as a result of service failure. I'm not quite sure what the basis of your question is but I think that it is there and available. I think is quite an interesting point though to look at the question of contracts when it comes to waste collection delivery. If we had proceeded under the alternative business model which of course at some point was quite fashionable two Administrations ago, if we were looking at our last complete year 2017-2018, on the basis of that year, we would have been looking at 0.3% missed bin collection levels as an acceptable level within that contract. Based on the scheduled collections for the year that would have allowed the contractor to have had 64,800 complaints against the total own waste service actually delivered in that year - we received only 39,000 at that point across the entire year. I think that gives you some indication of both the quality of the work that the waste service does in general and the fact that we made the right decision not to go with the ABM model.

QUESTION NO 6

**By Councillor Johnston for answer
by the Convener of the Transport and
Environment Committee at a meeting
of the Council on 7 February 2019**

Could the Convener advise of the following:

Question (1) How many parking enforcement officers are deployed at any one time

Answer (1) 73 enforcement officers are deployed on each weekday.

Question (2) How many problem parking 'hot-spots' are currently designated?

Answer (2) There are currently seven streets on the Council's priority street list:

- Leith Walk;
- Annandale Street;
- Bellevue Gardens;
- North Clyde Street Lane;
- Piershill Place;
- Belford Gardens; and
- Nicolson Square.

In addition, the Council receives approximately 90 requests for ad hoc Parking Attendant visits per month. These requests are prioritised and managed and feedback is received from our enforcement contractor on each. Where streets appear regularly, these will be added to the priority street list for a period (the period a street is included on the list will depend on the nature of the issues).

Question (3) How many tickets were issued in 2018?

Answer (3) 184,570 parking tickets were issued in 2018.

Question (4) Can answers to 1 to 3 be provided on a ward by ward basis?

Answer (4) The information is not held in this way.

**Supplementary
Question
(By Councillor
Rust)**

Depute Convener with your permission I've been given the supplementary task on behalf of Councillor Johnston who's not here today. Firstly I thank the Convener for her answers but seek clarification in respect of answer 4, why is this information not held in this way ie in a ward to ward basis, thank you?

**Supplementary
Answer**

The ward by ward basis is something that comes up regularly in the questions to me around core services. Inevitably in a council like this we have built up policy, we have built up reporting systems, we have built up methods of operating on an evolutionary basis. If I was to ask all of the core services to turn round and start providing them in exactly the way in which our opposition Councillors want them to be provided I think it is something of a waste of Council resources. Where possible I always provide them on a ward by ward basis. In other ways it's perfectly reasonable to provide them in a broader context. If you want to drill down with them please feel free to e-mail me. I receive a rare e-mail from my opposition Councillors. It would be helpful if he came to me directly instead of going straight into a Council question.

QUESTION NO 7

By Councillor Laidlaw for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 7 February 2019

Question (1) Can the Convener confirm when the proposed clear-up of the A1 arterial route (within City of Edinburgh boundaries) will be complete and why this work which she stated at September Council “is anticipated that this work will be undertaken in October 2018.” Is still outstanding?

Answer (1) As previously stated, the decision was taken to seek an external contractor to carry out maintenance on the arterial routes in the city due to the specialist nature of the work and the training and equipment required. No tenders were received for this work when advertised.

Question (2) Can the Convener please provide a broader update on the timescale procurement for routine grounds maintenance of arterial routes (identified at October Council as the A1, A199, A8, A70, A71, A90) following the meeting of officers with Transport Scotland to discuss the potential for collaborative working for these activities, confirmed at Full Council in October?

Answer (2) Officers are meeting with Transport Scotland on 5 February to discuss opportunities for collaborative working, including the maintenance of arterial routes.

Supplementary Question Thank you Depute Convener and I thank Councillor Macinnes for the answers. It’s good to know we can rely on the Convener to lead by example when it comes to recycling, but can I ask the Convener if it is in any way acceptable my constituents have waited over a year since first coming to me about the state of the A1 arterial routes through my ward, that we have seen in the news that some of them are now taking it into their own hands to clear up on the side of this fast moving and dangerous road, that today they are given a rehashed answer which actually contradicts

promises made in October Council, that the work in the absence of a private contractor would be handled by Council staff and that the answer suggests this is a trivial concern. The answer to the second part that dismisses maintenance of arterial roads is something so trifling that the Convener couldn't find time in her diary in the past four months to meet with Transport Scotland, but perhaps it is low in her priorities, when she's playing Baron Haussman with the city centre or promoting electrified bicycles like Sir Clive Sinclair, but it's to the detriment of ordinary residents in my Ward whose bins are not collected, whose roads are not maintained and whose verges on the A1 are allowed to get littered and overgrown. So perhaps today she will commit to a timescale for clearing the A1 and moving forward with arterial road maintenance.

**Supplementary
Answer**

I hesitate to say thank you for that particularly personal approach, but thank you Councillor Laidlaw. In no way have I suggested that this is a trivial matter and the answer that I gave you on 20 September, much of it still pertains and the reason for that is about health and safety for our workers. We said at the time that we had put a contract out for tender, the fact that no private sector organisation came forward to answer those tenders is something that we have limited control over. The next step is to work with Transport Scotland to discover whether or not we can actually find some way of creating a more attractive framework agreement presumably across different local authorities that will allow those tenders to be met. There's no question about a trivial approach to it, there's certainly not a trivial approach to health and safety of our workers.

QUESTION NO 8

**By Councillor Mowat for answer by
the Convener of the Planning
Committee at a meeting of the
Council on 7 February 2019**

Question

Could the Convener provide a table showing:

- a) the number of enforcement cases registered each month in 2018 regarding short term lets;
- b) the number of enforcement actions taken;
- c) the number of enforcement actions appealed and the outcome of the appeals?

Answer

Please refer to the table below.

2018	Number of Enforcement Cases Registered	Number of Actions Taken	Number of Actions Appealed	Outcome at Appeal
January	6	2	0	0
February	4	1	1	Notice upheld
March	10	5	3	3 Notices upheld
April	3	1 pending	0	0
May	2	1	0	0
June	9	1	0	0
July	6	1	0	0
August	23	1	0	0
September	5	0	0	0
October	11	0	0	0
November	1	0	0	0
December	16	0	0	0
Totals	96	13	4	4 Notices upheld

QUESTION NO 9

**By Councillor Booth for answer by
the Convener of the Transport and
Environment Committee at a meeting
of the Council on 7 February 2019**

- Question** (1) Please list the number of cycle racks that have been installed by the Road Safety and Active Travel team since 1 January 2016, listed by
- a) those installed on the roadway,
 - b) those installed on the footway, and
 - c) those installed elsewhere?

- Answer** (1) a) 5 cycle racks have been installed on the roadway.
- b) 538 cycle racks have been installed on the footway.
- c) 315 cycle racks have been installed elsewhere.

- Question** (2) Please list the number of cycle racks that have been installed by each locality since 1 January 2016, listed by
- a) those installed on the roadway,
 - b) those installed on the footway, and
 - c) those installed elsewhere?

- Answer** (2) The installation of cycle racks is carried out by the Active Travel team, with support and input from locality transport officers.

- Question** (3) Please list the number of Edinburgh cycle hire docking points that have been installed, listed by
- a) those installed on the roadway,
 - b) those installed on the footway, and
 - c) those installed elsewhere?

- Answer** (3) a) There have been no cycle hire docking points installed on the roadway.
- b) 39 cycle hire docking points have been installed on the footway.
- c) 11 cycle hire docking points have been installed elsewhere.

- Question** (4) Does the council consider that a TRO is required to install a cycle rack on
- a) the roadway, and
- b) the footway, and what is the reason in each case?

- Answer** (4) a) If the rack is installed within a marked cycle bay on the road, a Traffic Regulation Order (TRO) is required to introduce an enforceable restriction on use of the bay by other vehicles. If changes to traffic, parking or loading restrictions are required to accommodate the bay, a TRO would also be required to alter the existing restrictions.

If the rack is installed on a new footway build-out and changes to traffic, parking or loading restrictions are required to accommodate the build-out, a TRO is required to alter the existing restrictions.

If the rack is installed on a new footway build-out and changes to traffic, parking or loading restrictions are not required to accommodate the build-out, a TRO would not be required. Vehicles are not permitted to use the footway, so no additional restrictions are required.

- b) If the rack is installed on the existing footway, a TRO is not required. Vehicles are not permitted to use the footway, so no additional restrictions are required.

- Question** (5) What is the approximate cost of providing a build-out to accommodate on-road cycle racks, and are these required in every instance where a cycle rack is installed on the roadway?

Answer (5) The cost of providing a build-out will vary significantly according to various factors, including:

- the size of the build-out;
- the materials used (e.g. the use of natural stone materials will significantly increase costs);
- whether additional road or footway drainage apparatus is required;
- the location of the build-out and the consequent temporary traffic management arrangements and working restrictions during construction; and
- whether a TRO and/or a Redetermination Order (RSO) is required

Depending on the above, a budget estimate for a build-out to accommodate cycle racks could vary between £2,000 and £5,000, not including the cost of any TRO/RSO (see response to Question (6) below).

As an alternative to providing a new build-out, racks could be installed within a marked cycle bay on the road.

Question (6) What is the approximate budgeted cost of pursuing

- a) a TRO;
- b) an RSO for a cycle rack on the roadway?

Answer (6) A budget estimate for the cost of promoting either a TRO or an RSO for a cycle bay or build-out would be approximately £2,000. This could increase significantly if an objection led to a public hearing.

Supplementary Question Thank you Depute Convener and I thank the Convener for her answer. It will be a concern to many in the cycling and walking community that the cost of putting a cycle rack on road could be up to £7,000 more than putting on the footway, if both the build out and a Traffic Regulation Order is required, and it will be a concern that less than 1% of the cycle racks that we've installed have been on roads, which would seem to complement and agree with the transport mode hierarchy which would suggest that we should be taking from unsustainable modes and giving it to active travel. Will she agree to write to the Cabinet Secretary urging him to make the Traffic Regulation Order more

streamlined as part of the current Transport Bill and will she also agree to discuss with officers whether a Traffic Regulation Order is actually needed for an on-road cycle rack since I understand that many London boroughs do it without and indeed in Edinburgh itself many waste and bin stations are provided without a Traffic Regulation Order.

**Supplementary
Answer**

Thank you Councillor Booth. I agree with you very much about our desire to be able to move much more quickly around these issues, to a resolution that is both less expensive and more easily justifiable in terms of where we take the space from to add these much-needed facilities into the city. I'm very happy to write to the Cabinet Secretary, the Council has in the past provided input in through the Active Travel Task Force, for example on exactly this topic and I'm happy to draw it to his attention again. Discussions with officers are ongoing. I share your dismay at the potentially large cost, I should stress that that is one end of the spectrum, it is possible somehow to deliver them on a much cheaper basis but of course every instance of a build out is very dependent on its precise location. I've also asked officers to look at how we can combine the cost of a possibility of build outs with other functions, so for example the electric vehicle infrastructure that were now looking at whether or not they can combine build outs for both bike parking and electric vehicle structure again presumably to get some degree of benefit around the cost and the time and the processes required to make that happen.

QUESTION NO 10

**By Councillor Lang for answer by the
Leader of the Council at a meeting of
the Council on 7 February 2019**

Question (1) How many press releases or press statements has he issued since 12 December 2018 criticising the Scottish Government's proposed reduction in the Council's revenue grant for 2019/20 and will he provide links to such statements?

Answer (1) This information is publicly available.

Question (2) How many blogs or opinion articles has he had published since 12 December 2018 criticising the Scottish Government's proposed reduction in the Council's revenue grant for 2019/20 and will he provide links to such articles?

Answer (2) This information is publicly available.

Question (3) How many tweets has he issued on Twitter since 12 December 2018 criticising the Scottish Government's proposed reduction in the Council's revenue grant for 2019/20 and will he provide the dates and times of any such tweets?

Answer (3) This information is publicly available.

Question (4) How many speeches has he made since 12 December 2018 criticising the Scottish Government's proposed reduction in the Council's revenue grant for 2019/20 and will he publish the text of any such speeches given?

Answer (4) This information is publicly available.

Supplementary Question Thank you very much. It's been a rather amusing 24 hours to have had such encouragement from Labour Councillors to tell me that I should submit a Freedom of Information request for the information that I had sought in this question. Depute Convener, isn't it clear that the Leader of the Council

has chosen to avoid answering these questions because the answer to question 1 is zero, to question 2 is zero, to question 3 is zero, and to question 4 is zero. He's made no public criticism of the Scottish Government for cutting tens of millions of pounds from the Council budget. So my question is this. When will he accept that his approach is part of the problem and that Ministers will continue to slash hundreds of millions of pounds from Council budgets like ours, in the full knowledge and confidence that it will always be met with such meek acquiescence from their colleagues in local government.

**Supplementary
Answer**

I'm tempted to remind Councillor Lang that there are two, I think it's two, Liberal Democrat leaders or co leaders in the country. I'd like to know what either of them have managed to get for their communities out of the budget process because I certainly did a very clear ask in terms of the powers that we needed and in terms of the resource levels that we needed and some of the ring-fencing elements in particular that were causing us issues. It's worth reminding Councillor Lang, since the first budget was announced to the budget that was approved in parliament, the government took off £2.4 m worth of IJB ring-fencing that meant than budget assumptions we had, which we took to Finance and Resources Committee just last week, held without any threat whatsoever of sanction. It meant our budget was entirely compliant with the terms of the Scottish Government set outline. We also have got a well-publicised 2 elements of national policy that has been changed, complying with this Administration's programme. So Councillor Lang might think that my approach is the wrong approach, I would ask him to highlight maybe from one of his one and a half Council leaders that he's got elsewhere in his party or any other Council leader in this entire country, what have they got out of the budget that somehow I haven't.

QUESTION NO 11

By Councillor Lang for answer by the Deputy Leader of the Council at a meeting of the Council on 7 February 2019

Question

On 17 January, the Vice Convener of the Housing and Economy Committee said: "I cannot begin to describe how furious, frustrated, and let down I feel by the ineptitude of the SNP Edinburgh Council Leadership in relation to standing up for Edinburgh". Does the deputy leader of the Council share this view?

Answer

No

Supplementary Question

Thank you Depute Convener. Can I firstly congratulate the Deputy Council Leader for giving what I thought was a refreshingly straight answer to a straight question. He's certainly encouraged me to ask him more questions in future. But can I just clarify, if he didn't feel furious, frustrated, and let down by the ineptitude of the SNP Council leadership as Councillor Cameron did, what emotions did he feel over the ineptitude of the SNP Council leadership?

Supplementary Answer

Thank you Depute Convener. I think Councillor Lang, every member of my party is entitled to have their own opinion and they freely express that.

QUESTION NO 12

By Councillor Lang for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 7 February 2019

Question

What progress has been made to implement the actions which arose from the parking monitoring report provided to Almond ward councillors on 12 July 2018? (please note that this information has been sought from parking officials through repeated emails since 2 December but none have been answered or acknowledged).

Answer

It is not acceptable that you did not receive a response to your emails in respect of this matter and I have spoken to the Head of Service about it.

The following table provides an outline programme for taking forward the actions:

Contact businesses to highlight parking issues	February 2019
Conduct initial survey of streets within car village	February 2019
Prepare outline design of possible restrictions and commence TRO process	March 2019
Advertise draft TRO	May 2019
Complete TRO process and implement yellow lines (this date assumes no objections.)	March 2020

Supplementary Question

Thank you Depute Convener and I very much appreciate the answer which I've had back from the Convener and appreciate the other information I've had from officers in response. Depute Convener my follow-up is really just to ask for the Convener's support around this because I do recognise that we have a lot of very big projects that are happening around the city but she has heard before the degree to which small villages particularly in the west side of the city can feel the forgotten part of Edinburgh, and they may be small in geography but the issues that they face are big in size. So whilst we do have a timetable here, my follow-up is simply to ask for her support to try and make sure that these issues which have been around for a long time and which I personally am very frustrated that we've gone six months without any real progress on, that we can

at least keep the foot on the pedal to try and get progress during the course of this year, thank you.

**Supplementary
Answer**

Thank you Councillor Lang. You mention there your personal frustration about this. One of the things that I find personally frustrating is when you give quotes to your local newspaper that imply very clearly that I treat the west of Edinburgh as a second-class citizen. Nothing could be further from the truth. I have a city wide remit, the west of Edinburgh is every bit as important as every other part of the city and I follow through on as much as I possibly can. This is now the second question where my ability to deliver beyond the bigger projects has been called into question. I would ask for evidence the next time that comes up again. In terms of the answer I gave to you in terms of your question number 12, you state in it, in your question, that you said that you'd sent repeated e-mails since 2 December and none had been answered or acknowledged. Now, as I've said in my answer it is not acceptable that you didn't receive a response of course it isn't, but I just checked to see how many of those repeated e-mails had actually come in, there are precisely 2, well that's what's on record. One went to the CPS mailbox and the second was also copied to an officer. I think it would be helpful if the questions I receive were perhaps slightly tighter in the language that they use, thank you.

QUESTION NO 13

By Councillor Brown for answer by the Convener of the Housing and Economy Committee at a meeting of the Council on 7 February 2019

Can the Convener:

Question (1) Confirm the number and nature of events it undertook to promote Small Business Saturday on 1st December 2018?

Answer (1) In previous years the council has held events to promote SBS. Due to previous reductions in the economic development budget there is no longer a dedicated resource focussed on local high streets, who had previously led on promoting Small Business Saturday and would have organised any events.

Question (2) Confirm the number and nature of social media posts (including which platform) used to promote Small Business Saturday?

Answer (2) We recognise the role of social media to promote small businesses and specifically high streets. One example would be the *Pop into Porty* campaign which was in direct response to concerns from local businesses that a road closure for resurfacing would impact on local businesses. This has been effective, and we will continue to look for opportunities to support small businesses and encourage people to shop locally, including dovetailing into Small Business Saturday.

Question (3) Confirm the number and nature of other media and non-media activities used to promote Small Business Saturday?

Answer (3) We also recognise that we can use a range of a different tools to promote small businesses and support local high streets. Again, in the campaign *Pop Into Porty* we used lamp post wraps in a targeted area, alongside a targeted social media campaign, to make it clear that Portobello was still open for business despite a main road being closed. This seems to have been effective and was well received by many businesses. The budget proposals look like we will have to undertake a significant service redesign. This is a

good opportunity to look at how we embed support for small businesses and local town centres into the service within the wider economic context. This will include looking at what we can do next year to support our local shops, small businesses, and high streets.

**Supplementary
Question**

Depute Convener, thanks in abstentia for her answer, however I think it's fair to say with hindsight she may well have wished to adopt the Deputy Leader's stance of brevity as he afforded to Councillor Lang's written question moments ago such as was the relative non-answer offered. By supplementary to the Vice-Convener if I may, is that with a proposed £1.5m budget reduction in economic development, and the economic strategy developed to be endorsed by all members what appears to be the lack of officer support certainly the likes of Small Business Saturday and the small business champion, what message does this send out to say that Edinburgh is open for business and investment and local high streets that are out there for the heartbeat of the city's economy?

**Supplementary
Answer**

Thank you very much Councillor Brown. What message does it send, it certainly sends a message to me and others who care deeply about the economy and the success of the city and the Council's ability to support and promote the economy and allow access to participate in that economy for all of our citizens. Already we've heard in deputations earlier today around fair work etc and I have already quoted one of our strands of an economy strategy the one that I would also think is appropriate here is to establish Edinburgh as Scotland's leading city for fair work practices and socially responsible business and just on reflection to the previous motion about climate change another important aspect of our economy strategies is to support Edinburgh's transition to a lower carbon economy. So I worry about the message that if those cuts do happen, I worry that those came in the form of proposals to Councillors to consider in terms of going out for consideration, I think it does not reflect the view, the political view certainly of me and my experience in stewarding economic development in this city and it's not just myself and the current Convener, I know terms of going out for consideration, I think it does not reflect the view, the political view certainly of me and my

experience in stewarding economic development in this city and it's not just myself and the current Convener, I know that the Lord Provost has gone but we have five former Economic Conveners, sorry four plus the current one as a member in this chamber and all members of the Housing and Economy Committee should care about what happens in terms of the Council's ability to influence the economy because let's not forget, and as Councillor Brown alluded to in his question, this strategy was not something that came to us drafted by officers. The former Convener and I, Councillor Barrie, were very clear that we wanted this to be a Member led strategy, as ever it's as good a strategy. As it can get and I think it reflects the priorities that we would want to promote but I do deeply worry that given the proposed cuts that are coming are really going to send this city back enormously and we have fought hard as a city to become world class in the reasons that people come here to visit live, study and invest. Only yesterday when I was attending the Strategic Implementation Group around tourism, I was saddened to hear that on some areas we are second bottom, 13th out of 14 actually, in terms of what people rate trips around. So, whilst we are award-winning in many ways, I think examples around the fair fringe, around our climate change ambitions, the EICC is a brilliant fair fringe employer it has also hosted the first ever carbon neutral conference, so I think that indicates that through the work of economic development that this city can and should continue, and continue to be funded properly so that we could lift our citizens out of poverty so everyone could be economically active and we have a finer and fairer and forward-looking city. Thank you for your question.

QUESTION NO 14

**By Councillor Jim Campbell for
answer by the Convener of the
Edinburgh Integration Joint Board at
a meeting of the Council on 7
February 2019**

- Question** (1) Has the Edinburgh Integration Joint Board had any discussions on what it sees its budget requirements being for financial year 2019 / 2020?
- Answer** (1) Yes.
- Question** (2) As a result of any such discussions, what at this stage is the lowest level of expenditure the Edinburgh Integration Joint Board estimates is required to discharge its statutory duties in financial year 2019 / 2020?
- Answer** (2) The Edinburgh Integration Joint Board (EIJB) continues to have ongoing discussions but has not finalised next year's budget requirements.
- Question** (3) Given the range of any estimated expenditure that has been discussed, what are the minimum contributions that the Edinburgh Integration Joint Board would be minded to accept from both the City of Edinburgh Council, and from NHS Lothian, for the financial year 2019 / 2020?
- Answer** (3) This matter continues to be under discussion.
- Question** (4) On what date will the Edinburgh Integration Joint Board finalise its budget requirements for financial year 2019 / 2020?
- Answer** (4) The EIJB is meeting on 8 February and officers are working across NHS Lothian and the Council in relation to budget requirements. Further finance development sessions are planned before the EIJB meeting on 29 March where the 19/20 budget will be considered.

**Supplementary
Question**

Thank you Depute Convener and I thank the Chair for his answer. I do have a follow up on the answer he gave. Given that budget work is ongoing, did you approve the EIJB's Chief Officer's interview with the Edinburgh Evening News earlier this week in which she is quoted as saying, it would be and I quote "very difficult for her to recommend that the Council budget proposal is a budget we", assume by "we" she means the EIJB, could accept and secondly, did you also suggest to her it would be worth checking with the Chief Executive of this Council and NHS Lothian in her second role as Head of the Health and Social Care Partnership?

**Supplementary
Answer**

Thanks to Councillor Campbell for his question and the supplementary. I think there may be a little misunderstanding about the article that appeared in the Evening News. I think what happened there was that the reporter quoted contributions that were made at the Finance and Resources Committee last Friday, I believe it wasn't an interview as such, Judith can clarify that if she needs to do so and it was an exchange of, a conversation at Finance and Resources that was then related into the Evening News and I think again you need to ask Judith Proctor herself. But when she says that "we" would not be in a position to recommend, I think she means of herself and the Finance Officer, when it comes to the EIJB considering its final budget, the discussion was taking place in the context of the budget that had been put out for consultation. Obviously those figures have altered slightly now since the Scottish Parliament decision, but it was based on the previous set of indicative figures that we were working on at that time.

QUESTION NO 15

By Councillor Webber for answer by the Convener of the Finance and Resources Committee at a meeting of the Council on 7 February 2019

Question (1) When was it first determined that the budget report would be published on Friday 18th January?

Answer (1) The decision to publish a budget report was taken at the Finance and Resources Committee on 27 September 2018.

Following receipt of the provisional settlement from the Scottish Government in December 2018, an assessment was made that 18 January 2019 would be the appropriate date to publish the budget report, to enable further consultation with the public.

Question (2) When were each of the opposition groups first contacted to arrange a meeting with the Chief Executive to review the budget report and what dates/times were offered?

Answer (2) Political Groups have been meeting with a number of Council officers, including the Chief Executive, on an ongoing basis. Specific meetings regarding the development of the Council budget have also taken place both before and after the publication of the budget report. Each Political Group has an aligned officer from the Finance Division to support them with their budget planning discussions.

The offer of detailed briefings on the budget was made by the Chief Executive's Office to both the Conservative and Liberal Democrat Groups on 17 January 2019. Council officers met with the Green Group on 15 January 2019, so a subsequent budget briefing was not offered.

Question (3) When was the press briefing with the Leader and Depute Leader which took place on Friday 18th January arranged?

Answer (3) The press briefing was arranged on the morning of Friday, 18 January 2019.

- Question** (4) Is there a budget process timetable and do opposition groups feature on this?
- Answer** (4) The budget process timetable, including engagement with opposition groups, was set out in the report to the Finance and Resources Committee on 27 September 2018.
- Question** (5) Why was it verbally indicated to elected members that the budget papers were embargoed, yet no embargo was included on issuing?
- Answer** (5) The press were advised during the press briefing that there was embargo in place until 4.00pm that day.
- Question** (6) Is the budget report the Administration's proposals?
- Answer** (6) The budget report is produced by Council officers, as is the normal practice for all reports to Council and Committee. The content of the report has the Administration's support as a draft series of proposals for public engagement.

Supplementary Question

Thank you Depute Convener, thank-you Convener for your answers. I've got a couple of clarifications on the specific answers I've got here. It says we asked about when the groups were first contacted and the briefings that took place were in the answer. You've stated that offers were made to have briefings on the 17th January, or that's when the briefings took place, in actual reality it was a phone call at 2 o'clock on the 17th of January whereby the Conservative Group were invited to attempt to get together for a briefing with the Chief Executive, which was scheduled for 21 January, so those in the room will notice that that was actually after the press briefing. So my question is, is it correct and should this not be much more considered in your approach on engagement with the largest group in the Council when matters of the budget are of such significance?

Then in your answer to Number 4 and I'm talking about the timetable that we were looking for, I scoured the papers for Finance and Resources Committee in the report for such a timetable, but I couldn't find anything so perhaps if there is something resembling a timetable that has been published or made available it can be circulated to our Group, thank you.

**Supplementary
Answer**

Thanks Councillor Webber for your question. The answer to her second question is yes, if you don't have sufficient information if you don't have enough available to you if you find it rather than a please get in touch I'll be happy to provide it. On the first question about the contact between officers and the Conservative and Liberal Democrat Groups, I wasn't aware of the details of exactly what that approach was and if you thought that was insufficient well thank you for bringing that to my attention, but it certainly has been our intention as an Administration throughout to do our best to give every political group an opportunity to scrutinise the budget measures, to see what was after all what went out in public on 18th January was available was available for everybody to see, and everybody will be able to form their own views on what they think of that. So as I think we will come on to later with the motion on the budget consultation, you can be offered an early assurance, which I will probably repeat later on, when that motion comes up for debate, that we are happy to consider approaches from every political group on the budget consultation process which has changed year on year in the light of experience, and we fully intend to take on board what other political groups outside the Administration have to say on the subject as well.

QUESTION NO 16

By Councillor Young for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 7 February 2019

At the 20 September 2018 Council meeting I asked the Convener about the pavement deterioration next to Kirkliston Primary school (Q5.16). This was the latest in a series of attempts at securing repairs:

- August 2017 - first raised with officers and advised it would be the new budget year
- February 2018 - pushed back to April school holidays
- April 2018 - pushed back to summer holidays
- September 2018 - advised now due spring 2019

At the September meeting I asked for this timescale to be reviewed considering the poor condition of the pavement and while October was not possible, I was to expect to hear back from officers on options for an escalated timescale. I have received no updates and it was not carried out during the Christmas recess.

- Question** (1) What discussions have taken place since September to try and bring the timescale forward?
- Answer** (1) This work was originally planned to be undertaken as a temporary revenue funded repair, pending the permanent repair being undertaken as part of the capital programme. Provision in the capital programme has now been made for the permanent works to be carried out in Spring 2019.
- Question** (2) Is this repair being done during the midterm break in February?
- Answer** (2) Unfortunately it is not possible to complete this work during the February mid-term.
- Question** (3) If not and it remains as 'Spring' can I get assurances that this will definitely go ahead?

- Answer** (3) We are planning go ahead in Spring 2019 and will be undertaking the necessary consultation with the school, local ward members and key stakeholders in the next few weeks. The design and procurement will also be undertaken.
- Question** (4) Why has it taken 17 months to secure a fairly straightforward pavement repair which is part of an established route to school, for one of the largest primary schools in the entire Edinburgh school estate?
- Answer** (4) It was initially proposed to carry out a temporary repair at this location. However, officers have been progressing discussions on the capital programme to enable the permanent repair to be completed rather than two periods of work being undertaken in a relatively short time frame.
- Supplementary Question** Thank you very much and thank you very much to the Convener for the response and also for the clarity around the permanent versus temporary repairs that were being proposed. Can I just therefore confirm as I referenced in the question about the fact that at the September meeting we had looked at whether or not to this could be escalated and brought forward earlier than the spring time table, can you confirm whether or not that was discussed with any officers and the reason why we were not able to do that, thank you.
- Supplementary Answer** Thank you Councillor Young. If I remember correctly I did have a verbal discussion with officers but one of the most important things I imagine for your constituents will be whether or not they are getting a precise date for the work to start. I will ask officers to come back to you directly with a precise date, once the work that is currently going on, to arrange it, has taken place.

QUESTION NO 17

**By Councillor Young for answer by
the Convener of the Transport and
Environment Committee at a meeting
of the Council on 7 February 2019**

Can the Convener please provide an update on the current backlog of street lighting faults logged:

Question (1) How many individual lights have been outstanding for over 21 days? (City wide and by ward)

Answer (1)

Ward	Jobs Outstanding			
	More than 21 days		More than 3 months	
	Number of lights	% of lights in Ward	Number of lights	% of lights in Ward
1	203	3%	137	2%
2	145	3%	97	2%
3	214	5%	146	4%
4	151	4%	104	3%
5	180	5%	123	3%
6	106	3%	69	2%
7	111	3%	85	2%
8	113	3%	77	2%
9	62	3%	40	2%
10	120	5%	86	3%
11	478	11%	326	7%
12	100	5%	84	4%
13	125	5%	113	5%
14	139	4%	106	3%
15	154	5%	97	3%
16	180	3%	124	2%
17	202	5%	156	4%
City Wide	2,783	4%	1,970	3%

Question (2) How many individual lights have been outstanding for over 3 months?(city wide and by ward)

Answer (2) See the table above. It should be noted that some of this information was also requested by Councillor Lang and answered in the last Council meeting (Dec 2018). It should also be noted that the Council, as discussed previously, is undertaking an extensive 3 year street lighting LED renewal programme which will bring significant benefits in reducing and reporting of repairs.

Question (3) What efforts are in place to reduce this backlog?

Answer (3) Additional resources have been focused on increasing repair outputs to reduce the backlog of outstanding issues.

Question (4) Is the department still prioritising overdue faults where there are 2 or more lights out in the same location? If so, how long is this approach expected to continue?

Answer (4) The prioritisation of faults remains unchanged, with five or more consecutive dark lights prioritised as emergencies and resource then being focused on outstanding repairs that are not deemed to be an emergency.

Question (5) When is it anticipated that the backlog will be cleared?

Answer (5) The additional resources are in place for a period of three months and progress will be reviewed regularly. New reports will continue to be prioritised alongside outstanding repairs.

QUESTION NO 18

**By Councillor Rose for answer by the
Convener of the Finance and
Resources Committee at a meeting
of the Council on 7 February 2019**

Question

Please detail the total amount, in cash and resource, which has been spent in the last five years on tram extension, either directly or otherwise?

Answer

Business Case/Land Acquisition

£5,942,241 has been incurred on the line to Newhaven (1a) with £328,526 incurred on acquisition of land to complete the sections from Roseburn to Granton (1b) and Granton to Newhaven (1c). Therefore, £6,270,767 has been spent to date for this work.

This is against Council approved funding of £7.4m to fund the initial feasibility work, the outline and final business cases.

Leith Walk Tram Depot

£371,260 has been incurred to demolish the former tram depot on Leith Walk so that a substation can be constructed, and a work-site established should the project go ahead. If the project does not proceed, this work is likely to increase the capital receipt achievable from the site.

QUESTION NO 19

**By Councillor Bruce for answer by
the Convener of the Transport and
Environment Committee at a meeting
of the Council on 7 February 2019**

Question (1) Any resident trying to contact you over the Festive Period received an out of office reply stating: "I will be away from the office over the Christmas recess and not answering emails from Fri 14/12/2018 until Mon 7/1/2019".

What arrangements did you put in place for oversight of this service during its busiest time of year, and following the poorly implemented route changes in October 2018?

Answer (1) Before adding my out of office email I spoke with the Head of Service about my set of expectations over the festive period for service delivery. While I had acknowledged at both Council and committee meetings that we could expect to see some additional pressures over this period, the reality for residents was unacceptable.

In terms of providing response to those who contacted me, my email inbox is always accessed by support staff to allow responses to be made wherever possible when I am unable to do so myself. This was the case over the period when my out of office message was on.

Your question implies that my email inbox is my only way of interacting with the service or fellow councillors. That is not so and during the festive period I was in regular telephone and email contact with the Head of Service and others on this and other matters.

In addition, the Vice Convener was available throughout the period referenced by you.

The role of the Transport and Environment Convener is an exceptionally busy one and, as a result, I rarely allow myself to not be in touch with the office, either at weekends, during recesses or in the evenings, whenever required.

- Question** (2) Would you like to elaborate on your apology, published in the Edinburgh Evening News on 23 January, regarding the poor service that residents have received?
- Answer** (2) No.
- Question** (3) What lessons would you pass on to any other Convener of a Council Committee, in terms of overseeing a significant operation change in a Council Service?
- Answer** (3) To assess emerging problems and their causes; to work with the service to identify appropriate remedial actions; to state clearly the expectations of the administration and residents; to explain as clearly as possible what those actions are to other councillors and to Edinburgh residents; and to closely monitor a return to expected service standards – all of which I have undertaken on the matter of the waste service changes.
- In addition, I have instructed the service to come forward with two reports at the May 2019 Transport and Environment Committee. These will be an investigation of what went wrong, and the actions taken, as well as an investigation of the festive period waste service and its added impact on a deeply unsatisfactory situation. Both reports will include recommendations for the future.
- Question** (4) For each week since 1 October till 1 February, please break down the number of uplifts recorded on route smart, failed uplifts and complaints by week and waste stream.
- Answer** (4) This breakdown of the number of uplifts recorded on Routesmart is not currently available to provide. This is being developed in line with the actions which will be set out in the report to Transport and Environment on 28 February 2019. A breakdown of missed collection reports by week and by collection stream for both kerbside and communal bins is provided.

MISSED COLLECTION REPORTS

ALL KERBSIDE MISSED BINS SERVICE REQUESTS	All Kerbside	Residual	Recycling	Food	Blue Box	Garden	Red Box	Gull Proof Sacks	Black Sacks	Christmas Trees
Week 1 - 8 October 2018	1092	439	205	188	68	183	5	3	1	0
Week 2 - 15 October 2018	2143	559	723	251	129	452	21	6	2	0
Week 3 - 22 October 2018	1710	532	457	234	105	372	6	3	1	0
Week 4 - 29 October 2018	1617	445	475	211	119	344	18	5	0	0
Week 5 - 5 November 2018	1565	505	420	230	114	285	9	2	0	0
Week 6 - 12 November 2018	1231	370	296	183	124	241	10	7	0	0
Week 7 - 19 November 2018	1145	314	297	234	114	174	6	5	0	1
Week 8 - 26 November 2018	867	223	199	204	92	135	11	2	1	0
Week 9 - 3 December 2018	817	232	224	124	92	139	2	2	2	0
Week 10 - 10 December 2018	681	171	176	108	85	137	3	1	0	0
Week 11 - 17 December 2018	799	222	206	136	95	133	7	0	0	0
Week 12 - 24 December 2018	961	253	293	197	113	98	3	2	0	2
Week 13 - 31 December 2018	1645	457	438	370	206	156	4	1	1	12
Week 14 - 7 January 2019	2404	528	407	680	423	276	3	0	1	86
Week 15 - 14 January 2019	1080	211	175	106	295	207	3	1	2	80
Week 16 - 21 January 2019	564	100	115	100	48	169	9	3	0	20

ALL - COMMUNAL FULL/ OVERFLOWING BINS SERVICE REQUESTS	All Communal	Residual	Side Loading Residual	Packaging/ Recycling	Food	Glass	Paper	Bin Room	Bulk Room	Textile
Week 1 - 8 October 2018	381	133	37	149	17	7	24	14	0	0
Week 2 - 15 October 2018	420	134	21	159	22	34	30	20	0	0
Week 3 - 22 October 2018	469	116	14	195	33	43	52	16	0	0
Week 4 - 29 October 2018	666	169	33	292	41	49	53	28	0	1
Week 5 - 5 November 2018	706	211	35	279	62	46	57	16	0	0
Week 6 - 12 November 2018	614	146	17	257	62	23	46	61	0	2
Week 7 - 19 November 2018	520	139	25	217	44	33	43	19	0	0
Week 8 - 26 November 2018	498	178	19	184	49	20	25	23	0	0
Week 9 - 3 December 2018	412	133	16	160	32	22	24	25	0	0
Week 10 - 10 December 2018	515	180	25	163	45	41	29	31	0	1
Week 11 - 17 December 2018	659	182	14	287	57	54	41	24	0	0
Week 12 - 24 December 2018	464	146	17	192	20	41	30	16	2	0
Week 13 - 31 December 2018	732	150	26	312	38	144	33	28	1	0
Week 14 - 7 January 2019	883	193	25	361	90	128	65	20	0	1
Week 15 - 14 January 2019	617	148	14	237	84	71	38	24	0	1
Week 16 - 21 January 2019	451	90	28	175	64	37	42	14	0	1

QUESTION NO 20

**By Councillor Bruce for answer by
the Convener of the Education,
Children and Families Committee at a
meeting of the Council on 7 February
2019**

Question **(1)** How many children have been refused entry into their
catchment Primary school since 2016?

Please sort by Ward and name each school

Answer **(1)** Please see table below.

Question **(2)** How many children have been refused entry into their
catchment Secondary school since 2016?

Please sort by Ward and name each school

Answer **(2)** Please see table below.

WARD NAME	WARD NO	CONTAINS SCHOOL	School	Catchment Turned Down as at August 2016	Catchment Turned Down as at August 2017	Catchment Turned Down as at August 2018	Grand Total
Almond	1	Y	Cramond Primary School			1	1
Almond	1	Y	Dalmeny Primary School				0
Almond	1	Y	Davidson's Mains Primary School				0
Almond	1	Y	Echline Primary School				0
Almond	1	Y	Hillwood Primary School				0
Almond	1	Y	Kirkliston Primary School				0
Almond	1	Y	Queensferry Primary School			3	3
Almond	1	Y	St Margaret's RC Primary School				0
Almond	1	Y	Queensferry High School				0
Almond	1	Y	The Royal High Secondary School				0
Pentland Hills	2	Y	Clovenstone Primary School				0
Pentland Hills	2	Y	Currie Primary School		1		1
Pentland Hills	2	Y	Dean Park Primary School				0
Pentland Hills	2	Y	Juniper Green Primary School		1		1
Pentland Hills	2	Y	Nether Currie Primary School				0
Pentland Hills	2	Y	Ratho Primary School				0
Pentland Hills	2	Y	Balerno Community High School				0
Pentland Hills	2	Y	Currie High School				0
Drum Brae/Gyle	3	Y	Clermiston Primary School				0
Drum Brae/Gyle	3	Y	East Craigs Primary School	3			3
Drum Brae/Gyle	3	Y	Fox Covert Primary School				0
Drum Brae/Gyle	3	Y	Gylemuir Primary School				0
Drum Brae/Gyle	3	Y	St Andrew's Fox Covert RC Primary School	3	2		5
Drum Brae/Gyle	3	Y	Craigmount High School				0
Drum Brae/Gyle	3	Y	Forrester High School				0
Drum Brae/Gyle	3	Y	St Augustine's RC High School			1	1
Forth	4	Y	Craigroyston Primary School				0
Forth	4	Y	Forthview Primary School				0
Forth	4	Y	Granton Primary School				0
Forth	4	Y	Pirniehall Primary School				0
Forth	4	Y	Trinity Primary School			2	2
Forth	4	Y	Wardie Primary School				0
Forth	4	Y	Holy Cross RC Primary School	4	10	7	21
Forth	4	Y	St David's RC Primary School (Edin)	12	7	9	28

Forth	4	Y	Trinity Academy				0
Forth	4	Y	Craigroyston Community High School				0
Inverleith	5	Y	Blackhall Primary School				0
Inverleith	5	Y	Ferryhill Primary School				0
Inverleith	5	Y	Flora Stevenson Primary School			2	2
WARD NAME	WARD NO	CONTAINS SCHOOL	School	Catchment Turned Down as at August 2016	Catchment Turned Down as at August 2017	Catchment Turned Down as at August 2018	Grand Total
Inverleith	5	Y	Stockbridge Primary School		1		1
Inverleith	5	Y	Broughton High School				0
Corstorphine/Murrayfield	6	Y	Carrick Knowe Primary School				0
Corstorphine/Murrayfield	6	Y	Corstorphine Primary School				0
Corstorphine/Murrayfield	6	Y	Roseburn Primary School				0
Sighthill/Gorgie	7	Y	Balgreen Primary School				0
Sighthill/Gorgie	7	Y	Broomhouse Primary School				0
Sighthill/Gorgie	7	Y	Canal View Primary School				0
Sighthill/Gorgie	7	Y	Dalry Primary School				0
Sighthill/Gorgie	7	Y	Longstone Primary School				0
Sighthill/Gorgie	7	Y	Murrayburn Primary School				0
Sighthill/Gorgie	7	Y	Sighthill Primary School				0
Sighthill/Gorgie	7	Y	Stenhouse Primary School			3	3
Sighthill/Gorgie	7	Y	St Joseph's RC Primary School (Edin)	1	13		14
Sighthill/Gorgie	7	Y	Tynecastle High School				0
Sighthill/Gorgie	7	Y	Wester Hailes Education Centre				0
Colinton/Fairmilehead	8	Y	Bonaly Primary School		1		1
Colinton/Fairmilehead	8	Y	Buckstone Primary School				0
Colinton/Fairmilehead	8	Y	Colinton Primary School				0
Colinton/Fairmilehead	8	Y	Oxgangs Primary School				0
Colinton/Fairmilehead	8	Y	Pentland Primary School				0
Colinton/Fairmilehead	8	Y	St Mark's RC Primary School				0
Fountainbridge/Craiglockhart	9	Y	Craiglockhart Primary School				0
Fountainbridge/Craiglockhart	9	Y	Tollcross Primary School				0
Fountainbridge/Craiglockhart	9	Y	St Cuthbert's RC Primary School	5	8	6	19
Fountainbridge/Craiglockhart	9	Y	Firrhill High School				0
Meadows/Morningside	10	Y	Bruntsfield Primary School				0
Meadows/Morningside	10	Y	James Gillespie's Primary School				0
Meadows/Morningside	10	Y	South Morningside Primary School				0
Meadows/Morningside	10	Y	St Peter's RC Primary School	9	6	2	17

Meadows/Morningside	10	Y	Boroughmuir High School		1	5	6
Meadows/Morningside	10	Y	James Gillespie's High School				0
Meadows/Morningside	10	Y	St Thomas of Aquin's RC High School	1		17	18
City Centre	11	Y	Abbeyhill Primary School				0
City Centre	11	Y	Royal Mile Primary School				0
City Centre	11	Y	St Mary's RC Primary School (Edin)	1	10	1	12
Leith Walk	12	Y	Broughton Primary School				0
Leith Walk	12	Y	Bun-sgoil Taobh na Pairce				0
Leith Walk	12	Y	Leith Walk Primary School				0
WARD NAME	WARD NO	CONTAINS SCHOOL	School	Catchment Turned Down as at August 2016	Catchment Turned Down as at August 2017	Catchment Turned Down as at August 2018	Grand Total
Leith Walk	12	Y	Lorne Primary School				0
Leith Walk	12	Y	Drummond Community High School				0
Leith	13	Y	Hermitage Park Primary School				0
Leith	13	Y	Leith Primary School				0
Leith	13	Y	Victoria Primary School				0
Leith	13	Y	St Mary's RC Primary School (Leith)	5	8		13
Leith	13	Y	Leith Academy				0
Craigentinny/Duddingston	14	Y	Craigentinny Primary School				0
Craigentinny/Duddingston	14	Y	Duddingston Primary School				0
Craigentinny/Duddingston	14	Y	Parsons Green Primary School	1			1
Craigentinny/Duddingston	14	Y	The Royal High Primary School	2			2
Craigentinny/Duddingston	14	Y	St John's RC Primary School	2	10	3	15
Craigentinny/Duddingston	14	Y	St Ninian's RC Primary School (Edin)	4			4
Craigentinny/Duddingston	14	Y	Portobello High School				0
Craigentinny/Duddingston	14	Y	Holy Rood RC High School		14	11	25
Southside/Newington	15	Y	Preston Street Primary School				0
Southside/Newington	15	Y	Prestonfield Primary School				0
Southside/Newington	15	Y	Sciennes Primary School				0
Liberton/Gilmerton	16	Y	Craigour Park Primary School				0
Liberton/Gilmerton	16	Y	Gilmerton Primary School				0
Liberton/Gilmerton	16	Y	Gracemount Primary School				0
Liberton/Gilmerton	16	Y	Liberton Primary School	3		4	7
Liberton/Gilmerton	16	Y	St Catherine's RC Primary School	9	23	4	36
Liberton/Gilmerton	16	Y	St John Vianney RC Primary School	1	5		6
Liberton/Gilmerton	16	Y	Gracemount High School				0
Liberton/Gilmerton	16	Y	Liberton High School				0

Portobello/Craigmillar	17	Y	Brunstane Primary School				0
Portobello/Craigmillar	17	Y	Castleview Primary School				0
Portobello/Craigmillar	17	Y	Newcraighall Primary School		1		1
Portobello/Craigmillar	17	Y	Niddrie Mill Primary School				0
Portobello/Craigmillar	17	Y	Towerbank Primary School		1	2	3
Portobello/Craigmillar	17	Y	St Francis' RC Primary School	16		1	17
Portobello/Craigmillar	17	Y	Castlebrae High School				
Total				82	123	84	289

The City of Edinburgh Council

Edinburgh, Thursday, 21 February 2019

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 Doggart
Karen Doran
Scott Douglas
Catherine Fullerton
Neil Gardiner
Gillian Gloyer
George Gordon
Ashley Graczyk
Joan Griffiths
Ricky Henderson
Derek Howie

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

1. Deputations

The Council agreed to hear the following deputations on the Revenue Budget 2019/23 and Capital Investment Programme 2019/20 to 2023/24:

a) North Edinburgh Save Our Services

The deputation indicated that they provided support for many community led initiatives within the north of Edinburgh. They felt that they were saving the Council and NHS money with the services they provided and urged the Council to work with them.

They stressed that they worked with some of the most vulnerable people and indicated that the incidence of social isolation would increase if centres such as theirs were forced to close.

b) Edinburgh Tenants Federation

The deputation expressed concern at the proposed of a 2% and 3% rise on rents and Council Tax and asked the Council to try to identify possible cuts without increasing charges.

They stressed that tenants were faced with having to choose between heating their homes or providing food for their families as they couldn't afford both and asked that more support be provided for families in this situation

c) Children and Young Peoples' Network (EVOC)

The deputation outlined the impact the draft budget proposals would have on children, young people and families and urged the Council to reject the proposed 35% cut to 3rd party grants. A survey of 22 organisations had shown that over the course of a year, support would be lost to 6,800 children and young people, 470 parents and 1840 families.

The deputation felt that the proposal to apply a 35% cut to the grants budget was disproportionate and urged the Council to re-look at their proposals.

d) Edinburgh Trades Union Council

The deputation felt that members of the public were confused by what was happening with Council services or what was meant by the Council budget. They felt that the Council had an obligation to spell out the impact the proposed budget cuts would have on the City and jobs.

The deputation urged the Council to give a commitment for a date when there would be no waiting list for Social Care assessments or services.

e) UNITE Edinburgh Not for Profit Branch

The deputation indicated that due to a lack of funding there were problems with recruiting and maintaining staffing levels within the Health and Social Care Services and issues with care at home contracts which related to work/life balances and zero hours contracts.

They felt that to maintain a good quality service with a lack of funding that the city was facing meant that some of the most vulnerable people would suffer. They also felt that the proposals put clients and staff at risk.

f) UNISON

The deputation raised concerns on the negative impact previous cuts had had on their members, and the effect of the proposed cuts would have on vulnerable children, young people and families, the elderly, disabled and those who resided in the areas of greatest deprivation within in the city. They stressed that some of the most vulnerable people would be left at home with no social care support and that staff were continuously being asked to provide more with less. The deputation felt that there was a risk that the Council was not meeting its public service equality duty.

They indicated that they would resist further cuts and urged the Council to engage with them in meaningful dialogue.

g) UNITE the Union (City of Edinburgh Branch)

The deputation outlined the cumulative effects of budget cuts on the workforce in Edinburgh. They were concerned at the affect this had on members of the public who relied on services provided by the Council.

The deputation indicated that members were unsure of their future and what the proposals actually meant for them and urged the Council to be clear in the language used in their policies.

h) Local Negotiating Committee for Teachers (EIS)

The deputation thanked the Council for their consultation which had been carried out in regard to nursery teachers and Nursery Head Teachers.

The deputation stressed however that there were no efficiency savings left in schools and that the cuts would have a major effect on education, children and the future prosperity of this country. They indicated that there was a recruitment and retention problem and issues with staff absences within the education system and urged the Council to find a way not to have to make the proposed cuts.

2. Revenue Budget 2019/23 and Capital Investment Programme 2019/20 to 2023/24

The Council was invited to consider:

- a) a report that provided a summary of the main equality, rights, environmental and economic impacts of the 2019/2020 budget proposals together with recommendations for mitigating potential negative impacts alongside an assessment of cumulative impacts;
- b) an update on the financial assumptions underpinning *Planning for Change* following the announcement of the provisional Local Government Finance Settlement for 2019/20 update on the anticipated outcome of the Local Government Finance Settlement;
- c) an update to the Council's financial planning assumptions following the announcement of the revised Local Government Finance Settlement;
- d) a summary of the feedback received following the Council's budget engagement activity;
- e) a report which outlined the risks inherent in the revenue and capital budget framework and the range of measures and provisions established to mitigate these;
- f) the Housing Revenue Account (HRA) Budget for 2019/20; an
- g) the planned investment for the period 2019/20 to 2023/24 of the Capital Investment Programme.

Motion

As detailed in Appendix 1 to this minute.

- moved by Councillor Rankin, seconded by Councillor Child (on behalf of the Coalition).

Amendment 1

As detailed in Appendix 2 to this minute.

- moved by Councillor Hutchison, seconded by Councillor Whyte (on behalf of the Conservative Group).

Amendment 2

As detailed in Appendix 3 to this minute.

- moved by Councillor Corbett, seconded by Councillor Miller (on behalf of the Green Group).

Amendment 3

As detailed in Appendix 4 to this minute.

- moved by Councillor Neil Ross, seconded by Councillor Aldridge (on behalf of the Liberal Democrat Group).

Voting

The voting was as follows:

For the Motion	-	29 votes
For Amendment 1	-	17 votes
For Amendment 2	-	9 votes
For Amendment 3	-	6 votes

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

For Amendment 1: Councillors Brown, Bruce, Jim Campbell, Cook, Doggart, Douglas, Hutchison, Johnston, Laidlaw, McLellan, Mitchell, Mowat, Rose, Rust, Smith, Webber and Whyte.

For Amendment 2: Councillors Booth, Burgess, Mary Campbell, Corbett, Main, Miller, Rae, Ritchie and Staniforth.

For Amendment 3: Councillors Aldridge, Gloyer, Lang, Osler, Ross and Young.

Abstention: Councillor Bridgman)

There being no overall majority, Amendment 3 fell and a second vote was taken between the Motion and Amendments 1 and 2.

Voting

The voting was as follows:

For the Motion	-	29 votes
For Amendment 1	-	17 votes
For Amendment 2	-	9 votes

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

For Amendment 1: Councillors Brown, Bruce, Jim Campbell, Cook, Daggart, Douglas, Hutchison, Johnston, Laidlaw, McLellan, Mitchell, Mowat, Rose, Rust, Smith, Webber and Whyte.

For Amendment 2: Councillors Booth, Burgess, Mary Campbell, Corbett, Main, Miller, Rae, Ritchie and Staniforth.

Abstentions: Councillors Aldridge, Bridgman, Gloyer, Lang, Osler, Ross and Young.)

Decision

To approve the motion by Councillor Rankin.

(References:

Council Revenue Budget Framework (2019-2020) - Integrated Impact Assessments – report by the Chief Executive

Council Change Strategy: Planning for Change and Delivering Services 2019-2023 – referral from the Finance and Resources Committee

Local Government Finance Settlement 2019/20 – Further Update – report by the Executive Director of Resources

Feedback on the Change Strategy and Budget Proposals 2018 and 2019 - report by the Chief Executive

Council Change Strategy: Risks and Reserves 2019-2023 – referral from the Finance and Resources Committee

Housing Revenue Account Budget Strategy 2019-2024 - referral from the Finance and Resources Committee

Capital Investment Programme 2019/20 to 2023/24 – referral from the Finance and Resources Committee, all submitted)

Declaration of Interests

Members declared a non-financial interest in the above item as members/Directors of outside organisations/Council Companies as follows:

Lord Provost	Capital City Partnership CEC Holdings Ltd Marketing Edinburgh
Councillor Bird	Changeworks Board Spartan Community Football Academys
Councillor Booth	Transport for Edinburgh
Councillor Brown	Spartans Community Football Academy
Councillor Bruce	Edinburgh Leisure
Councillor Burgess	Energy for Edinburgh
Councillor Cameron	Capital City Partnership CEC Holdings Ltd EDI (Chair) Edinburgh International Conference Centre Marketing Edinburgh Royal Scottish National Orchestra
Councillor Kate Campbell	Business Gateway Compact Partnership Craigmillar Opportunities Trust (Cre8te) EDI Essential Edinburgh
Councillor Dixon	Edinburgh Leisure
Councillor Doran	Transport for Edinburgh

Councillor Fullerton	Edinburgh International Jazz and Blues Festival Imaginate
Councillor Gordon	Edinburgh International Conference Centre Spartans Community Football Academy
Councillor Laidlaw	Transport for Edinburgh
Councillor Macinnes	Energy for Edinburgh Transport for Edinburgh
Councillor Macneese-Mechan	Capital City Theatres Trust Edinburgh International Festival Council Edinburgh International Science Festival Ltd
Councillor McVey	Citadel Youth Project
Councillor Munro	Citadel Youth Project
Councillor Osler	Edinburgh Leisure
Councillor Perry	Changeworks Board
Councillor Rose	CEC Holdings Ltd
Councillor Rust	Edinburgh International Jazz and Blues Festival
Councillor Smith	Capital City Partnership
Councillor Staniforth	Edinburgh Leisure
Councillor Webber	Marketing Edinburgh
Councillor Wilson	Centre for the Moving Image Dance Base Edinburgh Festival Centre Ltd Edinburgh International Jazz and Blues Festival Edinburgh International Science Festival Ltd Edinburgh Leisure

	Edinburgh Partnership Imagineate Queens Hall (Edinburgh) Ltd Scottish Chamber Orchestra
--	--

Members declared a financial interest in the above item for the reasons as follows:

Councillor Barrie	As the partner of an employee of the City of Edinburgh Council
Councillor Bridgman	As the spouse of an employee of the City of Edinburgh Council

Appendix 1

(As referred to in Act of Council No 2 of 21 February 2019

REVENUE BUDGET 2019/23

CAPITAL INVESTMENT PROGRAMME 2019/20 to 2023/24

HOUSING REVENUE ACCOUNT BUDGET 2019/23

CAPITAL COALITION MOTION

1. Introduction – Political and Economic Background

We have a strong track record in managing public finances prudently and achieved balanced budgets over the last six years as a SNP and Labour Administration. We will continue to focus upon achieving our statutory obligations to set a balanced budget in the coming year, ensuring that we drive maximum value from every pound whilst not tempering our ambitions for Scotland's Capital City. We are committed to making our city's economy and services inclusive to all our citizens.

As the Scottish Government has prepared a one-year budget for 2019/20, the Council has focused on balancing the 2019/20 budget but as the financial framework estimated that the Council would need to find further recurring annual savings of over £100 million by 2022/23, the Council developed a Change Strategy.

The Coalition brings forward this budget for 2019/20 that is part of a longer-term [Council Change Strategy: Planning for Change and Delivering Services 2019-2023](#) for the remainder of the administration's term which we will grow and develop over the coming months to address the significant further challenges which await in the years ahead.

The budget continues to deliver on our 52 Coalition commitments whilst listening to feedback from our public engagement.

2. Change Strategy and Public Engagement: Phases One and Two

Whilst the Coalition recognises that it is proposing a one-year budget for approval by the Council for 2019/20, aligned to the settlement from the Scottish Government, we equally have long-term ambitions and aspirations for the city and for this Council.

The Coalition was one of the first authorities in Scotland to publish detailed saving proposals for the next four years and a long-term change strategy –

not just a one-year budget.

The Coalition acknowledges that engaging with the public on its budget proposals is an essential and valuable part of the budget process.

As part of **phase one** of the 2019/20 budget engagement process, which lasted 10 weeks from 1 October 2018, 1,597 individual submissions were received which is 23% more than in 2017. This [feedback on the Change Strategy and Budget Proposals 2018](#) was reported to Finance and Resources Committee on 1 February and the results comprised:

- 547 completed budget simulator submissions;
- 833 open-ended submissions through the consultation hub;
- 201 social media responses; and
- 16 submissions by email, telephone, letter and printed leaflet.

In order to ensure that a broad diversity of stakeholders had an opportunity to give their views on these issues, and specific proposals, a second phase of engagement was issued on 18 January 2019.

As part of **phase two** of the 2019/20 budget feedback, which lasted to 11 February 2019, 776 submissions were received through the Consultation Hub and other formats, with an additional 250 estimated at group events.

This feedback showed there was strong opposition to the reduction in spending on Edinburgh Leisure due to the importance of this service in meeting many of the Council's goals for physical activity, health and wellbeing. A total of 255 participants contacted the Council during phase two to oppose this change. As a result, the feedback from this budget proposal will be considered within the next three-year budget strategy starting 2020/21, however our proposals will maintain investment at current levels in 2019/20.

A total of 153 participants contacted the Council during phase two to oppose the change to Marketing Edinburgh and following review of their counter proposal, we have agreed to reinstate

£0.267m subject to development of a business plan which outlines a detailed strategy for transition to zero funding from the council. This will include outcomes and targets to show that progress is on track, and scrutiny at a six-month review point.

Furthermore, due to the feedback received through phase two consultation, the £1.25m relating to third party grants will be considered within the next three-year budget strategy starting 2020/21.

At Council on 7 February 2019, the Coalition committed to a Council-wide, cross-party, evaluation to improve future budget consultations.

3. Investment in Key Service Priorities and Income Maximisation

To achieve our aspirations and meet all our challenges head on, we need to be a modern Council focused on both the effective and efficient delivery of our public services. We cannot continue to do things the same way we always have. We need to change and further improve.

We are delivering on the funding we receive, which will include £7.3m of annual funds for a Pupil Equity Fund (PEF) and over £40m to support the expansion of early learning and childcare provision in 2019/20.

Key priorities in our budget proposals include:

Income Maximisation

Increasing Council income is a priority for the Change Strategy and the focus is on increasing existing, or creating new, income streams. We are also looking at reducing the associated costs of collecting income due to us.

The Administration will adopt a policy of full cost recovery for major events in the city delivered by third parties.

We will increase cost recovery through charges levied for licensing and regulatory services, road occupation licences and consents, where permitted by legislation. We will look to generate additional income from the Council's outdoor advertising contract, including advertising at tram stops.

We will explore a range of ways to increase income or cost reduction through energy generation, including rooftop solar panels on Council buildings, electric vehicle charging network expansion, further "greening" of the Council's fleet and use of Council land and property for micro-energy generation, such as the Saughton Park micro-hydro scheme.

Wherever possible, changes to fees and charges have been published within the schedule. However, the budget motion sets out a small number of items under the themes of income maximisation and full cost recovery where it has not been possible to publish a simple tariff as, by nature, full cost recovery charging will vary depending of the activity and, in some cases, will include commercial negotiations, while charging for pre-planning applications will involve discretionary charges for major and/or complex developments. The published fees and charges changes relating to visitor, trades, business and retail parking permits are implementation of 'Delivering the Local Transport Strategy 2014-2019. Parking Action Plan', approved by Transport and Environment Committee, 17 May 2018.

We also request a review of charges for all council owned venue services at peak periods, as part of the income maximisation strategy, be reported to the relevant Committee.

Health and Social Care

We deliver health and social care in partnership with NHS Lothian through the Edinburgh Integration Joint Board. The Council's financial offer to the EIJB for the coming year therefore includes continuation of the £4m additional funding provided in 2018/19, £9.127m for additional demography pressures, rejecting the £3m efficiency included in the initial proposal, and an on-going commitment to recognising the Scottish Living Wage, along with a further £0.845m for the Carers' Act. The Council will also pass on, in full to the EIJB, the monies provided through the Local Government Settlement for expansion of free personal care for those under 65 years of age.

Additional funding of £2.5m is to be added to the Council Priorities Fund and drawn down based on achievement of prolonged improvements in service outcomes i.e. delayed discharge, timings for assessment.

£0.2m is also being made available as transitional funding for organisations facing the greatest impacts following the loss of EIJB grant funding. The administration will bring forward a report to Corporate Policy and Strategy to identify how this can be best prioritised.

Pay Awards

In recognition of how highly we value our staff, we have committed to funding a multi-year above inflation pay award. We also welcome the Scottish Government's commitment to fully fund its contribution to the cost of the Teachers' pay deal. We recognise the critical role Council workers play both in delivering services to this City and also the positive benefits that being an employer and providing jobs brings to the economy. We will continue to fully support our engagement with pay negotiations through COSLA as one of 32 authorities, ensuring the best possible pay outcomes for our staff, including meeting the costs of those pay awards directly where these are not fully funded by Government.

Council Priorities Fund

£0.786m is being made available to manage pressures across Council services whilst hitting an ambitious efficiency target of 1.55% and dealing with any issues in service areas such as the EIJB in 2019/20.

Homelessness Services

The Council's Homelessness Task Force recommended a Housing First service in

Edinburgh, which was subsequently agreed by the Housing and Economy Committee and this budget commits to funding that service.

Housing First seeks to move homeless people into permanent housing as quickly as possible with on-going, flexible and individual support as long as it is needed on a voluntary basis, emphasising choice and self-determination of service users as an essential element and using a harm reduction approach.

The Coalition will continue to establish a Housing First service with its partners, with the aim of increasing the number of tenancies with support available up to 275 and will look to take advantage of the external funding available.

The Coalition provided additional funding of almost £2 million for homelessness initiatives in the 2018-19 budget setting process. We will provide a further gross investment of £0.156m in 2019- 20 to fund a Rapid Access Accommodation pilot at the hostel currently named “Bobby’s Bunkhouse.”

Further £0.128m is being allocated to ensure there is one housing officer in each locality, to work in a focused way on preventing homelessness with households at risk and served a notice to quit, within the private rented sector. Prevention is a key part of our strategy to reduce temporary accommodation use and homelessness in the City.

We will also provide match funding for an empty homes officer to bring empty units back into use across Edinburgh

Looked After Children

The Coalition recognises the continued importance of providing the best start for looked-after children and young people and will continue to fund the additional £1.5m which was added to the 2018-19 budget. This was to ensure we managed the pressure from the marked increase in the number of children who need to be looked-after within the Council’s own residential facilities.

Efficiency Targets

An overall efficiency target has been proposed for the organisation of 1.55%. Areas of focus for the efficiency target are reduction in agency staffing, maximising savings through procurement and reviewing senior management structures to reduce costs.

The Coalition requests a report to Finance and Resources Committee by the autumn which will be prepared by the Chief Executive setting out how future years’ efficiencies will be delivered.

Digital Delivery

We are committed to expanding and enhancing the Council’s digital systems and processes to enable a greater number of citizens and service users to conduct more of their interactions with the Council through online, self-service technology.

Developing this approach will make services more accessible at times to better suit the needs of people across the city, thereby reducing demand on services. Through improvements to the Council's website and the exploitation of new technologies, such as voice recognition software, combined with greater automation of our processes and transactions, further savings will be achievable, whilst improving citizen and service user experience.

Asset Management Strategy

We will continue our overall investment in the Asset Management Strategy.

The Council delivers its services through an extensive operational property portfolio, which incorporates 760 buildings across the City. By adopting a service-led approach to the future design and re-provisioning of Council services, rather than simply an asset or buildings-based approach, we will engage with citizens, service users and communities to plan for the co-location of our services into multiple use "hubs". This would enable the Council to reduce the number of buildings it currently operates and all the associated running costs that these have. This approach to service design also creates the opportunity for the Council to have a more flexible, sustainable estate that reduces our environmental impact.

Police Funding

We will engage with Police Scotland and review the Service Level Agreement with them to ensure that community officers and family household support officers continue their vital work for our communities.

Bus Services

We will make £0.25m available for supported bus services in rural west Edinburgh to improve public transport connections.

Trees

Building on the delivery of additional trees last year, we will allocate an additional £0.065m for trees in the city.

Economic Development

While there will be a significant need to change the current service provision, we are providing another £0.3m to help enable and manage this change.

Trams

The Final Business Case (FBC) for the Edinburgh Tram York Place to Newhaven line is being reviewed and will be subject to a future Council decision. Core services will not be affected as the FBC demonstrates that whilst there is a cash flow challenge in the short-term, this can be met from reserves and replenished from profits in future years, with all reserves being repaid by 2027. In the medium to

longer term, the cost of financing and operating the line to Newhaven can be met from public transport revenues in the form of Edinburgh Tram operating surpluses and an extraordinary dividend from Lothian Buses.

Council Tax

The Coalition notes the additional flexibility available to local authorities with regard to setting Council Tax levels, raising the maximum permitted increase to 3% in real terms i.e. 4.79% in cash terms.

However, the Coalition will continue as planned to increase Council Tax by 3% in the 2019-20 budget. Provision will be made in future budget consultations to allow the public to give their views on the level of Council Tax within this context.

4. Capital Investment

The [Capital Investment Programme 2019/20 to 2023/24](#) was reported to Finance and Resources Committee on 1 February 2019 and provides an overview of the wider position of the plan. The headings below outline our priorities for the remainder of the plan and the new key investment decisions. The plan includes £14.239m for a care home replacement programme, which with an anticipated ring-fenced capital receipt receivable in 2020/21 provides total funding of £19.239m. The Coalition supports ringfencing funding of £15.239m for the outcome of the Health and Social Care Partnership commissioning plan, using the cost of a 60-bed care home as a proxy and reallocating the £4m remainder of the funding for urgent capital pressures.

Early Learning and Childcare

Almost £40m of additional funding to increase annual provision of early learning and childcare from 600 hours to 1,140 hours by April 2020 is included within the Capital Budget.

St Catherine's Primary School Replacement and Rising School Rolls

The Coalition supports the capital recommendations for 2019-2024 made by Council Officers, which results in the additional funding available of £13.411m being allocated towards the replacement of St Catherine's Primary School replacement at a cost of £12.802m and rising school rolls pressures at a cost of £0.609m

The replacement of St Catherine's Primary School was the top priority of the unfunded pressures due to the condition of the current building.

Local Development Plan (LDP)

The Coalition also supports investment of £6m of the total additional funding available of

£12.525m within the LDP being allocated to the LDP element of Rising School Rolls pressures, to fund the relevant school extensions programme.

Three new primary schools at Brunstane, Maybury and Builyeon Road are required within the period of the Capital Investment Programme. Funding of £4.025m is being proposed against these projects to take forward design and enabling works.

Rising School Rolls

The remaining £6.000m of LDP funding would remain unallocated but this will be leveraged with Government funding to ensure that the refurbishment of Darroch could be prioritised, to mitigate demographic rising school rolls pressures at James Gillespie's High School.

City's Roads, Pavements, Active Travel, and Cycle Paths

Over the next four years we have committed to invest £125 million in the city's roads, pavements, active travel, and cycle paths. This year we will invest £23.13m in roads and pavements across the city and continue our commitment to cycling in the city by investing 10% of transport spend totalling £1.783m on encouraging modal shift, on top of our revenue funding.

Specific Grant Funding

The £33.877m for Transfer Management Development Funding (TMDF) is an annual award as part of the General Capital Grant settlement. TMDF is used by the City of Edinburgh Council to provide grant funding to Registered Social Landlords for the construction of affordable homes and to the HRA for social rent homes.

The £0.834m for Cycling, Walking and Safer Streets (CWSS) is an annual award as part of the Capital Grant settlement. Projects funded from CWSS grant can be match-funded by Sustrans grants for community links and safer routes to schools.

The Scottish Government announced, in December 2018, a new £50m Town Centre Fund to assist with the regeneration and sustainability of town centres. Once criteria for the distribution of the funds have been announced, the administration will determine how this funding fits within the Capital Investment Programme and the capital priorities.

City Region Deal

As our city grows and changes, we have already started investing in the infrastructure needed to support this. For example, through signing the £1.3 billion Edinburgh and South-East Scotland City Region Deal, £600 million investment and commitment has been secured from Westminster and Holyrood with the balance of funding coming from regional partners. We must continue to invest while responding to the impact of climate change, in particular carbon emissions on our busy streets.

The headline projects we are committed to and have government funding aligned to are outlined below:

- Sheriffhall Roundabout Upgrade

- IMPACT Concert Hall
- West Edinburgh Public Transport Infrastructure
- Data Driven Innovation – across seven different projects
- Food and Drink Innovation Campus

Future Capital Plans

We have already approved £25m in the CIP towards delivering the new Craigmillar High School at a cost of £15m, and the first phase of the replacement Trinity Academy at a cost of £10m.

Subject to the achievement of a balanced overall position across the 2019/24 revenue budget framework, resources of up to £78m could be made available to support additional capital investment for Wave 4 schools. The move to three-year funding settlements for local government from the 2020/21 budget onwards from the Scottish Government and the Council's own Change Strategy will help reduce the significant uncertainty which remains within the revenue budget framework and therefore future plans could include funding being released and projects incorporated into the Capital Investment Programme if they are affordable, prudent and sustainable.

Therefore, a combined total funding of £103m towards Wave 4 would be expected to deliver replacements for Craigmillar, Trinity (complete replacement) and Currie High Schools.

Anticipated funding from the Scottish Government could enable the replacement of Liberton, WHEC and Balerno.

We have also asked that officers look at the 'hub model' proposed for community centres to learn from the success of the Duncan Place Resource Centre. Based on this, we will also ask officers to explore options which further empower communities across the city to deliver these types of community hubs, such as Corstorphine Community Hub and Heart of Newhaven.

5. Housing Revenue Account (HRA) and Edinburgh Living LLPs

The Coalition has a commitment to deliver a programme to build at least 10,000 social and affordable homes over the next 5 years, which is targeting 20,000 new affordable homes over the next 10 years, as part of a joint commitment for the city with housing association partners. To date, the Council's house building programme has 1,600 homes completed or under construction and a further 3,000 homes in detailed design delivery. We are therefore aiming to deliver one of the largest such building programmes in the UK.

Our financially self-sufficient Housing Service already provides affordable homes and other services to around 19,000 tenants and 500 homeowners in the city, making it the sixth largest landlord in Scotland.

Our new and very welcome housing partnership with Scottish Futures Trust is already delivering much-needed affordable housing in the city. Edinburgh Living will deliver around 1,500 new affordable homes over the next five years with the first 44 high quality energy efficient homes at Clermiston now ready for tenants. There's been a real effort, not only to provide quality homes, but also also the facilities that people value, such as drying greens, storage and terraced landscape gardens.

The [HRA Budget Strategy 2019-2024](#) was reported to Finance and Resources Committee on 1 February 2019. This strategy is informed by an extensive programme of consultation and engagement with tenants including annual surveys, focus groups, tenant panels, tenant led service inspection and scrutiny, resident and community meetings. There is also a dedicated annual budget consultation exercise designed and delivered in partnership with the Tenant's Panel. We also regularly benchmark against other affordable housing providers and regularly engage with best practice networks, in a culture of scrutiny strongly connected to performance management.

The long-term investment priorities of the strategy are to:

- expand and accelerate the development of affordable and low-cost housing;
- continue to modernise existing Council homes and neighbourhoods; and
- transformation of front line services to tenants to tackle inequality and reduce their cost of living.

The financial strategy sets out planned investment of £874m over the next five years. Over 10 years, planned investment rises to £2.234 billion in new affordable homes, improvements to existing homes and estates and service improvements.

The business plan assumes a 2% annual increase in rents. This assumption is in line with the Bank of England's inflation target. This increase is below current inflation projections of 2.2% for 2019 and is also one of the lowest local authority rent increases proposed nationally.

Our rent strategy seeks to strike the right balance between keeping rents affordable for tenants, ensuring homes are affordable to manage and building more affordable homes.

6. Risks, Legislative Changes and Reserves

The Coalition's proposals have been developed in the context of the risks and challenges set out in the [Council Change Strategy: Risks and Reserves 2019-2023](#) as reported to Finance and Resources Committee on 1 February 2019.

The budget incorporates provision for anticipated additional expenditure demands, and where relevant, reduced income, of known welfare reform changes on its activities. Due to the evolving nature of some of these reforms, however, there is a risk that additional pressures become apparent, particularly following the full roll-out of Universal Credit in the city from November 2018.

The Coalition will continue to monitor expenditure and performance closely to minimise the risks highlighted in the report. As a result of the risks outlined, the coalition has added additional funding to the Council Priorities Fund and not proposed using other reserves.

7. Future Reserves

Council welcomes the recent announcement of the biggest expansion of discretionary, local taxation in generations by allowing Councils to choose to implement a “transient visitor levy” (TVL) and “workplace parking levy”.

The coalition also awaits the Scottish Government’s review of Local Government finance following the principles emerging from the local governance review to further empower local democratic decision-making.

Transient Visitor Levy (TVL)

We’re another step closer to a gaining the powers to introduce a TVL or ‘tourist tax’.

After many months of robust research and feedback, and following councillors’ approval of the [finalised case](#) following our consultation at the Council meeting on 7 February 2019, we will submit our proposals to Ministers and MSPs for their consideration with a view to Edinburgh becoming the first council in the UK to introduce a levy.

We have been clear throughout that an Edinburgh TVL should reflect the needs and interests of everyone in the city, including our citizens, businesses and the hospitality industry. We are confident our proposals offer a fair scheme which will be simple to implement but will continue to work closely with industry to ensure our scheme works for everyone.

This will be a tax raised in Edinburgh, collected in Edinburgh for services in Edinburgh.

Workplace Parking Levy

As part of our wider strategy to reduce emissions and congestion in the city centre we are developing options to examine a levy larger-scale business car parking. This investment could then be used to ensure we are maximising our investment in sustainable public transport working in partnership with our stakeholders.

This already forms part of our [Programme for the Capital](#) and we will begin a wide-ranging citywide consultation exploring all the relevant issues

8. Conclusions

Council notes the following reports from the Executive Directors of Resources, Place and the Chief Executive:

- Item 4.1 Council Change Strategy - Budget Proposals 2019/23 – Integrated Impact Assessments
- Item 4.2 Revenue Budget Framework 2019/23 Reports
 - (a)(i) Council Change Strategy: Planning for Change and Delivering Services 2019- 2023
 - (a)(ii) Local Government Finance Settlement 2019/20 – Further Update
 - (a)(iii) Feedback on the Change Strategy and Budget Proposals 2018 and 2019
- Item 4.2(b) Council Change Strategy – Risks and Reserves 2019-2023
- Item 4.2 (c) Housing Revenue Account Budget Strategy 2019-24
- Item 4.3 Capital Investment Programme 2019/20 to 2023/24

Council therefore approves:

- The Revenue Budget 2019/20 as set out in the reports, as amended by the changes/allocations included in Annex 1
- A band 'D' Council Tax of £1,277.40
- The Council Tax and Rating resolution set out in Annex 2 to this motion
- The 2019/24 Capital Budget as set out in the report by the Executive Director of Resources, with the addition of the new projects set out in Annex 3
- The schedule of charges for Council services as set out in Annex 4 to this motion
- The prudential indicators as set out in Annex 5 to this motion

The recommendation by the Executive Director of Place to increase rents by 2% and the outline five-year Housing Revenue Account Capital Programme for 2019/24.

REVENUE BUDGET 2019/20
ANNEX 1 TO THE COALITION MOTION

	2019/20	
	£000	£000
Expenditure to be Funded		
- Resource Allocation Totals	984,218	
- Add: Expenditure funded through Specific Grants	40,225	
	<hr/>	1,024,443
- General Revenue Funding and Non Domestic Rates	(698,508)	
- Ring Fenced Funding	(40,225)	
	<hr/>	(738,733)
To be Funded by Council Tax		<hr/> <hr/>
		285,710
Council Tax at Band D		£ 1,277.40
Increase on Previous Year		£ 37.21
- Percentage Increase		3.0%
		<hr/> <hr/>
		293.648
Funding (Excess) / Shortfall at Council Tax increase above		(7,938)
Service Investment (see Appendix 1)	673	
Add / Less: Amendments to Draft Revenue Budget Framework (see Appendix 1)	3,979	
Less: Additional Savings (see Appendix 1)	-	
	<hr/>	4,652
Contributions to/ (from) reserves		
Council Priorities Fund (including £2.5m EIJB Funding)	3,286	
	<hr/>	3,286
Balance of (available resources)/required savings		<hr/> <hr/> <hr/>
		-

APPENDIX 1 TO ANNEX 1 OF THE COALITION MOTION

2019/20

SERVICE INVESTMENT**£000**

Bus Service Provision	250
EIJB - Transitional Support	200
Private Sector Housing Officers	128
Trees	65
Empty Homes Officer	30

TOTAL SERVICE INVESTMENT**673****PROPOSED AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK 2019/23****£000**

EIJB - Health and Social Care Funding	3,000
Early Years	350
Economic Development	300
Marketing Edinburgh	267
Small Grants and Awards - Sports Grants	62

TOTAL AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK**3,979****ADDITIONAL SAVINGS****£000**

None

TOTAL ADDITIONAL SAVINGS**-**

**COUNCIL TAX/RATING RESOLUTION
ANNEX 2 TO CAPITAL COALITION
MOTION**

To recommend that in respect of the year to 31st March, 2020:

1. GENERAL FUND

Revenue Estimates - the Revenue Estimates as presented and adjusted be approved;

Council Tax - estimated expenditure from Council Tax of £293.648m be met and in terms of Sections 70(1) and 74(1) of the Local Government Finance Act 1992 (the 1992 Act) Council Tax be levied in respect of properties in the bands defined in Section 74(2) of the 1992 Act, as amended by The Council Tax (Substitution of Proportion) (Scotland) Order 2016, as follows:

Band	Council Tax	Band	Council Tax
	£		£
A	851.60	E	1,678.36
B	993.53	F	2,075.78
C	1,135.47	G	2,501.58
2. RATING APPEALS TIMETABLE		H	3,129.63

In terms of Part XI of the Local Government (Scotland) Act 1947 the following dates be approved:

Main Assessment Roll

Lodging of Appeals with the Executive Director of Resources by
Hearing of Appeals by the Rating Authority

12 July 2019
20 September 2019

Amendments to Main Assessment Roll made subsequent to its issue

Lodging of Appeals with the Executive
Director of Resources

Within six weeks of issue of Rate Demand or
in terms of Section 11 of the Rating and
Valuation (Amendment) (Scotland) Act 1984

Hearing of Appeals by the Rating Authority

Periodically

3. CAPITAL EXPENDITURE

Expenditure on Capital projects in progress be met.

4. BORROWING

The Council borrows necessary sums to meet the above capital expenditure.

**CAPITAL BUDGET 2019-2024
ADDITIONS TO REVISED PROGRAMME
ANNEX 3 TO COALITION MOTION**

						Total £000
Available Additional Resources for Distribution						
2019/20 Settlement - unallocated General Capital Grant funding						9,411
Unallocated LDP funding - roads and education						12,525
Reallocation of existing CIP budget						4,000
Unallocated LDP Resources						3,500
						29,436
Resources Available for Distribution						
	2019-20 £000	2020-21 £000	2021-22 £000	2022-23 £000	2023-24 £000	Total £000
Additional Investment						
Replacement St Catherine's PS	12,802	-	-	-	-	12,802
Rising School Rolls Pressures	6,609	-	-	-	-	6,609
Darroch Refurbishment	6,000	-	-	-	-	6,000
New LDP Primary Schools - Design and Enabling Works	4,025	-	-	-	-	4,025
	29,436	-	-	-	-	29,436

**PROPOSED CHARGES 2018/19
ANNEX 4 TO COALITION MOTION**

	Current fee 2018/19	Proposed fee 2019/20	Effective from	% increase 2019/20	Date of last increase
Culture and Communities					
Museums and Galleries					
As per the Scheme of Delegation to Officers, charges may vary at the discretion of the Head of Service (i.e. the Director of Culture) where there are sound financial, operational or other justifiable reasons for doing so.					
<u>Reproduction Fees</u>					
Minimum reproduction fee - to be replaced by following scale of charges					
Rate 1 - One Language / One Country					
half page inside full	£77.00	£81.00	1.4.19	5.19%	1.4.18
page inside	£99.00	£104.00	1.4.19	5.05%	1.4.18
double page spread front	£152.00	£160.00	1.4.19	5.26%	1.4.18
cover	£246.00	£259.00	1.4.19	5.28%	1.4.18
back cover	£131.00	£138.00	1.4.19	5.34%	1.4.18
Rate C - One Language / World Rights					
half page inside full	£109.00	£115.00	1.4.19	5.50%	1.4.18
page inside	£169.00	£178.00	1.4.19	5.33%	1.4.18
double page spread front	£224.00	£236.00	1.4.19	5.36%	1.4.18
cover	£360.00	£378.00	1.4.19	5.00%	1.4.18
back cover	£202.00	£213.00	1.4.19	5.45%	1.4.18
Rate 3 - Multiple Languages / World Rights					
half page inside full	£137.00	£144.00	1.4.19	5.11%	1.4.18
page inside	£202.00	£213.00	1.4.19	5.45%	1.4.18
double page spread front	£256.00	£269.00	1.4.19	5.08%	1.4.18
cover	£393.00	£413.00	1.4.19	5.09%	1.4.18
back cover	£256.00	£269.00	1.4.19	5.08%	1.4.18
Website use - Educational Website	£29.00-£92.50	£30.00-£97.00	1.4.19		1.4.18
use - Editorial Website use -	£97.00-£231.00	£102.00-£243.00	1.4.19		1.4.18
Commercial	£173.00-£462.00	£182.00-£485.00	1.4.19		1.4.18
Hire of transparencies	£24.00	£26.00	1.4.19	8.33%	1.4.18
<u>Web-site image</u>					
< one month	£29.00	£31.00	1.4.19	6.90%	1.4.18
depending on use and time, 1 month - 5 years	£462.00	£486.00	1.4.19	5.19%	1.4.18
<u>Museum of Edinburgh - Lecture Room</u> per					
hour	£49.00	£38.33	1.4.19	-21.77%	1.4.18
Daytime (9.30am -5pm)	£383.00	£252.50	1.4.19	-34.07%	1.4.18
<u>Museum of Edinburgh - Private view or corporate function (whole museum)</u>					
September - June 5.30 - 8.30 p.m.	£929.00	£975.83	1.4.19	5.04%	1.4.18
July and August 5.30 - 8.30 p.m.	£1,313.00	£1,379.17	1.4.19	5.04%	1.4.18
<u>Writers Museum - Main Gallery</u> half					
day / launch event Evenings	£525.00	£551.67	1.4.19	5.08%	1.4.18
	£382.00	£401.67	1.4.19	5.15%	1.4.18
<u>Writer's Museum - Private view or corporate function (whole museum)</u> Evenings -					
weekdays 5.30 - 8.30 p.m.	£628.00	£660.00	1.4.19	5.10%	1.4.18
Evenings - weekends 5.30 - 8.30 p.m.	£914.00	£960.00	1.4.19	5.03%	1.4.18
Lauriston Castle					
<u>Ground Floor</u>					
Daytime (Mon - Sat) - Community / Educational - per hour Evenings /	£70.00	£74.00	1.4.19	5.71%	1.4.18
Sundays - Community / Educational - per hour	£118.00	£124.00	1.4.19	5.08%	1.4.18
<u>The Old Kitchen</u>					
Monday - Saturday - half day Sunday -	£164.00	£173.00	1.4.19	5.49%	1.4.18
half day	£207.00	£218.00	1.4.19	5.31%	1.4.18
Monday - Saturday - full day	£355.00	£373.00	1.4.19	5.07%	1.4.18
Sunday- full day	£399.00	£419.00	1.4.19	5.01%	1.4.18
Adults Tour	£8.00	£9.00	1.4.19	12.50%	1.4.18
Concession / Children Tour	£6.00	£7.00	1.4.19	16.67%	1.4.18

	Current fee 2018/19	Proposed fee 2019/20	Effective from	% increase	Date of last 2019/20 increase	
Culture and Communities City						
Art Centre						
<u>Gallery 5</u>						
per hour	£87.00	£91.67	1.4.19	5.36%	1.4.18	
Daytime (9.30am - 5pm) - full day	£583.00	£583.33	1.4.19	0.06%	1.4.18	
Evening (5pm to 9pm) - per hour	£415.00	£420.00	1.4.19	1.20%	1.4.18	
Evening (after 9pm)		£105.00	1.4.19		New Charge	
<u>Fergusson Room (was Seminar Rm) Daytime</u>						
- per hour	£70.00	£74.17	1.4.19	5.95%	1.4.18	
Daytime - Monday to Saturday - half day	£239.00	£240.00	1.4.19	0.42%	1.4.18	
Sundays - half day	£306.00	£240.00	1.4.19	-21.57%	1.4.18	
Daytime - Monday to Saturday - full day	£415.00	£355.00	1.4.19	-14.46%	1.4.18	
Sundays - full day	£473.00	£355.00	1.4.19	-24.95%	1.4.18	
Evenings	£326.00	£325.83	1.4.19	-0.05%	1.4.18	
<u>Cadell Room (was Conference Rm) Daytime</u>						
- per hour	£38.00	£38.33	1.4.19	0.88%	1.4.18	
Daytime - Monday to Saturday - half day	£109.00	£147.50	1.4.19	35.32%	1.4.18	
Sundays - half day	£174.00	£147.50	1.4.19	-15.23%	1.4.18	
Daytime - Monday to Saturday - full day	£229.00	£229.17	1.4.19	0.07%	1.4.18	
Sundays - full day	£305.00	£229.17	1.4.19	-24.86%	1.4.18	
Evenings	£152.00	£152.50	1.4.19	0.33%	1.4.18	
<u>Education Floor - Conference Room</u>						
Private View 5.30 - 8.30pm - functions after 8.30pm	by negotiation	£420.00	1.4.19		1.4.18	
<u>Venue Hire Cancellation Fee 3</u>						
days or less	£89.00	£90.00	1.4.19	1.12%	1.4.18	
2 weeks	£53.00	£52.50	1.4.19	-0.94%	1.4.18	
1 month	£26.00	£26.67	1.4.19	2.58%	1.4.18	
<u>Wedding/Blessing half</u>						
day		£499.17	1.4.19		New Charge	
full day		£1,050.00	1.4.19		Charge	
evening		£787.50	1.4.19		Charge	
All venue hire after 9pm only) - per hour	9pm onwards (with evening hire only)	£105.00	1.4.19		New Charge	
Public Programmes - The Museums and Galleries Service offers a range of workshops, lectures and events. Many of these are free; for the remainder costs are recovered by applying a sliding scale of charges up to a maximum of £231. From 2019/20 school groups will be charged a flat rate of £29 for a general tour or visit to a Museum or Gallery venue, and there will be charge of £69 per school group for a specialist workshop. Additional workshops and events can be arranged on request. Depending on the content, duration and expertise required these may attract a higher charge,	Max £220.00	Max £231.00	1.4.19		1.4.18	
<u>Group Visits</u>						
Evenings - weekdays only up to 20 up to 40 - 6pm - 8pm	£110.00	£116.00	1.4.19	5.45%	1.4.18	
	£142.00	£150.00	1.4.19	5.63%	1.4.18	
Touring Exhibitions	Hire fees for Showrooms exhibitions - four weeks	£546.00	£574.00	1.4.19	5.13%	1.4.18
Travelling Gallery - Exhibition	per week	£872.00	£916.00	1.4.19	5.05%	1.4.18
Tour Hires						
School Groups	general tour / visit	£27.00	£29.00	1.4.19	7.41%	1.4.18
School Groups	specialist workshop	£65.00	£69.00	1.4.19	6.15%	1.4.18
Non-school groups	Max £126	Max £132	1.4.19		1.4.18	
<u>Picture Loan Scheme - Paintings, Drawings, Sculptures and Tapestries</u> First						
year of loan	£239.00	£251.00	1.4.19	5.02%	1.4.18	
Each subsequent year	£121.00	£128.00	1.4.19	5.79%	1.4.18	
<u>Picture Loan Scheme - Prints and Photographs</u> First						
year of loan	£168.00	£177.00	1.4.19	5.36%	1.4.18	
Each subsequent year	£91.00	£96.00	1.4.19	5.49%	1.4.18	
<u>Archaeological Specialist Advice and Reporting</u> One						
Hour	£79.00	£83.00	1.4.19	5.06%	1.4.18	
Subsequent Hours Half a	£53.00	£56.00	1.4.19	5.66%	1.4.18	
Day	£220.00	£231.00	1.4.19	5.00%	1.4.18	
Whole Day	£410.00	£431.00	1.4.19	5.12%	1.4.18	

Culture and Communities	Current fee 2018/19	Proposed fee 2019/20	Effective from	% increase 2019/20	Date of last increase
Churchill Theatre					
<u>Theatre Performances</u>					
Professional and Commercial Groups - Matinee	£381.00	£391.00	1.4.19	3.9	
Professional and Commercial Groups - Evening Performance	£681.00	£701.00	1.4.19	3.9	
Professional and Commercial Groups - Matinee Public Holidays	£481.00	£501.00	1.4.19	3.9	
Professional and Commercial Groups - Evening Performance Public Holidays	£901.00	£931.00	1.4.19	4.0	
Non-Professional Groups and Charities - Matinee	£191.00	£201.00	1.4.19	4.1	
Non-Professional Groups and Charities - Evening Performance	£341.00	£351.00	1.4.19	4.0	
Non-Professional Groups and Charities - Matinee - Public Holidays	£281.00	£291.00	1.4.19	3.8	
Non-Professional Groups and Charities - Evening Performance - Public Holidays	£451.00	£461.00	1.4.19	4.0	
<u>Rehearsals Get In / Get Out</u>					
Professional and Commercial Groups - per hour	£96.00	£100.00	1.4.19	4.17%	1.4.18
Professional and Commercial Groups - Public Holidays per hour	£125.00	£130.00	1.4.19	4.00%	1.4.18
Non-Professional Groups and Charities - per hour	£47.00	£49.00	1.4.19	4.26%	1.4.18
Non-Professional Groups and Charities - public holidays per hour	£64.00	£67.00	1.4.19	4.69%	1.4.18
<u>The Studio</u>					
Professional and Commercial Groups - per hour	£54.00	£56.00	1.4.19	3.70%	1.4.18
Professional and Commercial Groups - Public Holidays per hour	£70.00	£73.00	1.4.19	4.29%	1.4.18
Non-Professional Groups and Charities - per hour	£42.00	£44.00	1.4.19	4.76%	1.4.18
Non-Professional Groups and Charities - Public Holidays per hour	£55.00	£57.00	1.4.19	3.64%	1.4.18
<u>Failure to Vacate Premises at Mon - End of Each Let - ALL</u>					
Sun: rate charged per hour until the space is cleared	Double the	Double hourly rate relevant to the booking	1.4.19		1.4.18
Public holidays: rate charged per hour until the space is cleared	Double the	Double hourly rate relevant to the booking	1.4.19		1.4.18
<u>Additional Charges</u>					
Stewards (per person, per hour; min 3.5hrs)	£13.50	£14.00	1.4.19	3.70%	1.4.18
Assembly Rooms					
As per the Scheme of Delegation to Officers, charges may vary at the discretion of the Head of Service (i.e. the Executive Director of Place) where there are sound financial, operational or other justifiable reasons for doing so.					
<u>Music Hall</u>					
Half Day Hire (8am - 1pm), (1pm - 6pm) or (6pm - 10pm) Full	£1,040.00	£1,082.00	1.4.19	4.04%	1.4.18
Day Hire (8am - 5pm)	£2,080.00	£2,163.00	1.4.19	3.99%	1.4.18
Full Evening Hire (5pm - 1am)	£2,310.00	£2,402.00	1.4.19	3.98%	1.4.18
<u>Ballroom</u>					
Half Day Hire (8am - 1pm), (1pm - 6pm) or (6pm - 10pm) Full	£950.00	£988.00	1.4.19	4.00%	1.4.18
Day Hire (8am - 5pm)	£1,875.00	£1,950.00	1.4.19	4.00%	1.4.18
Full Evening Hire (5pm - 1am)	£2,100.00	£2,184.00	1.4.19	4.00%	1.4.18
<u>West Drawing Room Half</u>					
Day Hire	£420.00	£437.00	1.4.19	4.05%	1.4.18
Full Day Hire Full	£835.00	£868.00	1.4.19	3.95%	1.4.18
Evening Hire	£1,050.00	£1,092.00	1.4.19	4.00%	1.4.18
<u>East Drawing Room Half</u>					
Day Hire	£425.00	£442.00	1.4.19	4.00%	1.4.18
Full Day Hire Full	£835.00	£868.00	1.4.19	3.95%	1.4.18
Evening Hire	£1,050.00	£1,092.00	1.4.19	4.00%	1.4.18
<u>First Floor Half</u>					
Day Hire Full Day	£2,825.00	£2,938.00	1.4.19	4.00%	1.4.18
Hire	£5,625.00	£5,850.00	1.4.19	4.00%	1.4.18
Full Evening Hire	£6,490.00	£6,750.00	1.4.19	4.01%	1.4.18

		Current fee 2018/19	Proposed fee 2019/20	Effective from	% increase 2019/20	Date of last increase
Culture and Communities						
<u>Oval Room</u> Half						
Day Hire	Full Day	£195.00	£203.00	1.4.19	4.10%	1.4.18
Hire		£390.00	£406.00	1.4.19	4.10%	1.4.18
Full Evening Hire		£500.00	£520.00	1.4.19	4.00%	1.4.18
Set up rate for bookings of 8 hours or more	Additional Hours	£310.00	£322.00	1.4.19	3.87%	1.4.18
<u>Additional Charges subject to type of event</u> Cloakroom						
staff (per person, per hour; min 3.5hrs)	Stewards (per person, per hour; min 3.5hrs)	£14.00	£15.00	1.4.19	7.14%	1.4.18
per hour; min 5hrs)	Security staff (per person, per hour; min 5hrs)	£14.00	£15.00	1.4.19	7.14%	1.4.18
Technician - fee per full day 8am - 5pm or full evening 5pm - 1am		£16.00	£17.00	1.4.19	6.25%	1.4.18
Production technical support (per person, per hour; min 5hrs)		£360.00	£374.00	1.4.19	3.89%	1.4.18
		£38.00	£40.00	1.4.19	5.26%	1.4.18

The Assembly Rooms offers a range of equipment to hirers. The client is given a written quote and is not obliged to use the Assembly Rooms equipment. Costs are recovered by applying a sliding scale of charges from a minimum of £80. These costs are subject to negotiation, depending on the type of event, its duration and any expertise required.

Ross Theatre

As per the Scheme of Delegation to Officers, charges may vary at the discretion of the Head of Service (i.e. the Director of Place) where there are sound financial, operational or other justifiable reasons for doing so.

Standard Hire - Event Day	Rental	£3,990.00	£4,190.00	1.4.19	5.01%	1.4.18
Standard Hire - Set up Day	Rental	£515.00	£541.00	1.4.19	5.05%	1.4.18
Standard Hire - Hourly Rate	Rental	£515.00	£541.00	1.4.19	5.05%	1.4.18
Standard Hire - per hour	Staffing	£33.00	£35.00	1.4.19	6.06%	1.4.18
Charity/Amateur Event* - Event Day	Rental	£567.00	£596.00	1.4.19	5.11%	1.4.18
Charity/Amateur Event* - Set up Day	Rental	£175.00	£185.00	1.4.19	5.71%	1.4.18
Charity/Amateur Event* - Hourly Rate	Rental	£99.00	£104.00	1.4.19	5.05%	1.4.18
Charity/Amateur Event* - per hour	Staffing	£33.00	£35.00	1.4.19	6.06%	1.4.18

* Where the main purpose of the programme or activity can be demonstrated to be either of an amateur and/or community nature or solely designed to raise funds for a charitable organisation.

Rental charges are free of VAT
VAT will be added to staffing charges

Regular or extended bookings throughout the year are subject to negotiation.

Please note that Technical Staff may require to be at the venue during the period of Let subject to the nature of the event and risk assessment associated with the event.

Rental by the hour is available, by negotiation, for both commercial and charity / amateur organisations for a minimum hire period of two hours, Monday to Friday between 9 a.m. and 7 p.m.. Regular or extended bookings throughout the year are subject to negotiation.

Usher Hall

Auditorium concert (seated)	Full day 8am to midnight	£6,400.00	£6,656.00	1.4.19	4.00%	1.4.18
Auditorium (recording or rehearsal)	per 3-hour session	£780.00	£811.00	1.4.19	3.97%	1.4.18
Conference Day	8am to Midnight	£7,800.00	£8,112.00	1.4.19	4.00%	1.4.18
Hospitality Suite 1	per session - AM/PM/Evening	£182.00	£189.00	1.4.19	3.85%	1.4.18
Hospitality Suite 2	per session - AM/PM/Evening	£182.00	£189.00	1.4.19	3.85%	1.4.18
Hospitality Suites Combined	per session - AM/PM/Evening	£335.00	£348.00	1.4.19	3.88%	1.4.18
Hospitality Suite 3	per session - AM/PM/Evening	£115.00	£120.00	1.4.19	4.35%	1.4.18
Upper Circle Atrium	per session - AM/PM/Evening	£1,015.00	£1,056.00	1.4.19	4.04%	1.4.18
Café/bar	per session - AM/PM/Evening	£935.00	£972.00	1.4.19	3.96%	1.4.18
Steinway Piano		£170.00	£177.00	1.4.19	4.12%	1.4.18
Norman and Beard Organ		£365.00	£380.00	1.4.19	4.11%	1.4.18
City Organist		£205.00	£213.00	1.4.19	3.90%	1.4.18
Spotlight		£70.00	£73.00	1.4.19	4.29%	1.4.18

					%		
		Current fee 2018/19	Proposed fee 2019/20	Effective from	increase	Date of last increase	
Culture and Communities							
Merchandise space	(Or 20% of merchandise income, whichever is greatest.)	£200.00	£208.00	1.4.19	4.00%	1.4.18	
Box office service	8% of gross sales or booking fee						
A discretionary 30% reduction in room rates will be offered to key partners (RSNO, SCO), charitable and amateur organisations.							
Public Safety							
Inspections and Consultancy							
Public safety of events – consultancy service	per hour	£92.00	£97.00	1.4.19	5.43%	1.4.18	
Inspection of houses in multiple occupation	per hour	£41.00	£44.00	1.4.19	7.32%	1.4.18	
Other licensing inspections		£41.00	£44.00	1.4.19	7.32%	1.4.18	
Section 89, Civic Government (Scotland) Act 1982 - raised temporary structures	per application	£284.00	£299.00	1.4.19	5.28%	1.4.18	
Where final inspection takes place outwith working hours	per application	£337.00	£354.00	1.4.19	5.04%	1.4.18	
Hire of display infrastructure							
Square or hex concrete block	per week	£82.00	£87.00	1.4.19	6.10%	1.4.18	
Galvanised pole for use with concrete block	per week	£40.00	£42.00	1.4.19	5.00%	1.4.18	
Flagpole for use with concrete block	per week	£40.00	£42.00	1.4.19	5.00%	1.4.18	
Banner arm and fixing	per week	£18.00	£19.00	1.4.19	5.56%	1.4.18	
Use of flag pole socket	per week	£18.00	£19.00	1.4.19	5.56%	1.4.18	
Galvanised pole or flagpole to fit socket in High Street	per week	£40.00	£42.00	1.4.19	5.00%	1.4.18	
Access to electricity distribution box	per box	£58.00	£61.00	1.4.19	5.17%	1.4.18	
5-pole indoor flag stand with flags and poles to fit	per week	£58.00	£61.00	1.4.19	5.17%	1.4.18	
3-pole indoor flag stand with flags and poles to fit	per week	£35.00	£37.00	1.4.19	5.71%	1.4.18	
2-pole indoor flag stand with flags and poles to fit	per week	£23.00	£25.00	1.4.19	8.70%	1.4.18	
Bunting (per length of 200m)	per week	£12.00	£13.00	1.4.19	8.33%	1.4.18	
Hire of heraldic banner and clan standards	per week	£35.00	£37.00	1.4.19	5.71%	1.4.18	
Hire of heraldic banner and clan standards	minimum per week	£35.00	£37.00	1.4.19	5.71%	1.4.18	
Nelson Monument	Admission Charge		£5.00	£6.00	1.4.19	20.00%	1.4.18
Scott Monument							
Scott Monument - Child	Admission Charge	£5.00	£6.00	1.4.19	20.00%	1.4.18	
Scott Monument - Family ticket	Admission Charge		£20.00	1.4.19		new charge	

THE CITY OF EDINBURGH COUNCIL

The following schedules set out the principal fees and charges over which the Council has an element of discretion in either the level or scope. This list only includes charges where an uplift is recommended from the current year. A full listing, reflecting approved changes arising from this budget motion and including charges levied in accordance with statute, will be published on the Council's website by March 2019.

Education, Children and Families

		Current fee 2018/19	Proposed fee 2019/20	Effective from	% increase last 2019/20	Date of increase
School Milk		£0.16	£0.17	1.8.19	6.25%	1.8.18
Nursery Schools						
Wraparound and Additional Hours - Hourly Rate		£4.85	£5.10	1.8.19	5.15%	1.8.18
<u>Cowgate Under 5's Centre -</u>						
<u>Cost per Session, excluding Lunch</u>						
3-5 year olds	Half day	£27.85	£29.20	1.8.19	4.85%	1.8.18
2-3 year olds	Half day	£27.85	£29.20	1.8.19	4.85%	1.8.18
under 2 years old	Half day	£28.05	£29.50	1.8.19	5.17%	1.8.18
<u>Queensferry Early Years Centre -</u>						
<u>Cost per Session, excluding Lunch</u>						
2-3 year olds	Full day	£42.00	£44.00	1.8.19	4.76%	1.8.18
under 2 years old	Full day	£43.80	£46.00	1.8.19	5.02%	1.8.18
0-3 year olds	Half day	£25.20	£26.50	1.8.19	5.16%	1.8.18
Benmore Outdoor Centre						
1 October - 30 November - per person	1st	£283.00	£295.00	1.8.19	4.24%	1.8.18
February - 31 March - per person		£283.00	£295.00	1.8.19	4.24%	1.8.18
Lagganlia Outdoor Centre						
1 August - 30 September - per person	1	£295-£305	£305.00	1.8.19		1.8.18
October - 30 November - per person	1st	£283.00	£295.00	1.8.19	4.24%	1.8.18
February - 31 March - per person	1st April	£283.00	£295.00	1.8.19	4.24%	1.8.18
to 31st July - per person		£295-£305	£305.00	1.8.19		1.8.18
Nursery, Primary and Special Schools						
Moving to a new pricing schedule for Primary schools in order to bring them into line with Secondary school equivalents from 1 August 2019						
Community Access to (Secondary) Schools						
Pool Hire - 15m x 4 lanes	Standard - per hour	£32.10	£33.40	1.8.19	4.05%	1.8.18
Pool Hire - 17m x 4 lanes	Standard - per hour	£36.50	£37.95	1.8.19	3.97%	1.8.18
Pool Hire - 25m x 4 lanes	Standard - per hour	£40.80	£42.45	1.8.19	4.04%	1.8.18
2G Synthetic Pitch - Half Pitch	Commercial - per hour	£48.30	£48.32	1.8.19	0.04%	1.8.18
2G Synthetic Pitch - Third Pitch	Standard - per hour	£22.20	£23.25	1.8.19	4.73%	1.8.18
2G Synthetic Pitch - Third Pitch	Commercial - per hour	£27.80	£29.06	1.8.19	4.53%	1.8.18
3G Synthetic Pitch - Half Pitch	Concession/Over 60	£23.50	£23.76	1.8.19	1.11%	1.8.18
	Retired/Youth Registration - per hour					
3G Synthetic Pitch - Third Pitch	Concession/Over 60	£15.20	£15.61	1.8.19	2.70%	1.8.18
	Retired/Youth Registration - per hour					
Grass Pitch - per Game	Standard	£50.20	£53.05	1.8.19	5.68%	1.8.18
Grass Pitch - per Game	Commercial	£62.80	£66.31	1.8.19	5.59%	1.8.18
Match Fees 3G Synthetic Pitch - Full Pitch	Club League/Cup	£70.00	£74.40	1.8.19	6.29%	1.8.18
	Fixtures/Standard					
Match Fees 3G Synthetic Pitch - Full Pitch	Commercial/Others	£87.50	£93.00	1.8.19	6.29%	1.8.18
Large Gym - 1 x Badminton Court	Standard - per hour	£23.10	£24.26	1.8.19	5.02%	1.8.18
Large Gym - 1 x Badminton Court	Commercial - per hour	£28.60	£30.33	1.8.19	6.05%	1.8.18
Dance Studio - with mirrors	Standard - per hour	£24.80	£25.80	1.8.19	4.03%	1.8.18
Dance Studio - with mirrors	Commercial - per hour	£31.00	£32.25	1.8.19	4.03%	1.8.18
Small room / Classroom - up to 100m2	Standard - per hour	£11.60	£12.18	1.8.19	5.00%	1.8.18
Small room / Classroom - up to 100m2	Commercial - per hour	£14.50	£15.23	1.8.19	5.03%	1.8.18
Medium room - up to 200m2	Standard - per hour	£23.10	£24.26	1.8.19	5.02%	1.8.18
Medium room - up to 200m2	Commercial - per hour	£28.90	£30.33	1.8.19	4.95%	1.8.18
Large room - up to 300m2	Standard - per hour	£29.60	£31.08	1.8.19	5.00%	1.8.18
Large room - up to 300m2	Commercial - per hour	£37.00	£38.85	1.8.19	5.00%	1.8.18
Extra Large room - 300m2 +	Standard - per hour	£37.80	£39.69	1.8.19	5.00%	1.8.18
Extra Large room - 300m2 +	Commercial - per hour	£47.30	£49.61	1.8.19	4.88%	1.8.18
Special Schools						
Annual Charge for a place at school - 1st April to 31st March -						
Braidburn	Annual Charge	£26,880.00	£28,230.00	1.4.19	5.02%	1.4.18
Gorgie Mills	Annual Charge	£23,810.00	£25,010.00	1.4.19	5.04%	1.4.18
Kaimes	Annual Charge	£20,080.00	£21,090.00	1.4.19	5.03%	1.4.18
Oaklands	Annual Charge	£31,940.00	£33,540.00	1.4.19	5.01%	1.4.18
Pilrig Park	Annual Charge	£14,840.00	£15,590.00	1.4.19	5.05%	1.4.18
Prospect Bank	Annual Charge	£19,470.00	£20,450.00	1.4.19	5.03%	1.4.18
Redhall	Annual Charge	£19,210.00	£20,180.00	1.4.19	5.05%	1.4.18
Rowanfield	Annual Charge	£27,130.00	£28,490.00	1.4.19	5.01%	1.4.18
St Crispins	Annual Charge	£32,840.00	£34,490.00	1.4.19	5.02%	1.4.18
Woodlands	Annual Charge	£16,140.00	£16,950.00	1.4.19	5.02%	1.4.18

Education, Children and Families

		Current fee 2018/19	Proposed fee 2019/20	Effective from	% increase 2019/20	Date of last increase
Residential Services						
Young People's Centres	Weekly	£2,300.00	£2,415.00	1.4.19	5.00%	1.4.18
Close Support Units	Weekly	£3,539.00	£3,715.95	1.4.19	5.00%	1.4.18
Edinburgh Secure Services - Secure Units	Weekly	£5,847.00	£6,139.35	1.4.19	5.00%	1.4.18
Edinburgh Secure Services - Close Support Units	Weekly	£5,044.00	£5,296.20	1.4.19	5.00%	1.4.18
Seaview Special Needs Centre - 4 staff to 7 children	Standard - Weekly	£473.38	£497.05	1.8.19	5.00%	1.8.18
Seaview Special Needs Centre - 4 staff to 3 children	1:1 for some of the time - Weekly	£630.82	£662.36	1.8.19	5.00%	1.8.18
Seaview Special Needs Centre - 3 staff to 2 c	2:1 for some of the time - Weekly	£710.07	£745.58	1.8.19	5.00%	1.8.18
Seaview Special Needs Centre - 1 staff to 1 child	1:1 at all times - Weekly	£946.76	£994.10	1.8.19	5.00%	1.8.18
Hospital and Outreach Teaching						
1 -1 Hospital Teaching	per hour	£73.44	£77.12	1.4.19	5.01%	1.4.18
Small class outreach teaching	per hour	£29.39	£30.86	1.4.19	5.00%	1.4.18
Fostering						
Weekly charges to other local authorities for the purchase of fostering placements						
<u>Mainstream placements</u>						
Age 0 - 4	per week	£372.03	£386.91	1.4.19	4.00%	1.4.18
Age 5 - 10	per week	£397.38	£413.28	1.4.19	4.00%	1.4.18
Age 11	per week	£432.06	£449.34	1.4.19	4.00%	1.4.18
Age 12 - 13	per week	£497.86	£517.77	1.4.19	4.00%	1.4.18
Age 14 - 15	per week	£502.81	£522.92	1.4.19	4.00%	1.4.18
Age 16+	per week	£539.08	£560.65	1.4.19	4.00%	1.4.18
<u>Specialist placements</u>						
Age 0 - 4	per week	£747.77	£777.68	1.4.19	4.00%	1.4.18
Age 5 - 10	per week	£773.13	£804.05	1.4.19	4.00%	1.4.18
Age 11 - 13	per week	£807.81	£840.12	1.4.19	4.00%	1.4.18
Age 14 - 15	per week	£812.76	£845.27	1.4.19	4.00%	1.4.18
Age 16+	per week	£849.03	£882.99	1.4.19	4.00%	1.4.18
Inter-Country Adoption						
Charge to prospective adopters to undertake necessary services	*Revised hours that we are charging	£8,331.00	£5,174.00	1.4.19	-37.89%	1.4.18
Portobello Town Hall						
Conferences / Meetings / Rehearsals - Commercial	per Hour	£59.00 - £67.00	£64.90 - £73.70	1.4.19		1.4.18
Conferences / Meetings / Rehearsals - Community	per Hour	£30.50 - £38.50	£33.55 - £42.35	1.4.19		1.4.18
Catered Functions - Commercial	per block	£506 - £556	£617 - £672.95	1.4.19		1.4.18
Catered Functions - Community	per block	£320 - £387	£413.35 - £487.60	1.4.19		1.4.18
Performances - Commercial	per block	£372 - £421	£470.55 - £524.45	1.4.19		1.4.18
Performances - Community	per block	£235 - £295	£319.85 - £385.85	1.4.19		1.4.18
Lesser Hall - Commercial	per Hour	£38 - £44.50	£41.80 - £48.95	1.4.19		1.4.18
Lesser Hall - Community	per Hour	£17.50 - £23.00	£19.25 - £25.30	1.4.19		1.4.18
Other Charges - Extra Hours outwith 4pm - 12am period	per Hour (before midnight)	£38.00	£41.80	1.4.19	10.00%	1.4.18
Other Charges - Extra Hours outwith 4pm - 12am period	per Hour (after midnight)	£52.00	£57.20	1.4.19	10.00%	1.4.18
Other Charges	Late Fee	£67.50 - £110.50	£74.25 - £121.55	1.4.19		1.4.18
Library Services						
Over due Library item	per item per day	£0.20	£0.25	1.4.19	25.00%	1.4.18
Over due Library item	per item per day	£0.25	£0.30	1.4.19	20.00%	1.4.18
Faxes - sending within UK and Europe	per fax	£1.80	£2.00	1.4.19	11.11%	1.4.18
Faxes - sending outside Europe	per fax	£3.65	£4.00	1.4.19	9.59%	1.4.18
Faxes - Receiving	per sheet	£0.30	£0.40	1.4.19	33.33%	1.4.18
Faxes - Receiving	per fax	£1.80	£2.00	1.4.19	11.11%	1.4.18
Inter-Library Loans	per Item (free to housebound members)	£6.10	£10.00	1.4.19	63.93%	1.4.18
USB Memory Stick	per item	£9.05	£10.00	1.4.19	10.50%	1.4.18
Audio Music Loans - CD Hire (Concession 50%)	per item	£0.75	£0.80	1.4.19	6.67%	1.4.18
Audio Music Loans - CD Hire Multiple Set (Concession 50%)	per item	£1.50	£1.60	1.4.19	6.67%	1.4.18
DVD hire per item (concession 50%) (free to under 16s)	per item	£1.45	£1.60	1.4.19	10.34%	1.4.18
DVD hire per double set (concession 50%) (free to under 16s)	per item	£2.85	£3.00	1.4.19	5.26%	1.4.18
A4 Photocopying (black and white)	per page	£0.20	£0.30	1.4.19	50.00%	1.4.18
A4 Photocopying (colour)	per page	£0.25	£0.50	1.4.19	100.00%	1.4.18

Education, Children and Families

		Current fee	Proposed fee	Effective	% Date of	
		2018/19	2019/20	from	increase	last
					2019/20	increase
A3 Photocopying (black and white)	per page	£0.25	£0.40	1.4.19	60.00%	1.4.18
A3 Photocopying (colour)	per page	£0.35	£0.80	1.4.19	128.57%	1.4.18
Audio Books - Concession	per item	£0.75	£0.80	1.4.19	6.67%	1.4.18
Computer Print-Outs (black and white) - A4	per page	£0.20	£0.30	1.4.19	50.00%	1.4.18
Computer Print-Outs (colour) - A4	per page	£0.25	£0.50	1.4.19	100.00%	1.4.18
Replacement library card (free to under 16s)	per card	£1.80	£2.00	1.4.19	11.11%	1.4.18
Sale of Withdrawn Stock - adult hardback	per book	£1.25	£1.40	1.4.19	12.00%	1.4.18
Sale of Withdrawn Stock - adult paperback	per book	£0.70	£0.90	1.4.19	28.57%	1.4.18
Sale of Withdrawn Stock - Children's Books	per book	£0.35	£0.40	1.4.19	14.29%	1.4.18
Sale of Withdrawn Stock - Audio Item	per item	£1.25	£1.35	1.4.19	8.00%	1.4.18
Cotton Bags	per bag	£2.45	£3.00	1.4.19	22.45%	1.4.18

Education, Children and Families

		Current fee 2018/19	Proposed fee 2019/20	Effective from	% increase 2019/20	Date of last increase
Community Access to (Secondary) Schools						
<u>Dance Studio Leith Academy</u>						
Standard	per hour	£11.20	£11.76	1.8.19	5.00%	1.8.18
Commercial	per hour	£14.00	£14.70	1.8.19	5.00%	1.8.18
<u>Adult Education Classes - Yoga</u>						
Standard	per 1.5 hour	£4.50	£4.58	1.8.19	1.78%	1.8.18
Commercial	per 1.5 hour	£5.63	£5.72	1.8.19	1.60%	1.8.18
Grass Pitch for Training - per hour	Standard	£35.00	£37.13	1.8.19	6.09%	1.8.18
Grass Pitch for Training - per hour	Concession/Over 60 Retired/Youth Registration	£17.50	£18.75	1.8.19	7.14%	1.8.18
MUGA Pitch	Standard - per hour	£27.11	£28.47	1.8.19	5.02%	1.8.18
MUGA Pitch	Commercial - per hour	£33.90	£35.59	1.8.19	4.99%	1.8.18
Public Swimming - Balerno	Standard - per hour	£4.40	£4.50	1.8.19	2.27%	1.8.18
Public Swimming - Balerno	Concession/Over 60 Retired/Youth Registration - per hour	£2.20	£2.30	1.8.19	4.55%	1.8.18
Swimming Lessons	Standard - per 50 mins	£7.49	£7.50	1.8.19	0.13%	1.8.18
Public Badminton - Balerno	Standard - per hour	£3.50	£3.65	1.8.19	4.29%	1.8.18
Public Badminton - Balerno	Concession/Over 60 Retired/Youth Registration - per hour	£1.80	£1.85	1.8.19	2.78%	1.8.18
3G Synthetic Pitch - Two Thirds Pitch	Standard - per hour		£61.71	1.8.19		
3G Synthetic Pitch - Two Thirds Pitch	Concession/Over 60 Retired/Youth Registration - per hour		£30.86	1.8.19		
3G Synthetic Pitch - Two Thirds Pitch	Commercial - per hour		£77.14	1.8.19		
Pool Hire - 17m x 4 lanes	Concession/Over 60 Retired/Youth Registration - per hour	£23.10	£24.00	1.8.19	3.90%	1.8.18
Pool Hire - 17m x 4 lanes	Commercial - per hour		£54.54	1.8.19		
2G Synthetic Pitch - Full Pitch	Standard - per hour	£65.90	£69.70	1.8.19	5.77%	1.8.18
2G Synthetic Pitch - Full Pitch	Concession/Over 60 Retired/Youth Registration - per hour	£33.20	£36.00	1.8.19	8.43%	1.8.18
2G Synthetic Pitch - Full Pitch	Commercial - per hour		£87.13	1.8.19		
2G Synthetic Pitch - Half Pitch	Commercial - per hour		£48.32	1.8.19		
2G Synthetic Pitch - Third Pitch	Commercial - per hour		£29.06	1.8.19		
3G Synthetic Pitch - Full Pitch	Standard - per hour	£65.90	£75.90	1.8.19	15.17%	1.8.18
3G Synthetic Pitch - Full Pitch	Concession/Over 60 Retired/Youth Registration - per hour	£33.20	£37.95	1.8.19	14.31%	1.8.18
3G Synthetic Pitch - Full Pitch	Commercial - per hour		£94.88	1.8.19		
3G Synthetic Pitch - Half Pitch	Commercial - per hour		£59.40	1.8.19		
3G Synthetic Pitch - Third Pitch	Commercial - per hour		£39.04	1.8.19		
3G Synthetic Pitch - Two Thirds Pitch	Standard - per hour		£61.71	1.8.19		
3G Synthetic Pitch - Two Thirds Pitch	Concession/Over 60 Retired/Youth Registration - per hour		£30.86	1.8.19		
3G Synthetic Pitch - Two Thirds Pitch	Commercial - per hour		£77.14	1.8.19		
Grass Pitch - per Game	Commercial - two hours		£66.30	1.8.19		
Match Fees 3G Synthetic Pitch - Full Pitch	Commercial/Others - per match		£92.83	1.8.19		
Large Gym - 1 x Badminton Court	Commercial - per hour		£30.33	1.8.19		
Small room / Classroom - up to 100m2	Standard - per hour	£12.43	£12.18	1.8.19	-2.01%	1.8.18
<u>Cleaning Fee - Can be requested by customer. CEC can also impose cleaning charges where it deems necessary for the let to continue</u>						
Standard - Per Hour			£19.00	1.8.19		
Concession - Per Hour			£19.00	1.8.19		
<u>Cleaning Fee - For cleaning that incurs additional FM charges.</u>						
Commercial - Per Hour			£19.00	1.8.19		
WHEC - Swimming - Course	Standard - 30 mins	£8.20	£8.60	1.4.19	4.88%	1.4.18
WHEC - Dive - Course	Standard - 30 mins	£8.20	£8.60	1.4.19	4.88%	1.4.18
WHEC - Dive Adult - Course	Standard - 1 hour	£8.20	£8.60	1.4.19	4.88%	1.4.18
WHEC - Ultimate Abs - Course	Standard - 45 mins	£5.05	£5.25	1.4.19	3.96%	1.4.18
WHEC - Aerobic Aqua - Course	Standard - 45 mins	£5.05	£5.25	1.4.19	3.96%	1.4.18
WHEC - Fitness 50+ - Course	Standard - 55 mins	£5.05	£5.25	1.4.19	3.96%	1.4.18
WHEC - Badminton - Course	Standard - 55 mins	£5.05	£5.25	1.4.19	3.96%	1.4.18
WHEC - Aerobic Aqua 50+ - Course	Standard - 55 mins	£5.05	£5.25	1.4.19	3.96%	1.4.18
WHEC - Body Conditioning / LBT - Course	Standard - 1 hour	£5.05	£5.25	1.4.19	3.96%	1.4.18
WHEC - Zumba - Course	Standard - 1 hour	£5.05	£5.25	1.4.19	3.96%	1.4.18
WHEC - Karate - Course	Standard - 1 hour	£5.05	£5.25	1.4.19	3.96%	1.4.18
WHEC - Yoga - Course	Standard - 1.5 hours	£6.60	£6.90	1.4.19	4.55%	1.4.18
WHEC - Circuits - Course	Standard - 1.5 hours	£6.60	£6.90	1.4.19	4.55%	1.4.18
WHEC - BoxFit - Course	Standard - 1 hour	£5.05	£5.30	1.4.19	4.95%	1.4.18

Education, Children and Families

			% Date of				
			Current fee	Proposed fee	Effective	increase last	
			2018/19	2019/20	from	2019/20	increase
WHEC - Kick and Step - Course	Standard - 1 hour	£5.05	£5.25	1.4.19	3.96%	1.4.18	
WHEC - Pilates - Course	Standard - 1hour	£5.80	£6.10	1.4.19	5.17%	1.4.18	
WHEC - Spinning - Course	Standard - 45 mins	£5.50	£5.50	1.4.19	0.00%	1.4.18	
WHEC - Bounce - Course	Standard - 45 mins	£5.00	£5.25	1.4.19	5.00%	1.4.18	
WHEC - Swimming - Course	Concession - 30 mins	£4.10	£4.30	1.4.19	5.01%	1.4.18	
WHEC - Dive - Course	Concession - 30 mins	£4.10	£4.30	1.4.19	5.01%	1.4.18	
WHEC - Dive - Course	Concession - 45 mins	£5.05	£5.30	1.4.19	4.95%	1.4.18	
WHEC - Dive Adult - Course	Concession - 1 hour	£5.05	£5.10	1.4.19	0.99%	1.4.18	
WHEC - Dive - Course	Concession - 1.5 hours	£8.20	£8.60	1.4.19	4.88%	1.4.18	
WHEC - Gymnastics - Course	Concession - 1 hour	£3.70	£3.90	1.4.19	5.41%	1.4.18	
WHEC - Badminton and Basketball - Course	Concession - 1 hour	£3.70	£3.90	1.4.19	5.41%	1.4.18	
WHEC - Trampoline - Course	Concession - 1 hour	£4.30	£4.50	1.4.19	4.65%	1.4.18	
WHEC - Soccer Skills - Course	Concession - 1 hour	£3.70	£3.90	1.4.19	5.41%	1.4.18	
WHEC - Karate - Course	Concession - 1 hour	£3.70	£3.90	1.4.19	5.41%	1.4.18	
WHEC - Ultimate Abs - Course	Concession - 45 mins	£3.05	£3.20	1.4.19	5.09%	1.4.18	
WHEC - Aerobic Aqua - Course	Concession - 45 mins	£3.05	£3.20	1.4.19	5.09%	1.4.18	
WHEC - Fitness 50+ - Course	Concession - 55 mins	£3.05	£3.20	1.4.19	5.09%	1.4.18	
WHEC - Badminton - Course	Concession - 55 mins	£3.05	£3.20	1.4.19	5.09%	1.4.18	
WHEC - Aerobic Aqua 50+ - Course	Concession - 55 mins	£3.05	£3.20	1.4.19	5.09%	1.4.18	
WHEC - Body Conditioning / LBT - Course	Concession - 1 hour	£3.05	£3.20	1.4.19	5.09%	1.4.18	
WHEC - Zumba - Course	Concession - 1 hour	£3.05	£3.20	1.4.19	5.09%	1.4.18	
WHEC - Yoga - Course	Concession - 1.5 hours	£4.10	£4.30	1.4.19	4.88%	1.4.18	
WHEC - Circuits - Course	Concession - 1.5 hours	£4.10	£4.30	1.4.19	4.88%	1.4.18	
WHEC - Core Cardio - Course	Concession - 1.5 hours	£3.25	£3.40	1.4.19	4.62%	1.4.18	
WHEC - Core Cardio Community Hall - Course	Concession - 1 hour	£3.05	£3.20	1.4.19	5.09%	1.4.18	
WHEC - BoxFit - Course	Concession - 1 hour	£3.05	£3.20	1.4.19	5.09%	1.4.18	
WHEC - Kick and Step - Course	Concession - 1 hour	£3.05	£3.20	1.4.19	5.09%	1.4.18	
WHEC - Pilates - Course	Concession - 1hour	£3.80	£3.80	1.4.19	0.00%	1.4.18	
WHEC - Spinning - Course	Concession - 45 mins	£3.50	£3.50	1.4.19	0.00%	1.4.18	
WHEC - Bounce - Course	Concession - 45 mins	£3.00	£3.20	1.4.19	6.67%	1.4.18	
WHEC - Core Teen Fitness - Course	Concession - 1 hour	£3.05	£3.20	1.4.19	5.09%	1.4.18	
WHEC - Swimming - Casual	Standard - 40-60 mins	£4.00	£4.20	1.4.19	5.00%	1.4.18	
WHEC - Key Deposit - Casual	Standard - per item	£0.20	£0.20	1.4.19	0.00%	1.4.18	
WHEC - Family Swim - Casual	Standard - per item	£10.30	£10.80	1.4.19	4.85%	1.4.18	
WHEC - Discount Swim - Casual	Standard - per item	£1.70	£1.80	1.4.19	5.88%	1.4.18	
WHEC - Season Ticket - Casual	Standard - 1 month	£33.00	£34.70	1.4.19	5.15%	1.4.18	
WHEC - Badminton Court - Casual	Standard - 45 mins	£8.60	£9.00	1.4.19	4.65%	1.4.18	
WHEC - Badminton Court - Casual	Standard - 60 mins	£10.70	£11.20	1.4.19	4.67%	1.4.18	
WHEC - Fitness Class - Casual	Standard - 90 mins	£6.60	£6.90	1.4.19	4.55%	1.4.18	
WHEC - Fitness Class - Casual	Standard - 60 mins	£5.05	£5.30	1.4.19	4.95%	1.4.18	
WHEC - Fitness Class - Casual	Standard - 45 mins	£5.05	£5.30	1.4.19	4.95%	1.4.18	
WHEC - Soft Play - Casual	Standard - 30/60 mins	£1.25	£1.30	1.4.19	4.00%	1.4.18	
WHEC - Squash - Casual	Standard - 40 mins	£10.00	£10.50	1.4.19	5.00%	1.4.18	
WHEC - Table Tennis - Casual	Standard - 60 mins	£6.30	£6.30	1.4.19	5.00%	1.4.18	
WHEC - Users Card - Casual	Standard - per item	£12.50	£13.10	1.4.19	4.80%	1.4.18	
WHEC - Replacement card - Casual	Standard - per item	£5.00	£5.30	1.4.19	6.00%	1.4.18	
WHEC - Badminton Racquet - Casual	Standard - per item	£2.60	£2.70	1.4.19	3.85%	1.4.18	
WHEC - Squash Racquet - Casual	Standard - per item	£2.60	£2.70	1.4.19	3.85%	1.4.18	
WHEC - Table Tennis Bat - Casual	Standard - per item	£2.60	£2.70	1.4.19	3.85%	1.4.18	
WHEC - Swim Aid Armbands - Casual	Standard - per item	£2.60	£2.70	1.4.19	3.85%	1.4.18	
WHEC - Swim Aid Ring - Casual	Standard - per item	£1.60	£1.70	1.4.19	6.25%	1.4.18	
WHEC - Badminton Racquet - Casual	Standard - per item	£5.00	£5.30	1.4.19	6.00%	1.4.18	
WHEC - Squash Racquet - Casual	Standard - per item	£5.00	£5.30	1.4.19	6.00%	1.4.18	
WHEC - Armbands - Casual	Standard - per item	£3.00	£3.20	1.4.19	6.67%	1.4.18	
WHEC - Table Tennis Bat - Casual	Standard - per item	£3.00	£3.20	1.4.19	6.67%	1.4.18	
WHEC - Individual Lesson - Casual	Standard - 30 mins	£8.20	£8.60	1.4.19	4.88%	1.4.18	
WHEC - Swimming - Casual	Concession - 40-60 mins	£2.00	£2.10	1.4.19	5.26%	1.4.18	
WHEC - Key Deposit - Casual	Concession - per item	£0.20	£0.20	1.4.19	0.00%	1.4.18	
WHEC - Discount Swim - Casual	Concession - per item	£1.70	£1.80	1.4.19	5.88%	1.4.18	
WHEC - Season Ticket - Casual	Concession - 1 month	£16.50	£17.30	1.4.19	4.85%	1.4.18	
WHEC - Badminton Court - Casual	Concession - 45 mins	£4.30	£4.50	1.4.19	4.65%	1.4.18	
WHEC - Badminton Court - Casual	Concession - 60 mins	£5.35	£5.60	1.4.19	4.67%	1.4.18	
WHEC - Fitness Class - Casual	Concession - 90 mins	£4.10	£4.10	1.4.19	0.00%	1.4.18	
WHEC - Fitness Class - Casual	Concession - 60 mins	£3.05	£3.20	1.4.19	5.09%	1.4.18	
WHEC - Fitness Class - Casual	Concession - 45 mins	£3.05	£3.20	1.4.19	5.09%	1.4.18	
WHEC - Soft Play - Casual	Concession - 30/60 mins	£2.30	£2.40	1.4.19	4.35%	1.4.18	
WHEC - Squash - Casual	Concession - 40 mins	£5.00	£5.25	1.4.19	5.00%	1.4.18	
WHEC - Table Tennis - Casual	Concession - 60 mins	£3.00	£3.20	1.4.19	6.67%	1.4.18	
WHEC - Users Card - Casual	Concession - per item	£6.25	£6.60	1.4.19	5.60%	1.4.18	
WHEC - Replacement card - Casual	Concession - per item	£5.00	£5.30	1.4.19	6.00%	1.4.18	
WHEC - Concession - Casual	Concession - per item	£6.25	£6.60	1.4.19	5.60%	1.4.18	
WHEC - Deposit - Casual	Concession - per item	£40.00	£42.00	1.4.19	5.00%	1.4.18	
WHEC - Activity Session - Casual	Concession - 2 hours	£4.50	£4.70	1.4.19	4.44%	1.4.18	
WHEC - Supervision Sessions - Casual	Concession - 1 or 2 hrs	£2.20	£2.30	1.4.19	4.55%	1.4.18	
WHEC - Weekly ticket - Casual	Concession - 1 / 2 child	£47.00	£49.00	1.4.19	4.26%	1.4.18	
WHEC - Swim / Dive Lesson - Casual	Concession - 30 mins	£4.10	£4.30	1.4.19	5.01%	1.4.18	

Education, Children and Families

		Current fee	Proposed fee	Effective	% Date of		
		2018/19	2019/20	from	increase last	increase	
WHEC - Individual Lesson - Casual	Concession - 30 mins	£28.00	£28.00	1.4.19	0.00%	1.4.18	
WHEC - Birthday Parties - Casual	Concession - 120 mins	£90.00	£94.50	1.4.19	5.00%	1.4.18	
Adult Education							
Non-certificated courses (20 hours tuition)							
Standard Fee		£60.00	£75				
Reduced Fee (students, 16/17 year olds, over 60's, retired and not in employment, people in receipt of Disability Allowance, PIP or Carer's		£30.00	£37				
Extra Resourced Courses		£66.00	£82				
Community Access to (Secondary) Schools							
Prices have been applied pending the outcome of a review to integrate sports services within the Council							
Pool Hire - 15m x 4 lanes	Commercial - per hour	£40.10	£47.96	1.8.19	19.60%	1.8.18	
Pool Hire - 17m x 4 lanes	Commercial - per hour	£45.60	£54.54	1.8.19	19.61%	1.8.18	
Pool Hire - 25m x 4 lanes	Commercial - per hour	£51.00	£61.00	1.8.19	19.61%	1.8.18	
2G Synthetic Pitch - Full Pitch	Standard - per hour	£63.80	£69.70	1.8.19	9.25%	1.8.18	
2G Synthetic Pitch - Full Pitch	Commercial - per hour	£79.80	£87.13	1.8.19	9.19%	1.8.18	
3G Synthetic Pitch - Full Pitch	Standard - per hour	£65.90	£75.90	1.8.19	15.17%	1.8.18	
3G Synthetic Pitch - Full Pitch	Commercial - per hour	£82.40	£94.88	1.8.19	15.15%	1.8.18	
3G Synthetic Pitch - Half Pitch	Standard - per hour	£41.26	£47.52	1.8.19	15.17%	1.8.18	
3G Synthetic Pitch - Half Pitch	Commercial - per hour	£51.60	£59.40	1.8.19	15.12%	1.8.18	
3G Synthetic Pitch - Third Pitch	Standard - per hour	£27.11	£31.23	1.8.19	15.20%	1.8.18	
3G Synthetic Pitch - Third Pitch	Commercial - per hour	£33.90	£39.04	1.8.19	15.16%	1.8.18	
Sports Hall - 4 x Badminton Court	Standard - per hour	£40.30	£50.30	1.8.19	24.81%	1.8.18	
Sports Hall - 4 x Badminton Court	Concession/Over 60 Retired/Youth	£20.60	£25.15	1.8.19	22.09%	1.8.18	
	Registration - per hour						
Sports Hall - 4 x Badminton Court	Commercial - per hour	£50.40	£62.88	1.8.19	24.76%	1.8.18	
Edinburgh Reads Events							
Non Library Members	per event	£4.95	£7.00	1.4.19	41.41%	1.4.18	
Library Members	per event	£3.60	£5.00	1.4.19	38.89%	1.4.18	
Concession	per event	£2.40	£3.00	1.4.19	25.00%	1.4.18	
Non Library Events - Room Hire of Reference Library (up to 150 seats / people) - Exclusive of VAT							
All organisations; Admin charge (setting up, dismantling etc) Times by negotiation	per event	£178.50	£200.00	1.4.19	12.04%	1.4.18	
Community Room Only Hire (Excluding VAT)							
Community Room Only Hire - Central, McDonald Rd and Stockbridge Libraries, Craigmillar and Drumbrae Library hubs							
Community	3 hour block	£28.90	£40.00	1.4.19	38.41%	1.4.18	
Non-Community / Commercial	3 hour block	£97.65	£120.00	1.4.19	22.89%	1.4.18	
Community Room Only Hire - Blackhall, Currie, Fountainbridge, Leith, Morningside, Muirhouse, Oxbgangs, Piershill, Portobello, Westerhailes							
Community	3 hour block	£23.65	£30.00	1.4.19	26.85%	1.4.18	
Non-Community / Commercial	3 hour block	£60.40	£90.00	1.4.19	49.01%	1.4.18	
Community Access to (Secondary) Schools							
<u>Adult Education Classes - Yoga</u>							
Standard	per hour	£3.00	£4.47	1.8.19	49.00%	1.8.18	
Concession/Over 60 Retired/Youth	per hour	£1.50	£2.30	1.8.19	53.33%	1.8.18	
Registration							
Commercial	per hour	£3.75	£5.59	1.8.19	49.07%	1.8.18	
Concession/Over 60 Retired/Youth	per 1.5 hour	£1.50	£2.40	1.8.19	60.00%	1.8.18	
Registration							
<u>Adult Education Classes - Pilates</u>							
Standard	per hour	£3.00	£4.58	1.8.19	52.67%	1.8.18	
Concession/Over 60 Retired/Youth	per hour	£1.50	£2.30	1.8.19	53.33%	1.8.18	
Registration							
Commercial	per hour	£3.75	£5.72	1.8.19	52.53%	1.8.18	
<u>Adult Education Classes - Zumba</u>							
Standard	per hour	£3.00	£4.58	1.8.19	52.67%	1.8.18	
Concession/Over 60 Retired/Youth	Registrati	per hour	£1.50	£2.30	1.8.19	53.33%	1.8.18
Commercial	per hour	£3.75	£5.72	1.8.19	52.53%	1.8.18	
Public Swimming - Craigroyston	Standard - per hour	£2.00	£4.50	1.8.19	125.00%	1.8.18	
Public Swimming - Craigroyston	Concession/Over 60 Retired/Youth	£1.50	£2.30	1.8.19	53.33%	1.8.18	
	Registration - per hour						
Pool Hire - 15m x 4 lanes	Standard - per hour	£46.30	£33.40	1.8.19	-27.86%	1.8.18	

Education, Children and Families

		Current fee	Proposed fee	Effective	% Date of	
		2018/19	2019/20	from	increase last	increase
Pool Hire - 15m x 4 lanes	Concession/Over 60	£23.10	£16.70	1.8.19	-27.71%	1.8.18
	Retired/Youth Registration - per hour					
Pool Hire - 15m x 4 lanes	Commercial - per hour		£47.96	1.8.19		
Pool Hire - 17m x 4 lanes	Standard - per hour	£46.30	£37.95	1.8.19	-18.03%	1.8.18
2G Synthetic Pitch - Half Pitch	Standard - per hour	£65.90	£38.66	1.8.19	-41.34%	1.8.18
2G Synthetic Pitch - Half Pitch	Concession/Over 60	£33.20	£22.00	1.8.19	-33.73%	1.8.18
	Retired/Youth Registration - per hour					
2G Synthetic Pitch - Third Pitch	Standard - per hour	£65.90	£23.25	1.8.19	-64.72%	1.8.18
2G Synthetic Pitch - Third Pitch	Concession/Over 60	£33.20	£14.60	1.8.19	-56.02%	1.8.18
	Retired/Youth Registration - per hour					
3G Synthetic Pitch - Half Pitch	Standard - per hour	£65.90	£47.52	1.8.19	-27.89%	1.8.18
3G Synthetic Pitch - Half Pitch	Concession/Over 60	£33.20	£23.76	1.8.19	-28.43%	1.8.18
	Retired/Youth Registration - per hour					
3G Synthetic Pitch - Third Pitch	Standard - per hour	£65.90	£31.23	1.8.19	-52.61%	1.8.18
3G Synthetic Pitch - Third Pitch	Concession/Over 60	£33.20	£15.61	1.8.19	-52.98%	1.8.18
	Retired/Youth Registration - per hour					
Grass Pitch - per Game	Standard - two hours	£61.00	£53.04	1.8.19	-13.05%	1.8.18
Match Fees 3G Synthetic Pitch - Full Pitch	Club League/Cup	£131.80	£74.40	1.8.19	-43.55%	1.8.18
	Fixtures/Standard - per match					
Match Fees 3G Synthetic Pitch - Full Pitch	Concession/Over 60	£66.40	£38.00	1.8.19	-42.77%	1.8.18
	Retired/Youth Registration - per match					
Large Gym - 1 x Badminton Court	Standard - per hour	£25.20	£24.26	1.8.19	-3.73%	1.8.18
Large Gym - 1 x Badminton Court	Concession/Over 60	£13.20	£12.13	1.8.19	-8.11%	1.8.18
	Retired/Youth Registration - up to one hour					
Small room / Classroom - up to 100m3	Concession/Over 60	£4.40	£6.09	1.8.19	38.41%	1.8.18
	Retired/Youth Registration - per hour					
Small room / Classroom - up to 100m4	Commercial - per hour	£13.39	£15.23	1.8.19	13.74%	1.8.18
Medium room - up to 200m2	Standard - per hour	£12.43	£24.26	1.8.19	95.17%	1.8.18
Medium room - up to 200m2	Concession/Over 60	£13.20	£12.13	1.8.19	-8.11%	1.8.18
	Retired/Youth Registration - per hour					
Medium room - up to 200m2	Commercial - per hour	£13.39	£30.33	1.8.19	126.51%	1.8.18
Medium room - up to 200m2	Concession/Over 60	£13.20	£15.00	1.8.19	13.64%	1.8.18
	Retired/Youth Registration - up to two hours					
Medium room - up to 200m2	Concession/Over 60	£13.20	£18.00	1.8.19	36.36%	1.8.18
	Retired/Youth Registration - up to three hours					
Swimming Lessons	Concession/Over 60	£4.83	£5.25	1.8.19	8.70%	1.8.18
	Retired/Youth Registration - per 25 mins					
Swimming Lessons	Concession/Over 60	£5.25	£6.00	1.8.19	14.29%	1.8.18
	Retired/Youth Registration - per 50 mins					

THE CITY OF EDINBURGH COUNCIL PROPOSED

CHARGES, 2019/20

	Current fee Proposed 2018/19	2019/20	Effective from	% increase 2019/20	Date of last increase
Finance and Resources					
School Meals					
Primary Schools	£2.20	£2.25	1.8.19	2.27%	1.8.18
Secondary Schools Special Schools (Primary)	£2.60	£2.70	1.8.19	3.85%	1.8.18
Special Schools (Secondary)	£2.20	£2.25	1.8.19	2.27%	1.8.18
Nursery Schools	£2.60	£2.70	1.8.19	3.85%	1.8.18
	£2.20	£2.25	1.8.19	2.27%	1.8.18
Non Pupil/Staff Meals					
One Course Two Courses	£2.55	£2.70	1.8.19	5.88%	1.8.18
	£3.55	£3.75	1.8.19	5.63%	1.8.18
Edinburgh Shared Repairs Service					
<u>Emergency Works</u>					
Call Out Fee (8.30 - 5.00pm) Call Out Fee (Out of Hours)	£100.00	£105.00	1.4.19	5.00%	1.4.18
Property Officers Time Charge on Emergency jobs Manager Time Charge on Emergency jobs	£138.00	£145.00	1.4.19	5.07%	1.4.18
	£28.00	£45.00	1.4.19	60.71%	1.4.18
	£34.00	£54.00	1.4.19	58.82%	1.4.18
<u>Intervention Services - Survey and Reporting</u>					
Surveyor Time Charge	£34.00	£54.00	1.4.19	58.82%	1.4.18
City Chambers					
<u>Room Hire - Council Chamber</u>					
Mon - Fri, 8.30 - 17.00 (Hourly Rate) Mon - Fri, 8.30 - 17.00 (Min. 4hr Rate) Mon - Fri, 8.30 - 17.00 (Full Day Rate)	£128.00	£135.00	1.4.19	5.47%	1.4.18
	£510.00	£536.00	1.4.19	5.10%	1.4.18
	£919.00	£965.00	1.4.19	5.01%	1.4.18
Mon - Thurs, 17.00 - 01.00 (Evening Rates) Sat - Sun, 08.30 - 17.00 (Weekend Day Rate)	£762.00	£801.00	1.4.19	5.12%	1.4.18
	£1,021.00	£1,073.00	1.4.19	5.09%	1.4.18
Fri - Sun Evening , 17.00 - 01.00 (Evening Rate) Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£1,046.00	£1,099.00	1.4.19	5.07%	1.4.18
	£786.00	£826.00	1.4.19	5.09%	1.4.18
<u>Room Hire - European Room</u>					
Mon - Fri, 8.30 - 17.00 (Hourly Rate) Mon - Fri, 8.30 - 17.00 (Min. 4hr Rate) Mon - Fri, 8.30 - 17.00 (Full Day Rate)	£121.00	£128.00	1.4.19	5.79%	1.4.18
	£484.00	£509.00	1.4.19	5.17%	1.4.18
	£869.00	£913.00	1.4.19	5.06%	1.4.18
Mon - Thurs, 17.00 - 01.00 (Evening Rates) Sat - Sun, 08.30 - 17.00 (Weekend Day Rate)	£726.00	£763.00	1.4.19	5.10%	1.4.18
	£967.00	£1,016.00	1.4.19	5.07%	1.4.18
Fri - Sun Evening , 17.00 - 01.00 (Evening Rate) Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£991.00	£1,041.00	1.4.19	5.05%	1.4.18
	£744.00	£782.00	1.4.19	5.11%	1.4.18
<u>Room Hire - Councillors' Lounge</u>					
Mon - Thurs, 17.00 - 01.00 (Evening Rates) Sat - Sun, 08.30 - 17.00 (Weekend Day Rate)	£354.00	£372.00	1.4.19	5.08%	1.4.18
	£473.00	£497.00	1.4.19	5.07%	1.4.18
Fri - Sun Evening , 17.00 - 01.00 (Evening Rate) Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£473.00	£497.00	1.4.19	5.07%	1.4.18
	£363.00	£382.00	1.4.19	5.23%	1.4.18
<u>Room Hire - Dunedin Room</u>					
Mon - Fri, 8.30 - 17.00 (Hourly Rate) Mon - Fri, 8.30 - 17.00 (Min. 4hr Rate) Mon - Fri, 8.30 - 17.00 (Full Day Rate)	£58.00	£61.00	1.4.19	5.17%	1.4.18
	£236.00	£248.00	1.4.19	5.08%	1.4.18
	£426.00	£448.00	1.4.19	5.16%	1.4.18
Mon - Thurs, 17.00 - 01.00 (Evening Rates) Sat - Sun, 08.30 - 17.00 (Weekend Day Rate)	£354.00	£372.00	1.4.19	5.08%	1.4.18
	£473.00	£497.00	1.4.19	5.07%	1.4.18
Fri - Sun Evening , 17.00 - 01.00 (Evening Rate) Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£473.00	£497.00	1.4.19	5.07%	1.4.18
	£363.00	£382.00	1.4.19	5.23%	1.4.18

	Current fee Proposed 2018/19	fee 2019/20	Effective from	% increase 2019/20	Date of last increase
Finance and Resources					
<u>Room Hire - Diamond Jubilee Room</u> Mon					
- Fri, 8.30 - 17.00 (Hourly Rate) Mon -	£58.00	£61.00	1.4.19	5.17%	1.4.18
Fri, 8.30 - 17.00 (Min. 4hr Rate) Mon -	£236.00	£248.00	1.4.19	5.08%	1.4.18
Fri, 8.30 - 17.00 (Full Day Rate)	£426.00	£448.00	1.4.19	5.16%	1.4.18
Mon - Thurs, 17.00 - 01.00 (Evening Rates) Sat	£354.00	£372.00	1.4.19	5.08%	1.4.18
- Sun, 08.30 - 17.00 (Weekend Day Rate)	£473.00	£497.00	1.4.19	5.07%	1.4.18
Fri - Sun Evening , 17.00 - 01.00 (Evening Rate)	£473.00	£497.00	1.4.19	5.07%	1.4.18
Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£363.00	£382.00	1.4.19	5.23%	1.4.18
<u>Room Hite - Mandela Room</u>					
Mon - Fri, 8.30 - 17.00 (Hourly Rate) Mon	£58.00	£61.00	1.4.19	5.17%	1.4.18
- Fri, 8.30 - 17.00 (Min. 4hr Rate) Mon -	£236.00	£248.00	1.4.19	5.08%	1.4.18
Fri, 8.30 - 17.00 (Full Day Rate)	£426.00	£448.00	1.4.19	5.16%	1.4.18
Mon - Thurs, 17.00 - 01.00 (Evening Rates) Sat	£354.00	£372.00	1.4.19	5.08%	1.4.18
- Sun, 08.30 - 17.00 (Weekend Day Rate)	£473.00	£497.00	1.4.19	5.07%	1.4.18
Fri - Sun Evening , 17.00 - 01.00 (Evening Rate)	£473.00	£497.00	1.4.19	5.07%	1.4.18
Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£363.00	£382.00	1.4.19	5.23%	1.4.18
<u>Room Hire - Dean of Guild Waiting Room</u> Mon					
- Fri, 8.30 - 17.00 (Hourly Rate)	£30.00	£32.00	1.4.19	6.67%	1.4.18
Mon - Fri, 8.30 - 17.00 (Min. 4hr Rate)	£124.00	£131.00	1.4.19	5.65%	1.4.18
Mon - Fri, 8.30 - 17.00 (Full Day Rate)	£223.00	£235.00	1.4.19	5.38%	1.4.18
Mon - Thurs, 17.00 - 01.00 (Evening Rates) Sat	£183.00	£193.00	1.4.19	5.46%	1.4.18
- Sun, 08.30 - 17.00 (Weekend Day Rate)	£247.00	£260.00	1.4.19	5.26%	1.4.18
Fri - Sun Evening , 17.00 - 01.00 (Evening Rate)	£252.00	£265.00	1.4.19	5.16%	1.4.18
Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£190.00	£200.00	1.4.19	5.26%	1.4.18
<u>Room Hire - Business Centre</u>					
Mon - Fri, 8.30 - 17.00 (Hourly Rate) Mon	£128.00	£135.00	1.4.19	5.47%	1.4.18
- Fri, 8.30 - 17.00 (Min. 4hr Rate) Mon -	£510.00	£536.00	1.4.19	5.10%	1.4.18
Fri, 8.30 - 17.00 (Full Day Rate)	£919.00	£965.00	1.4.19	5.01%	1.4.18
Mon - Thurs, 17.00 - 01.00 (Evening Rates) Sat	£762.00	£801.00	1.4.19	5.12%	1.4.18
- Sun, 08.30 - 17.00 (Weekend Day Rate)	£1,021.00	£1,073.00	1.4.19	5.09%	1.4.18
Fri - Sun Evening , 17.00 - 01.00 (Evening Rate)	£1,046.00	£1,099.00	1.4.19	5.07%	1.4.18
Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£786.00	£826.00	1.4.19	5.09%	1.4.18
<u>Room Hire - Business Centre Auditorium</u>					
Mon - Fri, 8.30 - 17.00 (Hourly Rate) Mon	£121.00	£128.00	1.4.19	5.79%	1.4.18
- Fri, 8.30 - 17.00 (Min. 4hr Rate) Mon -	£484.00	£509.00	1.4.19	5.17%	1.4.18
Fri, 8.30 - 17.00 (Full Day Rate)	£869.00	£913.00	1.4.19	5.06%	1.4.18
Mon - Thurs, 17.00 - 01.00 (Evening Rates) Sat	£726.00	£763.00	1.4.19	5.10%	1.4.18
- Sun, 08.30 - 17.00 (Weekend Day Rate)	£967.00	£1,016.00	1.4.19	5.07%	1.4.18
Fri - Sun Evening , 17.00 - 01.00 (Evening Rate)	£991.00	£1,041.00	1.4.19	5.05%	1.4.18
Sunday Special Offer , 08.30 - 01.00 (Day/Evening Rate)	£744.00	£782.00	1.4.19	5.11%	1.4.18
<u>Room Hire - Pod</u>					
Mon - Fri, 8.30 - 17.00 (Hourly Rate) Mon	£22.00	£24.00	1.4.19	9.09%	1.4.18
- Fri, 8.30 - 17.00 (Min. 4hr Rate) Mon -	£82.00	£87.00	1.4.19	6.10%	1.4.18
Fri, 8.30 - 17.00 (Full Day Rate)	£164.00	£173.00	1.4.19	5.49%	1.4.18

THE CITY OF EDINBURGH COUNCIL

PROPOSED CHARGES, 2019/20

		Current fee 2018/19	Proposed fee 2019/20	Effective from	% increase 2019/20	Date of last increase
Housing and Economy						
Homeless Temporary Accommodation						
Dispersed flats - Rent 0 APT	per week	£83.46	£85.13	1.4.19	2.00%	1.4.18
Dispersed flats - Rent 1 APT	per week	£91.83	£93.67	1.4.19	2.00%	1.4.18
Dispersed flats - Rent 2 APT	per week	£105.05	£107.15	1.4.19	2.00%	1.4.18
Dispersed flats - Rent 3 APT	per week	£118.27	£120.64	1.4.19	2.00%	1.4.18
Dispersed flats - Rent 4 APT	per week	£125.23	£127.73	1.4.19	2.00%	1.4.18
Dispersed flats (Leased to HRA) - Rent 1 APT	per week	£103.84	£123.62	1.4.19	19.05%	1.4.18
Dispersed flats (Leased to HRA) - Rent 2 APT	per week	£135.00	£149.79	1.4.19	10.96%	1.4.18
Dispersed flats (Leased to HRA) - Rent 3 APT	per week	£183.81	£186.47	1.4.19	1.45%	1.4.18
Oxgangs - Rent (2 room Flat)	per week	£46.69	£47.62	1.4.19	1.99%	1.4.18
Oxgangs - Rent (3 room Flat)	per week	£33.89	£34.57	1.4.19	2.01%	1.4.18
Broomhouse	per week	£38.02	£38.78	1.4.19	2.00%	1.4.18
Crewe Road Ground Floor - Rent	per week	£31.78	£32.42	1.4.19	2.01%	1.4.18
Crewe Road - All other floors Rent	per week	£30.34	£30.95	1.4.19	2.01%	1.4.18
West Pilton View (Leased to HRA) - Rent - RSL owned	per week	£103.84	£123.62	1.4.19	19.05%	1.4.18
West Pilton Park (Single Occupancy) - Rent	per week	£44.22	£45.10	1.4.19	1.99%	1.4.18
Bruntfield (Leased to HRA) - Rent	per week	£103.84	£123.62	1.4.19	19.05%	1.4.18
Bingham	per week	£52.09	£53.13	1.4.19	2.00%	1.4.18
Castlecliff Hostel - Rent - RSL owned	per week	£103.84	£113.62	1.4.19	9.42%	1.4.18
Randolph Hostel - Rent	per week	£337.75	£344.51	1.4.19	2.00%	1.4.18
Tenement Management Scheme						
Travelling People's Site	per fortnight	£182.07	£185.71	1.4.19	2.00%	1.4.18
Garage Rents						
West	per year	£508.00	£533.00	1.4.19	4.92%	1.4.18
South West - Charge 1	per year	£508.00	£533.00	1.4.19	4.92%	1.4.18
South West - Charge 2	per year	£560.00	£588.00	1.4.19	5.00%	1.4.18
City Centre	per year	£702.00	£737.00	1.4.19	4.99%	1.4.18
North - Charge 1	per year	£508.00	£533.00	1.4.19	4.92%	1.4.18
North - Charge 2	per year	£704.00	£739.00	1.4.19	4.97%	1.4.18
East - Charge 1	per year	£508.00	£533.00	1.4.19	4.92%	1.4.18
East - Charge 2	per year	£704.00	£739.00	1.4.19	4.97%	1.4.18
South - Charge 1	per year	£560.00	£588.00	1.4.19	5.00%	1.4.18
South - Charge 2	per year	£633.00	£665.00	1.4.19	5.06%	1.4.18
South - Charge 3	per year	£704.00	£739.00	1.4.19	4.97%	1.4.18
South - Charge 4	per year	£847.00	£889.00	1.4.19	4.96%	1.4.18
Stair Cleaning Charge						
Owner occupiers private stairs	per year	£89.00	£93.00	1.4.19	4.49%	1.4.18
Housing Revenue Account						
Social Bedsit (house or flat)	per year	£3,952.54	£4,031.59	1.4.19	2.00%	1.4.18
1 bed flat- Social	per year	£4,404.93	£4,493.03	1.4.19	2.00%	1.4.18
1 bed house- Social	per year	£4,629.66	£4,722.25	1.4.19	2.00%	1.4.18
2 bed flat- Social	per year	£5,120.24	£5,222.64	1.4.19	2.00%	1.4.18
2 bed house- Social	per year	£5,345.94	£5,452.86	1.4.19	2.00%	1.4.18
3 bed flat- Social	per year	£5,836.03	£5,952.75	1.4.19	2.00%	1.4.18
3 bed house- Social	per year	£6,061.25	£6,182.47	1.4.19	2.00%	1.4.18
4+ bed flat- Social	per year	£6,212.04	£6,336.29	1.4.19	2.00%	1.4.18
4 bed house- Social	per year	£6,437.75	£6,566.51	1.4.19	2.00%	1.4.18
1 bedroom flat Gracemount - Mid-Market Rent	per year	£5,967.23	£6,086.58	1.4.19	2.00%	1.4.18
1 bedroom flat Greendykes - Mid-Market Rent	per year	£5,645.64	£5,758.55	1.4.19	2.00%	1.4.18
1 bedroom flat Pennywell - Mid-Market Rent	per year	£5,775.46	£5,890.97	1.4.19	2.00%	1.4.18
2 bedroom flat Cakemuir - Mid-Market Rent	per year	£7,562.36	£7,713.61	1.4.19	2.00%	1.4.18
2 bedroom flat Gracemount - Mid-Market Rent	per year	£7,434.94	£7,583.64	1.4.19	2.00%	1.4.18
2 bedroom flat Greendykes - Mid-Market Rent	per year	£6,843.16	£6,980.02	1.4.19	2.00%	1.4.18
2 bedroom flat Pennywell - Mid-Market Rent	per year	£6,972.52	£7,111.97	1.4.19	2.00%	1.4.18
3 bedroom flat Cakemuir - Mid-Market Rent	per year	£8,250.45	£8,415.46	1.4.19	2.00%	1.4.18
3 bedroom flat Greendykes - Mid-Market Rent	per year	£9,124.88	£9,307.38	1.4.19	2.00%	1.4.18
3 bedroom house Cakemuir - Mid-Market Rent	per year	£8,473.18	£8,642.64	1.4.19	2.00%	1.4.18
3 bedroom house Greendykes - Mid-Market Rent	per year	£9,338.63	£9,525.40	1.4.19	2.00%	1.4.18

THE CITY OF EDINBURGH COUNCIL

PROPOSED CHARGES, 2019/20

Health and Social Care	2018/19	Current fee	Proposed fee	Effective	% increase	Date of
Day Care for Older People			2019/20	from	2019/20	increase last
<u>Domiciliary Care</u>						
Care at home / home care		£16.60	17.43	1.4.19	5.00%	1.4.18
Care and Support		£16.60	17.43	1.4.19	5.00%	1.4.18
<u>Care Homes</u>						
Single Room - Per Week		Economic Rate	Economic Rate			
Double Room - Per Week		Economic Rate	Economic Rate			

**THE CITY OF EDINBURGH COUNCIL PROPOSED
CHARGES, 2019/20**

Licensing			Current fee 2018/19	Proposed fee 2019/20	Effective from	% increase 2019/20	Date of last increase
Licences							
Animal Boarding		1 Year	£323.00	£333.00	1.4.19	3.10%	1.4.17
Animal Boarding - Commercial Kennels (plus any vet inspection)		1 Year	£323.00	£333.00	1.4.19	3.10%	1.11.17
Animal Boarding - Home Boarding or Dog Day Care (1-10 Animals) (plus any vet inspection)		1 Year	£150.00	£155.00	1.4.19	3.33%	1.11.17
Animal Boarding - Home Boarding or Dog Day Care (>10 animals) (plus any vet inspection)		1 Year	£323.00	£333.00	1.4.19	3.10%	1.11.17
Boat Hire - New		1 Year	£580.00	£597.00	1.4.19	2.93%	1.4.17
Boat Hire - Temporary		up to 28 days	£194.00	£200.00	1.4.19	3.09%	1.4.17
Boat Hire incl late fee @ 20%		up to 28 days	£233.00	£240.00	1.4.19	3.00%	1.4.17
Change of Manager (for all civic except taxis)			£103.00	£106.00	1.4.19	2.91%	1.4.17
Dangerous Wild Animals (plus any vet inspection)		1 Year	£323.00	£333.00	1.4.19	3.10%	1.4.17
Dog Breeding (plus any vet inspection)		1 Year	£323.00	£333.00	1.4.19	3.10%	1.4.17
Indoor Sports	New / Renewal	1 Year	£968.00	£997.00	1.4.19	3.00%	1.4.17
Indoor Sports - temporary		up to 28 days	£675.00	£695.00	1.4.19	2.96%	1.4.17
Indoor Sports incl late fee @ 20%	Temporary	up to 28 days	£810.00	£834.00	1.4.19	2.96%	1.4.17
Indoor Sports - Community or Charitable events	non commercial	up to 6 weeks	£117.00	£121.00	1.4.19	3.42%	1.4.17
Knife Dealers	New	1 Year	£217.00	£224.00	1.4.19	3.23%	1.4.17
Knife Dealers	Renewal	1 Year	£163.00	£168.00	1.4.19	3.07%	1.4.17
Late Hours Catering	New	1 Year	£609.00	£627.00	1.4.19	2.96%	1.4.17
Late Hours Catering	Renewal	1 Year	£436.00	£449.00	1.4.19	2.98%	1.4.17
Late Hours Catering	Exemption	2 Months	£109.00	£112.00	1.4.19	2.75%	1.4.17
Market Operators							
Annual Indoor Market (within the City centre ward 11)	New/Renewal - per stall	1 Year	£54.00	£56.00	1.4.19	3.70%	1.4.17
Annual Outdoor Market (within the city centre ward 11)	New/Renewal - per stall	1 Year	£82.00	£84.00	1.4.19	2.44%	1.4.17
Market Operators (outwith ward 11)	per stall - indoor / outdoor	1 Year	£13.00	£14.00	1.4.19	7.69%	1.4.17
Temporary (outwith ward 11)	per stall - indoor / outdoor	up to 28 days	£5.00	£6.00	1.4.19	20.00%	1.4.17
Temporary including late fee @ 20% (outwith ward 11)	per stall - indoor / outdoor	up to 28 days	£6.00	£7.00	1.4.19	16.67%	1.4.17
Temporary within City Centre	per stall - indoor / outdoor max fee £1,000	up to 28 days	£54.00	£56.00	1.4.19	3.70%	1.4.17
Temporary within City Centre including late fee @ 20%	per stall - max fee £1,000	up to 28 days	£66.00	£68.00	1.4.19	3.03%	1.4.17
Temporary Outdoor Market within City Centre	per stall - max fee £5,000	up to 28 days	£82.00	£84.00	1.4.19	2.44%	1.4.17
Temporary Outdoor Market within City Centre including late fee @ 20%	per stall - max fee £5,000	up to 28 days	£98.00	£101.00	1.4.19	3.06%	1.4.17
Community markets or registered charities	20 stall max		£117.00	£121.00	1.4.19	3.42%	1.4.17
Community markets or registered charities incl Late fee @ 20%	20 stall max		£140.00	£144.00	1.4.19	2.86%	1.4.17
Metal Dealers	New / Renewal	1 Year	£621.00	£640.00	1.4.19	3.06%	1.4.17
Metal Dealers	renewal	3 Years	£1,633.00	£1,682.00	1.4.19	3.00%	1.4.17
Performing Animals	1 Year - plus vet inspection		£578.00	£595.00	1.4.19	2.94%	1.4.17
Pet Shops	1 Year - plus vet inspection		£380.00	£391.00	1.4.19	2.89%	1.4.17
Public Entertainment							
Capacity > 15,000		1 year new or temp up to 28 days	£13,042.00	£13,433.00	1.4.19	3.00%	1.4.17
Capacity > 15,000 Late Fee @ 20%		1 year new or temp up to 28 days	£15,654.00	£16,124.00	1.4.19	3.00%	1.4.17
Capacity 10,001 to 15,000		1 year new or temp up to 28 days	£10,084.00	£10,387.00	1.4.19	3.00%	1.4.17
Capacity 10,001 to 15,000 Late Fee @ 20%		1 year new or temp up to 28 days	£12,096.00	£12,459.00	1.4.19	3.00%	1.4.17
Capacity 5,001 to 10,000		1 year new or temp up to 28 days	£6,209.00	£6,395.00	1.4.19	3.00%	1.4.17
Capacity 5,001 to 10,000 Late Fee @ 20%		1 year new or temp up to 28 days	£7,437.00	£7,660.00	1.4.19	3.00%	1.4.17
Capacity 1,001 to 5,000		1 year new or temp up to 28 days	£3,104.00	£3,197.00	1.4.19	3.00%	1.4.17
Capacity 1,001 to 5,000 Late Fee @ 20%		1 year new or temp up to 28 days	£3,725.00	£3,837.00	1.4.19	3.01%	1.4.17
Capacity 201 to 1,000		1 year new or temp up to 28 days	£1,548.00	£1,594.00	1.4.19	2.97%	1.4.17

Licensing			Current fee 2018/19	Proposed Effective fee 2019/20 from	% increase 2019/20	Date of last increase
Capacity 201 to 1,000	Late Fee @ 20%	1 year new or temp up to 28 days	£1,857.00	£1,913.00	1.4.19 3.02%	1.4.17
Capacity 1 to 200		1 year new or temp up to 28 days	£1,035.00	£1,066.00	1.4.19 3.00%	1.4.17
Capacity 1 to 200	Late Fee @ 20%	1 year new or temp up to 28 days	£1,239.00	£1,276.00	1.4.19 2.99%	1.4.17
Capacity > 15,000		Renewal - 1 year	£9,781.00	£10,074.00	1.4.19 3.00%	1.4.17
Capacity 10,001 to 15,000		Renewal - 1 year	£7,561.00	£7,788.00	1.4.19 3.00%	1.4.17
Capacity 5,001 to 10,000		Renewal - 1 year	£4,133.00	£4,257.00	1.4.19 3.00%	1.4.17
Capacity 1,001 to 5,000		Renewal - 1 year	£2,067.00	£2,129.00	1.4.19 3.00%	1.4.17
Capacity 201 to 1,000		Renewal - 1 year	£1,035.00	£1,066.00	1.4.19 3.00%	1.4.17
Capacity 1 to 200		Renewal - 1 year	£838.00	£863.00	1.4.19 2.98%	1.4.17
Community / charitable / religious/political group, pay to enter		capacity 251 to 2,500 up to 28 days	£150.00	£155.00	1.4.19 3.33%	1.4.17
Community / charitable / religious/political group, pay to enter		capacity 2,501 to 5,000 up to 28 days	£300.00	£309.00	1.4.19 3.00%	1.4.17
Community / charitable / religious/political group, pay to enter		capacity 251 to 2,500 1 Year	£400.00	£412.00	1.4.19 3.00%	1.4.17
Community / charitable / religious/political group, pay to enter		capacity 2,501 to 5000 1 Year	£800.00	£824.00	1.4.19 3.00%	1.4.17
Amusement Devices		> 20 1 Year or temp up to 28 days	£4,600.00	£4,738.00	1.4.19 3.00%	1.4.17
Amusement Devices	Late Fee @ 20%	> 20 1 Year or temp up to 28 days	£5,520.00	£5,686.00	1.4.19 3.01%	1.4.17
Amusement Devices		6 to 20 1 Year or temp up to 28 days	£2,322.00	£2,392.00	1.4.19 3.01%	1.4.17
Amusement Devices	Late Fee @ 20%	6 to 20 1 Year or temp up to 28 days	£2,786.00	£2,870.00	1.4.19 3.02%	1.4.17
Amusement Devices		2 to 5 1 Year or temp up to 28 days	£942.00	£970.00	1.4.19 2.97%	1.4.17
Amusement Devices	Late Fee @ 20%	2 to 5 1 Year or temp up to 28 days	£1,130.00	£1,164.00	1.4.19 3.01%	1.4.17
Amusement Devices		1 only 1 Year or temp up to 28 days	£205.00	£211.00	1.4.19 2.93%	1.4.17
Amusement Devices	Late Fee @ 20%	1 only 1 Year or temp up to 28 days	£245.00	£252.00	1.4.19 2.86%	1.4.17
Sun Beds		per Bed 1 Year	£245.00	£252.00	1.4.19 2.86%	1.4.17
Hypnotism		per event	£217.00	£224.00	1.4.19 3.23%	1.4.17
Live Animal Supplement		per event	£217.00	£224.00	1.4.19 3.23%	1.4.17
Public Entertainment Variation		Capacity > 15,000 per application	£13,063.00	£13,455.00	1.4.19 3.00%	1.4.17
Public Entertainment Variation - Late Fee @ 20%		Capacity > 15,000 per application	£15,675.00	£16,145.00	1.4.19 3.00%	1.4.17
Public Entertainment Variation		Capacity 10,001 to 15,000 per application	£10,097.00	£10,400.00	1.4.19 3.00%	1.4.17
Public Entertainment Variation - Late Fee @ 20%		Capacity 10,001 to 15,000 per application	£12,116.00	£12,479.00	1.4.19 3.00%	1.4.17
Public Entertainment Variation		Capacity 5,001 to 10,000 per application	£6,209.00	£6,395.00	1.4.19 3.00%	1.4.17
Public Entertainment Variation - Late Fee @ 20%		Capacity 5,001 to 10,000 per application	£7,450.00	£7,674.00	1.4.19 3.01%	1.4.17
Public Entertainment Variation		Capacity 1,001 to 5,000 per application	£3,105.00	£3,198.00	1.4.19 3.00%	1.4.17
Public Entertainment Variation - Late Fee @ 20%		Capacity 1,001 to 5,000 per application	£3,725.00	£3,837.00	1.4.19 3.01%	1.4.17
Public Entertainment Variation		Capacity 201 to 1,000 per application	£1,562.00	£1,609.00	1.4.19 3.01%	1.4.17
Public Entertainment Variation - Late Fee @ 20%		Capacity 201 to 1,000 per application	£1,875.00	£1,931.00	1.4.19 2.99%	1.4.17
Public Entertainment Variation		Capacity 1 to 200 per application	£1,035.00	£1,066.00	1.4.19 3.00%	1.4.17
Public Entertainment Variation - Late Fee @ 20%		Capacity 1 to 200 per application	£1,241.00	£1,278.00	1.4.19 2.98%	1.4.17
Riding Establishments (plus any vet inspection)		1 Year	£619.00	£638.00	1.4.19 3.07%	1.4.17
Second-Hand Dealer		New 1 Year	£217.00	£224.00	1.4.19 3.23%	1.4.17
Second-Hand Dealer		Renewal 1 Year	£163.00	£168.00	1.4.19 3.07%	1.4.17
Second-Hand Dealer		Renewal 3 Years	£394.00	£406.00	1.4.19 3.05%	1.4.17
Second-Hand Dealer		Exemption per application	£99.00	£102.00	1.4.19 3.03%	1.4.17
Second-Hand Dealer - Temporary		up to 28 days	£109.00	£112.00	1.4.19 2.75%	1.4.17
Second-Hand Dealer incl late fee @ 20% - Temporary		up to 28 days	£131.00	£135.00	1.4.19 3.05%	1.4.17
Second-Hand Dealer - Antique Fair Dealers		1 Year	£64.00	£66.00	1.4.19 3.13%	1.4.17
Second-Hand Dealer - Stamp and Book Fair Dealers		1 Year	£64.00	£66.00	1.4.19 3.13%	1.4.17
Sex Shop - New / Renewal		1 Year	£1,526.00	£1,572.00	1.4.19 3.01%	1.4.17

			Current fee 2018/19	Proposed Effective fee 2019/20 from	% increase 2019/20	Date of last increase	
Licensing							
Skin Piercing and Tattooing							
Where Activity Carried out Mainly from Premises	Principal Operator with employees - New	1 Year	£272.00	£280.00	1.4.19	2.94%	1.4.17
Where Activity Carried out Mainly from Premises	Principal Operator with employees Renewal	3 Years	£544.00	£560.00	1.4.19	2.94%	1.4.17
Where Activity Carried out Mainly from Premises	Principal Operator with Employees - Each Additional Employee		£82.00	£84.00	1.4.19	2.44%	1.4.17
Where Activity Carried out Mainly from Premises	Self Employed Operator - New	1 Year	£272.00	£280.00	1.4.19	2.94%	1.4.17
Where Activity Carried out Mainly from Premises	Self Employed Operator - Renewal	3 Years	£544.00	£560.00	1.4.19	2.94%	1.4.17
Where Activity Not Carried out Mainly from Premises	One Off Events	per application	£261.00	£269.00	1.4.19	3.07%	1.4.17
Where Activity Not Carried out Mainly from Premises	Attending an exhibition or Arts Events	per application up to max of 7 days	£82.00	£84.00	1.4.19	2.44%	1.4.17
Street Traders							
Food		1 Year	£307.00	£316.00	1.4.19	2.93%	1.4.17
Non food		1 Year	£209.00	£215.00	1.4.19	2.87%	1.4.17
Food - change of vehicle		per application	£163.00	£168.00	1.4.19	3.07%	1.4.17
Food change of vehicle incl late fee @ 20%		per application	£196.00	£202.00	1.4.19	3.06%	1.4.17
Street Traders	Charitable Organisation	6 months	£73.00	£75.00	1.4.19	2.74%	1.4.17
Food Temporary		per application up to 7 days	£217.00	£224.00	1.4.19	3.23%	1.4.17
Food temporary including late fee @ 20%		per application up to 7 days	£261.00	£269.00	1.4.19	3.07%	1.4.17
Non food temporary		per application up to 7 days	£163.00	£168.00	1.4.19	3.07%	1.4.17
Non food temporary including late fee @ 20%		per application up to 7 days	£196.00	£202.00	1.4.19	3.06%	1.4.17
Employees		per person	£54.00	£56.00	1.4.19	3.70%	1.4.17
Employees - including late fee @ 20%		per person	£65.00	£67.00	1.4.19	3.08%	1.4.17
Theatre							
Capacity > 1,000	New / Temporary	1 Year	£2,783.00	£2,866.00	1.4.19	2.98%	1.4.17
Capacity 201 to 1,000	New / Temporary	1 Year	£1,390.00	£1,432.00	1.4.19	3.02%	1.4.17
Capacity 1 to 200	New / Temporary	1 Year	£927.00	£955.00	1.4.19	3.02%	1.4.17
Capacity > 1,000	Renewal	1 Year	£1,855.00	£1,911.00	1.4.19	3.02%	1.4.17
Capacity 201 to 1,000	Renewal	1 Year	£927.00	£955.00	1.4.19	3.02%	1.4.17
Capacity 1 to 200	Renewal	1 Year	£753.00	£776.00	1.4.19	3.05%	1.4.17
Charitable organisations capacity < 200	max 4 p.a.		£115.00	£118.00	1.4.19	2.61%	1.4.17
Street event		per day	£45.00	£46.00	1.4.19	2.22%	1.4.17
Late Fee @ 20%		per event	£54.00	£56.00	1.4.19	3.70%	1.4.17
Theatre Variation - change to capacity	>1,000	per application	£2,783.00	£2,866.00	1.4.19	2.98%	1.4.17
Theatre Variation with late fee @ 20%	Change to Capacity > 1,000	per application	£3,339.00		1.4.19		New Charge
Theatre Variation - change to capacity	201 to 1,000	per application	£1,390.00	£1,432.00	1.4.19	3.02%	1.4.17
Theatre Variation with late fee @ 20%	Change to Capacity 201 to 1,000	per application	£1,669.00		1.4.19		New Charge
Theatre Variation - change to capacity	1 to 200	per application	£927.00	£955.00	1.4.19	3.02%	1.4.17
Theatre Variation with late fee @ 20%	Change to Capacity 1 to 200	per application	£1,112.00		1.4.19		New Charge
Venison Dealer		3 Years	£167.00	£172.00	1.4.19	2.99%	1.4.17
Window Cleaners	New or Renewal	1 Year	£109.00	£112.00	1.4.19	2.75%	1.4.17
Window Cleaners	New or Renewal	3 Years	£272.00	£280.00	1.4.19	2.94%	1.4.17
Zoo (plus any vet inspection)		6 Years	£975.00	£1,004.00	1.4.19	2.97%	1.4.17
Miscellaneous	variation of any civic licence - other than capacity increases in PE or Theatre		£54.00	£56.00	1.4.19	3.70%	1.4.17
Miscellaneous	Food Hygiene inspection for street trader vehicles	when not part of a licence application	£163.00	£168.00	1.4.19	3.07%	1.4.17
Firework sales	all year sale	1 Year	£522.00	£538.00	1.4.19	3.07%	1.4.17
Miscellaneous	Certified Copy - Civic		£54.00	£56.00	1.4.19	3.70%	1.4.17
Miscellaneous	Duplicate ID Badge		£54.00	£56.00	1.4.19	3.70%	1.4.17
Miscellaneous	Change of Manager	per application	£103.00	£106.00	1.4.19	2.91%	1.4.17
Multi Screen		1 Year	£618.00	£618.00	1.4.19	0.00%	1.4.17
Taxi/PHC Booking Office	New	1 Year	£1,089.00	£1,122.00	1.4.19	3.03%	1.4.17
Taxi/PHC Booking Office	Renewal	1 Year	£762.00	£785.00	1.4.19	3.02%	1.4.17
Cancellation of Inspection			£103.00	£106.00	1.4.19	2.91%	1.4.17
Change of manager			£103.00	£106.00	1.4.19	2.91%	1.4.17
Change of vehicle - other than at annual inspection			£163.00	£168.00	1.4.19	3.07%	1.4.17
Duplicate ID badge			£54.00	£56.00	1.4.19	3.70%	1.4.17
Duplicate Licence			£54.00	£56.00	1.4.19	3.70%	1.4.17
Medical Examination not attended			£103.00	£106.00	1.4.19	2.91%	1.4.17
Further medical assessment not attended			£202.00	£208.00	1.4.19	2.97%	1.4.17
Private Hire Car	New Licence	1 Year	£544.00	£560.00	1.4.19	2.94%	1.4.17
Private Hire Car (existing vehicle)	Renew Licence	1 Year	£310.00	£319.00	1.4.19	2.90%	1.4.17
Private Hire Car	Renewal licence with variation for new vehicle	1 Year	£365.00	£376.00	1.4.19	3.01%	1.4.17

Licensing			Current fee 2018/19	Proposed Effective fee 2019/20 from	% increase 2019/20	Date of last increase	
Private Hire Car	New Driver	1 Year	£147.00	£151.00	1.4.19	2.72%	1.4.17
Private Hire Car	Renewal Driver	3 Years	£163.00	£168.00	1.4.19	3.07%	1.4.17
Private Hire Car	Renewal Driver	1 Year	£109.00	£112.00	1.4.19	2.75%	1.4.17
Partnership			£544.00	£560.00	1.4.19	2.94%	1.4.17
Replacement Plate			£85.00	£88.00	1.4.19	3.53%	1.4.17
Replacement Pre Booked Door Sign			£11.00	£12.00	1.4.19	9.09%	1.4.17
Taxi	New Licence	1 Year	£653.00	£673.00	1.4.19	3.06%	1.4.17
Taxi - existing vehicle	Renew Licence	1 Year	£338.00	£348.00	1.4.19	2.96%	1.4.17
Taxi	Renewal licence with variation for new vehicle	1 Year	£392.00	£404.00	1.4.19	3.06%	1.4.17
Taxi - New Driver including 1 topographical test		1 Year	£180.00	£185.00	1.4.19	2.78%	1.4.17
Taxi	Renewal Driver	1 Year	£109.00	£112.00	1.4.19	2.75%	1.4.17
Taxi	Renewal Driver	3 Years	£173.00	£178.00	1.4.19	2.89%	1.4.17
Taxi - Partnership/Incorporation	New	1 Year	£653.00	£673.00	1.4.19	3.06%	1.4.17
Brackets		per application	£27.00	£28.00	1.4.19	3.70%	1.4.17
Taxi topographical assessment		per application	£66.00	£68.00	1.4.19	3.03%	1.4.17
Vehicle re-test		per application	£52.00	£54.00	1.4.19	3.85%	1.4.17
Wheelchair Exemption Certificate		per application	£10.00	£11.00	1.4.19	10.00%	1.4.17
Variation to allow installation of Wi-Fi equipment		per application	£55.00	£57.00	1.4.19	3.64%	1.4.17
Variation to allow installation of forward facing cameras		per application	£55.00	£57.00	1.4.19	3.64%	1.4.17
Variation to allow installation of forward safety cameras		per application	£55.00	£57.00	1.4.19	3.64%	1.4.17

THE CITY OF EDINBURGH COUNCIL PROPOSED

CHARGES, 2019/20

Planning

		Current fee 2018/19	Proposed fee 2019/20	Effective from	% increase 2019/20	Date of last increase
Planning AND Building Standards						
<u>Plan Store Fees</u>						
Plans (up to 3 on same address)		£60.50	£63.50	1.4.19	4.96%	1.4.18
Plans (4-6 Properties)		£66.00	£69.00	1.4.19	4.55%	1.4.18
Plans (7-9 Properties)		£78.00	£82.00	1.4.19	5.13%	1.4.18
Plans (10-12 Properties)		£95.50	£100.00	1.4.19	4.71%	1.4.18
Plans (13-15 Properties)		£114.20	£120.00	1.4.19	5.08%	1.4.18
Plans (16-18 Properties)		£149.30	£156.50	1.4.19	4.82%	1.4.18
Plans (19-21 Properties)		£173.50	£182.00	1.4.19	4.90%	1.4.18
Plans (22-24 Properties)		£258.00	£271.00	1.4.19	5.04%	1.4.18
Plans (25+ Properties) Completion		£350.00	£367.50	1.4.19	5.00%	1.4.18
Certificate & Warrant Copy Property		£60.50	£63.50	1.4.19	4.96%	1.4.18
Inspection Letter		£60.50	£63.50	1.4.19	4.96%	1.4.18
Microfiche Records		£58.00	£61.00	1.4.19	5.17%	1.4.18
Plan Copy Charges	A4	£0.60	£0.65	1.4.19	8.33%	1.4.18
Plan Copy Charges	A3	£1.25	£1.30	1.4.19	4.00%	1.4.18
Plan Copy Charges	A2	£2.40	£2.50	1.4.19	4.17%	1.4.18
Plan Copy Charges	A1	£3.60	£3.75	1.4.19	4.17%	1.4.18
Plan Copy Charges	A0	£6.15	£6.50	1.4.19	5.69%	1.4.18
Street Naming	Naming a New Street	£225.00	£236.00	1.4.19	4.89%	1.4.18
<u>Numbering of New Properties</u>						
1 Property		£50.00	£52.50	1.4.19	5.0	
2 - 5 Properties		£105.00	£110.00	1.4.19	4.7	
6 - 10 Properties		£145.00	£152.00	1.4.19	4.8	
11 - 25 Properties		£190.00	£200.00	1.4.19	5.2	
26 - 50 Properties		£310.00	£325.00	1.4.19	4.8	
51 - 100 Properties		£475.00	£500.00	1.4.19	5.2	
101 - 150 properties		£880.00	£925.00	1.4.19	5.1	
151 - 200 properties		£1,060.00	£1,113.00	1.4.19	5.0	
201+ properties		£1,175.00	£1,235.00	1.4.19	5.1	
Renumbering of application subsequent to issue of Statutory		£130.00	£136.00	1.4.19	4.6	
Confirmation of single address to Solicitors / Occupiers or		£35.50	£37.00	1.4.19	4.2	
Owners (including copy statutory notice if available)						
Confirmation of development addresses (Map and		£71.50	£75.00	1.4.19	4.9	
schedule of development addresses where available)						
<u>Street Signs Wall</u>						
Fixing		£225.00	£235.00	1.4.19	4.44%	1.4.18
Freestanding		£225.00	£235.00	1.4.19	4.44%	1.4.18
No Through Road - Wall Fixing		£225.00	£235.00	1.4.19	4.44%	1.4.18
No Through Road - Freestanding		£225.00	£235.00	1.4.19	4.44%	1.4.18
Advert in local press		£235.00	£250.00	1.4.19	6.38%	1.4.18

THE CITY OF EDINBURGH COUNCIL PROPOSED

CHARGES, 2019/20

		Current fee 2018/19	Proposed fee 2019/20	Effective from	% increase 2019/20	Date of last increase
Transport and Environment						
Transport						
Parking						
On Street Parking						
George St, St Andrew Square, Charlotte Square, Queen St, Market St, Cockburn St	per Hour	£4.20	£4.60	1.4.19	9.52%	1.4.18
Stafford St and Melville St area, Morrison St to Shandwick Place, Old Town (including E Market St)	per Hour	£3.80	£4.10	1.4.19	7.89%	1.4.18
West End (Palmerston Place area), Moray Place, South Side/ Nicholson St, Tollcross/Fountainbridge, Heriot Row	per Hour	£3.20	£3.50	1.4.19	9.37%	1.4.18
New town – Northumberland St to St Stephen St and Royal Crescent	per Hour	£3.00	£3.10	1.4.19	3.33%	1.4.18
Bruntsfield, Sciennes, St Leonard's, Dumbiedykes, Stockbridge, Dean	per Hour	£2.60	£2.70	1.4.19	3.85%	1.4.18
Quality Bus Corridor	per Hour	£2.20	£2.50	1.4.19	13.64%	1.4.18
South Queensferry	per Hour	£0.50	£0.60	1.4.19	20.00%	1.4.18
Extended Controlled Zone	per Hour	£2.20	£2.30	1.4.19	4.55%	1.4.18
9 hour parking	per Day		£5.00	1.4.19		New Charge
Bus / Coach Parking	per Hour		£4.50	1.4.19		New Charge
Residents Parking						
Band 2 - Engine size 1001 - 1800cc						
<u>Central Zone 1 - 4</u>						
Permit 1	3 month permit	£67.00	£69.50	1.4.19	3.73%	1.4.18
Permit 1	6 month permit	£124.00	£128.50	1.4.19	3.63%	1.4.18
Permit 1	12 month permit	£212.00	£219.50	1.4.19	3.54%	1.4.18
Permit 2	3 month permit	£86.00	£89.00	1.4.19	3.49%	1.4.18
Permit 2	6 month permit	£160.50	£166.00	1.4.19	3.43%	1.4.18
Permit 2	12 month permit	£265.00	£274.50	1.4.19	3.58%	1.4.18
<u>All Other Zones</u>						
Permit 1	3 month permit	£36.50	£38.00	1.4.19	4.11%	1.4.18
Permit 1	6 month permit	£67.50	£70.00	1.4.19	3.70%	1.4.18
Permit 1	12 month permit	£105.50	£109.00	1.4.19	3.32%	1.4.18
Permit 2	3 month permit	£46.50	£48.00	1.4.19	3.23%	1.4.18
Permit 2	6 month permit	£83.00	£86.00	1.4.19	3.61%	1.4.18
Permit 2	12 month permit	£134.50	£139.00	1.4.19	3.35%	1.4.18
Band 3 - Engine size 1801 - 2500cc						
<u>Central Zone 1 - 4</u>						
Permit 1	3 month permit	£75.00	£78.00	1.4.19	4.00%	1.4.18
Permit 1	6 month permit	£139.50	£145.00	1.4.19	3.94%	1.4.18
Permit 1	12 month permit	£244.50	£254.50	1.4.19	4.09%	1.4.18
Permit 2	3 month permit	£95.50	£99.50	1.4.19	4.19%	1.4.18
Permit 2	6 month permit	£182.00	£189.50	1.4.19	4.12%	1.4.18
Permit 2	12 month permit	£312.00	£324.50	1.4.19	4.01%	1.4.18
<u>All Other Zones</u>						
Permit 1	3 month permit	£41.50	£43.00	1.4.19	3.61%	1.4.18
Permit 1	6 month permit	£73.00	£76.00	1.4.19	4.11%	1.4.18
Permit 1	12 month permit	£112.50	£127.50	1.4.19	13.33%	1.4.18
Permit 2	3 month permit	£55.00	£57.00	1.4.19	3.64%	1.4.18
Permit 2	6 month permit	£99.00	£103.00	1.4.19	4.04%	1.4.18
Permit 2	12 month permit	£156.00	£162.00	1.4.19	3.85%	1.4.18
Band 4 - Engine size 2501 - 3000cc						
<u>Central Zone 1 - 4</u>						
Permit 1	3 month permit	£94.00	£98.50	1.4.19	4.79%	1.4.18
Permit 1	6 month permit	£177.50	£185.50	1.4.19	4.51%	1.4.18
Permit 1	12 month permit	£308.50	£322.50	1.4.19	4.54%	1.4.18
Permit 2	3 month permit	£120.00	£125.50	1.4.19	4.58%	1.4.18
Permit 2	6 month permit	£230.00	£240.50	1.4.19	4.57%	1.4.18
Permit 2	12 month permit	£384.50	£402.00	1.4.19	4.55%	1.4.18
<u>All Other Zones</u>						
Permit 1	3 month permit	£52.50	£55.00	1.4.19	4.76%	1.4.18
Permit 1	6 month permit	£94.00	£98.50	1.4.19	4.79%	1.4.18
Permit 1	12 month permit	£157.00	£164.00	1.4.19	4.46%	1.4.18
Permit 2	3 month permit	£68.00	£71.00	1.4.19	4.41%	1.4.18
Permit 2	6 month permit	£123.50	£129.00	1.4.19	4.45%	1.4.18
Permit 2	12 month permit	£193.50	£202.50	1.4.19	4.65%	1.4.18

		Current fee 2018/19	Proposed fee 2019/20	Effective from	% increase	Date of last 2019/20 increase
Transport and Environment						
Band 5 - Engine size 3000cc+						
<u>Central Zone 1 - 4</u>						
Permit 1	3 month permit	£147.00	£154.50	1.4.19	5.10%	1.4.17
Permit 1	6 month permit	£283.50	£298.00	1.4.19	5.11%	1.4.17
Permit 1	12 month permit	£499.00	£524.00	1.4.19	5.01%	1.4.17
Permit 2	3 month permit	£184.00	£194.00	1.4.19	5.43%	1.4.17
Permit 2	6 month permit	£357.00	£375.00	1.4.19	5.04%	1.4.17
Permit 2	12 month permit	£630.00	£661.50	1.4.19	5.00%	1.4.17
<u>All Other Zones</u>						
Permit 1	3 month permit	£79.00	£83.00	1.4.19	5.06%	1.4.17
Permit 1	6 month permit	£147.00	£154.50	1.4.19	5.10%	1.4.17
Permit 1	12 month permit	£252.00	£264.50	1.4.19	4.96%	1.4.17
Permit 2	3 month permit	£100.00	£105.00	1.4.19	5.00%	1.4.17
Permit 2	6 month permit	£189.00	£198.50	1.4.19	5.03%	1.4.17
Permit 2	12 month permit	£315.00	£331.00	1.4.19	5.08%	1.4.17
Priority Parking Permits						
Band 2 - Engine size 1001 - 1800cc						
<u>All Zones</u>						
Permit 1	3 month permit	£16.00	£16.50	1.4.19	3.13%	1.4.17
Permit 1	6 month permit	£25.00	£26.00	1.4.19	4.00%	1.4.17
Permit 1	12 month permit	£32.00	£33.00	1.4.19	3.13%	1.4.17
Permit 2	3 month permit	£26.00	£27.00	1.4.19	3.85%	1.4.17
Permit 2	6 month permit	£38.00	£39.50	1.4.19	3.95%	1.4.17
Permit 2	12 month permit	£42.50	£44.00	1.4.19	3.53%	1.4.17
Band 3 - Engine size 1801 - 2500cc						
<u>All Zones</u>						
Permit 1	3 month permit	£18.00	£18.50	1.4.19	2.78%	1.4.17
Permit 1	6 month permit	£28.00	£29.00	1.4.19	3.57%	1.4.17
Permit 1	12 month permit	£37.00	£38.50	1.4.19	4.05%	1.4.17
Permit 2	3 month permit	£28.00	£29.00	1.4.19	3.57%	1.4.17
Permit 2	6 month permit	£42.00	£43.50	1.4.19	3.57%	1.4.17
Permit 2	12 month permit	£48.50	£50.50	1.4.19	4.12%	1.4.17
Band 4 - Engine size 2501 - 3000cc						
<u>All Zones</u>						
Permit 1	3 month permit	£21.00	£22.00	1.4.19	4.76%	1.4.17
Permit 1	6 month permit	£35.00	£36.50	1.4.19	4.29%	1.4.17
Permit 1	12 month permit	£48.00	£50.00	1.4.19	4.17%	1.4.17
Permit 2	3 month permit	£32.00	£33.50	1.4.19	4.69%	1.4.17
Permit 2	6 month permit	£48.00	£50.00	1.4.19	4.17%	1.4.17
Permit 2	12 month permit	£60.00	£62.50	1.4.19	4.17%	1.4.17
Band 5 - Engine size 3000+cc						
<u>All Zones</u>						
Permit 1	3 month permit	£30.00	£31.50	1.4.19	5.00%	1.4.17
Permit 1	6 month permit	£50.00	£52.50	1.4.19	5.00%	1.4.17
Permit 1	12 month permit	£76.00	£80.00	1.4.19	5.26%	1.4.17
Permit 2	3 month permit	£42.00	£44.00	1.4.19	4.76%	1.4.17
Permit 2	6 month permit	£70.00	£73.50	1.4.19	5.00%	1.4.17
Permit 2	12 month permit	£95.00	£100.00	1.4.19	5.26%	1.4.17
Parking Permits						
<u>Business parking permits</u>						
Extended parking zones	12 month permit	£300.00	£350.00	1.4.19	16.67%	1.4.18
<u>Peripheral parking zones</u>						
Retail parking permits - Permit 1	12 month permit	£400.00	£460.00	1.4.19	15.00%	1.4.18
Retail parking permits - Permit 2	12 month permit		£575.00	1.4.19		New Charge
<u>Extended parking zones</u>						
Retail parking permits - Permit 1	12 month permit	£300.00	£350.00	1.4.19	16.67%	1.4.18
Retail parking permits - Permit 2	12 month permit		£387.50	1.4.19		New Charge
<u>All zones</u>						
Trades parking permit - monthly	1 month permit	£100.00	£125.00	1.4.19	25.00%	1.4.18
Trades parking permit - annual	12 month permit	£1,000.00	£1,300.00	1.4.19	30.00%	1.4.18
<u>Visitor parking permits</u>						
Extended parking zones	90 minutes		£1.45	1.4.19		New Charge
Priority Parking Areas	90 minutes		£1.00	1.4.19		New Charge
Bus Station						
<u>Locker</u>						
Medium	up to 12 hours	£6.50	£7.00	1.4.19	7.69%	1.4.17
Large	up to 12 hours	£8.00	£9.00	1.4.19	12.50%	1.4.17
WC Facilities		£0.40	£0.30	1.4.19	-25.00%	1.4.17

				%	
		Current fee	Proposed	Effective	increase
		2018/19	fee 2019/20	from	2019/20
					Date of last
					increase
Transport and Environment Departure Charges					
Code A		£2.39	£2.50	1.4.19	4.60%
Code B Code C		£6.43	£6.75	1.4.19	4.98%
Additional bus service less than 4hrs prior departure		£13.12	£13.77	1.4.19	4.95%
Failure to switch off engine or break speed limit		£42.00	£45.00	1.4.19	7.14%
Bus Parked longer than 10mins allotted time on stance without permission		£42.00	£48.00	1.4.19	14.29%
		£16.00	£17.00	1.4.19	6.25%
Parking / Layover					
Codes A, B, C & D	Up to 2hrs 59 mins	£23.72	£25.00	1.4.19	5.40%
Codes A, B, C & D	Up to 3hrs 59 mins	£31.63	£34.00	1.4.19	7.49%
Codes A, B, C & D	Up to 4hrs 59 mins	£39.87	£41.00	1.4.19	2.83%
Codes A, B, C & D	Up to 5hrs 59 mins	£48.00	£50.00	1.4.19	4.17%
Codes A, B, C & D	Up to 6hrs 59 mins	£57.00	£59.00	1.4.19	3.51%
Codes A, B, C & D	Up to 7hrs 59 mins	£65.00	£68.00	1.4.19	4.62%
Codes A, B, C & D	Up to 8hrs 59 mins	£74.00	£77.00	1.4.19	4.05%
Codes A, B, C & D	Up to 9hrs 59 mins	£81.00	£86.00	1.4.19	6.17%
Codes A, B, C & D	Up to 10hrs 59 mins	£92.00	£95.00	1.4.19	3.26%
Codes A, B, C & D	Up to 11hrs 59 mins	£101.00	£104.00	1.4.19	2.97%
Codes A, B, C & D	Each hour over 12hrs	£10.00	£10.00	1.4.19	0.00%
Code A-B	30-59 minutes	£1.69	£1.90	1.4.19	12.43%
Code A-B	Up to 1hr 59 mins	£3.07	£3.25	1.4.19	5.86%
Code C-D	11-30 minutes	£8.09	£8.50	1.4.19	5.07%
Code C-D	30-59 minutes	£8.09	£8.50	1.4.19	5.07%
Code C-D	Up to 1hr 59 mins	£16.37	£17.20	1.4.19	5.07%
Hawes Pier					
Cruise Passenger Charges	per passenger	£5.89	£6.19	1.4.19	5.09%
Road Services					
Temporary traffic regulations order - < 5 days	per permit	£452.00	£475.00	1.4.19	5.09%
Temporary traffic regulations order - > 5 days	per permit	£609.00	£639.00	1.4.19	4.93%
Traffic Signals Switch off/on					
Mon - Fri - 0700-1730					
Mon - Fri - 1900-2000		£105.00	£110.00	1.4.19	4.76%
Sat-Sun - 0700-1900		£210.00	£220.00	1.4.19	4.76%
Public Holidays Emergency (24hrs a day)		£105.00	£110.00	1.4.19	4.76%
		£210.00	£220.00	1.4.19	4.76%
Additional hour price for delayed switch off/on		£315.00	£330.00	1.4.19	4.76%
		£105.00	£110.00	1.4.19	4.76%
Road Occupation Permits					
<u>Access Tower</u>					
Initial permit for first day					
Per additional day applied for		£68.00	£70.00	1.4.19	2.94%
		£16.00	£17.00	1.4.19	6.25%
<u>Bus Shelter</u>					
Initial permit for up to 28 days					
Per additional period up to 28 days		£150.00	£156.00	1.4.19	4.00%
		£59.00	£62.00	1.4.19	5.08%
<u>Cabin</u>					
Initial permit for up to 1 month Per additional month applied for		£149.00	£156.00	1.4.19	4.70%
		£59.00	£62.00	1.4.19	5.08%
<u>Container</u>					
Initial permit for up to 1 month Per additional month applied for		£149.00	£156.00	1.4.19	4.70%
		£59.00	£62.00	1.4.19	5.08%
<u>Crane</u>					
Initial permit for first day					
Per additional day applied for		£67.00	£70.00	1.4.19	4.48%
		£35.00	£37.00	1.4.19	5.71%
<u>Crane - for erecting a Crane Tower</u>					
Initial permit for first day					
Per additional day applied for		£97.00	£102.00	1.4.19	5.15%
Excavation	per location	£35.00	£37.00	1.4.19	5.71%
Footway Crossing	per location	£110.00	£116.00	1.4.19	5.45%
<u>Hoarding</u>					
Initial permit for up to 28 days					
Per additional period up to 28 days applied for		£224.00	£235.00	1.4.19	4.91%
		£118.00	£124.00	1.4.19	5.08%
<u>Hoist</u>					
Initial permit for first day					
Per additional day applied for		£67.00	£70.00	1.4.19	4.48%
		£16.00	£17.00	1.4.19	6.25%
<u>Materials</u>					
Initial permit for up to 28 days					
Per additional period up to 28 days applied for		£149.00	£156.00	1.4.19	4.70%
		£67.00	£70.00	1.4.19	4.48%
<u>Site Hut</u>					
Initial permit for up to 28 days					
Per additional period up to 28 days applied for		£150.00	£156.00	1.4.19	4.00%
		£67.00	£70.00	1.4.19	4.48%

		Current fee 2018/19	Proposed fee 2019/20	Effective from	% increase 2019/20	Date of last increase
Transport and Environment						
<u>Skip</u>						
Initial permit for up to one week	Per	£28.00	£29.00	1.4.19	3.57%	1.4.18
additional week applied for		£22.00	£23.00	1.4.19	4.55%	1.4.18
<u>Tables and Chairs - per square metre</u> within						
World Heritage Site		£110.00	£116.00	1.4.19	5.45%	1.4.18
outwith World Heritage Site		£85.00	£89.00	1.4.19	4.71%	1.4.18
Road Compliance (RCC)						
Site or Desktop Meeting Charge	per meeting	£129.00	£135.00	1.4.19	4.65%	1.4.18
Road Occupation - Scaffolding						
Site or Desktop Meeting Charge	per meeting	£129.00	£135.00	1.4.19	4.65%	1.4.18
Initial permit for up to 1 - 28 days	per permit	£140.00	£147.00	1.4.19	5.00%	1.4.18
Per additional 1 - 28 days applied for	per month	£79.00	£83.00	1.4.19	5.06%	1.4.18
Other Road Permits						
Installation of ducts, pipes and cables in roads and/or pavements (Section 109)	by applicants other than public utilities (e.g. developers or their contractors)	£284.00	£298.00	1.4.19	4.93%	1.4.18
Access Protection Markings						
New Marking	per marking	£113.00	£119.00	1.4.19	5.31%	1.4.18
Repainted Marking	per marking	£76.00	£80.00	1.4.19	5.26%	1.4.18
Use of Street Lighting Columns						
Housing Development Signs (temporary directional signs to new housing developments)	per development	£560.00	£590.00	1.4.19	5.36%	1.4.18
Parks						
<u>Film Charges</u>						
Filming over four hours or cast / crew of six or more	per hour - from	£125.00	£132.00	1.4.19	5.60%	1.4.18
Filming up to four hours or cast / crew of five or less	fee from	£50.00	£53.00	1.4.19	6.00%	1.4.18
Student filming and photography over four hours	fee from	£50.00	£53.00	1.4.19	6.00%	1.4.18
Wedding Photography all Parks (Dependent on Numbers and Vehicles) per day - plus £25 per hour for out of hours access	per day - from	£77.00	£80.00	1.4.19	3.90%	1.4.18
Filming in City Centre Cemeteries (Greyfriars Kirkyard, Calton Old and New Cemeteries and St Cuthbert's Churchyard)	Per hour - fee from		£250.00	1.4.19		New Charge
Filming in Cemeteries outside the City Centre	Per hour - fee from		£125.00	1.4.19		New Charge
<u>Event Charges</u>						
Princes Street Gardens - Small Event	per day - from	£850.00	£900.00	1.4.19	5.88%	1.4.18
Princes Street Gardens - Standard Event	per day - from		£1,600.00	1.4.19		New Charge
Princes Street Gardens - Large Events	per day - from	£2,500.00	£2,550.00	1.4.19	2.00%	1.4.18
The Meadows and Bruntsfield Links - large event	per day - from	£714.00	£750.00	1.4.19	5.04%	1.4.18
The Meadows and Bruntsfield Links - small event	per day - from	£425.00	£450.00	1.4.19	5.88%	1.4.18
Calton Hill	per day - from	£415.00	£440.00	1.4.19	6.02%	1.4.18
Leith Links	per day - from	£364.00	£400.00	1.4.19	9.89%	1.4.18
Inverleith Park	per day - from	£495.00	£520.00	1.4.19	5.05%	1.4.18
Wedding ceremonies in other parks - no marquees - dependent on size - per day	per day - from	£152.00	£160.00	1.4.19	5.26%	1.4.18
Wedding Ceremonies at Lauriston Castle Grounds - with Marquee	Full Day	£850.00	£895.00	1.4.19	5.29%	1.4.18
Wedding Ceremonies at Lauriston Castle Grounds - without Marquee	Full Day	£425.00	£445.00	1.4.19	4.71%	1.4.18
Vehicular access to Calton Hill - (plus £50 for out of hours access)	fee from	£96.00	£100.00	1.4.19	4.17%	1.4.18
<u>Commemorative Benches</u>						
Wrought Iron including Plaque and Placement	per bench	£1,870.00	£1,965.00	1.4.19	5.08%	1.4.18
Tropical Hardwood including Plaque and Placement	per bench	£3,740.00	£3,925.00	1.4.19	4.95%	1.4.18
Allotment Rentals (excluding VAT, where applicable)						
Full Plot	per Year	£114.00	£120.00	1.4.19	5.26%	1.4.18
Half Plot	per Year	£57.00	£60.00	1.4.19	5.26%	1.4.18
Elderly, Students and Unemployed - Full Plot	per Year	£57.00	£60.00	1.4.19	5.26%	1.4.18
Elderly, Students and Unemployed - Half Plot	per Year	£28.00	£30.00	1.4.19	7.14%	1.4.18

		<u>Current fee</u>	<u>Proposed</u>	<u>Effective</u>	<u>%</u>	<u>Date of last</u>
		<u>2018/19</u>	<u>fee 2019/20</u>	<u>from</u>	<u>increase</u>	<u>increase</u>
Transport and Environment						
Cremated Remains Charges						
Purchase of Exclusive Right of Burial (incl certificate)		£772.00	£810.00	1.4.19	4.92%	1.4.18
Duplicate Certificate of Right of Burial		£84.00	£88.00	1.4.19	4.76%	1.4.18
Adult Interment		£244.00	£255.00	1.4.19	4.51%	1.4.18
Exhumation		£494.00	£518.00	1.4.19	4.86%	1.4.18
Interment - Adult	Saturday	£347.00	£365.00	1.4.19	5.19%	1.4.18
Interment - Adult	Sunday / Public Holiday	£394.00	£415.00	1.4.19	5.33%	1.4.18
Double Adult Interment (after 12 noon charged at Saturday rate)	Monday to 12 noon Friday	£368.00	£385.00	1.4.19	4.62%	1.4.18
Double Adult Interment	Saturday	£436.00	£458.00	1.4.19	5.05%	1.4.18
Double Adult Interment	Sunday	£520.00	£545.00	1.4.19	4.81%	1.4.18
Monuments and Memorials						
Burials - Provision of concrete foundation		£336.00	£352.00	1.4.19	4.76%	1.4.18
Burials - Preparation where memorials require no foundation (including Mortonhall)		£90.00	£94.50	1.4.19	5.00%	1.4.18
Erecting a standard headstone		£120.00	£126.00	1.4.19	5.00%	1.4.18
Rose Garden - Memorial Plaque for Babies		£56.00	£58.00	1.4.19	3.57%	1.4.18
Genealogical Searches	Minimum Charge one hour	£18.50	£19.58	1.4.19	5.84%	1.4.18
Cremation Charges						
Mortonhall Crematorium						
Adult Cremation		£764.00	£783.00	1.4.19	2.49%	1.4.18
Adult Cremation - No Service - Chapel		£490.00	£502.00	1.4.19	2.45%	1.4.18
Adult Cremation - No Service - Courtyard			£353.00	1.4.19		New Charge
Adult Cremation Saturday	*Previously shown as supplement on Adult Cremation,	£917.00	£940.00	1.4.19	2.51%	1.4.18
Adult Cremation Sunday	now full charge for each day*	£1,017.00	£1,042.00	1.4.19	2.46%	1.4.18
Adult Cremation - Early weekday service 9am / 9.30am		£634.00	£650.00	1.4.19	2.52%	1.4.18
Adult Cremation - Simple Service			£568.00	1.4.19		New Charge
Webcast of service (plus VAT)		£45.83	£47.00	1.4.19	2.55%	1.4.18
DVD of service (each) (plus VAT)		£43.33	£44.40	1.4.19	2.47%	1.4.18
Memorial service only (1hr)		£383.00	£393.00	1.4.19	2.61%	1.4.18
Additional service time		£267.00	£274.00	1.4.19	2.62%	1.4.18
Disposal of Cremated Remains from other Crematoria		£229.00	£240.00	1.4.19	4.80%	1.4.18
Postage of Cremated Remains via Datapost (UK only)		£111.00	£116.00	1.4.19	4.50%	1.4.18
Burial of cremated remains within the Garden of Remembrance with family in attendance		£218.00	£224.00	1.4.19	2.75%	1.4.18
Organist hire per service including organ repair levy		£45.00	£46.00	1.4.19	2.22%	1.4.18
Webcast of service plus 28 day playback		£58.33	£59.80	1.4.19	2.52%	1.4.18
Photo tribute - single		£12.50	£12.80	1.4.19	2.40%	1.4.18
Photo tribute - up to 25		£37.50	£38.45	1.4.19	2.53%	1.4.18
Photo tribute - up to 25 with music		£62.50	£64.05	1.4.19	2.48%	1.4.18
Book of Remembrance						
2 line entry		£96.00	£75.83	1.4.19	-21.01%	1.4.18
5 line entry		£144.00	£115.00	1.4.19	-20.14%	1.4.18
8 line entry		£193.00	£154.17	1.4.19	-20.12%	1.4.18
Badges		£139.00	£80.00	1.4.19	-42.45%	1.4.18
Remembrance Cards	maximum 8 lines	£34.00	£34.17	1.4.19	0.50%	1.4.18
Baby Book of Remembrance						
5 line entry		£30.00	£30.83	1.4.19	2.77%	1.4.18
Motif		£40.00	£40.83	1.4.19	2.08%	1.4.18
Memorial Walkway Plaque						
Memorial plaque with lettering	5 Year Lease	£479.00	£300.00	1.4.19	-37.37%	1.4.18
Memorial plaque with lettering	10 Year Lease	£719.00	£450.00	1.4.19	-37.41%	1.4.18
Renewal of Plaque lease		£264.00	£210.00	1.4.19	-20.45%	1.4.18
Columbarium						
Columbarium with lettering	5 Year Lease	£672.00	£400.00	1.4.19	-40.48%	1.4.18
Columbarium with lettering	10 Year Lease	£1,058.00	£600.00	1.4.19	-43.29%	1.4.18
Renewal of Columbarium lease		£264.00	£280.00	1.4.19	6.06%	1.4.18
Niche Wall						
Niche Wall with lettering	5 Year Lease	£801.00	£450.00	1.4.19	-43.82%	1.4.18
Niche Wall with lettering	10 Year Lease	£1,323.00	£675.00	1.4.19	-48.98%	1.4.18
Renewal of Niche Wall lease		£467.00	£315.00	1.4.19	-32.55%	1.4.18
Mortuary						
Provision of Post Mortem Facility for Other Local Authorities	Defence			Annual Contract		
Post Mortems		£550.00	£580.00	1.4.19	5.45%	1.4.18
Trade Waste Charges						
Charge for providing second and subsequent garden waste bins	Charge for delivering bins to new developments	£33.00	£35.00	1.4.19	6.06%	1.4.18
		£30.00	£32.00	1.4.19	6.67%	1.4.18
Larger capacity recycling bin - Delivery and Handling		£18.00	£19.00	1.4.19	5.56%	1.4.18

	Current fee 2018/19	Proposed fee 2019/20	Effective from	% increase 2019/20	Date of last increase
Transport and Environment					
Trading Standards Service					
Testing or other work	£73.00	£77.00	1.4.19	5.48%	1.4.18
Registrars Fees					
<u>Conducting Civil Ceremony Outwith Registrar Office</u>					
Monday to Friday	£378.00	£387.00	1.4.19	2.38%	1.4.18
Saturday	£494.00	£506.00	1.4.19	2.43%	1.4.18
Sunday and Public Holidays	£510.00	£523.00	1.4.19	2.55%	1.4.18
<u>Civil Ceremony Edinburgh Suite</u>					
Monday to Thursday Morning	£247.00	£253.00	1.4.19	2.43%	1.4.18
Monday to Thursday Morning	£310.00	£318.00	1.4.19	2.58%	1.4.18
Friday Morning	£310.00	£318.00	1.4.19	2.58%	1.4.18
Friday Afternoon Saturday	£368.00	£377.00	1.4.19	2.45%	1.4.18
Morning Saturday	£368.00	£377.00	1.4.19	2.45%	1.4.18
Afternoon	£446.00	£457.00	1.4.19	2.47%	1.4.18

PRUDENTIAL INDICATORS – ANNEX 5 TO COALITION MOTION

Annex 5

Indicator 1 - Estimate of Capital Expenditure

The actual capital expenditure that was incurred in 2017/18 and the estimates of capital expenditure to be incurred for the current and future years that are recommended for approval are:

Capital Expenditure - General Services

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000	2022/23 Estimate £000	2023/24 Estimate £000
Rolled Forward Capital Investment Programme							
Council Wide / Corporate Projects	364	0	0	0	0	0	0
Estimated slippage / acceleration in total programme	0	-5,789	0	0	0	0	0
Lending	6,470	41,365	18,118	75,424	55,104	76,692	22,266
Communities and Families	35,989	31,778	86,757	37,667	1,707	165	165
Edinburgh Integrated Joint Board Place	496	182	4,239	5,000	5,000	0	0
	85,267	113,044	141,766	103,314	29,963	31,785	19,835
							Resources
General	3,503	3,965	11,706	0	0	0	0
Asset Management Works	10,990	16,081	31,498	30,000	25,516	20,450	14,000
Contingency - Meadowbank Stadium	0	0	0	0	0	0	7,000
Budget Motion Recommendations							
Local Development Plan (LDP) - allocations							
Rising School Rolls	0	0	6,000	0	0	0	0
New LDP Primary Schools - design and enabling works	0	0	525	0	0	0	0
Contingency - Darroch	0	0	6,000	0	0	0	0
New / Amended Projects							
Reduction in Care Home budget	0	0	-4,000	0	0	0	0
St Catherine's PS replacement	0	0	12,802	0	0	0	0
Rising School Rolls	0	0	609	0	0	0	0
New LDP Primary Schools - design and enabling works	0	0	3,500	0	0	0	0
Total General Services Capital Expenditure	143,079	200,626	319,520	251,405	117,290	129,092	63,266

Note that the 2019-2024 Capital Investment Programme includes slippage / acceleration brought forward based on projected capital expenditure reported at the nine month stage.

Capital Expenditure - Housing Revenue Account (HRA)

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000	2022/23 Estimate £000	2023/24 Estimate £000
--	---------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------

Housing Revenue Account	72,816	80,199	108,954	142,251	177,531	171,392	273,984
-------------------------	--------	--------	---------	---------	---------	---------	---------

Indicator 2 - Ratio of Financing Costs to Net Revenue Stream

Estimates of the ratio of financing costs to net revenue stream for the current and future years and the actual figures for 2017/18 are:

Ratio of Financing Costs to Net Revenue Stream

	2017/18 Actual %	2018/19 Forecast %	2019/20 Estimate %	2020/21 Estimate %	2021/22 Estimate %	2022/23 Estimate %	2023/24 Estimate %
--	------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

General Services	11.63	11.44	10.44	10.28	9.76	9.60	n/a
Housing Revenue Account (HRA)	37.88	40.48	42.08	44.64	46.96	49.41	n/a

Note: Figures for 2020/2 onwards as the Council has not set a General Services or HRA budget for these years. The figures for General Services are based on the current long term financial plan. HRA figures are based on the business plan which was reported to Finance and Resources Committee on 1 February 2019.

The estimates of financing costs include current commitments and the proposals in this budget.

Indicator 3 - Capital Financing Requirement

Estimates of the end of year capital financing requirement for the authority for the current and future years and the actual capital financing requirement at 31 March 2019 are:

Capital Financing Requirement

	2017/18 Actual £m	2018/19 Forecast £m	2019/20 Estimate £m	2020/21 Estimate £m	2021/22 Estimate £m	2022/23 Estimate £m	2023/24 Estimate £m
General Services	1,128	1,209	1,347	1,403	1,351	1,287	1,211
Housing Revenue Account (HRA)	381	378	415	415	478	522	669
NHT LLPs	67	99	104	108	108	108	108
Edinburgh Living LLPs	-	9	22	93	147	222	241

The capital financing requirement measures the authority's underlying need to borrow for a capital purpose. In accordance with best professional practice, the Council does not associate borrowing with particular items or types of expenditure. The authority has an integrated treasury management strategy and has adopted the CIPFA Code of Practice for Treasury Management in the Public Services. The Council has, at any point in time, a number of cashflows both positive and negative, and manages its treasury position in terms of its borrowings and investments in accordance with its approved treasury management strategy and practices. In day to day cash management, no distinction can be made between revenue cash and capital cash. External borrowing arises as a consequence of all of the financial transactions of the authority and not simply those arising from capital spending. In contrast, the capital financing requirement reflects the authority's underlying need to borrow for a capital purpose.

CIPFA's Prudential Code for Capital Finance in Local Authorities includes the following as a key indicator of prudence.

In order to ensure that over the medium term debt will only be for a capital purpose, the local authority should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

	Gross Debt and the Capital Financing Requirement						
	2017/18 Actual £m	2018/19 Forecast £m	2019/20 Estimate £m	2020/21 Estimate £m	2021/22 Estimate £m	2022/23 Estimate £m	2023/24 Estimate £m
Gross Debt	1,439	1,523	1,516	1,583	1,580	1,600	1,577
Capital Financing Requirements	1,576	1,695	1,888	2,019	2,084	2,139	2,229
(Over) / under limit by:	137	172	372	436	504	539	652

The authority does not currently envisage borrowing in excess of its capital financing requirement over the next few years. This takes into account current commitments, existing plans and assumptions around cash balances and the proposals in this budget. The figures do not include any expenditure and associated funding requirements, other than projects specifically approved by Council, for the Local Development Plan (LDP) or City Deal.

Indicator 4 - Authorised Limit for External Debt

The authorised limit should reflect a level of borrowing which, while not desired, could be afforded, but may not be sustainable. "Credit Arrangements" as defined by Financial Regulations, has been used to calculate the authorised and operational limits requiring both the short and long term liabilities relating to finance leases and PFI assets to be considered. In respect of its external debt, it is recommended that Council approves the following authorised limits for its total external debt gross of investments for the next five financial years. These limits separately identify borrowing under credit arrangements including finance leases and PFI assets. Council is asked to approve these limits and to delegate authority to the Head of Finance, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and credit arrangements, in accordance with option appraisal and best value for money for the authority. Any such changes made will be reported to the Council at its meeting following the change.

	Authorised Limit for External Debt				
	2019/20	2020/21	2021/22	2022/23	2023/24
	£m	£m	£m	£m	£m
Borrowing	1,843	1,935	1,979	1,966	2,039
Credit Arrangements	362	349	335	322	308
	<u>2,205</u>	<u>2,284</u>	<u>2,314</u>	<u>2,288</u>	<u>2,347</u>

These authorised limits are consistent with the authority's current commitment, existing plans and the proposals in this budget for capital expenditure and financing, and with its approved treasury management policy statement and practices. They are based on the estimate of most likely, prudent but not worst case scenario, with in addition sufficient headroom over and above this to allow for operational management, for example unusual cash movements. Risk analysis and risk management strategies have been taken into account, as have plans for capital expenditure, estimates of the capital financing requirement and estimates of cashflow requirements for all purposes.

Indicator 5 - Operational Boundary for External Debt

The Council is also asked to approve the following operational boundary for external debt for the same period. The proposed operational boundary equates to the estimated maximum of external debt. It is based on the same estimates as the authorised limit but reflects directly the estimate of the most likely, prudent but not worst case scenario, without the additional headroom included within the authorised limit to allow for example for unusual cash movements. The operational boundary represents a key management tool for in year monitoring. Within the operational boundary, figures for borrowing and credit arrangements are separately identified. The Council is also asked to delegate authority to the Head of Finance, within the total operational boundary for any individual year, to effect movement between the separately agreed figures for borrowing and credit arrangements, in a similar fashion to the authorised limit. Any such changes will be reported to the Council at its next meeting following the change.

	Operational Boundary for External Debt				
	2019/20	2020/21	2021/22	2022/23	2023/24
	£m	£m	£m	£m	£m
Borrowing	1,557	1,703	1,780	1,844	1,939
Credit Arrangements	362	349	335	322	308
	<u>1,919</u>	<u>2,052</u>	<u>2,115</u>	<u>2,166</u>	<u>2,247</u>

The Council's actual external debt at 31 March 2018 was £1,476.439m, comprising borrowing (including sums repayable within 12 months). Of this sum, £12.759m relates to borrowing carried out by the Council on behalf of the former Police and Fire Joint Boards.

In taking its decisions on this budget, the Council is asked to note that the estimate of capital expenditure determined for 2019/20 (see paragraph 1 above) will be the statutory limit determined under section 35(1) of the Local Government (Scotland) Act 2003.

Indicator 6 - Loans Charges Associated with net Capital Investment expenditure plans

Under the changes to the Prudential Code which came into force in December 2017, the requirement to measure and report on the incremental impact on the Council Tax / rents was removed from the Code. The authority can set its own local indicators to measure the affordability of its capital investment plans. The Head of Finance considers that Council should be advised of the loans charges cost implications which will result from the spending plans being considered for approval. These cost implications have been included in the Council's Revenue and HRA budgets for 2018/19 and in the longer term financial frameworks.

	Loans Charges Liability				
	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000	2022/23 Estimate £000	2023/24 Estimate £000
Loans Fund Interest Rate 5.05%					
General Services					
Loans Fund Advances in year	159,005	124,981	116,444	33,258	11,400
Year 1 - interest only	4,019	3,159	2,972	849	291
Year 2 - principal and interest	12,812	10,071	9,422	2,691	922
Housing Revenue Account (HRA)					
Loans Fund Advances in year (excluding borrowing for LLP programme **)	59,511	24,289	90,200	77,152	182,883
Year 1 - interest only	1,504	614	2,280	1,950	4,623
Year 2 - principal and interest	4,312	2,137	6,306	5,463	12,387

* From 2021/22 loans charges will not automatically be calculated on an annuity basis. The Year 2 figures show are the maximum loans charge implications in any financial year. The loans charges associated with the borrowing required for the house building programme for onward transferred to the LLPs will be met from the LLPs and does therefore

** not have a net impact on the HRA revenue budget.

Consideration of options for the capital programme

In considering its programme for capital investment, Council is required within the Prudential Code to have regard to:

- affordability, e.g. implications for Council Tax or house rents;
- prudence and sustainability, e.g. implications for external borrowing;
- value for money, e.g. option appraisal;
- stewardship of assets, e.g. asset management planning;
- service objectives, e.g. strategic planning for the authority;
- practicality, e.g. achievability of the forward plan.

Appendix 2

(As referred to in Act of Council No 2 of 21 February 2019)

REVENUE BUDGET 2019/23

CAPITAL INVESTMENT PROGRAMME 2019/20 to 2023/24

HOUSING REVENUE ACCOUNT BUDGET 2019/23

CONSERVATIVE GROUP AMENDMENT

Council:

Considers there has been a failure of the SNP/Labour administration to deliver basic services to the citizens of Edinburgh and in particular notes; the shambolic roll out of the garden tax and new waste collection service, the abject failure to address the crisis in health and social care, and the illogical obsession with the extension of the tramline to Newhaven while the Council estate becomes increasingly unmanageable and our roads and pavements continue to crumble.

Notes that the approved budget brought forward by the administration for 2018/19 was unrealistic and undeliverable, particularly in relation to Health and Social Care where £6m of savings has failed to be delivered.

Regrets the failure of Conveners and Vice Conveners within the administration to provide sufficient political oversight of Senior Officers in managing their departmental budgets resulting in significant and ongoing in year pressures.

Welcomes the inclusion of proposals from the Conservative Group's 2018/19 budget motion in the 2019/20 administration budget in the following areas;

- Workforce Management - Senior Management, Agency, Overtime, Recruitment Control, Redeployment
- Shared Repairs
- Enforcement - Improved Approach
- Health and Social Care Transformation Team
- Strategic Review of Council Estate
- Investment Decisions on a Community Hub model
- Workforce Modernisation - Full Review of Pay and Reward

Notes with regret the ongoing failure of the Scottish Government to properly fund local authorities and the complicity of the Scottish Greens in allowing through yet

another SNP budget which has seen funding to the City of Edinburgh Council slashed.

Acknowledges the lack of strategic thinking brought forward once again by the SNP/Labour administration and a disingenuous budget consultation which failed to inspire public interest.

Concludes that the current SNP/Labour administration is failing to deliver value for money to the citizens of Edinburgh for their Council Tax, does not have a sustainable grasp on the financial management of the city, and wastes valuable time fighting amongst itself.

Revenue Budget 2019/20

On specific budgetary proposals Council:

- 1) Recognises that the Council Administration has not provided value for money to the citizens of Edinburgh and agrees to limit the council tax increase for 2019/20 to 2%.
- 2) Agrees to remove the Administration's £25 charge for garden waste collection and to continue to provide fortnightly collection of garden waste.
- 3) Council notes that failure of the current and previous Administrations to maximise efficiency and effectiveness of Council Services has increased pressure on services with significant underlying budget deficits in Communities and Families and Health and Social Care. Council further recognises that it is the quality of service that is important and commits to considering all methods of service delivery to improve quality and reduce cost thus maintaining and improving services in line with Best Value.
- 4) Council agrees to remove the self-imposed political restrictions of the Administration and empowers Chief Officers and senior managers to develop a programme of Value for Money service reviews to deliver significant savings, with options for implementation of a first phase of additional savings to be brought to Council for approval by June 2019. Market testing and benchmarking should be applied to take an evidenced-based approach to development of savings options.
- 5) Notes the Care Inspectorate's progress review findings that in the Edinburgh Health and Social Care Partnership the pace of change has been slow; that a strategic approach had not been taken to an improvement plan; and that there had not been enough progress in key strategic areas. Further recognises the failure of the Administration and the Edinburgh IJB (EIJB) to deliver transformational change in service delivery and welcomes the belated decision by the EIJB to ring-fence funding to establish a dedicated team to drive forward delivery of transformational change.

- 6) Council agrees to allocate an additional £3m to the EIJB in 2019/20 to support delivery of additional care packages for residents. Further, Council agrees to review this allocation following detailed consideration of the EIJB's financial plan for 2019/20. All funding allocated to the EIJB in 2019/20 will be subject to quarterly scrutiny of financial performance by the Council's Finance and Resources Committee.
- 7) Council agrees to ring-fence funding received for the extension of Free Personal Care to under 65s ("Frank's Law") for release to the Edinburgh IJB, subject to consideration of a detailed implementation plan and receipt of associated Directions.
- 8) Agrees to establish a social care fund of £200,000 in 2019-20 to provide a safety net for vulnerable citizens who may be adversely affected as a result of the EIJB grants process. This fund would be operated through EVOC who would lead on signposting and matching of citizens to appropriate care and support.
- 9) Agrees to investment of £8.5m in 2019/20 to continue work to address the failure of successive Council Administrations over the past 20 years to manage and maintain the Council's estate effectively.
- 10) Regrets the Administration's failure to deliver estate rationalisation within the Asset Management Strategy, with a projected shortfall of £3.6m being reported in the current financial year. Council agrees to establish a dedicated cross-Council team to oversee a strategic review of the Council estate and implementation of a community hub model, thereby reducing revenue costs without impacting services.
- 11) Council acknowledges the difficult balance between recognising the value of the Council's employees and delivery of essential services that are affordable in the medium and longer term. Council agrees to undertake a comprehensive Workforce Modernisation programme including reviews of management costs; organisational change and redeployment arrangements; and reward and recognition to deliver more robust arrangements and ensure value for money.
- 12) Council agrees to reinstate the Career Transition service to provide full support to surplus staff and maximise opportunities for redeployment.
- 13) Agrees to retain Lothian Buses in public ownership.
- 14) Agrees to continue investment of £2.6m in additional police officers while seeking to review the agreement with the Scottish Police Authority to ensure that the Council is receiving value for money. Further, rejects the proposal to reduce partnership funding by £1m in 2021/22.
- 15) Rejects the proposed budget cut of £567,000 to Marketing Edinburgh. Agrees to a budget reduction of £300,000 in 2019/20 which will allow Marketing

Edinburgh to restructure and present a revised business model by October 2019, setting out an evidenced-based plan to maximise outcomes whilst minimising reliance on public sector funding.

- 16) Rejects the proposed reduction in qualified teaching staff in nursery schools.
17) Agrees funding of £30,000 in 2019/20 to allocate an additional 10 hours of access at no charge to each primary and special school parent council to support their activities.
- 18) Rejects the proposed reduction of £3m to Edinburgh Leisure in future years. Further, recognises the positive impact on individuals and communities of engagement in exercise and agrees to examine further opportunities to expand innovative community-based programmes such as the Craggs and Queensferry Sports Centres.
- 19) Agrees to establish a Sports Fund of £100,000 to provide support to programmes which provide positive opportunities to vulnerable individuals and communities through physical activity and sport. Further, agrees to allocate £30,000 from this Fund to support the continuation of the Spartans Alternative School which supports young people who are at risk of exclusion from mainstream education.
- 20) Agrees funding of £100,000 for additional staffing to support acceleration of progress to address the back-log of works relating to trees on Council land.
- 21) Rejects the Administration's proposals to introduce Sunday pay and display parking charges.
Further, reject proposals to increase residential parking permit charges in 2019/20 and agrees to freeze residential parking permit charges at current rates.
- 22) Notes the reduction in forecast parking income in 2018/19 and agrees that further analysis of the reasons for changes to behaviour are reported to the next meeting of the Transport and Environment Committee to inform reconsideration of pay and display charges. Further, rejects the Administration's proposals to increase city centre pay and display charges by over 10% in 2019/20 and agrees to limit pay and display increases to a maximum of 20p per hour.
- 23) Agrees to implement an emergency repairs service only and instructs the Executive Director of Resources to investigate new methods of providing information and advice to owners on legal and other mechanisms to achieve property repairs.
- 24) Agrees to terminate the Council's membership of the Convention of Scottish Local Authorities delivering an annual saving of £250,000 from 2020/21.

- 25) Approves additional expenditure of £100,000 for a programme of environmental initiatives. 26) Approves additional expenditure of £50,000 for undertake a pilot of the road mole “right first time” pothole repair system. Further approves recurring expenditure of £60,000 to employ additional staff to address the back-log of street lighting repairs across the City.
- 27) Rejects the Administration’s pledge to ring-fence 10% of the roads and transport budget for cycling. Agrees that these resources should be committed to roads and pavement repairs to improve safety for all road and pavement users.
- 28) Rejects plans to introduce a workplace parking levy.
- 29) Commits to retention and continued funding of the City of Edinburgh Music School and the instrumental music service.

Capital Investment Programme

Council:

- 30) Agrees the proposals for additional investment of £125.7m as detailed in Annex 3 to this Motion.
- 31) Agrees to continue capital investment of £48.9m over a five-year period to address the Administration’s underinvestment in the Council’s property estate.
- 32) Agrees that in making a decision on any major capital investment it is good practice to consider the opportunity cost, that is the amount that could be available to spend on other projects if the capital investment were not made. Further, agrees to cease further work on the Tram Extension business case and reprioritise estimated surplus cash flows from the existing tram line and the exceptional Lothian Buses dividend.
- 33) Notes the failure by the Administration to bring forward a strategy to deliver the Wave 4 schools programme and agrees that, based on available information, the sum of £5m per annum relating to estimated tram surplus cash flows from the existing line is ring-fenced within the revenue budget to support additional capital investment of £70m for completion of priority 1 Wave 4 schools at Currie, Trinity and Craigmillar. Building on this additional funding, it is assumed that Scottish Futures Trust funding, will allow for completion of the Wave 4 Schools Investment programme including Balerno, Wester Hailes and Liberton.
- 34) Council agrees to reprioritise dividend income from Lothian Buses to invest £20m in a programme of schemes to relieve traffic congestion, including the extension of the Hermiston Park and Ride service; effective road repairs in heavily trafficked bus lanes and bus stops; and improvements in traffic management at key junctions and on major public transport routes.

- 35) Agrees that initial design and enabling works for Brunstane, Maybury and Builyeon Road primary schools be prioritised through sums set aside in the Capital Fund for development costs relating to the Local Development Plan.
- 36) Approves £7m of additional capital investment in roads and pavements. Further, Council approves £0.8m in a programme of Parks upgrades.
- 37) Agrees £5.4m of additional investment in currently unfunded capital pressures comprising: West Princes Street Gardens, including Ross Theatre (£5m) and Hunter's Hall park redevelopment (£0.44m).
- 38) Agrees that a full business case on the active travel programme should be considered before any commitments are made to allocate resources or reprioritise existing plans.
- 39) Agrees that no material legal commitments will be entered pending a review of alignment with the strategic review of the estate and consideration of opportunities for wider consolidation and rationalisation of the property estate, including through a community hub approach. Further agrees that additional prudential borrowing will be subject to detailed review of assumed cash flows from the existing tram line.
- 40) Notes that investment through reprioritisation of the exceptional dividend from Lothian Buses will be confirmed as additional dividends are received with £11m of investment to be delivered through the current Capital Investment Programme.

Risks and Reserves

Council:

- 41) Notes the report by the Executive Director of Resources setting out the significant risk associated with the Administration's budget proposals including:
 - Risks associated with the delivery of major projects and service transformation, including ICT transformation, Asset Management and Health and Social Care;
 - The risks associated with delivery of approved savings and management of underlying pressures;
 - Assumptions on Financial Settlements and wider fiscal policy considerations;
 - Demographic changes leading to rising service demands.
- 42) Accepts that at a time of increasing risk and transformational change the Council should increase reserves to reflect the greater volatility of its budget

and agrees to allocate an additional contribution of £6m to the Council Priorities Fund, including £4m to be earmarked for Health and Social Care pending review of the EIJB plan for 2019-20. Further agrees that no new commitments are made from the City Strategic Investment Fund pending consideration of the half-year revenue budget monitoring report for 2019/20.

- 43) Instructs the Chief Executive to consult with relevant Conveners and Vice Conveners and report to Council in April with detail of specific proposals to address the assumed efficiency savings target of £9.5m and underlying budget deficits in service budgets. Further, instructs the Chief Executive to report to Council in April on the approved EIJB budget for 2019/20.

Development of a Sustainable Financial Strategy

Council:

- 44) Subject to consideration of more detailed business cases by the Finance and Resources Committee, approves the use of up to £1.5m from the Spend to Save Fund to develop a comprehensive change plan to address the pressing financial challenges facing the council over the medium term including;
- Establishment of a dedicated cross-Council project team to undertake a programme of Value for Money service reviews.
 - Provision of additional dedicated staff to accelerate a strategic property review and implementation of a community hub model approach to capital investment.
- 45) Instructs the Executive Director of Resources to carry out a full review of Pay and Reward to modernise structures across the council and to deliver a streamlined organisation focused on service delivery.
- 46) The Change Strategy also includes a number of savings planned for implementation in later years. Recognising that the Council is, at this stage, setting a one-year budget, these will be considered more fully as part of next year's budget process, informed by more detailed development of the proposals concerned.

Conclusions

Council notes the following reports from the Executive Directors of Resources, Place and the Chief Executive:

- Item 4.1 – Council Revenue Budget Framework (2019-2020) – Integrated Impact Assessments
- Item 4.2(a)(i) – Council Change Strategy – Planning for Change and Delivering Services 2019-23

- Item 4.2(a)(ii) – Local Government Finance Settlement 2019-20 – Further Update
- Item 4.2(a)(iii) – Feedback on Change Strategy and Budget Proposals 2018 and 2019
- Item 4.2 (b) – Council Change Strategy – Risks and Reserves 2019-2023
- Item 4.2 (c) – Housing Revenue Account Budget Strategy 2019-24
- Item 4.3 – Capital Investment Programme 2019-20 to 2023-24

Council therefore approves:

- The Revenue Budget 2019/20 as set out in the reports, subject to the amendments set out in Annex 1 to this motion.
- A band 'D' Council Tax of £1,264.99 for 2019/20
- The Council Tax and Rating resolution set out in Annex 2 to this motion
- The 2019/24 Capital Budget as set out in the report by the Executive Director of Resources, with the addition of the new projects set out in Annex 3
- A further report to be submitted to seek approval of revised charges for Council services, the outcomes of which are contained in Appendix 1 to this motion.
- The recommendation by the Executive Director of Place to approve the 2019/20 budget, draft five-year capital investment programme for 2019/24, and the 2% rent increase for 2019/20 set out in Appendices 2, 4 and 5 of the report at item 4.2 (c) for today's meeting.
- Allocations from the Spend to Save fund as set out in this motion
- A further report to be submitted to seek approval of the prudential indicators arising from this motion.

REVENUE BUDGET 2019/20
ANNEX 1 TO THE CONSERVATIVE GROUP AMENDMENT

	2019/20	
	£000	£000
Expenditure to be Funded		
- Resource Allocation Totals	984,218	
- Add: Expenditure funded through Specific Grants	40,225	
	<hr/>	1,024,443
- General Revenue Funding and Non-Domestic Rates	(698,508)	
- Ring Fenced Funding	(40,225)	
	<hr/>	(738,733)
To be Funded by Council Tax		<hr/>
		285,710
Council Tax at Band D		£ 1,264.99
Increase on Previous Year		£ 24.80
- Percentage Increase		2.0%
		<hr/>
		290,898
		<hr/>
Funding (Excess) / Shortfall at Council Tax increase above		(5,188)
Service Investment (see Appendix 1)	3,040	
Add / Less: Amendments to Draft Revenue Budget Framework (see Appendix 1)	4,848	
Less: Additional Savings (see Appendix 1)	<hr/>	
	(7,200)	
		688
Contributions to / (from) reserves		
Transfer to Council Priorities Fund - Health and Social Care	4,000	
Transfer to Council Priorities Fund	2,000	
Spend to Save Fund	(1,500)	
	<hr/>	
		4,500
		<hr/>
Balance of (available resources) / required savings		<hr/>
		-
		<hr/>

REVENUE BUDGET 2019/20
APPENDIX 1 TO THE CONSERVATIVE GROUP AMENDMENT

	2019/20
SERVICE INVESTMENT	£000
Strategic Property Review and Value for Money Service Reviews (Spend to Save)	1,500
Garden Waste	800
Social Care Fund	200
Career Transition Service	100
Environmental Initiatives	100
Trees	100
Sport / Physical Activity	100
Street Lighting	60
Pothole Repairs	50
School Lets - Parent Councils	30
TOTAL SERVICE INVESTMENT	3,040
PROPOSED AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK 2019/23	
Health and Social Care	3,000
Police	522
Early Years	280
Marketing Edinburgh	267
Parking	679
Book Fund	100
TOTAL AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK	4,848
ADDITIONAL SAVINGS	£000
VfM Service Reviews	(5,000)
Asset Management	(500)
Localities	(400)
Shared repairs	(300)
Workforce Modernisation	(800)
Strategy and Communications	(200)
TOTAL ADDITIONAL SAVINGS	(7,200)

**COUNCIL TAX/RATING RESOLUTION
ANNEX 2 TO THE CONSERVATIVE GROUP AMENDMENT**

To recommend that in respect of the year to 31st March, 2020:

1. GENERAL FUND

Revenue Estimates - the Revenue Estimates as presented and adjusted be approved;

Council Tax - estimated expenditure from Council Tax of £290.898m be met and in terms of Sections 70(1) and 74(1) of the Local Government Finance Act 1992 (the 1992 Act) Council Tax be levied in respect of properties in the bands defined in Section 74(2) of the 1992 Act, as amended by The Council Tax (Substitution of Proportion) (Scotland) Order 2016, as follows:

Band	Council Tax	Band	Council Tax
	£		£
A	843.33	E	1,662.06
B	983.88	F	2,055.61
C	1,124.44	G	2,477.27
		H	3,099.23

2. RATING APPEALS TIMETABLE

In terms of Part XI of the Local Government (Scotland) Act 1947 the following dates be approved:

Main Assessment Roll

Lodging of Appeals with the Executive Director of Resources by
Hearing of Appeals by the Rating Authority

12 July 2019
20 September 2019

Amendments to Main Assessment Roll made subsequent to its issue

Lodging of Appeals with the Executive
Director of Resources

Within six weeks of issue of Rate Demand or
in terms of Section 11 of the Rating and
Valuation (Amendment) (Scotland) Act 1984

Hearing of Appeals by the Rating Authority

Periodically

3. CAPITAL EXPENDITURE

Expenditure on Capital projects in progress be met.

4. BORROWING

The Council borrows necessary sums to meet the above capital expenditure.

**CAPITAL BUDGET 2019/20 to 2023/24
ADDITIONS TO REVISED PROGRAMME
ANNEX 3 TO THE CONSERVATIVE GROUP AMENDMENT**

	Total £000
Available Additional Resources for Distribution	
2019/20 Settlement - unallocated General Capital Grant funding	9,411
Unallocated LDP funding - roads and education	12,525
Unallocated LDP funding - non-specific sums	3,500
Reallocation of existing CIP budget	4,000
Reprioritisation of existing CIP budget	15,239
Prudential borrowing (funded through ring-fenced cash flows from existing tram line)	70,000
Reprioritisation of exceptional dividend (Capital from Current Revenue)	11,000
Resources Available for Distribution	125675

	2019-20 £000	2020-21 £000	2021-22 £000	2022-23 £000	2023-24 £000	Total £000
Additional Investment						
Replacement St Catherine's PS	12,802					12,802
Rising School Rolls pressures	6,609					6,609
Roads and Pavements	7,000					7,000
LDP Primary Schools	4,025					4,025
Transport Schemes	3,000	2,000	2,000	2,000	2,000	11,000
Wave 4 Schools	5,000	20,000	30,000	15,000	8,000	78,000
West Princes Street Gardens	5,000					5,000
Parks Upgrade	599					599
Hunter's Hall park redevelopment	440					440
Inverleith Park Upgrade	200					200
	44,675	22,000	32,000	17,000	10,000	125,675

Appendix 4

(As referred to in Act of Council No 2 of 21 February 2019)

REVENUE BUDGET 2019/23

CAPITAL INVESTMENT PROGRAMME 2019/20 to 2023/24

HOUSING REVENUE ACCOUNT BUDGET 2019/23

GREEN GROUP AMENDMENT

GOOD FOR EDINBURGH; GOOD FOR OUR FUTURE

Introduction

1. The Green Group welcomes the opportunity to contribute to the debate about the city's budget and we pay tribute to the hard work of staff in preparing the budget papers and delivering the Council services funded by the budget.
2. In previous budget debates we have described local government funding as broken. That remains the case today. However, a year ago our Green MSP colleagues set out the challenge of meaningful progress towards reform and we note the budget agreement secured by those Green MSPs three weeks ago. It provides budget respite to the Council of £7.9m which is welcome but still leaves a set of difficult budget choices. So, equally importantly, it starts to chart a way towards a more empowered local government funding system with, among other changes, greater fiscal flexibility, three-year settlements, a fiscal framework and replacement of the Council Tax. Local government funding may still be broken but there is the prospect of the most significant reform for almost three decades.

Green budget choices

3. The Green Group budget sets out a range of choices which seek to ensure that the city's future is secure:
 - As a leader in tackling the climate emergency;
 - As a place where young people can grow, learn and thrive; and
 - As a city where our older and more vulnerable citizens are supported with dignity.

Tackling the climate emergency

4. In 2018 the UN Intergovernmental Panel on Climate Change (IPCC) published a report demonstrating the urgent need to act on the latest climate science to limit global average temperature rise to 1.5°C over pre-industrial levels by 2030 in order to prevent catastrophic and irreversible climate breakdown. This council commissioned a sustainability audit report from the Edinburgh Centre for Carbon Innovation (ECCI) and in the report are recommendations for the Council to take action on sustainability and climate change within these timescales. The ECCI report is clear that there are a range of positive opportunities for Edinburgh if the Council follows these recommendations, not just in playing our part in averting climate breakdown, but also in creating income-generating opportunities for the Council and local communities, supporting new skilled jobs, creating affordable housing and reducing inequalities.
5. Therefore the Green budget proposes creation of a Climate Emergency fund of £2.875m over the 4-year period of the budget in order to implement ECCI recommendations. The fund will enable bold but necessary changes such as removing the need for petrol/diesel vehicles in the city by 2030 through the City Mobility Plan, and developing a buildings strategy that ensures local communities are energy positive by 2030. Important projects such as the Council-owned energy service company (ESCo) will be given a much-needed financial boost to enable targets to be set and begin delivering real benefits to the city.
6. Governance of the Council's decisions and delivery will be oriented to averting climate breakdown through greater coordination and embedding sustainability in decision-making. The fund will enable investment in dedicated resource with the skills required to operate across functions and service delivery areas, and to set up and deliver projects with partner organisations. We welcome the pilot carbon budget set out this year which we proposed in the course of the last year, but also recognise that it is simply the start of a full framework to ensure that carbon costs of the full lifecycle of investments are considered when decisions are made.
7. One of the real advantages of increasing project capacity in this area is the opportunity to draw in additional funding from external sources, both public and private. We are confident that the £2.875m investment we propose could lever in many times that level of funding by showing leadership with innovative ideas for the capital city.
8. As well as this headline investment in a sustainable city, a number of other proposals in the Green Budget reinforce the key theme. For example, we propose the introduction of a dedicated empty homes officer to tackle the blight of empty property in a city with a desperate housing shortage. Bringing empty homes back into use means we rely less on building new homes on green land, and it enables efficient use of the existing built housing stock

which is far more environmentally sustainable. Other councils have demonstrated that this post more than pays for itself through increased tracking and allocating of Council Tax on long-term empty homes.

9. We also want to recognise the huge public concern about single use plastic proliferation, both globally, in our oceans and here in our own neighbourhoods. Therefore we have allocated funding to expand the use of easy-access public water points, as a free alternative to bottled products.
10. The fate of the city's tree cover has been high profile over the last year. The city is unthinkable without its trees. They act as a carbon sink, provide vital habitat and give character to many of our best-loved streets and public places. That's why we have fully funded officer recommendations on a street tree replacement programme and also allocated funding over the period to support a comprehensive assessment of trees throughout the city which is currently under-resourced. We also support increased funding to fully trial alternatives to glyphosate in our street and greenspace maintenance work.
11. Over the next year, there will be a step-up in the provision of on-street secure bike parking, the contract for which is out to tender. It already seems clear from the volume of enquiries that demand will greatly exceed supply in some streets, so we have allocated additional funds for further provision in those high-demand areas.
12. Finally, under this theme, it is critical that the impetus towards a sustainable city is embedded in all that the council does. We note that the budget contains a general 1.55% efficiency target. Within that we believe it is right to focus on much higher targets of not less than 10% for resource efficiency – for example, energy, water and use of materials.

Helping young people to thrive

13. Over the last week young people in Edinburgh, as elsewhere in the UK, and internationally, have shown their impatience in the failures of leadership over climate change. We owe it to those young people to secure their future. We also owe it to them to ensure that their places of learning are the best they can be. We support the current and pipeline programme which includes St Crispin's, Victoria PS, Queensferry High School and a new South Edinburgh primary school. We recognise the case for a replacement for St Catherine's PS and various measures to support rising school rolls and the expansion of Gaelic Medium Education (GME) within those numbers.
14. However, the completion of the programme for new secondary schools still looms largest. Real progress has been made in the last year with Scottish Government funding for new secondary schools announced, although not yet allocated. We believe it is crucial that council and Scottish Government funding together meets the estimated £207m cost to build new schools in

Craigmillar, Currie, Trinity, Liberton, Balerno and Wester Hailes. As a fast-growing city, Greens believe that the Scottish Government should allocate at least £100m of the £1 billion fund for new schools to Edinburgh and we welcome inclusion of borrowing for the £78m remainder needed by the Council, within the revenue funding framework. That is why we have assumed that the greater flexibility this year over Council Tax, secured by Green MSPs, will remain in place in future years, and that we would use that flexibility to bring future budgets closer to the balanced position which would allow that borrowing to be secured. Nominally, the level of budget required to support the capital needed is an additional 0.5% on Council Tax over four years – the equivalent of 12 pence a week more on a Band D property, rising to 53 pence a week more by the end of the funding period.

15. At the other end of the education scale we recognise the value of nursery education and that is why we have supported the significant expansion of nursery provision to 1,140 hours. This remains a very challenging ambition however, and it would be unhelpful to significantly change the teaching model at the same time. Therefore we reject the proposal to remove nursery teachers from day-to-day nursery classes.
16. Across all schools we recognise the value of good quality nutrition, so we allocate £80k to invest in improving school meal quality in line with Soil Association standards.
17. Equally importantly, we recognise the value of physical activity. We believe that sports grants offer significant benefit for a very small amount of money and so we reject that saving. We are also unconvinced about the 2020-21 saving in grants for third parties in education more generally, believing that will simply reinforce pressure on core council budgets.
18. On a wider scale we do not believe that the scale of proposed cuts to Edinburgh Leisure has been well articulated or the impact fully assessed. Over a four-year period we do believe that it is possible to make savings through a broader role for Edinburgh Leisure and partnerships with other providers of sports facilities. However, that needs to be modelled fully, so we reject the cut in 2019-20 and have reduced the savings target in subsequent years. The practical impact of that is to turn a 24% savings target into one of less than 7%. We have also outlined a potential spend-to-save proposal to automate access to Edinburgh Leisure facilities.
19. Finally, we recognise some of the difficulties facing longstanding users of schools and community centres in evenings and weekend. In response, we have set up a fund both to mitigate significant price pressures and to trial alternative access arrangements where appropriate.

A healthy and caring capital

20. The funding for health and social care is under increased pressure every year due to demographics and the cost to provide services. The local integration of health and social care is still in relatively early stages, so alongside financial pressures there are also challenges to bring about reforms and bring services together for the benefit of patients and to make efficiencies.
21. We recognise the strong case for increased funding for the Edinburgh Integration Joint Board (EIJB), which is why we have
- **Rejected the proposed £3m savings target**, and pass on in full the £10m which has been partly de-ringfenced for further integration of health & social care and to implement the Carer's Act, as well as the Council's share of funding to support the expansion of free personal care for those under 65 years of age;
 - Added a further £2.75m to core revenue for social care, fully funded by 1% extra on council tax in 2019-20 and recurring thereafter;
 - And allocated £3.716m, £3m of which is from the council priorities fund for 2019-20, the remainder of which is a one-off payment from revenue, to create a change fund for health and social care. We would also expect NHS Lothian to match this commitment.

In total this package equates to over £16m (8.3%) more for health and social care than in the current year, plus pass-through of monies for free personal care expansion.

22. The Green budget change fund worth £3.716m will allow the EIJB to implement the transformation changes set out in their vision for an Edinburgh Model for health and social care and redesign the service around the "3 Conversations" approach recommended by the Chief Officer. The service redesign and change implementation would deliver efficiency savings to bring future years within budgeted spending limits and would benefit service users by improving outcomes, including in mental health services. It may also allow the EIJB to look further at support for some of the organisations losing out in the health and social care grants round in 2018-19.
23. Homelessness is a major blight on the city. We took part in and welcome the conclusions of the Homelessness Task Force but it is clear that the city is trapped in a vicious circle of high- cost, low-quality temporary accommodation which shows no sign of easing off. Long term, a significant increase in genuinely affordable housing is the only answer but that cannot be switched on overnight. So, meantime, more must be done to tackle homelessness. That is why we have allocated £1.5m to invest in homelessness responses: boosting local teams' ability to take early preventative action; reviewing

temporary accommodation flows; seeking rapid move-on from bed and breakfast accommodation; and adding capacity for outreach support for street homeless and street-begging residents.

24. However, we do not believe Edinburgh can tackle the scale of backlog on its own. In the previous homelessness task force established by the then Scottish Executive, additional funding was allocated to Glasgow in recognition of the unique challenges it faces. Rolling on almost two decades we believe that Edinburgh is now in the same position and that, as part of its Ending Homelessness strategy, we call on the Scottish Government to match the city council's commitment.
25. Supporting our older and most vulnerable residents through social care and tackling homelessness are top priorities in the Green budget. We also recognise the need to provide additional capacity for individual support for those who need it most, therefore we propose help for people to navigate through the Universal Credit morass. We have also allocated funding to sustain community public conveniences and to improve access to help through the council's website and phone system.
26. As above, homelessness is a priority issue to tackle, but housing issues are more widespread as well. We believe the council can use more of its landlord registration income to engage more proactively with private sector tenants, landlords and letting agents to improve standards in the private rented sector. Meanwhile, we reject cuts to the city's Shared Repairs Service.
27. Returning to a prevention theme, we have also added £500k to family-based care services to invest in early action to support families where there is a risk that children and young people may require to become formally looked-after.
28. Finally, we have allocated money to fund extra bus services in the South West of the City and we have mitigated cuts to the city's economic development service.

Income and savings

29. At a time of significant public funding pressure we believe it is right and necessary to tackle funding gaps both through savings and additional income. Our budget is for here and now in advance of the reforms highlighted in paragraph 2 above. Therefore it still contains cuts or savings that we would rather not make. In the meantime, we believe that it is right to use the new council tax flexibility in two specific ways:
 - 1% extra to fund social care budgets and other priorities; and
 - 0.5% extra to support the completion of the new schools programme

The combined effect of those changes to support social care and new schools is 36p a week on a band D property, rising to £1.60 a week by 2022-23.

30. However, we also accept the need to make savings. We accept the reduction to Marketing Edinburgh and are unconvinced by the apocalyptic scenarios painted about the cuts to an organisation that has been around less than 10 years. Equally we believe that it is time to seek a revised arrangement with Police Scotland. It cannot be right that half of all council funding to Police Scotland is provided by Edinburgh. Over the four-year period we have outlined a reduction in Police Scotland funding so that it puts Edinburgh and Glasgow in a comparable funding position. The partnership with Police Scotland would remain just as valuable as it is in the other 31 authorities and our expectations of community policing would be no less than in these other authorities.

Capital priorities

31. Our capital programme is headlined by our ambitious programme for new secondary education and community hubs which is outlined in para 14 above and in the appendices.
32. In other respects we support many of the recommended proposals in budget paper 4.3 including provision for St Catherine's PS and rising school rolls. We recognise the case for investment of £4m in active travel as a means of drawing in matched funding and recognise that in the year ahead funding may be found within existing funds, subject to review and reporting back to the Finance and Resources Committee. We have allocated capital to invest in the expansion of GME provision and will look at officers' recommendations on the most suitable location.
33. Finally, although our capital budget retains the headline costs associated with the City Region Deal, we repeat our disappointment that the shape of the Deal has so little focus on active travel and public transport and in building the low carbon, resilient economy that Edinburgh's future demands; and we look forward to opportunities to reflect on project scope as detailed business cases are brought forward within the broad funding levels. In the meantime, we have allocated funding from the City Strategic Investment Fund to accelerate progress on Electric Vehicle Infrastructure.

Supporting staff sector pay

34. Our budget assumes a 3% pay increase for staff in 2019/20 which is still subject to agreement; and we also welcome the Scottish Budget agreement that any uplift in teacher salaries, which we support, will be fully funded by the Scottish Government. At the same time, we have allocated £1.5m funding from reserves over two years to support staff through training, management development and wellbeing.

Recommendations

Council notes the following reports:

Item 4.1 Revenue Budget Framework 2019-20 Integrated Impact Assessments

Item 4.2 Revenue Budget 2019/24

(a)(i) Council Change Strategy: Planning for Change and Delivering Services 2019-2023 – referral from the Finance and Resources Committee

(a)(ii) Local Government Finance Settlement 2019/20

(a)(iii) Feedback on the Change Strategy and Budget Proposals 2018 and 2019

(b) Council Change Strategy: Risks and Reserves 2019-2023

(c) Housing Revenue Account Budget Strategy 2019-2024

4.3 Capital Investment Programme 2019/20 to 2023/24

Council approves:

- The revenue budget set out in the reports, subject to the amendments set out in Appendix 1 to this motion
- A band D Council Tax of £1,296.
- The Council Tax and Rating resolution as set out in Annex 2 to this motion;
- The 2019 to 2024 capital budget as set out in the report by the Executive Director of Resources, subject to the amendments set out in Annex 3 to this motion;
- A further report to be submitted to seek approval of revised charges for Council services, the financial impact of which is contained in Appendix 1 to this amendment.
- The recommendations contained in the Housing Revenue Account report by the Executive Director of Place and the outline 5-year HRA capital programme 2019 -24
- The pilot carbon budget in 4.2 (a)(i)
- Allocations from the City Strategic Investment Fund, Workforce Restructuring Fund, Council Priorities Fund, Landlord Registration Fund and Spend to Save Fund, as outlined above.

REVENUE BUDGET 2019/20 – 2022/23
ANNEX 1 TO GREEN GROUP AMENDMENT

	2019/20		2020/21		2021/22		2022/23	
	£000	£000	£000	£000	£000	£000	£000	£000
Expenditure to be Funded								
- Resource Allocation Totals	984,218							
- Add: Expenditure funded through Specific Grants	40,225							
		1,024,443						
- General Revenue Funding and Non-Domestic Rates	(698,508)							
- Ring Fenced Funding	(40,225)							
		(738,733)						
To be Funded by Council Tax		<u>285,710</u>		<u>302,012</u>		<u>318,952</u>		<u>340,061</u>
Council Tax at Band D		£ 1,296.00		£ 1,354.32		£ 1,415.26		£ 1,478.95
Increase on Previous Year		£ 55.81		£ 58.32		£ 60.94		£ 63.69
- Percentage Increase		4.5%		4.5%		4.5%		4.5%
1% extra for social care (year 1) and other priorities		2,750						
0.5% to bridge gap for new schools borrowing		1,375						
		<u>297,773</u>		<u>309,899</u>		<u>323,203</u>		<u>336,711</u>
Funding (excess) / Shortfall at Council Tax increase above		(12,063)		(7,887)		(4,251)		3,350
Service Investment (see Appendix 1)	13,041		6,200		4,900		4,800	
Add / Less: Amendments to Draft Revenue Budget Framework (see Appendix 1)	4,902		7,352		6,602		5,852	
Less: Additional Savings (see Appendix 1)	(980)		(2,080)		(2,380)		(2,580)	
		16,963		11,472		9,122		8,072
Contributions to / (from) reserves (itemise)								
Council Priorities Fund	(3,000)		-		-		-	
Spend to Save Fund	(100)		-		-		-	
City Strategic Investment Fund	(500)		-		-		-	
Landlord Registration Fund	(300)		(300)		(300)		(300)	
Workforce Restructuring Fund	(1,000)		(500)		-		-	
		<u>(4,900)</u>		<u>(800)</u>		<u>(300)</u>		<u>(300)</u>

Balance of (available resources)/required savings

-

2,785

4,571

11,122

REVENUE BUDGET 2019/20 – 2022/23
APPENDIX 1 TO GREEN GROUP AMENDMENT

SERVICE INVESTMENT	£000	£000	£000	£000
Climate emergency fund	1,975	(1,375)	(200)	(100)
Health and Social Care investment	2,750	-	-	-
Health and Social Care Change Fund	3,716	(3,716)	-	-
Tackling the homelessness crisis: prevention activity	1,000	(500)	(500)	-
Empty homes officer	50	-	-	-
Secure bike parking accelerated roll out	100	(100)	-	-
Providing public water taps	50	(50)	-	-
Street trees and tree maintenance programme	110	-	-	-
Access support for evening and weekend use of schools/community centres	100	-	-	-
Universal Credit advice and support staff	90	-	-	-
Edinburgh Leisure access improvements	100	(100)	-	-
Digital action plan	100	-	(100)	-
Alternatives to clubhouses	50	-	-	-
Improving school meals quality and sustainability	90	-	-	-
Investment in an active travel fund (from parking income below)	200	-	-	-
Private renting support unit (from registration income)	300	-	-	-
Electric vehicle infrastructure (from City Strategic Investment Fund)	500	(500)	-	-
Staff support project (from Workforce Restructuring Fund)	1,000	(500)	(500)	-
Waste reduction campaign	100	-	-	-
South West Edinburgh supported bus services	250	-	-	-
Family-based care investment	500	-	-	-
TOTAL SERVICE INVESTMENT	13,041	(6,841)	(1,300)	(100)
PROPOSED AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK 2019/23				
Re-provision of public conveniences	100	-	-	-
School management design: early years	350	650	-	-
Police funding	(478)	(600)	(400)	(400)
Income from parks and greenspace	150	-	-	-
Economic development	900	900	(600)	(600)
Sports grants	62	-	-	-
Clean and green	250	-	-	-
Energy generation	0	(100)	(100)	(100)
Health and Social Care efficiency target	3,000	-	-	-
Edinburgh Leisure	350	350	350	350
Third party grants	0	1,250	-	-
Shared repairs emergency service	218	-	-	-
TOTAL AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK	4,902	2450	(750)	(750)
ADDITIONAL SAVINGS				
Traffic Regulation Order (TRO) review	(40)	-	-	-
Car parking charge policy	(500)	(200)	(200)	(200)
Hogmanay contract	-	(800)	-	-
Overseas trips and international strategy	(40)	-	-	-
Democratic services	(100)	-	-	-
Events and access to City Chambers	(50)	-	-	-
Travel reduction	(100)	-	-	-
Empty homes officer (resulting in additional Council Tax income)	(50)	-	-	-
Temperature controls	(100)	-	-	-
Waste reduction campaign	-	(100)	(100)	-
TOTAL ADDITIONAL SAVINGS	(980)	(1100)	(300)	(200)

COUNCIL TAX / RATING RESOLUTION ANNEX 2 TO GREEN GROUP AMENDMENT

To recommend that in respect of the year to 31st March, 2020

1. GENERAL FUND

Revenue Estimates - the Revenue Estimates as presented and adjusted be approved;

Council Tax - estimated expenditure from Council Tax of £297.773m be met and in terms of Sections 70(1) and 74(1) of the Local Government Finance Act 1992 (the 1992 Act) Council Tax be levied in respect of properties in the bands defined in Section 74(2) of the 1992 Act, as amended by The Council Tax (Substitution of Proportion) (Scotland) Order 2016, as follows:

Band	Council Tax £	Band	Council Tax £
A	864.00	E	1,702.80
B	1,008.00	F	2,106.00
C	1,152.00	G	2,538.00
D	1,296.00	H	3,175.20

2. RATING APPEALS TIMETABLE

In terms of Part XI of the Local Government (Scotland) Act 1947 the following dates be approved:

Main Assessment Roll

Lodging of Appeals with the Executive Director of Resources by	12 July 2019
Hearing of Appeals by the Rating Authority	20 September 2019

Amendments to Main Assessment Roll made subsequent to its issue

Lodging of Appeals with the Executive Director of Resources	Within six weeks of issue of Rate Demand or in terms of Section 11 of the Rating and Valuation (Amendment) (Scotland) Act 1984
---	--

Hearing of Appeals by the Rating Authority	Periodically
--	--------------

3. CAPITAL EXPENDITURE

Expenditure on Capital projects in progress be met.

4. BORROWING

The Council borrows necessary sums to meet the above capital expenditure

**CAPITAL BUDGET 2019-2024
ADDITIONS TO REVISED PROGRAMME
ANNEX 3 TO GREEN GROUP AMENDMENT**

	Total £000
Available Additional Resources for Distribution	
2019/20 Settlement - unallocated General Capital Grant funding	9,411
Unallocated LDP funding - roads and education	12,525
Unallocated LDP funding – non-specific sums	3,500
Reallocation of existing CIP budget	3,500
	29,436
Resources Available for Distribution	

	2019-20 £000	2020-21 £000	2021-22 £000	2022-23 £000	2023-24 £000	Total £000
Additional Investment						
Replacement St Catherine's PS	12,802					12,802
Rising school rolls pressures	6,609					6,609
LDP Primary Schools - design and enabling works	4,025					4,025
GME expansion	6,000					6,000
	29,436	0	0	0	0	29,436

Appendix 4

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

REVENUE BUDGET 2019/23

CAPITAL INVESTMENT PROGRAMME 2019/20 to 2023/24

HOUSING REVENUE ACCOUNT BUDGET 2019/23

LIBERAL DEMOCRAT GROUP AMENDMENT

MAKING EVERY PENNY COUNT

Council notes the budget position presented for 2019-20 but regrets the previous decisions of Labour/SNP and SNP/Labour administrations, which have exacerbated the current financial pressures, and the continued uncertainty about Brexit outcomes with the possibility of a no-deal disorderly Brexit still on the horizon.

Council regrets the damaging Local Government Finance Settlements over many recent years by the Scottish Government which have resulted in substantial funding cuts to the city council and are projected to lead to even more severe cuts in service provision in the future.

Council notes that the Scottish Government has seen a 3.3% increase in real terms in its budget for 2019-20 but has passed to the Council a 1.5% cut in the funding of core services. Council notes that in order to fund the entire £33.1m funding gap for 2019-20, Council Tax would need to increase by 15%.

Council aims to provide the highest quality services on a best value basis and, at a time of financial constraints, to focus on getting basic services right.

Council notes the commitment made by the SNP/Labour administration to continue a policy of no compulsory redundancies and that the financial consequences of this policy for 2019-20 mean cuts to frontline services such as community policing and street cleaning.

Council notes the commitment made by the SNP/Labour administration to keep a presumption in favour of in-house provision for existing revenue-funded core services and that this prevents the Council from considering a diverse range of possible external service solutions.

Council notes the failure over many years since SNP and Labour have been in coalition for the Health and Social Care budget to be managed effectively. Council notes that this budget is especially important for our most vulnerable citizens. Council further notes the continued failure of waste services to meet performance levels expected and the deterioration of basic services such as street lighting repairs.

Council welcomes the intention of the Scottish Government to provide additional powers to local Councils to allow them greater control over, and responsibility for, raising their own finances, such as introducing a transient visitor levy.

Budget Process

Although the Council conducted an online public consultation for its Change Strategy over a ten-week period in late 2018, the detailed proposals for 2019-20 were made available online for public feedback for a period of only three weeks resulting in a poor level of engagement.

Longer-Term Approach

Council believes there is a need for fundamental reform of the way the council provides services, to transform the council from a reactive to a proactive organisation, to focus on preventative spending to help it to manage demand and to design reliable, cost effective 'Citizen-centred' services not necessarily provided by the Council itself. Council recognises that the Council cannot simply continue to do the same things in the same way with substantially fewer staff and other resources.

Council recognises that to achieve the radical changes necessary will require it to

1. drop the policy commitment to no compulsory redundancies and the presumption in favour of in-house provision of existing revenue funded core services, and
2. create a Transformation Fund. The sale of around 10% of the council's investment property portfolio could be utilised to contribute to a Transformation Fund, based on 'spend to save' principles, to fund the one-off costs of up-front investments required for this transformation and
3. to make every penny count, adopt a phased programme of targeted zero-based budgeting to identify operational efficiencies and to cut low priority expenditure.

Spending Priorities for 2019-20

In addition to the above longer-term proposals, Council agrees that its objectives in the setting of this budget will be to make every penny count and to get basic services right

1. to set up a one-year fund of £4m, partly funded from reserves and equally divided between high priority roads and pavements, to tackle the roads and pavements in the poorest condition.
2. to set up an Environment Fund for Schools of £1m; to reverse the cuts to Nursery teachers and head teachers; and to fund more support for schools to promote integration and minimise disruption.
3. to abolish the garden tax and to improve waste collection service reliability by seeking to arrange external service provision, which should save £1.125m.
4. to reject the proposed cut of £0.350m and increase real term funding for Edinburgh Leisure while a Physical Activity Strategy is agreed and implemented by the Culture & Communities Committee.
5. to save our community police by reversing the proposed cut of £0.522m.
6. to further agree to allocate £200k from the Priorities Fund to support the transition of outside organisations.

Recommendations

Council notes the following reports:

Item 4.1 Revenue Budget Framework 2019-20 Integrated Impact Assessments

Item 4.2 Revenue Budget 2019/24

(a)(i) Council Change Strategy: Planning for Change and Delivering Services 2019-2023 – referral from the Finance and Resources Committee

(a)(ii) Local Government Finance Settlement 2019/20

(a)(iii) Feedback on the Change Strategy and Budget Proposals 2018 and 2019

(b) Council Change Strategy: Risks and Reserves 2019-2023

(c) Housing Revenue Account Budget Strategy 2019-2024

4.3 Capital Investment Programme 2019/20 to 2023/24

Council approves:

- The revenue budget set out in the reports, subject to the amendments set out in Appendix 1 to this motion
- A band D Council Tax of £1,277.40.
- The Council Tax and Rating resolution as set out in Annex 2 to this motion;
- The 2019 to 2024 capital budget as set out in the report by the Executive Director of Resources, subject to the amendments set out in Annex 3 to this motion;
- A further report to be submitted to seek approval of revised charges for Council services, the financial impact of which is contained in Appendix 1 to this amendment.
- The recommendations contained in the Housing Revenue Account report by the Executive Director of Place and the outline 5-year HRA capital programme 2019 -24.
- Allocations from the Council Priorities Fund as outlined above, including support for outside organisation transitions.

REVENUE BUDGET 2019/20
ANNEX 1 TO LIBERAL DEMOCRAT GROUP AMENDMENT

	£000	2019/20 £000
Expenditure to be Funded		
- Resource Allocation Totals	984,218	
- Add: Expenditure funded through Specific Grants	40,225	
		1,024,443
- General Revenue Funding and Non-Domestic Rates	(698,508)	
- Ring Fenced Funding	(40,225)	
		(738,733)
To be Funded by Council Tax		285,710
Council Tax at Band D		£ 1,277.40
Increase on Previous Year		£ 37.21
- Percentage Increase		3.0%
		(7,938)
Funding (Excess) / Shortfall at Council Tax increase above		
Service Investment (see Appendix 1)	6,349	
Add / Less: Amendments to Draft Revenue Budget Framework (see Appendix 1)	5,421	
Less: Additional Savings (see Appendix 1)	(2,415)	
		9,355
Contributions to / (from) reserves (itemise)		
From the Council Priorities Fund	(1,417)	
		(1,417)
Balance of Available Resources		0

REVENUE BUDGET 2019/20
APPENDIX 1 TO LIBERAL DEMOCRAT GROUP AMENDMENT

2019/20

SERVICE INVESTMENT	£000
Improvements to roads and pavements	4,000
Environment Fund for Schools	1,000
Additional Support for Learning to support integration and minimise disruption	200
Award 20 hours per annum of free use of primary and special school facilities to parent bodies (PTAs and parent councils)	49
Abolish the garden waste collection charge	800
Increase funding of street cleaning services	250
Increase funding of parks and greenspace	50
TOTAL SERVICE INVESTMENT	<u>6,349</u>

PROPOSED AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK
2019/23

Protect the small grants budget to support city-wide sports and learning activities	62
Protect early years education by reversing the proposed cuts to Nursery teachers and Nursery head teachers	350
Redesign and improve our public toilets by reversing the proposed cuts	250
Reverse the additional proposed cut to Health and Social Care	3,000
Reverse the proposed cut to street cleaning in order to maintain service investment	250
Reverse the proposed cut to roads services in order to maintain service investment	250
Retain four environmental wardens	120
Encourage sport and physical exercise by reversing the proposed cut to Edinburgh Leisure	350
Reduce the cut to Marketing Edinburgh	267
Save our community police by dropping the proposed cut to Police Funding	522
TOTAL AMENDMENTS TO DRAFT REVENUE BUDGET FRAMEWORK	<u>5,421</u>

ADDITIONAL SAVINGS	£000
Drop pledge of no compulsory redundancies - impact on current redeployment pool	(700)
Drop pledge of no compulsory redundancies - impact on budgeted staff cuts for 2019/20	(350)
Extra revenue from introduction of a £50 charge for inhibition data queries related to statutory notices	(240)
Savings resulting from external provision of environmental services, including waste collection, taking account of a nine-month delay in implementation	(1,125)
TOTAL ADDITIONAL SAVINGS	<u>(2,415)</u>

**COUNCIL TAX / RATING RESOLUTION
ANNEX 2 TO LIBERAL DEMOCRAT GROUP AMENDMENT**

To recommend that in respect of the year to 31st March, 2020:

1. GENERAL FUND

Revenue Estimates - the Revenue Estimates as presented and adjusted be approved;

Council Tax - estimated expenditure from Council Tax of £293.648m be met and in terms of Sections 70(1) and 74(1) of the Local Government Finance Act 1992 (the 1992 Act) Council Tax be levied in respect of properties in the bands defined in Section 74(2) of the 1992 Act, as amended by The Council Tax (Substitution of Proportion) (Scotland) Order 2016, as follows:

Band	Council Tax	Band	Council Tax
	£		£
A	851.60	E	1,678.36
B	993.53	F	2,075.78
C	1,135.47	G	2,501.58
D	1,277.40	H	3,129.63

2. RATING APPEALS TIMETABLE

In terms of Part XI of the Local Government (Scotland) Act 1947 the following dates be approved:

Main Assessment Roll

Lodging of Appeals with the Executive Director of Resources by	12 July 2019
Hearing of Appeals by the Rating Authority	20 September 2019

Amendments to Main Assessment Roll made subsequent to its issue

Lodging of Appeals with the Executive Director of Resources	Within six week of issue of Rate Demand or in terms of Section 11 of the Rating and Valuation (Amendment)(Scotland) Act 1984
Hearing of Appeals by the Rating Authority	Periodically

3. CAPITAL EXPENDITURE

Expenditure on Capital projects in progress be met.

4. BORROWING

The Council borrows necessary sums to meet the above capital expenditure.

**CAPITAL BUDGET 2019-2024
ADDITIONS TO REVISED PROGRAMME
ANNEX 3 TO LIBERAL DEMOCRAT GROUP AMENDMENT**

	Total £000
Available Additional Resources for Distribution	
2019/20 Settlement - unallocated General Capital Grant funding	9,411
Unallocated LDP funding - roads and education	12,525
Reallocation of existing CIP budget	4,000
Unallocated LDP funding - capital fund	3,500
	29,436
Resources Available for Distribution	

	2019-20 £000	2020-21 £000	2021-22 £000	2022-23 £000	2023-24 £000	Total £000
Additional Investment						
Replacement St Catherine's PS	12,802					12,802
Rising school rolls pressures	6,609					6,609
Darroch refurbishment	5,800					5,800
New LDP Primary Schools - design and enabling works	4,025					4,025
Inverleith Park Upgrade	200					200
	29,436	0	0	0	0	29,436

Item no 5.1

QUESTION NO 1

By Councillor Corbett for answer by the Convener of the Finance and Resources at a meeting of the Council on 14 March 2019

Further to the council meeting of 31 May 2018 and the oral answer given by the Convener to the supplementary question to 5.2

Question (1) What progress has been made on the review of councillors free car parking passes?

Answer (1)

Question (2) Which councillors have passes for

- i) the APCOA parking at Waverley Court?
- ii) George IV Bridge (Central Library)?
- iii) any other parking in the vicinity of the City Chambers?

Answer (2)

Item no 5.2

QUESTION NO 2

By Councillor Lang for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 14 March 2019

At the meeting of November 2018, Council passed a motion agreeing that the Convener 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.

Question (1) On what date did she write to the Cabinet Secretary?

Answer (1)

Question (2) Will she publish a copy of her letter?

Answer (2)

Question (3) What response has she received from the Cabinet Secretary?

Answer (3)

Question (4) Will she publish a copy of the response if received?

Answer (4)

Item no 5.3

QUESTION NO 3

By Councillor Lang for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 14 March 2019

At the meeting of December 2018, Council passed a motion agreeing that the local authority would write to the Scottish Government making clear the City of Edinburgh Council's support for increasing the default on-the-spot litter fine, including fines for dog fouling and fly tipping, and to request that Ministers implement this change as quickly as possible.

Question (1) On what date was this letter sent?

Answer (1)

Question (2) Will she publish a copy of this letter?

Answer (2)

Question (3) What response has been received from the Scottish Government?

Answer (3)

Question (4) Will she publish a copy of the response if received?

Answer (4)

Item no 5.4

QUESTION NO 4

By Councillor Laidlaw for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 14 March 2019

Question

Asks the Convener for an update from her meeting with Transport Scotland regarding arterial road maintenance with specific regard to:

- Scope of overall programme for arterial roads across the City of Edinburgh
- Prioritisation of roads
- Timescale for beginning work on the A1

Answer

Item no 5.5

QUESTION NO 5

By Councillor Rose for answer by the
Convener of the Transport and
Environment Committee at a meeting
of the Council on 14 March 2019

Could the Convener advise of the following;

- Question** (1) What is the cost to the council per tonne of processing uplifted recyclable waste?
- Answer** (1)
- Question** (2) How much does the Council get paid for processed recycle?
- Answer** (2)
- Question** (3) What is the notional cost per tonne of collecting recyclable waste?
- Answer** (3)
- Question** (4) Where does recycled waste go?
- a) How much goes abroad?
 - b) How much goes beyond Scotland?
 - c) How much goes beyond Edinburgh?
- Answer** (4)
- Question** (5) Are there types of recyclable waste from which it could be considered more environmentally friendly to extract energy via heat?
- Answer** (5)
- Question** (6) Are there types of recyclable waste from which it would be cheaper to extract energy via heat?
- Answer** (6)

Item no 5.6

QUESTION NO 6

By Councillor Webber for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 14 March 2019

Could the Convener advise of the following;

- Question** (1) Using data from the last 10 years (if that is available) How many potholes have been re-repaired following their initial repair
- a) within 6 to 12months,
 - b) within 2yrs and
 - c) within 5year period?
- Answer** (1)
- Question** (2) And from these RE-repairs how many have had to be carried out more than once?
- Answer** (2)
- Question** (3) Are the potholes logged as to the date appeared, time taken to repair, method and material used? Longevity of repair? If not, how are they logged?
- Answer** (3)
- Question** (4) When looking at the cost of the pothole repairs / re-repairs does the Council include the cost of any road traffic management, if required?
- Answer** (4)

Item no 5.7

QUESTION NO 7

By Councillor Young for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 14 March 2019

Question (1) What meetings have taken place between officers and representatives of the Queensferry community, regarding the issues over traffic and parking on the days of the Cruise Liner visits over the last year? (please provide dates).

Answer (1)

Question (2) What options have been discussed on how to mitigate the impact on the community and local businesses from the closure of the parking at the east of the town?

Answer (2)

Question (3) What proposals are now being progressed by officers on changes and improvements to traffic and parking arrangements, and when is it intended that these will be implemented?

Answer (3)

Item no 5.8

QUESTION NO 8

**By Councillor Lang for answer by the
Convener of the Housing and
Economy Committee at a meeting of
the Council on 14 March 2019**

Question

What action is being taken by the Council to support and assist small retail businesses in the city?

Answer

Item no 5.9

QUESTION NO 9

By Councillor Young for answer by the Convener of the Regulatory Committee at a meeting of the Council on 14 March 2019

Community Councils and elected members receive weekly lists of all planning applications in their ward area - both applications and decisions. Members are also notified about certain license applications - such as public entertainment or trading licenses. This helps to ensure awareness and transparency. A similar notification process for license applications such as HMOs which would be equally valuable.

Question (1) What options currently exist, to allow a similar notification process to that used by planning, for the categories of license application covered by the Regulatory Committee and its Licensing Sub-Committee?

Answer (1)

Questions (2) What limitations exist at present that have prevented this process being set up to date?

Answer (2)

Question (3) What practical options can be taken forward to look at implementing license weekly lists and what are the likely timescales?

Answer (3)

Item no 5.10

QUESTION NO 10

**By Councillor Johnston for answer
by the Convener of the Transport and
Environment Committee at a meeting
of the Council on 14 March 2019**

Given the Tram Extension Business Case highlights that March 2021 is the expiry date for 'Powers to Commence Construction under Section 74' in relation to Line 1;

Question (1) Has the Council commissioned and/ or received legal advice advising them of the process should they fail to meet this deadline?

Answer (1)

Question (2) If so can it be provided?

Answer (2)

Question (3) Is it the Council's understanding that failure to meet this deadline would require petitioning the Scottish Government for an extension?

Answer (3)

Question (4) Is the Council in receipt of formal legal advice that they have already met this deadline by virtue of works thus far undertaken, and if so can it be provided?

Answer (4)

Item no 5.11

QUESTION NO 11

By Councillor Cook for answer by the Convener of the Housing and Economy Committee at a meeting of the Council on 14 March 2019

Question

Can the Convener confirm how many times, since coming to post, they have had meetings with each of the following organisations:

- a) Essential Edinburgh
- b) The Federation of Small Businesses
- c) Marketing Edinburgh
- d) Edinburgh Hotels Association
- e) Edinburgh Taxi Association
- f) Lothian Buses

Answer

Item no 5.12

QUESTION NO 12

By Councillor Cook for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 14 March 2019

Question

Can the Convener confirm how many times, since coming to post, they have had meetings with each of the following organisations:

- a) Essential Edinburgh
- b) The Federation of Small Businesses
- c) Marketing Edinburgh
- d) Edinburgh Hotels Association
- e) Edinburgh Taxi Association
- f) Lothian Buses

Answer

Item no 5.13

QUESTION NO 13

By Councillor Burgess for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 14 March 2019

Question

When will the Council Re-use Cabins at Household Waste Recycling Centres be re-opened to allow residents to present household items such as furniture for re-use?

Answer

Item no 5.14

QUESTION NO 14

By Councillor Burgess for answer by the Convener of the Transport and Environment Committee at a meeting of the Council on 14 March 2019

Question

What progress is being made on improving the provision of council allotments and growing spaces for residents?

Answer



Steering the Capital towards a brighter future

We're about to take a decision crucial to Edinburgh's future growth and prosperity – whether or not to proceed with taking trams to Newhaven. This isn't simply a transport decision; it's about helping the Capital's economy grow sustainably as more than 100,000 new residents will call our city home over the next two decades.

Trams are key to unlocking brownfield development sites in the north of the city – creating homes, jobs and connecting thousands of people to major employment, leisure and travel hubs in an accessible way that cuts down congestion on our already busy road network.

Through extensive consultation and engagement with the local community and stakeholder groups, the project team have built up respect and mutual trust – and I want to thank them for getting the business case to this stage.

It's a robust case that takes on board lessons from the first project, incorporates a very conservative risk allocation, meets our key commitments to support businesses through construction and highlights significant benefits for communities in Leith, Newhaven and north Edinburgh – and, crucially, doesn't add any pressure to council budgets.

Transforming our city centre

Last week's Transport and Environment Committee marked not one, but two major decisions on the future of sustainable, inclusive transport in the city, when members approved the key aims of our ambitious [City Centre Transformation](#) project.

We are a modern, growing Capital, facing many of the same pressures as other cities of this size. It's clear that we need to reassess the way we manage our centre if we're to create a city fit for the future. What's heartening is that the public evidently share this desire. A remarkable 88% of the 5,000+ respondents to our major consultation told us they wanted to see changes made – with more than half calling for radical measures to deliver a more liveable environment.

Our people-centred approach to managing the city is about so much more than transport solutions. By putting people at the heart of our thinking, whether by increasing pedestrian space, enhancing public transport connections or creating more outdoor areas for the public to sit and relax, we see the transformation of our city centre as an enabler for improving communities, driving economic growth while creating a better and more vibrant environment to spend time in.

Investing in our ambition for the city

Last month our Council passed the [second budget of this administration](#). This is a budget that will protect frontline services, invest in services for young people and the city's most vulnerable residents whilst also continuing to invest in the huge ambition we have for the city – ensuring our economy and public services are more inclusive so everyone can enjoy the benefits of sustainable and well-managed growth.

One of the most important aspects of the budget-setting process has been listening to the public to find out where they want us to spend and save. In the year ahead, we're investing significantly in schools and early years, we're committing record levels of investment in our roads, including almost £30m on potholes and resurfacing works, and we're allocating up to an additional £16m to address the increasing demands on our health and social care services.

Thanks to feedback from more than 2,700 residents, we were able to change and add to our budget proposals, for example restoring funding for teachers in nurseries and providing transitional funding for Marketing Edinburgh.

Commission finds out first-hand what it's like living in poverty

We're determined to make sure that all residents can share in Edinburgh's success – and tackling poverty and understanding its causes are central to this.

At their first meeting last year, the [Edinburgh Poverty Commission](#) committed to putting people at the heart of their work – and that's exactly what they've been doing. In the past fortnight, members have visited the Moredun Multis, hearing from residents about their challenges, speaking to advisers at the Granton Information Centre and volunteering at the Tron Church Foodbank to find out first-hand the challenges facing our most vulnerable citizens.

This first phase of work has been focusing on 'pockets' – the pressures that keep incomes low and living costs high for people. Attention will then turn to 'prospects' (attainment, skills, career progression and wellbeing) before considering 'places' (housing, transport, and community services).

The Commissioners will present their recommendations for change by the end of the year; recommendations that will be for all partners across the city to take forward as we work together to better support our citizens and tackle the devastating and unnecessary impacts of poverty and deprivation in Edinburgh.

Street begging research is first step in long term strategy

Alongside this news on the work of the Poverty Commission, this week saw the [publication of important research](#) by the Edinburgh Community Safety Partnership and partners Shelter, lifting a lid on the hardships of those begging on Edinburgh's streets.

The report is the first detailed piece of research into begging undertaken in any UK city for 20 years. It documents reasons behind begging, what people's lives are really like as well as their struggle day-to-day. The report confirms that not all rough sleepers beg and not all those begging are sleeping rough – but this shouldn't be interpreted as people having access to secure accommodation. Street begging is a hugely complex issue and, whilst we all want to help people to move on from begging, we must first improve our understanding of it.

This research is just a first step along the road to producing a strategy to support people into positive destinations but I am proud that Edinburgh has been first to commission this long overdue and important work.

Closing the skills gap with the City Region Deal

Helping people improve their skills has a direct impact on their employability and making our economy more inclusive. The [City Region Deal Joint Committee](#) has now approved the skills programme that will help thousands of people gain the skills they need to succeed in key sections of the Deal such as construction and data innovation.

The Committee also welcomed funding for the Edinburgh Futures Institute based at the former Royal Infirmary, which will see scores of researchers working alongside businesses in growth sectors such as FinTech and Creative Industries to explore how data-driven innovation can unlock solutions, including improvement in public services.

These are just the latest in a long line of examples demonstrating how City Region Deal funding is being used to unlock opportunities in the future and, crucially, help everyone share in the region's economic growth going forward.

Leith Walk By-Election approaches

Fulfilling the role of a local councillor is an extremely rewarding and interesting job, something I've learned from nearly seven years representing the Leith ward. Following Marion Donaldson's departure from the neighbouring Leith Walk ward, we're now on the look-out for a new representative to take up this responsibility, with a by-election scheduled for 11 April.

Our elections team work very hard to ensure votes such as these run smoothly, and they're already raising awareness of key dates in advance of the by-election. Poll cards will soon be hitting the doormats of constituents who have registered to vote, but I would encourage anyone in the area who is eligible, and who hasn't already, to register by 26 March, ensuring councillors can truly represent the people who live there.

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.

[Follow us on twitter](#)



[Follow us on Facebook](#)



The City of Edinburgh Council

10am, Thursday, 14 March 2019

Edinburgh Tram – York Place to Newhaven Final Business Case – referral from the Transport and Environment Committee

Item number 8.1
Executive/routine
Wards
Council Commitments

1. For Decision/Action

- 1.1 The City of Edinburgh Council is asked to approve:
- i) The Edinburgh Tram – York Place to Newhaven Final Business Case.
 - ii) The increased prudential borrowing authorised limit and operational boundary reported in paragraph 5.3 of the report by the Executive Director of Place.

Laurence Rockey

Head of Strategy and Communications

Contact: Sarah Stirling, Committee Services

E-mail: sarah.stirling@edinburgh.gov.uk | Tel: 0131 529 3009

Referral Report

Edinburgh Tram – York Place to Newhaven Final Business Case – referral from the Transport and Environment Committee

2. Terms of Referral

- 2.1 In December 2015, the Council approved in principle the option of completing the existing tram line to Newhaven and approved the commencement of Stage 1 activities.
- 2.2 A commitment was made to update and refine the project financials during Stage 1, and bring a report back to Council by summer 2017 recommending a way forward.
- 2.3 In September 2017 an Outline Business Case (OBC) was presented to Council, prepared in accordance with Transport Scotland guidance and implementing the business case development process set out in Office of Government Commerce and HM Treasury guidance.
- 2.4 The Council approved the OBC and approved commencement of Stage 2 activities, which have included detailed design consultation, a procurement process, the development of a financial model and the completion of the FBC for consideration.
- 2.5 At its meeting on 28 February 2019, the Transport and Environment Committee considered a report by the Executive Director of Place detailing the Final Business Case for the project.

Motion

- 1) To note the findings set out in the Final Business Case (FBC).
- 2) To note the anticipated cost of the project and associated funding arrangements.
- 3) To note the project cost assumptions set out in the Financial Case of the FBC.
- 4) To note the risk analysis contained within the FBC.
- 5) To note the economic appraisal contained within the FBC;

- 6) To note that a paper would be taken to the Finance and Resources Committee on 7 March 2019 on the procurement of contracts associated with the project.
 - 7) To note that a support scheme for businesses along the route would be put in place prior to any works commencing.
 - 8) To note the governance arrangements to provide both political oversight and robust project management.
 - 9) To note that the cost estimate of £207.3 million was the budget for this project and agreed this figure must be held to. To agree that anything which threatened the delivery of the project within the approved budget would be reported in a timely manner to the established governance structures, including the established political oversight, for approval and to identify mitigating action to manage the project back to within the budget.
 - 10) To agree that officers would provide a sensitivity analysis update.
 - 11) To refer the report to the City of Edinburgh Council meeting on 14 March 2019 for approval of:
 - i) The Final Business Case;
 - ii) The increased prudential borrowing authorised limit and operational boundary reported in paragraph 5.3 of the report.
- moved by Councillor Macinnes, seconded by Councillor Doran

Amendment 1

- 1) To note the findings set out in the Final Business Case (FBC).
- 2) To note the anticipated cost of the project and associated funding arrangements.
- 3) To note the project cost assumptions set out in the Financial Case of the FBC.
- 4) To note the risk analysis contained within the FBC.
- 5) To note the economic appraisal contained within the FBC.
- 6) To note that a paper would be taken to the Finance and Resources Committee on 7 March 2019 on the procurement of contracts associated with the project.
- 7) To note that a support scheme for businesses along the route would be put in place prior to any works commencing.
- 8) To note the improvements to the design on Leith Walk, in particular the dedicated cycle lane, wide pavements and improved pedestrian permeability which were not included in the design which went to consultation in early 2018.

- 9) To note the area study looking at improvements to active travel in the Foot of the Walk to Ocean Terminal section and the commitment to fund the recommended improvements from Place capital budget and be delivered in parallel with the tram project.
 - 10) To note the potential disruption of up to 18 months during the works on Leith Walk, and to agree to secure a two-way temporary cycle lane on Leith Walk during the works, subject to contractor agreement.
 - 11) To note the potential for conflict if any of the traffic diversion routes during construction intersect with the National Cycle Network or other significant local cycle network, and therefore to agree that special care would be taken to ensure that cyclists were prioritised and their safety protected at these intersections, and to agree that any remedial action taken would be reported to the Tram All Party Oversight Group (TAPOG).
 - 12) To note the potential risk identified in the FBC that tram construction works might impact on the operation of Lothian Buses and therefore to agree to consider a detailed presentation to the next meeting of the Tram APOG on measures to ensure the smooth running of buses during the construction works.
 - 13) To notes the governance arrangements to provide both political oversight and robust project management.
 - 14) To note that the cost estimate of £207.3 million was the budget for the project and to agree the figure must be held to. To agree that anything which threatened the delivery of the project within the approved budget would be reported in a timely manner to the established governance structures, including the established political oversight, for approval and to identify mitigating action to manage the project back to within the budget.
 - 15) To agree that officers would provide a sensitivity analysis update.
 - 16) To refer the report to the City of Edinburgh Council meeting on 14 March 2019 for approval of:
 - i) The Final Business Case.
 - ii) The increased prudential borrowing authorised limit and operational boundary reported in paragraph 5.3 of the report.
- moved by Councillor Booth, seconded by Councillor Burgess

Amendment 2

- 1) To note the findings set out in the Final Business Case (FBC).
- 2) To note the anticipated cost of the project and associated funding arrangements, including that the project cost had risen significantly since Councillors were last presented with the Outline Business Case (OBC), with the FBC delivering a project cost of £257.3m against OBC cost of £165.2m.

- 3) To note the intention for the project to proceed prior to publication of the Edinburgh Tram Inquiry, the comprehensive understanding and incorporation of which were an essential component of any case to extend the tram.
 - 4) To note that Lothian Buses would see significant operational disruption, revenue loss and incur additional costs of operation, with a significant proportion of bus users on the proposed tram route modelled to transfer to tram.
 - 5) To note the recent budget process which required Council to deliver £33.1m of cuts to public services, demonstrated competent alternative investment in public services through re-allocation of both the Lothian Buses dividend and capitalisation of tram fares along the existing tram route.
 - 6) To note the project cost assumptions set out in the Financial Case of the FBC.
 - 7) To note the risk analysis contained within the FBC.
 - 8) To note the economic appraisal contained within the FBC.
 - 9) To note that a paper would be taken to Finance and Resources Committee on 7 March 2019 on the procurement of contracts associated with the project.
 - 10) To note that a support scheme for businesses along the route would be put in place prior to any works commencing.
 - 11) To agree that officers would provide a sensitivity analysis update.
 - 12) To refer the report to the City of Edinburgh Council meeting on 14 March 2019 for decision on:
 - i) The Final Business Case.
 - ii) The increased prudential borrowing authorised limit and operational boundary reported in paragraph 5.3 of the report.
- moved by Councillor Cook, seconded by Councillor Whyte

Amendment 3

- 1) To welcome the considerable work undertaken by officers to finalise the Final Business Case (FBC) and the substantial programme of engagement with elected members, residents and other stakeholders to allow for an informed decision on the proposed tram extension.
- 2) To continue to support the principle of extending the tram to Leith and Newhaven.
- 3) To note paragraph 3(c) of the Transport and Environment Committee (TEC) Motion on the Updated Outline Business Case, approved by full council in September 2017, and to continue to believe it was wrong to approve the proposed extension before the full recommendations of Lord Hardie's independent tram inquiry were known.

- 4) To note paragraph 8 of the TEC Motion on the Updated Outline Business Case, approved by full council in September 2017, and believed the administration had failed properly to set out how the tram extension project would be linked to wider public transport improvements across the city.
 - 5) To believe there had been insufficient information provided on the impact the project could have on the resourcing and prioritisation of other transport and infrastructure projects across the city.
 - 6) To believe there had been insufficient information to explain what impact the £20m special dividend from Lothian Buses could have on bus ticket prices and operations.
 - 7) To note that the current Increased Costs Scenario would involve the significant use of the Council's reserves, which would leave the Council financially exposed should unexpected pressures arise which would normally call on the use of reserves.
 - 8) To note the wider economic and fiscal uncertainty which had intensified since the Council last considered the tram extension and recognised that a disastrous Brexit remained a possibility, given the current policy position of the UK Government, and could impact the assumptions on which the Final Business Case was based; all of which could expose the Council to further financial risk and none of which had been formally evaluated.
 - 9) To agree that officers would provide a sensitivity analysis update.
 - 10) To recommend that the Council agreed to continue consideration of the tram extension until the matters raised in this motion were addressed.
- moved by Councillor Gloyer, seconded by Councillor Mowat

In terms of Standing Order 21.11, Amendment 1 was accepted as an addendum to the motion by Councillor Macinnes.

Voting

The voting was as follows:

For the Motion (as amended)	-	7 votes
For Amendment 2	-	3 votes
For Amendment 3	-	1 vote

(For the Motion (as amended): Councillors Arthur, Bird, Booth, Burgess, Doran, Gordon and Macinnes.

For Amendment 2: Councillors Cook, Mowat and Whyte

For Amendment 3: Councillor Gloyer.)

Decision

To approve the following adjusted motion by Councillor Macinnes:

- 1) To note the findings set out in the Final Business Case (FBC).
- 2) To note the anticipated cost of the project and associated funding arrangements.
- 3) To note the project cost assumptions set out in the Financial Case of the FBC.
- 4) To note the risk analysis contained within the FBC.
- 5) To note the economic appraisal contained within the FBC.
- 6) To note that a paper would be taken to the Finance and Resources Committee on 7 March 2019 on the procurement of contracts associated with the project.
- 7) To note that a support scheme for businesses along the route would be put in place prior to any works commencing.
- 8) To note the improvements to the design on Leith Walk, in particular the dedicated cycle lane, wide pavements and improved pedestrian permeability which were not included in the design which went to consultation in early 2018.
- 9) To note the area study that was looking at improvements to active travel in the Foot of the Walk to Ocean Terminal section and the commitment to fund the recommended improvements from Place capital budget and be delivered in parallel with the tram project.
- 10) To note the potential disruption of up to 18 months during the works on Leith Walk, and to agree to secure a two-way temporary cycle lane on Leith Walk during the works, subject to contractor agreement.
- 11) To note the potential for conflict if any of the traffic diversion routes during construction intersect with the National Cycle Network or other significant local cycle network, and therefore to agree that special care would be taken to ensure that cyclists were prioritised and their safety protected at these intersections, and to agree that any remedial action taken would be reported to Tram All Party Oversight Group (TAPOG).
- 12) To note the potential risk identified in the FBC that tram construction works might impact on the operation of Lothian Buses and therefore to agree to consider a detailed presentation to the next meeting of the Tram APOG on measures to ensure the smooth running of buses during the construction works.
- 13) To note the governance arrangements to provide both political oversight and robust project management.

- 14) To note that the cost estimate of £207.3 million was the budget for the project and to agree the figure must be held to. To agree that anything which threatened the delivery of the project within the approved budget would be reported in a timely manner to the established governance structures, including the established political oversight, for approval and to identify mitigating action to manage the project back to within the budget.
- 15) To refer the report to the City of Edinburgh Council meeting on 14 March 2019 for approval of:
 - i) The Final Business Case.
 - ii) The increased prudential borrowing authorised limit and operational boundary reported in paragraph 5.3 of the report.

3. Background Reading/ External References

- 3.1 [Transport and Environment Committee – 28 February 2019](#)

4. Appendices

- 4.1 Appendix 1 – Report by the Executive Director of Place

Transport and Environment Committee

10.00am, Thursday, 28 February 2019

Edinburgh Tram – York Place to Newhaven Final Business Case

Item number	7.1
Report number	
Executive/routine	
Wards	4 – Forth, 11 – City Centre, 12 – Leith Walk, 13 – Leith
Council Commitments	22

Executive Summary

Edinburgh is a successful and prosperous city, regularly voted as one of the best places in the world to live, work and visit. With a strong and varied economy, growing inward investment, a flourishing cultural offering and the UK's second most visited city by tourists, the Capital has solid foundations on which to build.

However, this success brings with it challenges and it is now more important than ever that we provide a first-class, fully-integrated transport system. Put simply, Edinburgh has to manage the growth that its ongoing success is fuelling. As Scotland's fastest growing city, things simply cannot continue as they are – the transport system must evolve to cater to a rapidly growing population.

Since launching in 2014, Edinburgh Trams has become an essential part of an integrated transport network worthy of a major capital city. With near-perfect customer service ratings, patronage for the tram continues to rise year on year, with approximately 7.4 million journeys made in 2018 - up 10 per cent on 2017 and surpassing expectations.

A tram to Newhaven would not only provide a direct link for the people of Leith to the city centre and out to the airport, but would connect residents and visitors to major employment and travel hubs along the route.

It will serve one of the most densely populated areas of the city providing high capacity public transport alongside high quality cycling and walking routes and provides Leith and Newhaven with the opportunity to become destinations in their own right.

Completing the original vision for the first phase of the Edinburgh Trams network plays a key role in shaping the pattern of future growth and development, and hence in delivering the spatial strategy and the long-term economic growth that this will support.

It unlocks a large swathe of the city for housing development and employment opportunities that would not be possible without high capacity public transport. It will also help to reduce air pollution by providing efficient, sustainable transport solutions while opening up people-friendly transport links for individuals and communities from all walks of life.

Edinburgh Tram – York Place to Newhaven Final Business Case

1. Recommendations

- 1.1 It is recommended that the Committee:
 - 1.1.1 Notes the findings set out in the Final Business Case (FBC);
 - 1.1.2 Notes the anticipated cost of the project and associated funding arrangements;
 - 1.1.3 Notes the project cost assumptions set out in the Financial Case of the FBC;
 - 1.1.4 Notes the risk analysis contained within the FBC;
 - 1.1.5 Notes the economic appraisal contained within the FBC;
 - 1.1.6 Notes that a paper will be taken to Finance and Resources Committee on 7 March 2019 on the procurement of contracts associated with this project;
 - 1.1.7 Notes that a support scheme for businesses along the route will be put in place prior to any works commencing;
 - 1.1.8 Refers this report to City of Edinburgh Council at its meeting on 14 March 2019 for approval of:
 - 1.1.8.1 the FBC; and
 - 1.1.8.2 the increased prudential borrowing authorised limit and operational boundary reported in paragraph 5.3.

2. Background

- 2.1 The Edinburgh Tram York Place to Newhaven project completes the originally envisaged Phase 1a of the Edinburgh tram network.
- 2.2 In [December 2015](#), the Council approved in principle the option of completing the existing tram line to Newhaven, and approved the commencement of Stage 1 activities.
- 2.3 A commitment was made to update and refine the project financials during Stage 1, and bring a report back to Council by summer 2017 recommending a way forward.
- 2.4 In [September 2017](#) an Outline Business Case (OBC) was presented to Council, prepared in accordance with Transport Scotland guidance and implementing the

business case development process set out in Office of Government Commerce and HM Treasury guidance.

- 2.5 The Council approved the OBC and approved commencement of Stage 2 activities, which have included detailed design consultation, a procurement process, the development of a financial model and the completion of the FBC for consideration.
- 2.6 The FBC attached at Appendix 1 has been prepared in accordance with Transport Scotland guidance and builds on the work done for the updated OBC reported to Council in September 2017.
- 2.7 The Council has the powers under the Edinburgh Tram (Line One) Act to complete the Edinburgh Tram York Place to Newhaven project.
- 2.8 A number of lessons learned from the first phase of tram are incorporated into the FBC. The Council will consider further recommendations arising from the Lord Hardie Tram Inquiry as the project progresses.

3. Main report

- 3.1 The Edinburgh tram system currently operates between Edinburgh Airport and a temporary terminus at York Place in the city centre. Passenger services commenced on 31 May 2014 and passenger numbers have grown consistently over the first three years of operations, reaching 7.4 million passengers in 2018.
- 3.2 The Edinburgh Tram York Place to Newhaven route is 4.6km long and includes a mix of shared and segregated running on-street. The junctions at Picardy Place and London Road are reconfigured to allow for the safe operation of tram and general traffic movements.
- 3.3 The completed line will provide eight stops in total, with the existing temporary terminus at York Place being de-commissioned and replaced by a new tram stop at Picardy Place. A further seven tram stops are provided along the route.

Strategic case

- 3.4 The York Place to Newhaven project is fully consistent with, and supports the delivery of the key strategies that will shape the future development of Edinburgh, including:
 - 3.4.1 The Edinburgh City Region Strategic Development Plan;
 - 3.4.2 Edinburgh Local Development Plan;
 - 3.4.3 Edinburgh Economy Strategy;
 - 3.4.4 Edinburgh Local Transport Strategy 2014 to 2019;
 - 3.4.5 Transport 2030 Vision;
 - 3.4.6 Sustainable Energy Action Plan; and
 - 3.4.7 Transport for Edinburgh's Strategy for Delivery 2017 to 2021.

- 3.5 The project supports the delivery of SESPlan's Proposed Strategic Development Plan (SDP) for the Edinburgh city region and is specifically identified in the proposed SDP as a strategic project that is likely to have region-wide benefits.
- 3.6 Over the next decade Edinburgh and its surrounding area is expected to be home to a faster growing population than anywhere else in Scotland. The Edinburgh Local Development Plan directs most of the planned growth of the city to strategic development areas directly served by tram.
- 3.7 The City of Edinburgh Council's "Edinburgh Economy Strategy" notes that delivery of high quality enabling infrastructure and services is a lever for change that the Council can use to assist delivery of the Economy Strategy and to enable good growth. The Strategy also recognises that investment in infrastructure and managing the growth of the economy are key to building a resilient and adaptable economy.
- 3.8 Completing the Edinburgh Tram York Place to Newhaven project will link Edinburgh Airport, the city centre and the Waterfront area: three of the Council's four priority investment zones under its Economy Strategy.
- 3.9 The Edinburgh Local Transport Strategy 2014 to 2019 notes that one of the key challenges facing Edinburgh is that city centre streets are dominated by motor traffic, and recognises that completion of the line to Newhaven presents a great opportunity to change this.
- 3.10 The project supports the Council's plans to:
 - 3.10.1 improve the pedestrian experience in the core city centre area and increase space for pedestrians;
 - 3.10.2 improve access to the city centre;
 - 3.10.3 increase space for other uses (e.g. street cafes, entertainment, markets);
 - 3.10.4 offer dedicated cycle provision in the area; and
 - 3.10.5 reduce the detrimental impact of motor vehicles on the city centre environment.
- 3.11 Out-with the city centre, the Local Transport Strategy (LTS) notes that Edinburgh's growth is focussed in three areas, West Edinburgh (including Edinburgh Park/Gyle and the Airport area), South East Edinburgh and the Waterfront. The LTS concludes that to grow in a way that protects the city's environment, these areas need supporting transport investment focussed on public transport, walking and cycling.
- 3.12 The Strategy also notes that improved transport connections will drive the renewal of Edinburgh's waterfront. While much of the required urban infrastructure is already in place, improved connections to the city centre are needed to unlock the area's sustainable regeneration.
- 3.13 The project is also fully consistent with the Edinburgh LTS which recognises that improved connections to the city centre are needed to unlock the sustainable

regeneration of Edinburgh Waterfront. The project supports all the vision outcomes set out in the Council's transport strategy, Transport 2030 Vision.

- 3.14 Furthermore, the Transport 2030 Vision envisages that by 2030 Edinburgh's transport system will be healthy - promoting Active Travel with streets appropriately designed for their functions, with an emphasis on encouraging walking, cycling and public transport use and a high quality public realm; improving local air quality.
- 3.15 Tram supports this outcome by providing accessible public transport, public realm improvements along the route, excellent walking and cycling provision between Picardy Place and Foot of the Walk, and improvements in local air quality through reduced emissions. Bicycles are carried on trams, opening up wider transport choices for cyclists. While bus alone has served Edinburgh well in the past, as set out in the 2030 Vision future public transport growth within the city requires at its core a rapid mass transport mode which has been demonstrated by the very successful introduction of tram.
- 3.16 The Sustainable Energy Action Plan notes that the opening of the existing tram line has contributed positively to more sustainable choices of transport as well as reducing carbon emissions in the city. The project supports this key aim as the tram is emission free at the point of use and also accommodates sustainable transport through creation of cycling infrastructure alongside the project.
- 3.17 The project is also consistent with Transport for Edinburgh's Strategy for Delivery 2017 – 2021 to extend, adapt and develop an integrated public transport network that is reliable and convenient throughout the City Region throughout the day, and week.

Economic case

- 3.18 The economic appraisal of the Edinburgh Tram York Place to Newhaven project has been revised to take account of updated planning assumptions, scheme design, costs and forecasts.
- 3.19 In support of this FBC, a high-level options assessment has been carried out to validate the conclusions reached in the 2006 STAG 2 appraisal, which formed the basis for the Edinburgh Tram (Line One) Act 2006. This work included the assessment of viable modal options against assessment criteria and objectives derived from the original Scottish Transport Appraisal Guidance (STAG) appraisal in light of current policy.
- 3.20 The assessment concluded that the completion of the tram to Newhaven will provide a seamless, modern and accessible public transport option directly from the Airport. The tram option out-performed bus and Bus Rapid Transit against the following STAG objectives:
 - Supporting the local economy;
 - Sustainability;
 - Social benefits;
 - Safety and security;

- Value for money;
 - Affordability; and
 - Commercial and management.
- 3.21 The assessment concluded that tram is the preferred modal choice for the route to Newhaven and modelling in the FBC has been carried out on this basis.
- 3.22 The forecasting framework and models have been updated to address findings of the independent audits undertaken of the 2015 options assessment business case and the 2017 updated OBC.
- 3.23 The project is forecast to generate an additional demand of 7 million passenger journeys in its opening year.
- 3.24 The project has a positive economic case, delivering over £1.40 of benefit for each £1 spent with the benefit to cost ratio remaining positive under all the sensitivity tests considered.
- 3.25 As well as the traditional cost benefit analysis the project also delivers wider economic benefits and performs extremely well against a range of objectives set out in the STAG.
- 3.26 Wider economic benefits are additional to standard transport user benefits and represent the potential economic impacts of transport improvements upon business and workers' productivity and the resulting increase in output. Agglomeration benefits are the largest of these, and reflects the economic benefits from the clustering of high-value knowledge-intensive sectors, such as finance, business services, legal, and bio-science, which characterise the Edinburgh economy and underpin its national and international competitiveness. Investment in tram will reduce transport costs and thereby increase the agglomeration of business activity, improve employment accessibility and increase the number of jobs in the area served by tram by facilitating higher employment densities.
- 3.27 The project also supports the change in scale and location of jobs through:
- 3.27.1 directly supporting the bringing forward of employment related development in the Leith Waterfront area; and
 - 3.27.2 increasing the attractiveness of the employment locations in the city centre and Edinburgh Park by expanding the effective labour market catchment through reduced travel costs, and through helping bring forward major residential development in Leith Waterfront.
- 3.28 These benefits have not been quantified as part of this update of the business case. However, the inclusion of such benefits for public transport projects in large urban areas (UK outside London) typically adds in the range of 15% to 40% above conventional transport benefits.
- 3.29 The Edinburgh Tram York Place to Newhaven project also connects major existing and planned employment destinations (city centre, Edinburgh Park) with the Leith corridor, which has among the highest population density in the city, and major

planned areas for new residential developments along Leith Waterfront towards Newhaven.

- 3.30 Through this the tram will connect existing and new jobs with existing and new residents, ensuring that labour market accessibility is enhanced (businesses will find it easier to recruit, and workers have access to more jobs), and that the economic growth that this supports will be delivered in a sustainable manner, though integrated transport and land use planning.
- 3.31 This report also provides an outline assessment against the range of objectives set out in STAG. The project performs well against a number of key objectives including:
- 3.31.1 supporting the spatial strategy;
 - 3.31.2 sustainable economic development;
 - 3.31.3 connecting areas of relatively high unemployment and deprivation;
 - 3.31.4 transport interchange; and
 - 3.31.5 land use transport integration.
- 3.32 This provides a validation that the project remains consistent with, and supportive of, the wider spatial planning and policy objectives that it was originally developed to meet.

Financial case

- 3.33 The tram line to Newhaven is affordable, on the basis that the £1.9 million cashflow challenge can be funded from reserves. Reserves used would be replenished from profits in future years, with all reserves being repaid by 2027. Moreover, there are opportunities to reduce the requirement for reserves from efficiencies in tram maintenance and further maximisation of tram advertising income.
- 3.34 This conclusion is based on robust and prudent analysis of costs and revenues and assumes an extraordinary dividend from Lothian Buses of £20 million over a 10 year horizon.
- 3.35 In the longer term, tram revenues can fund the extension and provide additional income to the Council.
- 3.36 However, in recognition of the work done by Oxford Global Projects, it is recommended that an allowance is made for an additional £50 million as further contingency. This contingency allowance increases the £1.9 million challenge to £14.8 million requiring a series of measures to be implemented to fund or mitigate the risk.
- 3.37 All risk and contingency will be overseen by the Head of Finance and administered through the governance structure set out in chapter 7 of the FBC.
- 3.38 Analysis of opportunity costs has been carried out setting out the amount that could be available to spend on other projects if the capital investment were not made. This opportunity cost however needs to be viewed in the context of the monetary and wider economic benefits the project delivers.

3.39 Sensitivity testing has been undertaken on the base case showing the financial impact of changes to key assumptions and the impact on reserves.

Commercial case

3.40 The updated OBC provided detailed commentary on a range of procurement issues and concluded that:

3.40.1 the project is delivered under a design and build contract, incorporating tram infrastructure and tram control and communications systems;

3.40.2 the maintenance of the York Place to Newhaven line should be procured separately;

3.40.3 the appropriate form of contract for the main works should be the NEC4 Option C target price contract; and

3.40.4 there was likely to be little or no market appetite for taking full construction risk which would negate a PFI approach.

3.41 The procurement strategy was developed based on key procurement objectives and a consideration of the lessons learned on the first phase of tram and from other tram projects in the UK and internationally.

3.42 Analysis of the most appropriate contracting strategy for below ground obstructions, including utilities and archaeology, was completed during this stage of the project and the Council has adopted a model that was used successfully on the first phase of tram, post mediation.

3.43 The Council has adopted an Early Contractor Involvement model for the project bringing together all key participants for a period of six months prior to any physical works being carried out. During this period a number of predefined tasks will be completed and all parties will work together to plan the works, investigate any value engineering opportunities and provide additional certainty around the project cost plan.

3.44 A comprehensive risk identification and assessment has been carried out, and allocation of risks under the contractual framework are set out in this FBC.

3.45 The Council has conducted two procurements for the main works and the below ground obstructions works. Both procurements have now concluded and the pricing and risk information contained in the successful tenders has been used to develop this FBC.

3.46 Based on lessons learned from the construction of the first phase of tram, the project delivery strategy is underpinned by the following core principles:

3.46.1 traffic management will be deployed which facilitates opening large sections of the work site at any one time and the project will not be subject to any city traffic embargoes;

3.46.2 a continuous approach to construction will be deployed wherever possible whereby the diversion of utilities will be carried out immediately prior to the installation of the tramway avoiding the need to excavate twice, thus

minimising disruption, minimising cost, and speeding up the construction process;

3.46.3 a support for Business scheme has been developed to maintain the vibrancy, desirability and accessibility of the streets affected by the project during construction; and

3.46.4 works will be carried out in accordance with the Code of Construction Practice.

- 3.47 The strategy for dealing with heritage items and archaeological remains has been agreed with the City Archaeologist.
- 3.48 To mitigate the impact on passenger services, it is proposed to decommission the York Place tramstop as part of the last construction activities and introduce temporary measures (including temporary crossover west of Elder Street) to allow services to run as far as St Andrew Square until the new line is operational.
- 3.49 A programme has been developed based on the general principle of continuous working and adopting a traffic management plan which facilitates opening up large sections of the work site at any one time. Overall the project will take approximately 46 months from award of contract to open for revenue service. This duration is within industry norms for a tram project of this scale and complexity.
- 3.50 In developing the road layout and public realm for the scheme, a number of supplementary projects have been identified that support the finally developed road layouts between York Place and Newhaven. These projects will be funded from the Place capital programme budget and will be delivered in parallel with the tram project.

Management case

- 3.51 Robust governance, change management, and risk management procedures are in place on the project that draw on lessons learned from the first phase of tram delivery, post mediation, and other major projects.
- 3.52 An outline Stakeholder and Communications Management Plan has been prepared for the project which describes the processes for ensuring an effective strategy for the management of stakeholders on the project. It details how the project will identify and manage all stakeholders impacted by the works, engage with them and optimise their experience of the project and empower them in the local decision making process. The plan adheres to the Scottish Government's Seven Standards of Community Engagement to ensure an equality of access for all.
- 3.53 A contractor insolvency mitigation plan has been developed for the project that sets out a number of financial, contractual and management measures that will be put in place to reduce the impact of this risk.

4. Measures of success

- 4.1 The findings of the FBC demonstrate that that an economic case for extending the current tram line would accrue positive benefits to the city. These are set out in this report and in more detail in the FBC. In line with HM Treasury and Scottish Government guidance an evaluation report will be produced at the close of the project to assess delivery of these benefits.

5. Financial impact

Base Case

- 5.1 The projected cost of the line from York Place to Newhaven is £207.3 million, including costs to develop this FBC of £5.5 million. After allowing for developer contributions (£7.8 million), the support for business scheme which will be funded from revenue (£1.9 million) and costs already incurred in bringing the project to this stage (£5.5 million), there is a net capital funding requirement of £192.1 million. Under the income-based repayment profile, capital financing costs are repaid as interest only in the four-year construction period, with principal and interest repayments for the 30 years following commencement of operations. The associated financing cost of this investment is estimated to be a principal repayment of £192.1 million and interest costs of £165.4 million totalling £357.5 million. This represents average annual loans fund payments of £10.5 million over a 34 year period, based on an indicative loans fund interest rate of 4.1%.
- 5.2 The FBC demonstrates that, in the medium to longer-term, the cost of financing and operating the line to Newhaven can be met from public transport revenues in the form of Edinburgh Tram operating surpluses and an extraordinary £20 million dividend from Lothian Buses. It is also assumed that Edinburgh Trams will benefit from group tax loss relief, by setting losses against taxable profits generated by other Council-owned companies. This is as a result of changes to the operating agreement between Edinburgh Trams and the Council reported to Transport and Environment Committee on [6 December 2018](#).
- 5.3 In the short-term there is a £1.9 million challenge spread over financial years 2022-23 and 2023-24, which can be met from reserves and replenished from profits in future years, with all reserves being repaid by 2027. The reason for this challenge is that capital expenditure needs to be incurred and financed in advance of the new line opening for service.

- 5.4 On this basis, an increase in the Council's existing operational boundary and authorised limit for External debt is affordable to the Council and the revised Prudential Indicators are:

	2019/20	2020/21	2021/22	2022/23	2023/24
	£m	£m	£m	£m	£m
Operational Boundary for External Debt	1,953	2,160	2,280	2,361	2,438
Authorised Limit for External Debt	2,239	2,392	2,479	2,483	2,538

Risks and Sensitivity

- 5.5 In light of the reliance on the financial modelling and to improve confidence in modelling outputs, the following scenarios have been tested:

Scenarios	Revised reserves requirement (£m)	Reserves repaid by (Year)
Demand reduced by 5%	7.5	2035
Airport demand reduced by 15%	6.2	2029
Marginal interest rate increased by 50 basis points	5.1	2028
Project costs increased to £257.6m (based on reference class study conducted by Oxford Global Projects)	14.8	2037

- 5.6 In recognition of work done by Oxford Global Projects, it is recommended that contingency planning is undertaken for an additional £50 million. This contingency provision increases the £1.9 million challenge to £14.8 million requiring a series of measures to be implemented to fund or mitigate the risk.
- 5.7 Possible mitigation measures include forward borrowing to lower the cost of funding, reviewing fare strategy, maximising tram advertising income and bringing forward operational efficiencies including potential savings on tram and infrastructure maintenance.

Opportunity Cost

- 5.8 The FBC also considers the opportunity cost of proceeding with the project, that being the amount that could be available to spend on other projects if the capital investment were not made.
- 5.9 As the project is funded almost entirely from future public transport revenues, the amount available to fund other priorities is limited to the Lothian dividend and the surplus cashflows from the existing tram line, totalling £58 million over eleven years.
- 5.10 The dividend from Lothian and the surplus cashflows from the existing tram line could be available to the Council to fund other priorities provided the profile of these sums matched an alternative investment.

- 5.11 This opportunity cost however needs to be viewed in the context of the monetary and wider economic benefits the project delivers. As well as delivering in excess of £395 million in benefits, the project contributes to a range of wider policy objectives and outcomes.

Potential Abortive Costs

- 5.12 The next phase of the project is Early Contractor Involvement (ECI) whereby the Council will work closely with the proposed contractors and technical advisors to finalise the detailed scope, programme and cost of the project. Should the outcome not be acceptable to either the Council or the proposed contractors, contract termination provisions exist allowing the project to be ceased. The estimated cost to be incurred during this stage of the project is £4.8 million and would require to be funded from the revenue budget should the project be aborted at this point.
- 5.13 The public inquiry led by the Right Honourable the Lord Hardie is underway into the original Edinburgh Trams project but has not yet published its findings. Whilst the FBC incorporates a number of lessons learned from the first phase of tram, there remains a risk that the findings of the inquiry could result in the Council resolving to take additional action which may have expenditure implications.

Supplementary Projects

- 5.14 In developing the road layout and public realm for the scheme, a number of supplementary projects have been identified that support the finally developed road layouts between York Place and Newhaven. These projects can be funded from the Place capital programme budget and will be delivered in parallel with the tram project. Detailed business cases will be produced for each supplementary project and approved by Council.

6. Risk, policy, compliance and governance impact

- 6.1 The recommendations set out in this report are in alignment with all key strategic regional and city wide plans.
- 6.2 There are a number of risks which require careful management throughout the project. The capital cost presented in the FBC include a substantial allowance for risk. This has been calculated in compliance with government guidance using quantitative risk analysis. An additional contingency is available to the project to reflect the reference class forecast report provided by Professor Flyvbjerg and Dr Budzier of Oxford Global Projects.
- 6.3 The cost plan and economic appraisal and patronage forecasts have been independently audited by Atkins and Faithful and Gould and are thus considered robust at this stage of project development.
- 6.4 Robust governance arrangements are required to effectively manage the project to completion. The FBC sets out those governance arrangements.

7. Equalities impact

- 7.1 The proposals and recommendations described in this report could contribute to the public sector general equality duty to: (i) advance equality of opportunity. There is no distinct relevance in respect of the general duties to; (ii) eliminate unlawful discrimination, harassment and victimisation, or; (iii) foster good relations.
- 7.2 An Equalities and Rights Impact Assessment has been prepared and is available as background reference. There are no direct negative equalities or human rights impacts anticipated.

8. Sustainability impact

- 8.1 The project will be undertaken in consideration of the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties. This aligns with the requirements of the LTS. The potential to expand the tram network aligns with and is cognisant of the requirement to reduce carbon emissions and the need to travel. In doing so, this will promote a shift to more sustainable modes of transport that will bring reduced carbon dioxide and nitrogen oxide emissions.
- 8.2 The promotion of a high capacity, high quality public transport system aligns with the LTS and draft Local Development Plan and will help achieve a sustainable Edinburgh, as both documents' actions include improving the extent of the public transport offered in Edinburgh, thus enhancing social inclusion and equality of opportunity.
- 8.3 The road design proposals aim to improve facilities for cyclists and pedestrians and this is further supported by the supplementary projects referred to in the FBC.

9. Consultation and engagement

- 9.1 A major element of the design development carried out since the OBC was presented is the development of the road layouts and public realm for the project. These designs were initially developed ahead of a major public consultation activity which was undertaken between March 2018 and November 2018. This consultation has resulted in a road alignment and public realm design for the project that will be used to develop the detailed design and Traffic Regulation Orders (TROs).
- 9.2 In addition, a package of measures has been developed in consultation with the business community and elected members to support business through the construction period.
- 9.3 The recommendations set out in this report have been discussed with representatives of the Capital Coalition, Opposition Groups, Transport for Edinburgh, Edinburgh Trams, Lothian Buses as well as between relevant services within the Council.

10. Background reading/external references

- 10.1 Please see Council papers dated [November](#) and [December 2015](#), Transport and Environment Committee paper dated [September 2017](#) and [Council](#) paper dated September 2017.

Paul Lawrence

Executive Director of Place

Contact: Hannah Ross, Senior Responsible Officer

E-mail: hannah.ross@edinburgh.gov.uk | Tel: 0131 529 4810

11. Appendices

Appendix 1 Final Business Case

Edinburgh Tram

York Place to Newhaven Project

Final Business Case

February 2019

Contents

1	Executive Summary	1
	Introduction	1
	Meeting the strategic need	1
	Project economics	3
	Project finances	5
	Commercial	6
	Management	6
2	Introduction	8
	Chapter summary	8
	Project description.....	8
	Edinburgh Tram system	9
	Project history.....	10
	Scope of the Final Business Case	11
	Availability of Parliamentary Powers and Land Assembly.....	11
	Edinburgh Tram Inquiry & Lessons Learned.....	12
	Assurance.....	13
3	The Strategic Case	14
	Chapter summary	14
	Background	14
	Strategic context.....	15
	Edinburgh City Region Strategic Development Plan.....	15
	Edinburgh Local Development Plan.....	15
	Edinburgh Economy Strategy	17
	Edinburgh Local Transport Strategy 2014-19	17
	Transport 2030 Vision.....	18
	Sustainable Energy Action Plan 2015-2020	19
	Strategy for Delivery 2017-2021.....	20
	Measuring the Strategic Benefits	20
	Conclusions.....	20
4	The Economic Case	21

Chapter summary	21
Introduction	21
Assessment of modal options.....	21
Modelling inputs.....	22
Forecasting approach	23
Population and employment projections.....	23
Demand, revenue and benefits forecasts.....	24
Capital costs, operating costs, lifecycle costs and revenues	25
Economic appraisal	27
Sensitivity tests.....	29
Wider economic benefits.....	30
Outline STAG assessment	32
Performance against planning objectives	32
Measuring the Economic Benefits.....	35
Conclusions.....	35
5 The Financial Case	36
Chapter summary	36
Introduction	36
Project costs.....	37
Lifecycle costs	39
Revenue and cost assumptions	40
Capital costs and financing	41
Modelling results	42
Lothian Buses viability	43
Opportunity cost.....	43
Oxford Global Projects – Optimism bias using reference class forecasting	45
Risks and sensitivity	47
Conclusions.....	48
6 The Commercial Case.....	50
Chapter summary	50
Introduction	50
Outstanding procurement matters	52

Risk apportionment	54
Procurement process.....	56
Conclusions.....	58
7 The Management Case	59
Chapter summary	59
Introduction	59
Construction phase plan.....	60
Programme	65
Project Execution Plan	66
Conclusions.....	70

Figures

Figure 1: Existing tram route and York Place to Newhaven route (blue)	9
Figure 2: Performance of Edinburgh Trams since opening	10
Figure 3: Edinburgh LDP Spatial Strategy Summary Map.....	17
Figure 4: Undiscounted Tram Costs over 60-year appraisal period	26
Figure 5: Index of Deprivation (from Scottish Index of Multiple Deprivation Interactive Map)	34
Figure 6: Council Cumulative Cash Flows	42
Figure 7: Top level governance.....	67

Tables

Table 1: Powers under Edinburgh Tram Acts	12
Table 2: Transport 2030 Vision Outcomes	18
Table 3: Modelling inputs	22
Table 4: Demand forecasts	24
Table 5: Incremental operating and maintenance costs	26
Table 6: Economic appraisal assumptions.....	27
Table 7: Economic appraisal results	28
Table 8: Sensitivity test results	29
Table 9: Wider economic benefits assessment	32
Table 10: Assessment against planning objectives.....	32
Table 11: EALI assessment.....	34

Table 12: Assessment of Integration Impacts	35
Table 13: Accessibility and social inclusion assessment.....	35
Table 14: Programme milestones.....	38
Table 15: Project cost estimate	39
Table 16: Net capital funding and debt service requirement.....	42
Table 17: Opportunity cost.....	44
Table 18: Common causes of cost overrun and steps taken by project.....	46
Table 19: Sensitivity test results	48
Table 20: Risk allocation	55
Table 21: Scope split	56
Table 22: Advantages & disadvantages of proposed traffic management approach	61
Table 23: Traffic management proposals by route section.....	62
Table 24: Strategy for dealing with city heritage items.....	64
Table 25: Supplementary Projects.....	65
Table 26: Pre-contract award programme	66
Table 27: Risk reporting.....	69

1 Executive Summary

Introduction

- 1.1 The Edinburgh Tram York Place to Newhaven project completes the originally envisaged Phase 1a of the Edinburgh tram network.
- 1.2 This Final Business Case has been prepared in accordance with Transport Scotland guidance and builds on the work done for the updated Outline Business Case reported to Council in September 2017.
- 1.3 The Council has the powers under the Edinburgh Tram (Line One) Act to complete the Edinburgh Tram York Place to Newhaven project.
- 1.4 A number of lessons learned from the first phase of tram are incorporated into this Final Business Case. The Council will consider further recommendations arising from the Tram Inquiry as the project progresses.

Meeting the strategic need

- 1.5 Edinburgh is a successful and prosperous city, regularly voted as one of the best places in the world to live, work and visit. With a strong and varied economy, growing inward investment, a flourishing cultural offering and the UK's second most visited city by tourists, the Capital has solid foundations on which to build.
- 1.6 However, this success brings with it challenges and it is now more important than ever that we provide a first-class, fully-integrated transport system. Put simply, Edinburgh has to manage the growth that its ongoing success is fuelling. As Scotland's fastest growing city, things simply cannot continue as they are – the transport system must evolve to cater to a rapidly growing population.
- 1.7 Since launching in 2014, Edinburgh Trams has become an essential part of an integrated transport network worthy of a major capital city. With near-perfect customer service ratings, patronage for the tram continues to rise year on year, with approximately 7.4 million journeys made in 2018 - up 10 per cent on 2017 and surpassing expectations.
- 1.8 A tram to Newhaven would not only provide a direct link for the people of Leith to the city centre and out to the airport, but would connect residents and visitors to major employment and travel hubs along the route.
- 1.9 It will serve one of the most densely populated areas of the city providing high capacity public transport alongside high quality cycling and walking routes and provides Leith and Newhaven with the opportunity to become destinations in their own right.
- 1.10 Completing the original vision for the first phase of the Edinburgh Trams network plays a key role in shaping the pattern of future growth and development, and hence in delivering the spatial strategy and the long-term economic growth that this will support.
- 1.11 It unlocks a large swathe of the city for housing development and employment opportunities that would not be possible without high capacity public transport. It will

also help to reduce air pollution by providing efficient, sustainable transport solutions while opening up people-friendly transport links for individuals and communities from all walks of life.

- 1.12 The York Place to Newhaven project is fully consistent with, and supports the delivery of the key strategies that will shape the future development of Edinburgh, including:
- The Edinburgh City Region Strategic Development Plan
 - Edinburgh Local Development Plan
 - Edinburgh Economy Strategy
 - Edinburgh Local Transport Strategy 2014 to 2019
 - Transport 2030 Vision
 - Sustainable Energy Action Plan
 - TfE Strategy for Delivery 2017 to 2021
- 1.13 The project supports the delivery of SESPlan's Proposed Strategic Development Plan (SDP) for the Edinburgh city region, and is specifically identified in the proposed SDP as a strategic project that is likely to have region-wide benefits.
- 1.14 Over the next decade Edinburgh and its surrounding area is expected to be home to a faster growing population than anywhere else in Scotland. The Edinburgh Local Development Plan directs most of the planned growth of the city to strategic development areas directly served by tram.
- 1.15 The City of Edinburgh Council's "Edinburgh Economy Strategy" notes that delivery of high quality enabling infrastructure and services is a lever for change that the Council can use to assist delivery of the Economy Strategy and to enable good growth. The Strategy also recognises that actions in the Strategy to invest in infrastructure and manage the growth of the economy are key to building a resilient and adaptable economy.
- 1.16 Completing the Edinburgh Tram York Place to Newhaven project will link Edinburgh Airport, the city centre and the Waterfront area: three of the Council's four priority investment zones under its Economy Strategy.
- 1.17 The Edinburgh Local Transport Strategy 2014 to 2019 notes that one of the key challenges facing Edinburgh is that city centre streets are dominated by motor traffic, and recognises that completion of the line to Newhaven presents a great opportunity to change this.
- 1.18 The project supports the Council's plans to:
- improve the pedestrian experience in the core city centre area and increase space for pedestrians
 - improve access to the city centre
 - increase space for other uses (e.g. street cafes, entertainment, markets)
 - offer dedicated cycle provision in the area
 - reduce the detrimental impact of motor vehicles on the city centre environment
- 1.19 Out-with the city centre, the Local Transport Strategy notes that Edinburgh's growth is focussed in three areas, West Edinburgh (including Edinburgh Park/Gyle and the Airport area), South East Edinburgh and the Waterfront. The Strategy concludes that

to grow in a way that protects the city's environment, these areas need supporting transport investment focussed on public transport, walking and cycling.

- 1.20 The Strategy also notes that improved transport connections will drive the renewal of Edinburgh's waterfront. While much of the required urban infrastructure is already in place, improved connections to the city centre are needed to unlock the area's sustainable regeneration.
- 1.21 The project is also fully consistent with the Edinburgh Local Transport Strategy which recognises that improved connections to the city centre are needed to unlock the sustainable regeneration of Edinburgh Waterfront. The project supports all the vision outcomes set out in the Council's transport strategy, Transport 2030 Vision.
- 1.22 Furthermore, the Transport 2030 Vision envisages that by 2030 Edinburgh's transport system will be healthy - promoting Active Travel with streets appropriately designed for their functions, with an emphasis on encouraging walking, cycling and public transport use and a high quality public realm; improving local air quality.
- 1.23 Tram supports this outcome by providing accessible public transport, public realm improvements along the route, excellent walking and cycling provision between Picardy Place and Foot of the Walk, and improvements in local air quality through reduced emissions. Bicycles are carried on trams, opening up wider transport choices for cyclists. While bus alone has served Edinburgh well in the past, as set out in the 2030 Vision future public transport growth within the city requires at its core a rapid mass transport mode which has been demonstrated by the very successful introduction of tram.
- 1.24 The Sustainable Energy Action Plan notes that the opening of the existing tram line has contributed positively to more sustainable choices of transport as well as reducing carbon emissions in the city. The project supports this key aim as the tram is emission free at the point of use and also accommodates sustainable transport through creation of cycling infrastructure alongside the project.
- 1.25 The project is also consistent with Transport for Edinburgh's *Strategy for Delivery 2017 – 2021* to extend, adapt and develop an integrated public transport network that is reliable and convenient throughout the City Region throughout the day, and week.

Project economics

- 1.26 The economic appraisal of the Edinburgh Tram York Place to Newhaven project has been revised to take account of updated planning assumptions, scheme design, costs and forecasts.
- 1.27 In support of this Final Business Case a high-level options assessment has been carried out to validate the conclusions reached in the 2006 STAG 2 appraisal, which formed the basis for the Edinburgh Tram (Line One) Act 2006. This work included the assessment of viable modal options against assessment criteria and objectives derived from the original STAG appraisal in light of current policy.
- 1.28 The assessment concluded that the completion of the tram to Newhaven will provide a seamless, modern and accessible public transport option directly from the Airport. The tram option out-performed bus and Bus Rapid Transit against the following STAG objectives:

- Supporting the local economy
- Sustainability
- Social benefits
- Safety and security
- Value for money
- Affordability
- Commercial and management

- 1.29 The assessment concluded that tram is the preferred modal choice for the route to Newhaven and modelling in the Final Business Case has been carried out on this basis.
- 1.30 The forecasting framework and models have been updated to address findings of the independent audits undertaken of the 2015 options assessment business case and the 2017 updated Outline Business Case.
- 1.31 The project is forecast to generate an incremental demand of 7m passenger journeys in its opening year.
- 1.32 The project has a positive economic case, delivering over £1.40 of benefit for each £1 spent with the benefit to cost ratio remaining positive under all the sensitivity tests considered.
- 1.33 As well as the traditional cost benefit analysis the project also delivers wider economic benefits and performs extremely well against a range of objectives set out in the Scottish Transport Appraisal Guidance (STAG).
- 1.34 Wider economic benefits are additional to standard transport user benefits and represent the potential economic impacts of transport improvements upon business and workers' productivity and the resulting increase in output.
- 1.35 Agglomeration benefits are the largest of these, and reflects the economic benefits from the clustering of high-value knowledge-intensive sectors, such as finance, business services, legal, and bio-science, which characterise the Edinburgh economy and underpin its national and international competitiveness. Investment in tram will reduce transport costs and thereby increase the agglomeration of business activity, improve employment accessibility and increase the number of jobs in the area served by tram by facilitating higher employment densities.
- 1.36 The project also supports the change in scale and location of jobs through:
- Directly supporting the bringing forward of employment related development in the Leith Waterfront area
 - Increasing the attractiveness of the employment locations in the city centre and Edinburgh Park by expanding the effective labour market catchment through reduced travel costs, and through helping bring forward major residential development in Leith Waterfront
- 1.37 These benefits have not been quantified as part of this update of the business case. However, the inclusion of such benefits for public transport projects in large urban areas (UK outside London) typically adds in the range of 15% to 40% above conventional transport benefits.

- 1.38 The Edinburgh Tram York Place to Newhaven project also connects major existing and planned employment destinations (city centre, Edinburgh Park) with the Leith corridor, which has among the highest population density in the city, and major planned areas for new residential developments along Leith Waterfront towards Newhaven.
- 1.39 Through this the tram will connect existing and new jobs with existing and new residents, ensuring that labour market accessibility is enhanced (businesses will find it easier to recruit, and workers have access to more jobs), and that the economic growth that this supports will be delivered in a sustainable manner, though integrated transport and land use planning.
- 1.40 This report also provides an outline assessment against the range of objectives set out in Scottish Transport Appraisal Guidance (STAG). The project performs well against a number of key objectives including:
- Supporting the spatial strategy
 - Sustainable economic development
 - Connecting areas of relatively high unemployment and deprivation
 - Transport interchange
 - Land use transport integration
- 1.41 This provides a validation that the project remains consistent with, and supportive of, the wider spatial planning and policy objectives that it was originally developed to meet.

Project finances

- 1.42 The tram line to Newhaven is affordable. There is a cashflow challenge in years 2022-23 and 2023-24 which amounts to £1.9m spread over those two years. The business case is based on the £1.9m cashflow challenge being funded from reserves. Reserves used would be replenished from profits in future years, with all reserves being repaid by 2027. Moreover, there are opportunities to reduce the requirement for reserves from efficiencies in tram maintenance and further maximisation of tram advertising income.
- 1.43 This conclusion is based on robust and prudent analysis of costs and revenues and assumes an extraordinary dividend from Lothian Buses of £20m over a 10 year horizon.
- 1.44 In the longer term, tram revenues can fund the extension and provide additional income to the Council.
- 1.45 However, in recognition of the work done by Oxford Global Projects, it is recommended that an allowance is made for an additional £50m as further contingency. This contingency allowance increases the £1.9m challenge to £14.8m requiring a series of measures to be implemented to fund or mitigate the risk.
- 1.46 All risk and contingency will be overseen by the Head of Finance and administered through the governance structure set out in chapter 7.
- 1.47 Analysis of opportunity costs has been carried out setting out the amount that could be available to spend on other projects if the capital investment were not made. This opportunity cost however needs to be viewed in the context of the monetary and wider economic benefits the project delivers.

1.48 Sensitivity testing has been undertaken on the base case showing the financial impact of changes to key assumptions and the impact on reserves.

Commercial

1.49 The updated Outline Business Case provided detailed commentary on a range of procurement issues and concluded that:

- The project is delivered under a design and build contract, incorporating tram infrastructure and tram control and communications systems
- The maintenance of the York Place to Newhaven line should be procured separately
- The appropriate form of contract for the main works should be the NEC4 Option C target price contract
- There was likely to be little or no market appetite for taking full construction risk which would negate a PFI approach

1.50 The procurement strategy was developed based on key procurement objectives and a consideration of the lessons learned on the first phase of tram and from other tram projects in the UK and internationally.

1.51 Analysis of the most appropriate contracting strategy for below ground obstructions, including utilities and archaeology, was completed during this stage of the project and the Council has adopted a model that was used successfully on the first phase of tram, post mediation.

1.52 The Council has adopted an Early Contractor Involvement model for the project bringing together all key participants for a period of 6 months prior to any physical works being carried out. During this period a number of predefined tasks will be completed and all parties will work together to plan the works, investigate any value engineering opportunities and provide additional certainty around the project cost plan.

1.53 A comprehensive risk identification and assessment has been carried out, and allocation of risks under the contractual framework are set out in this Final Business Case.

1.54 The Council has conducted two procurements for the main works and the below ground obstructions works. Both procurements have now concluded and the pricing and risk information contained in the successful tenders has been used to develop this Final Business Case.

Management

1.55 Based on lessons learned from the construction of the first phase of tram, the project delivery strategy is underpinned by the following core principles:

- Traffic management will be deployed which facilitates opening large sections of the work site at any one time and the project will not be subject to any city traffic embargoes
- A continuous approach to construction will be deployed wherever possible whereby the diversion of utilities will be carried out immediately prior to the installation of the tramway avoiding the need to excavate twice, thus minimising disruption, minimising cost, and speeding up the construction process

- A Support for Business scheme has been developed to maintain the vibrancy, desirability and accessibility of the streets affected by the project during construction
 - Works will be carried out in accordance with the Code of Construction Practice
- 1.56 The strategy for dealing with heritage items and archaeological remains has been agreed with the City Archaeologist.
- 1.57 To mitigate the impact on passenger services, it is proposed to decommission the York Place tramstop as part of the last construction activities and introduce temporary measures (including temporary crossover west of Elder Street) to allow services to run as far as St Andrew Square until the new line is operational.
- 1.58 A programme has been developed based on the general principle of continuous working and adopting a traffic management plan which facilitates opening up large sections of the work site at any one time. Overall the project will take approximately 46 months from award of contract to open for revenue service. This duration is within industry norms for a tram project of this scale and complexity.
- 1.59 In developing the road layout and public realm for the scheme, a number of supplementary projects have been identified that support the finally developed road layouts between York Place and Newhaven. These projects will be funded from the Place capital programme budget and will be delivered in parallel with the tram project.
- 1.60 Robust governance, change management, and risk management procedures are in place on the project that draw on lessons learned from the first phase of tram delivery, post mediation, and other major projects.
- 1.61 An outline Stakeholder and Communications Management Plan has been prepared for the project which describes the processes for ensuring an effective strategy for the management of stakeholders on the project. It details how the project will identify and manage all stakeholders impacted by the works, engage with them and optimise their experience of the project and empower them in the local decision making process. The plan adheres to the Scottish Government's Seven Standards of Community Engagement to ensure an equality of access for all.
- 1.62 A contractor insolvency mitigation plan has been developed for the project that sets out a number of financial, contractual and management measures that will be put in place to reduce the impact of this risk.

2 Introduction

Chapter summary

- The Edinburgh Tram York Place to Newhaven project completes the originally envisaged Phase 1a of the Edinburgh tram network
- Edinburgh tram has performed well since its opening, carrying 7.4 million passengers in 2018
- This Final Business Case builds on the work done for the updated Outline Business Case reported to Council in September 2017, taking into account the outputs of the tendered prices, design consultation, revised detailed quantitative cost and schedule risk assessments, support for business proposals and further work in relation to optimism bias
- The Final Business Case has been prepared in accordance with UK Government and Transport Scotland guidance
- The Council has the powers under the Edinburgh Tram (Line One) Act to complete the Edinburgh Tram York Place to Newhaven project
- A number of lessons learned from the first phase of tram are incorporated into this Final Business Case. The Council will consider further recommendations arising from the Tram Inquiry as the project progresses

Project description

- 2.1 The Edinburgh Tram York Place to Newhaven project is a continuation of the tram line, commencing at the current York Place temporary stop and running along Leith Walk, Constitution Street and through the Port of Leith via Ocean Terminal to Newhaven. The project completes the originally envisaged Phase 1a of the Edinburgh tram network.
- 2.2 The route is approximately 4.6km long and includes a mix of shared and segregated running on-street. The junctions at Picardy Place and London Road are reconfigured to allow for the safe operation of tram and general traffic movements.
- 2.3 The existing temporary terminus at York Place is de-commissioned and replaced by a new tram stop at Picardy Place. A further seven tram stops are provided along the route at the following locations:
 - McDonald Road
 - Balfour Street
 - Foot of the Walk
 - Constitution Street/Bernard Street
 - Port of Leith
 - Ocean Terminal
 - Newhaven
- 2.4 The route alignment and tram stop locations are illustrated in Figure 1. The alignment is consistent with the route defined in the Edinburgh Tram (Line One) Act, which was developed after consideration of several alternatives.
- 2.5 In depth stakeholder consultation has taken place with regards to the configuration of the streetscape since the updated Outline Business Case in 2017. The Council has run two formal consultations which have led to some significant changes in road layouts,

consistent with the feedback received. These changes form the basis for the costings set out later in this Final Business Case and the Council will finalise plans and apply for the necessary approvals, including formal Traffic Regulation Orders, at the next stage of the project.

Edinburgh Tram system

- 2.6 The Edinburgh tram system currently operates between Edinburgh Airport and a temporary terminus at York Place in the city centre. Passenger services commenced on 31 May 2014 and passenger numbers have grown consistently over the first four years of operations, reaching 7.4 million in 2018.



Figure 1: Existing tram route and York Place to Newhaven route (blue)

- 2.7 The performance to date in terms of patronage and revenues is shown in Figure 2.

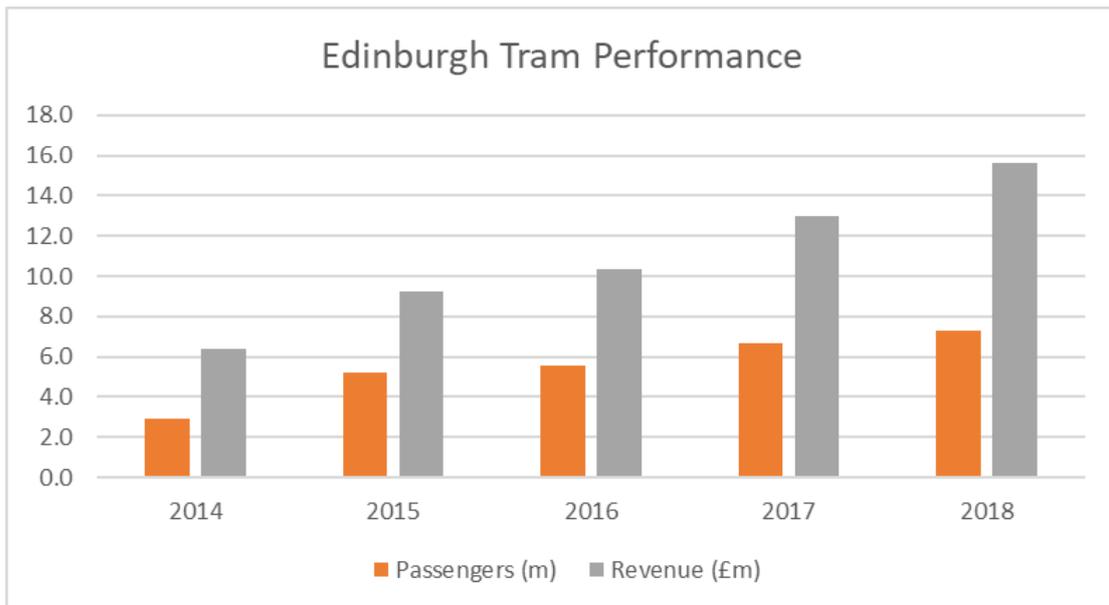


Figure 2: Performance of Edinburgh Trams since opening

- 2.8 The success of the tram to date has seen the introduction of a new timetable in January 2017, with additional peak hour services being provided to meet the growing demand.

Project history

- 2.9 On 11 December 2014, the Council approved the recommendations presented in the report 'Future Investment in Public Transport – Potential Tram Extension', which were that the Council:

- noted that investment in public transport and active travel is a key enabler in supporting and sustaining the anticipated growth in the capital city, and is a catalyst in driving economic development and employment opportunities in Edinburgh
- noted against this background and context that it may be appropriate at this time to consider the implications of extensions to the current Edinburgh Tram network and further integration opportunities with other public transport companies, including bus and rail operators
- noted the expiry dates associated with certain powers as set out in the Edinburgh Tram (Line One) and (Line Two) Acts (2006)
- acknowledged the requirement for further design work and ground investigation survey work to integrate any future extensions to the tram network with the St James Quarter redevelopment and the Leith Programme projects

- 2.10 The Council authorised officers to prepare a detailed assessment of the economic, financial, business case, procurement and programme implications of extending the tram network. This work was completed and the findings were set out in an Outline Business Case, which was considered by Council at its meetings in November and December 2015.

- 2.11 In December 2015, the Council approved in principle the option of extending the existing tram line to Newhaven and approved the commencement of Stage 1 of the

project, including the mobilisation of internal and external resources, the carrying out of site investigations, the preparation of procurement documentation for the project and the development of an updated Outline Business Case.

- 2.12 In September 2017, the Council considered the updated Outline Business Case for the project and approved the commencement of a range of activities on the project including the commencement of procurement to allow affordability to be tested based on tendered prices. Council further agreed that, prior to any contracts for the main construction works being signed, they would be reviewed by an independent assessor from out-with the Council and further approvals would be sought.
- 2.13 Details of the work carried out since September 2017 are set out in this Final Business Case.

Scope of the Final Business Case

- 2.14 This Final Business Case has been prepared in accordance with Transport Scotland guidance, which implements the business case development process set out in Office of Government Commerce and HM Treasury guidance.
- 2.15 This Final Business Case builds on the work done for the updated Outline Business Case reported to Council in September 2017:
- The strategic case has been updated to bring it in line with any changes in strategy or policy since 2017
 - The transport modelling and economic appraisal have been updated in line with Scottish Transport Appraisal Guidance (STAG) to take account of the most up-to-date available travel and planning data
 - The cost estimates have been updated based on the outcome of the design consultation, the tendered prices, revised detailed quantitative cost and schedule risk assessments, support for business proposals and further work in relation to optimism bias
 - The financial modelling has been updated to incorporate the updated cost estimates and the performance of the tram system in 2017 and 2018, and the funding proposals have been updated
 - The commercial case has been updated following completion of the procurement process
 - The management case has been updated to take account of public consultation and more detailed construction planning carried out during 2018
- 2.16 As before, the Final Business Case continues to take cognisance of lessons learned from the previous tram planning and construction phases.
- 2.17 The work during 2018 was overseen by the All Party Oversight Group (APOG), in conjunction with an officer led Project Board to monitor progress and the approved budget for this stage of the project.

Availability of Parliamentary Powers and Land Assembly

- 2.18 The Edinburgh Tram (Line One) Act defines a route accommodating Princes Street, Leith Walk, Leith Docks, Newhaven and Granton, looping back towards the city via an off-street section following the disused railway line between Granton and Roseburn and joining the existing route at Roseburn delta.

- 2.19 The Edinburgh Tram (Line Two) Act overlaps Line One from the City Centre and follows a route adjacent to the Edinburgh/Glasgow railway line to Edinburgh Park, then north towards Edinburgh Airport, with a spur line heading west towards Newbridge.
- 2.20 The Council was granted powers under both Tram Acts to acquire land under compulsory purchase powers and to commence construction on new sections of tramway. The expiry dates for these powers are set out in Table 1.
- 2.21 While the powers to acquire land under the Line One Act have now expired, the Council has acquired, or has entered into binding legal agreements to acquire, all the land needed for Line One, including the Edinburgh Tram York Place to Newhaven project.
- 2.22 In addition, the Council intends to provide tram stabling at Newhaven. Heads of Terms have been agreed with Forth Ports to acquire this land under a long lease. This land was not included in the Edinburgh Tram (Line One) Act.

Table 1: Powers under Edinburgh Tram Acts

Edinburgh Tram Acts (2006)	Powers to Acquire Land Expiry Date under Section 40(1)	Powers to Commence Construction Expiry Date under Section 74
Line One	May 2016	March 2021
Line Two	April 2021	March 2026

Edinburgh Tram Inquiry & Lessons Learned

- 2.23 A public inquiry led by the Right Honourable the Lord Hardie is underway into the original Edinburgh Trams project. This inquiry aims to establish why the project incurred delays, cost more than originally budgeted and through reductions in scope delivered significantly less than projected. Oral hearings concluded during 2018 although the report is yet to be published.
- 2.24 This Final Business Case however incorporates a number of lessons learned from the first phase of tram by the Council including:
- The use of industry standard contracts to govern the project
 - Rigorous project governance with highly qualified key personnel with experience of delivering light rail projects in the UK and abroad
 - Setting up cross industry networks with other cities including Manchester, Birmingham and Dublin to ensure best practice is being adopted at each stage of project development
 - Adopting traffic management plans that provide the contractor with expanded sites to ensure that works can continue in the event that problems are encountered during construction as well as adopting a strategy of only opening up roads once and completing all works prior to reinstatement - no double-dig
 - Carrying out robust quantitative risk analysis and ensuring the contingencies set aside for unforeseen events
 - Ensuring robust measures are incorporated into the construction contracts to ensure build quality, and a strong client team is present on site to monitor build quality

- Carrying out comprehensive formal consultation with the market to road test the overall delivery strategy for the project and encourage strong competition
- Developing a Support for Business scheme to maintain the vibrancy, desirability and accessibility of the streets affected by the project during construction. Measures include logistics hubs, open for business campaign, on street customer service officers, business skills development and a business continuity fund
- Ensuring all works are carried out in accordance with the Code of Construction Practice
- Ensuring that the work underpinning the analysis set out in this report has been robustly scrutinised

2.25 The Council will consider further recommendations arising from the Inquiry as the project progresses.

Assurance

2.26 In support of this Final Business Case the Council has commissioned Atkins to audit the economic case and Faithful & Gould to audit the project cost plan. Scott Moncrieff, the Council's external auditor, has also reviewed the financial model and Internal Audit has reviewed the Final Business Case and the management and governance proposals underpinning the next stage of project delivery. Oxford Global Projects at the University of Oxford have also carried out a study, this is discussed in detail in chapter 5.

3 The Strategic Case

Chapter summary

- The development of transport infrastructure plays a key role in shaping the pattern of future growth and development, and hence in delivering the spatial strategy and the long-term economic growth that this will support
- The Edinburgh Tram York Place to Newhaven project supports the delivery of SESPlan's new Proposed Strategic Development Plan (SDP) for the Edinburgh city region, and is specifically identified in the proposed SDP as a strategic project that is likely to have region-wide benefits
- Over the next decade Edinburgh and its surrounding area is expected to be home to a faster growing population than anywhere else in Scotland. The Edinburgh Local Development Plan directs most of the planned growth of the city to strategic development areas directly served by tram
- The project is consistent with, and supports the delivery of, the spatial strategy and the overall growth of Edinburgh in a sustainable manner as set out in the Local Development Plan
- Completing the Edinburgh Tram York Place to Newhaven project will link Edinburgh Airport, the city centre and the Waterfront area: three of the Council's four priority investment zones under its strategy for jobs
- The project is fully consistent with the Edinburgh Local Transport Strategy which recognises that improved connections to the city centre are needed to unlock the sustainable regeneration of Edinburgh Waterfront
- The project supports all the vision outcomes set out in the Council's transport strategy, Transport 2030 Vision

Background

- 3.1 Edinburgh is a successful and prosperous city, regularly voted as one of the best places in the world to live, work and visit. With a strong and varied economy, growing inward investment, a flourishing cultural offering and the UK's second most visited city by tourists, the Capital has solid foundations on which to build.
- 3.2 However, this success brings with it challenges and it is now more important than ever that we provide a first-class, fully-integrated transport system. Put simply: Edinburgh has to manage the growth that its ongoing success is fuelling. As Scotland's fastest growing city, things simply cannot continue as they are – the transport system must evolve to cater to a rapidly growing population.
- 3.3 Since launching in 2014, Edinburgh Trams has become an essential part of an integrated transport network worthy of a major capital city. With near-perfect customer service ratings, patronage for the tram continues to rise year on year, with approximately 7.4 million journeys made in 2018 - up 10 per cent on 2017 and surpassing expectations.
- 3.4 A tram to Newhaven would not only provide a direct link for the people of Leith to the city centre and out to the airport, but would connect residents and visitors to major employment and travel hubs along the route.
- 3.5 Completing the original vision for the first phase of the Edinburgh Trams network unlocks a large swathe of the city for housing development and employment

opportunities. It would also help to reduce air pollution by providing efficient, sustainable transport solutions while opening up people-friendly transport links for individuals and communities from all walks of life.

Strategic context

- 3.6 The development of transport infrastructure plays a key role in shaping the pattern of future growth and development, and hence in delivering the spatial strategy and the long-term economic growth that this will support.
- 3.7 The project supports the spatial development strategy and the wider economic objective of supporting the planned population and jobs growth within Edinburgh in a sustainable manner.
- 3.8 This chapter sets out the rationale for investment in the Edinburgh Tram York Place to Newhaven project, by reference to existing strategic developments and transport strategies and plans.

Edinburgh City Region Strategic Development Plan

- 3.9 The Strategic Development Plan (SDP) for the Edinburgh city region is prepared by SESPlan, the Strategic Development Planning Authority for Edinburgh and South East Scotland. The SDP, last published in 2013, is in the process of being updated, and SESPlan submitted its new Proposed Strategic Development Plan in October 2016 for examination. A report on the outcome of the examination was published in July 2018 by the Planning and Environmental Appeals Division of the Scottish Government. The Scottish Ministers are considering the terms of that examination report and a decision on the approval of the SDP will be published shortly.
- 3.10 The proposed SDP sets out a vision for a city region where it is easier to move around, and where there are better public transport options. It proposes a spatial strategy focused on growth corridors with good public transport options.
- 3.11 Edinburgh Waterfront is a high priority location for growth under the proposed SDP, which notes that the tram is fundamental to achieving a thriving low carbon waterfront community connected to the city.
- 3.12 The proposed SDP identifies significant business clusters as key areas for investment based on their potential contribution to the city region's economy, and identifies opportunities for continued growth associated with redevelopment of the city centre and expansion in Leith supported by the tram project.
- 3.13 The tram line from York Place to Newhaven is specifically identified in the proposed SDP as a strategic project that is likely to have region-wide benefits.

Edinburgh Local Development Plan

- 3.14 There is significant growth planned for Edinburgh over the coming decades. This reflects its status as Scotland's capital city, its quality of life and its role in key economic growth sectors including finance and business services, legal, bio-science and others.
- 3.15 Over the next decade Edinburgh and its surrounding area is expected to be home to a faster growing population than anywhere else in Scotland. National Records of

Scotland projections published in 2016 suggest that the city should be planning for an additional 47,000 people by 2024 and an additional 102,000 by 2039, taking the total population from 492,610 to 594,712 over the 25-year period from 2014 to 2039. The Local Development Plan (LDP) sets out the spatial strategy for how this growth should be planned for and accommodated.

- 3.16 Edinburgh is a major employment hub which attracts a workforce from both within the city and surrounding areas. The city's economy has been relatively resilient during the economic downturn and is set to grow strongly as economic conditions improve. The latest 'central' forecast from Oxford Economics predicts that total employment in the city will grow by 7.6% between 2013 and 2022 (from 324,900 to 349,700).
- 3.17 The Edinburgh LDP, published in November 2016, sets out the spatial strategy for how this growth should be planned for and accommodated.
- 3.18 The spatial strategies direct most of the planned growth of the city to the four strategic development areas identified in the 2013 Strategic Development Plan: West Edinburgh; the City Centre; Edinburgh Waterfront; and South East Edinburgh, as shown in Figure 3. The Edinburgh Tram York Place to Newhaven project will result in three of these strategic development areas being directly linked by a fast, frequent and reliable transport service.
- 3.19 The LDP prioritises housing delivery on brownfield sites, particularly in the waterfront areas of Leith and Granton. Completion of the tram connection to these areas would help boost that delivery. In addition, Leith is one of the defined strategic business centres to which major office development is directed, and a location with significant employment land potential.
- 3.20 The LDP strategy for retail centres prioritises the city centre, including Edinburgh St James and Leith Walk, as well as defined commercial centres including Ocean Terminal.
- 3.21 The tram line to Ocean Terminal and Newhaven offers the potential to:
- Increase the attractiveness of major development sites, enhancing their overall viability and potentially bringing them forward at a faster rate than would otherwise be the case
 - Support the nature and scale of development, by supporting higher density development with a lesser requirement for parking than would be the case without tram

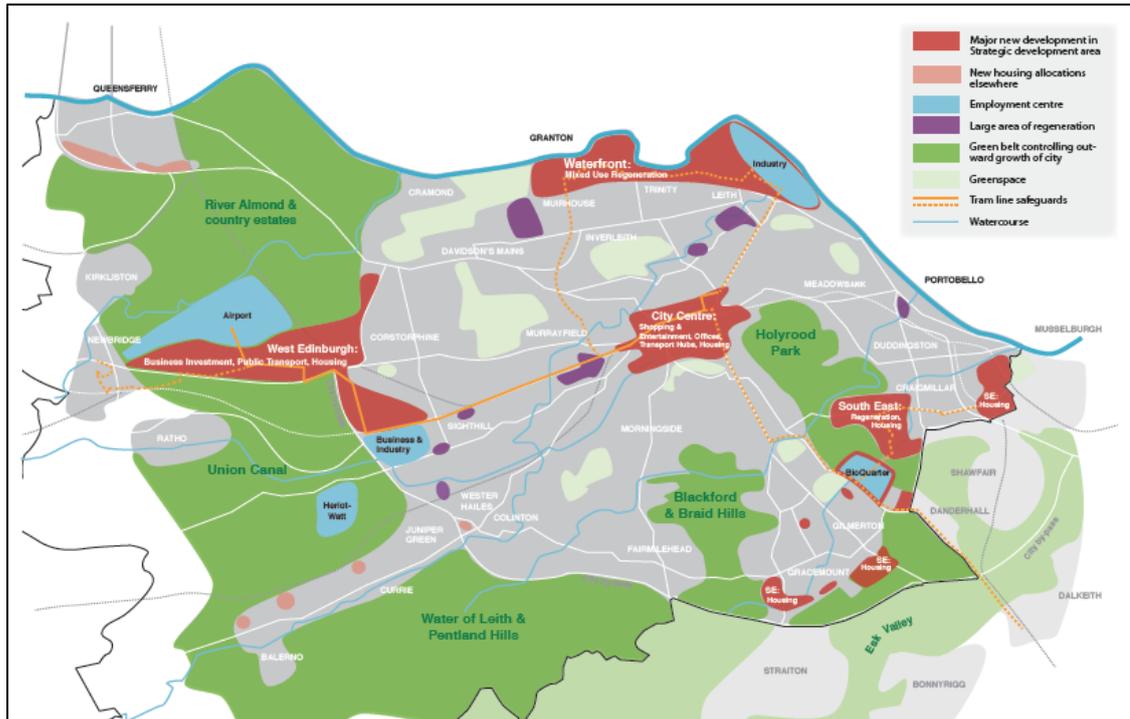


Figure 3: Edinburgh LDP Spatial Strategy Summary Map

- 3.22 Through each of the above, the wider economic objective of supporting the planned population and jobs growth within Edinburgh in a sustainable manner may be realised.
- 3.23 The proposed project is thus consistent with, and supports the delivery of, the spatial strategy and the overall growth of Edinburgh in a sustainable manner as set out in the Local Development Plan.

Edinburgh Economy Strategy

- 3.24 The City of Edinburgh Council's "Edinburgh Economy Strategy" dated June 2018 notes that delivery of high quality enabling infrastructure and services is a lever for change that the Council can use to assist delivery of the Economy Strategy and to enable good growth. The Strategy also recognises that actions in the Strategy to invest in infrastructure and manage the growth of the economy are key to building a resilient and adaptable economy. It contains actions designed to support and reflect the parameters of other Council policies, including those referenced in the remainder of this chapter.
- 3.25 Completing the Edinburgh Tram York Place to Newhaven project will link Edinburgh Airport, the city centre and the Waterfront area: three of the Council's four priority investment zones under its Economy Strategy.

Edinburgh Local Transport Strategy 2014-19

- 3.26 The Edinburgh Local Transport Strategy 2014 to 2019 sets the policy context for the completion of the tram route to Newhaven.
- 3.27 The Strategy notes that Edinburgh city centre forms the commercial heart of south east Scotland and indeed the entire country. It is a centre for finance and business, retail,

entertainment, life sciences, tourism and Leisure. Its World Heritage Site status provides unique opportunities and challenges.

- 3.28 The Strategy notes that one of the key challenges facing Edinburgh is that city centre streets are dominated by motor traffic, and recognises that completion of the first phase of the tram project presents a great opportunity to change this.
- 3.29 The project will facilitate the Council’s plans to:
- improve the pedestrian experience in the core city centre area and increase space for pedestrians
 - improve access to the city centre
 - increase space for other uses (e.g. street cafes, entertainment, markets)
 - offer dedicated cycle provision in the area
 - reduce the detrimental impact of motor vehicles on the city centre environment
- 3.30 Out-with the city centre, the Strategy notes that Edinburgh’s growth is focussed in three areas, West Edinburgh (including Edinburgh Park/Gyle and the Airport area), South East Edinburgh and the Waterfront. The Strategy concludes that to grow in a way that protects the city’s environment, these areas need supporting transport investment focussed on public transport, walking and cycling.
- 3.31 The Strategy also notes that improved transport connections will drive the renewal of Edinburgh’s waterfront. While much of the required urban infrastructure is already in place, improved connections to the city centre are needed to unlock the area’s sustainable regeneration.
- 3.32 The completion of the tram to Newhaven thus is fully consistent with, and is key to the delivery of the Edinburgh Local Transport Strategy.
- 3.33 It should also be noted that the Edinburgh Economy Strategy states that the Edinburgh Local Transport Strategy will be updated to address the connectivity challenges associated with population growth and social and demographic changes across the region.

Transport 2030 Vision

- 3.34 The development of transport infrastructure will play a key role in shaping the pattern of future growth and development, and hence in delivering the spatial strategy and the long-term economic growth that this will support.
- 3.35 The Edinburgh Tram York Place to Newhaven project supports all the vision outcomes set out in the Council’s transport strategy, Transport 2030 Vision, shown in Table 2.

Table 2: Transport 2030 Vision Outcomes

Vision Outcome	Tram impact
By 2030 Edinburgh’s transport system will be environmentally friendly - reducing the impacts of transport, in particular playing its full part in reducing greenhouse gas emissions	Tram supports this outcome by encouraging modal shift to more sustainable transport modes.
By 2030 Edinburgh’s transport system will be healthy - promoting Active Travel with streets	Tram supports this outcome by providing accessible public transport, public realm

Vision Outcome	Tram impact
appropriately designed for their functions, with an emphasis on encouraging walking, cycling and public transport use and a high quality public realm; improving local air quality.	improvements along the route, excellent walking and cycling provision between Picardy Place and Foot of the Walk, and improvements in local air quality through reduced emissions. Bicycles are carried on trams, opening up wider transport choices for cyclists.
By 2030 Edinburgh's transport system will be accessible and connected, supporting the economy and providing access to employment, amenities and services.	Tram supports this outcome by connecting the large population in the Victoria Quay and Leith areas to centres of employment in the city centre, Edinburgh Park and in South Gyle Business Park with a fast and frequent transport link.
By 2030 Edinburgh's transport system will be smart and efficient providing reliable journey times for people, goods and services.	Tram supports this outcome through delivery of reduced journey times and less journey time variability, and providing increased public transport capacity.
By 2030 Edinburgh's transport system will be part of a well planned, physically accessible, sustainable city that reduces dependency on car travel, with a public transport system and walking and cycling conditions to be proud of.	Tram supports this outcome by offering an attractive and accessible alternative to the private car, encouraging modal shift to public transport modes.
By 2030 Edinburgh's transport system will be safe, secure and comfortable.	Trams have an excellent safety record compared to other road vehicles. The tram offers a high level of security, through the presence of Ticketing Sales Assistants and on board and on street CCTV and passenger emergency help points. The fixed rail guideway offers significant levels of comfort compared to tyred-vehicles.
By 2030 Edinburgh's transport system will be inclusive and integrated.	Tram supports this outcome by providing accessible public transport for people with no car access, and improving quality and availability of public transport information for elderly and visually impaired customers. High quality interchanges will be provided with bus at key locations along the route.
By 2030 Edinburgh's transport system will be customer focussed and innovative.	Studies have shown that people are more likely to transfer from cars to tram than to other modes of public transport.
By 2030 Edinburgh's transport system will be responsibly and effectively maintained.	The Final Business Case includes all short, medium and long-term maintenance and lifecycle costs. Tram maintenance is carried out under a competitively tendered contract with appropriate performance measures.

Sustainable Energy Action Plan 2015-2020

- 3.36 The Sustainable Energy Action Plan was established with the aim of reducing carbon emissions in Edinburgh by 42% by 2020, using emissions levels in 2005 as a baseline.

- 3.37 The Action Plan notes that the opening of the existing tram line has contributed positively to more sustainable choices of transport as well as reducing carbon emissions in the city.
- 3.38 The Action Plan contains five programmes of activity, one being sustainable transport. The key aim under the sustainable transport programme is to support sustainable transport and increase the use of cleaner, greener and alternative fuels. The project supports this key aim as the tram is emission free at the point of use and also accommodates sustainable transport through creation of cycling infrastructure alongside the project.

Strategy for Delivery 2017-2021

- 3.39 The project is consistent with Transport for Edinburgh's *Strategy for Delivery 2017 – 2021* to extend, adapt and develop an integrated public transport network that is reliable and convenient throughout the City Region throughout the day, and week.

Measuring the Strategic Benefits

- 3.40 A post project appraisal will be carried out as part of the STAG process to demonstrate the achievement of the Transport Planning Objectives established alongside the STAG Criteria. This review will include an appraisal of how the project has performed in terms of delivering the following benefits:
- Build out of strategic development areas
 - Population and employment growth on tram corridor
 - Accessibility to employment for socially disadvantaged areas
 - Journey time savings
 - Journey time reliability
 - Modal shift
 - Reduction in accidents
 - Cost efficiency (cost per passenger kilometre)
- 3.41 As many of these benefits will take time to be realised following the opening of the tram route to Newhaven, it is recommended that this review is carried out at least 24 months after the opening of the new route.

Conclusions

- 3.42 The development of transport infrastructure plays a key role in shaping the pattern of future growth and development, and hence in delivering the spatial strategy and the long-term economic growth that this will support.
- 3.43 The York Place to Newhaven project is fully consistent with, and supports the delivery of the key strategies that will shape the future development of Edinburgh, including:
- The Edinburgh City Region Strategic Development Plan
 - Edinburgh Local Development Plan
 - Edinburgh Economy Strategy
 - Edinburgh Local Transport Strategy 2014 to 2019
 - Transport 2030 Vision
 - Sustainable Energy Action Plan
 - TfE Strategy for Delivery 2017 to 2021

4 The Economic Case

Chapter summary

- The economic appraisal of the Edinburgh Tram York Place to Newhaven project has been revised to take account of updated planning assumptions, scheme design, costs and forecasts
- The forecasting framework and models have been updated to address findings of the independent audits undertaken of the 2015 options assessment business case and the 2017 updated Outline Business Case
- The project is forecast to generate an incremental demand of 7m passenger journeys in its opening year
- The project has a positive economic case, delivering over £1.40 of benefit for each £1 spent
- The reduction in the benefit to cost ratio since the updated Outline Business Case is predominantly as a result of changes to government appraisal guidance
- The benefit to cost ratio remains positive under all the sensitivity tests considered
- There are potentially significant wider benefits associated with continuing the tram line into North Edinburgh and supporting the overall level of economic growth of the city through enhancing the viability and attractiveness of major housing and employment sites identified in the Local Development Plan
- The tram can help support economic activity (jobs, development, and housing) at a greater level than would otherwise be the case

Introduction

- 4.1 This chapter updates the economic assessment carried out in 2017 for the updated Outline Business Case. The appraisal has been updated to reflect the revised project costs and to take account of updated demand forecasts that reflect the agreed scheme design.
- 4.2 This chapter focuses on the economic analysis (the benefit-cost ratio based on the present value of costs and benefits), but also includes a high-level assessment of wider appraisal criteria in line with Scottish Transport Appraisal Guidance (STAG).
- 4.3 The modelling and appraisal work has been carried out by JRC, a joint venture of Jacobs and Steer.

Assessment of modal options

- 4.4 In support of this Final Business Case a high-level options assessment has been carried out to validate the conclusions reached in the 2006 STAG 2 appraisal, which formed the basis for the Edinburgh Tram (Line One) Act 2006. This work included the assessment of viable modal options against assessment criteria and objectives derived from the original STAG appraisal in light of current policy.
- 4.5 The assessment concluded that the completion of the tram to Newhaven will provide a seamless, modern and accessible public transport option directly from the Airport. The tram option out-performed bus and Bus Rapid Transit against the following STAG objectives:
 - Supporting the local economy

- Sustainability
- Social benefits
- Safety and security
- Value for money
- Affordability
- Commercial and management

4.6 The tram already has powers and consents for the route to Newhaven and would be open in 2023 subject to the scheme being approved.

4.7 Tram would also provide the highest levels of segregation of all the options and as a result supports the STAG objectives and, by extension, the city's wider economic, social, sustainability and spatial planning outcomes better than the alternatives.

4.8 The assessment concluded that tram is the preferred modal choice for the route to Newhaven and modelling has been carried out on this basis.

Modelling inputs

4.9 The forecasts are based on the following set of modelling inputs, which have been agreed with the Project Board and Edinburgh Trams.

Table 3: Modelling inputs

Factor	Input	Source
Opening year	2023	Turner & Townsend
Peak service pattern in opening year	8 trams per hour between Edinburgh Airport and Newhaven, overlapping with 4 trams per hour between Haymarket and Newhaven.	Edinburgh Trams
Peak service pattern in future forecast year (2032)	8 trams per hour between Edinburgh Airport and Newhaven, overlapping with 8 trams per hour between Haymarket and Newhaven.	Edinburgh Trams
Tram journey times	Airport to York Place – 37 minutes York Place to Newhaven (peak and off-peak) – 17 minutes	Measured actuals and VISSIM model
Tram peak vehicle requirement	Opening year – 23 Future year – 25 Current fleet is 27 trams, so no additional trams are required.	Edinburgh Trams
Capital costs	Updated capital costs as shown in chapter 5.	Cost plan produced by Turner & Townsend
Operating and maintenance costs	Actual costs scaled up for additional services being operated as shown in chapter 5.	Edinburgh Trams and Council Finance
Life cycle costs	Updated life cycle costs as shown in chapter 5.	Turner & Townsend
Bus peak vehicle requirement	Reduction of 6 buses	Updated Outline Business Case

Factor	Input	Source
Future year network assumptions	The modelled future year transport network includes: <ul style="list-style-type: none"> • Edinburgh Gateway • Edinburgh-Glasgow Improvement Programme • Queensferry Crossing • City-wide 20mph zones 	City of Edinburgh Council

Forecasting approach

- 4.10 The JRC forecasting framework has been used to support the preparation of demand, revenue and benefit forecasts for tram since the mid-2000s. The models are updated and enhanced on a periodic basis to ensure the models are up-to-date and fit-for-purpose.
- 4.11 The modelling approach has been developed accordance with best practice and with modelling and appraisal guidance. The overall modelling framework, assumptions and results have been subject to independent audit at each stage of business case development, and the approach deemed fit-for-purpose and the results plausible and reasonable.
- 4.12 The models have been updated to support this Final Business Case, and these updates address specific points made as part of the independent audit undertaken. The updates include:
- Calibration to new bus patronage counts in the tram corridor
 - Calibration of highway demand to new count data in both the existing tram and Newhaven corridors
 - Validation of model to observed tram demand data for 2016 and 2017
 - Updating of tram journey times
 - Updating of bus journey times
 - Revised forecast years of 2023 and 2032 with updated planning data assumptions
- 4.13 An independent audit of the 2018 work concluded that the overall approach and forecasts were reasonable, and that the updates employed for Final Business Case from the 2017 updated Outline Business Case provide additional confidence in the model outputs.

Population and employment projections

- 4.14 Within Edinburgh, growth and development have been included in the model in line with the Council's development plans. These development assumptions have been reviewed as part of the Final Business Case, and updated as appropriate. Outside of Edinburgh, future year forecasts of background demand growth are based upon the latest available Transport Model for Scotland (TMfS) data. There is a high degree of consistency between TMfS and the Council's assumptions.
- 4.15 In Edinburgh as a whole, the number of household trips (trips taken from home to work, leisure, education etc.) is forecast to increase by over 35,000 (15%) from 2016 to the future forecast year of 2032. Over a quarter of this growth is predicted to occur in the Leith Docks and Western Harbour area.

- 4.16 There is significant employment growth forecast across Edinburgh. Edinburgh Park is forecast to expand significantly with 11,000 new jobs between 2016 and 2032. The city centre will also experience a significant increase in employment of 6,000 jobs over the same period.
- 4.17 The development of Leith Waterfront therefore has a strategically important role to play in mitigating the increase in in-commuting, by providing new dwellings on brownfield sites within the city with good public transport access to the city centre and Edinburgh Park. This role would be enhanced through the development of the York Place to Newhaven tram by improving public transport accessibility and helping to bring forward developments at a potentially faster rate and higher density than would otherwise be the case.

Demand, revenue and benefits forecasts

- 4.18 The modelled demand is presented for two forecast years – 2023 (the opening year), and a second forecast year of 2032. The annual forecasts are based on:
- The application of annualisation factors to grow modelled period demand to annual demand. The annualisation factors reflect the usage profile on the existing tram route
 - A straight-line interpolation between 2023 and 2032 to obtain annual ‘modelled’ demand
 - Adjustment to the modelled demand to reflect demand ramp-up on the line, representing the period in the early years when people get accustomed to the tram, and demand builds up to its potential level. Demand build-up is assumed to be 80% in year of opening, increasing to 90% in year 2 and 100% by year 3
 - Patronage growth beyond 2032 is assumed to be 1% to 2052. No demand growth is assumed beyond 2052 (i.e. demand over the second half of the 60-year appraisal period is assumed to be constant)
 - An assumed real increase in revenues over time at a rate of 1% per annum
- 4.19 The assumptions employed within the economic case are fully consistent with those underpinning the financial case.
- 4.20 The current and modelled annual demand is shown in table 4.

Table 4: Demand forecasts

	2023	2032
Existing system	8.7m	11.6m
System including York Place to Newhaven	15.7m	21.6m
Incremental demand	7.0m	10.0m

- 4.21 Annual forecast demand for the existing system is 8.7m for 2023. This compares with observed demand of 6.7m in 2017 and 7.4m in 2018.
- 4.22 With the York Place to Newhaven line, the overall demand almost doubles to 15.7m in 2023, an incremental annual demand of 7.0m trips.

Capital costs, operating costs, lifecycle costs and revenues

Capital costs

- 4.23 The capital costs are presented in chapter 5. These are converted into 2010 discounted cashflows (the price base in which guidance suggests appraisal be conducted in¹) through:
- Developing a cost profile based on the monthly construction spend schedule
 - Deflating the out-turn costs into 2010 prices using a GDP deflator
 - Discounting the costs for a 2010 discount year based on the standard appraisal discount rate of 3.5%
- 4.24 The cost estimates have been adjusted to include for an optimism bias level of 6% which has been applied in the economic appraisal. This level of optimism bias is in line with current webTAG guidance for tram (light rail) projects². The 6% rate is also consistent with current STAG (Rail) guidance.

Lifecycle costs

- 4.25 Lifecycle costs, being renewal and replacement of all system elements, have been estimated by Turner & Townsend.
- 4.26 Lifecycle costs are profiled over the 60-year economic appraisal period. All costs are converted to 2010 prices within the appraisal. A real increase (i.e. increase above inflation) in lifecycle costs of 1% per annum has been applied throughout the appraisal period.

Operating and maintenance costs

- 4.27 The appraisal includes the incremental operating and maintenance costs of operating the full network, over and above the costs of the existing system. Operating and maintenance costs for the York Place to Newhaven route have been modelled by the Council in consultation with Edinburgh Trams based on the costs of the existing tram system. The operational and service assumptions are as set out in table 3 above.
- 4.28 The incremental operating and maintenance costs over those for the existing tram system are set out in table 5. The calculations take account of all costs required to operate, manage and maintain the tram system.

¹ Appraisal guidance requires all discounted costs and benefits to be presented in 2010 prices and values, as this is the price base that the values of time (which value the benefits within the appraisal) are expressed in.

² <https://www.gov.uk/government/publications/webtag-tag-unit-a1-2-scheme-costs-july-2017>

Table 5: Incremental operating and maintenance costs

Service pattern	Incremental operating and maintenance cost (£m per annum, 2017 prices)
12 tph operating between Haymarket & Newhaven (2023 opening year assumptions)	5.75
16 tph operating between Haymarket & Newhaven (2032 second forecast year assumptions)	8.6

Summary

4.29 For the purposes of the economic appraisal, all costs are converted to 2010 prices. The undiscounted cost profile for the project over the appraisal period is shown in Figure 4. The capital costs, represented by the blue lines, are incurred up-front (to 2022), while the operating and maintenance costs (dark green) are incurred over the course of the 60-year appraisal and increase in real terms by about 1% per annum. Operating costs show a stepped increase in 2032, reflecting the assumed year in which the service level would increase from 12 to 16tph. Tram lifecycle costs (orange) are also incurred throughout the appraisal period, though the profile reflects the assumed point at which items (vehicles, track, systems) need renewing or replacing.

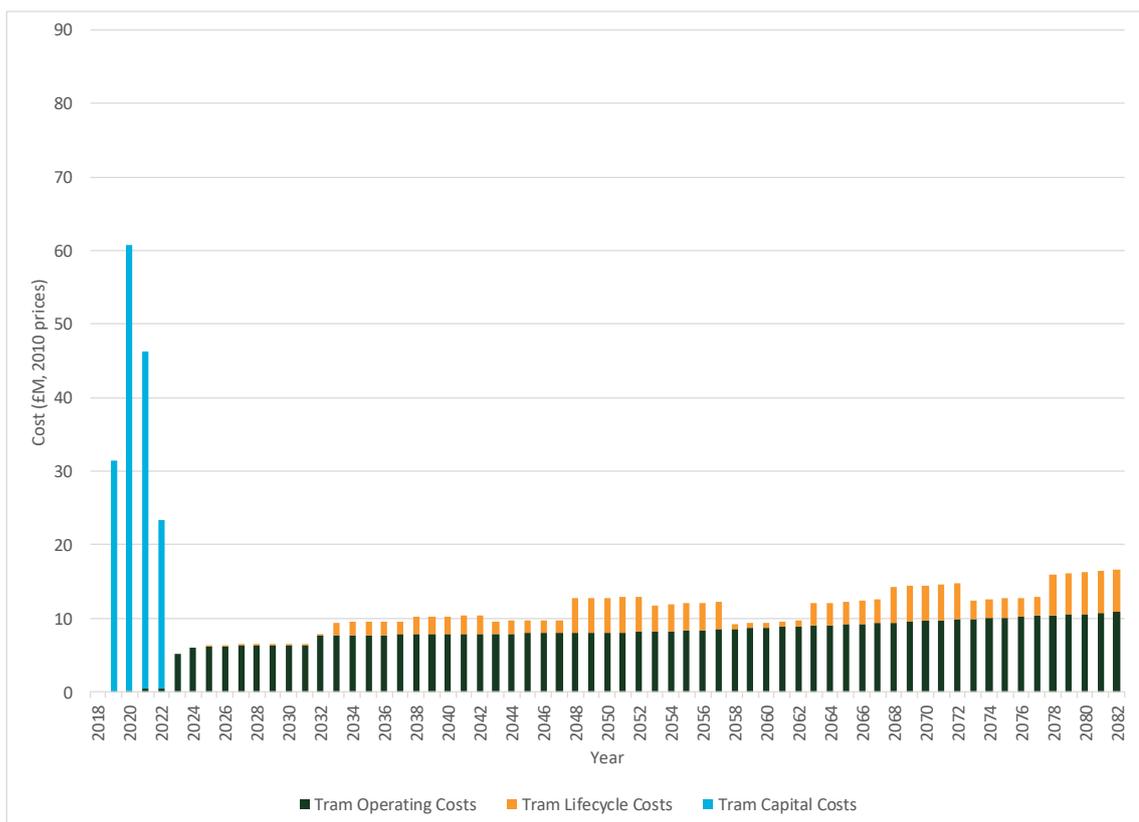


Figure 4: Undiscounted Tram Costs over 60-year appraisal period

Revenues

4.30 The forecast tram and bus fare box revenues are estimated based on the modelled tram demand (which also includes an assessment of the modes from which tram

demand is transferred), and average yields based on 2017 data provided by Edinburgh Trams. Public transport fares are assumed to increase by 1% per annum in real terms.

- 4.31 No additional revenues, other than the farebox revenue generated by the new line, are assumed.

Economic appraisal

- 4.32 The update of the economic appraisal for the project has been prepared in line with current Scottish Transport Appraisal Guidance (STAG)³. The appraisal considers the flows of monetised discounted costs and benefits over the appraisal period, and compares these to provide economic performance metrics including the benefit to cost ratio.
- 4.33 The monetised elements of the appraisal are only one part of the wider STAG criteria, there are additional benefits that need to be considered to support informed decision making. An assessment of the wider STAG benefits follows in later sections.
- 4.34 The key assumptions employed in the economic appraisal are shown in table 6.

Table 6: Economic appraisal assumptions

Factor	Assumption
Opening year	2023
Appraisal period	60 years (2023 to 2082)
Discount rate	3.5% per annum, reducing to 3% from 30 years after the current year

- 4.35 The Department for Transport's (DfT's) Transport User Benefits Analysis (TUBA) software has been used to calculate scheme benefits. These include WebTAG default assumptions on parameters such as the value of time.
- 4.36 The appraisal is presented in 2010 prices and discounted to 2010 (as per DfT guidance and included in TUBA). All other cost and revenues have been converted to 2010 prices.
- 4.37 The results of the economic appraisal are presented in table 7.

³ <https://www.transport.gov.scot/our-approach/industry-guidance/scottish-transport-analysis-guide-scot-tag/>

Table 7: Economic appraisal results

EDINBURGH TRAM YORK PLACE TO NEWHAVEN	
BENEFITS (£'000s)	
Public transport user benefits	£475,864
Highway user impacts	-£47,586
Private provider revenue impacts	-£32,556
Tax impacts	-£402
Total benefits	£395,320
COSTS AND FINANCIAL IMPACTS (£'000s)	
Capital costs	-£142,149
Net tram and bus operating and maintenance costs	-£137,262
Tram lifecycle costs	-£38,154
Net tram and bus revenues	£35,074
Total costs and financial impacts	-£282,491
ECONOMIC PERFORMANCE	
Net Present Value (NPV)	£112,829
Benefit to Cost Ratio (BCR)	1.40

- 4.38 The key finding of the economic appraisal is that the Edinburgh Tram York Place to Newhaven project would deliver a positive economic performance, delivering £1.40 of benefit for each £1 spent. This compares with the BCR in the updated Outline Business Case of 1.64:1.
- 4.39 The overall level of forecast benefits (in terms of time savings to passengers) are of a similar order to those that underpinned the updated Outline Business Case. Similarly, the net costs are also of a similar order, whereby the increase in capital costs (from the update Outline Business Case) has been offset by a reduction in forecast operating, maintenance and lifecycle costs.
- 4.40 The key change between the updated Outline Business Case and the Final Business Case is that the Department for Transport's guidance has been updated and that, as part of this update, the value of time used to monetise travel time savings has been reduced⁴. Moreover, the latest guidance also includes a reduction in the growth in the value of time over time, which is used to increase benefits broadly in line with forecast productivity growth. The combined effect of these changes is to reduce the benefits by around 12%. This change is the primary factor which explains the reduction in BCR within the Final Business Case. Indeed, without these changes to the guidance, the BCR would have remained at approximately 1.60:1 which is comparable with the updated Outline Business Case.

⁴ This reflects updated research. The value of time for commuting has increased, but those for business and leisure have reduced, and the net effect is a reduction in the order of 3%.

4.41 This is a point noted by Atkins when auditing the analysis underpinning the economic case. Atkins referenced the changes to guidance but also concluded that the underlying merit of the project has not changed since the updated Outline Business Case

“when reviewing the content of the Business Case, there is a temptation to look immediately and only at the BCR and to compare its value with earlier estimates. Although the size of the BCR has fallen since 2017, there are valid external factors which would explain the change, notably the changes to the DfTs prescribed value of time forecasts and the change in overall scheme costs. The underlying merit of the Project has not altered between the previous OBC in June 2017 and the current FBC which has been the focus of this review.”

Sensitivity tests

4.42 A number of sensitivity tests have been undertaken to test the robustness of the economic performance of the project under a range of scenarios. The sensitivity tests undertaken are:

- Highway impacts tests:
 - An ‘optimistic’ case where highway impacts are neutral (the central case assumes disbenefits are equivalent to 10% of the level of public transport benefits)
 - A ‘pessimistic’ case where disbenefits are equivalent to 20% of the level of public transport benefits
- Public transport benefits tests:
 - Upside: +20% in public transport benefits
 - Downside: -20% in public transport benefits
- Growth sensitivity test looking at the impact of future developments on Leith Waterfront not coming forward at the same rate or level as assumed
- Capital cost sensitivity based on 20% optimism bias
- Capital cost sensitivity based on Oxford Global Projects optimism bias at P80 (see chapter 5 for more details)
- No demand growth post 2032
- Journey time tests:
 - Upside: -10% journey time
 - Downside: +10% journey time

4.43 The outputs from the sensitivity tests are summarised in table 8.

Table 8: Sensitivity test results

Sensitivity Test	BCR
Central scenario	1.40
Highway impacts of zero (neutral)	1.57
Highway disbenefits at 20% of PT benefit	1.23
Public transport benefits +20%	1.74
Public transport benefits -20%	1.06

Sensitivity Test	BCR
Lower development growth	1.17
Higher capital costs 20% optimism bias	1.27
Higher capital costs Oxford Global Projects OB at P80	1.25
No demand growth post 2032	1.20
Journey time -10%	1.73
Journey time +10%	1.30

4.44 The BCR for the project remains positive (above 1:1) under all the sensitivity tests considered.

Wider economic benefits

4.45 Wider economic benefits are productivity benefits that are not captured within a traditional cost benefit analysis based on generalised time savings. This is because other markets impacted by a transport scheme (e.g. labour market, output market) are not operating under conditions of perfect competition. Wider Impacts are completely additional to standard transport user benefits.

4.46 The Department for Transport has published draft guidance on Wider Impacts⁵ which aims to quantify the potential economic impacts of transport improvements upon business and workers' productivity and the resulting increase in output.

4.47 The wider benefits applicable to Edinburgh Tram are agglomeration and labour supply - move to more productive jobs. Each of these is described below.

Agglomeration

4.48 Agglomeration benefits value the productivity benefits of firms being 'effectively' closer together. The concept of 'effective density' is a measure of the employment density of a place and the other places around it, scaled by the distances between them. There is a positive relationship between effective density and productivity. Some sectors and hence locations have higher agglomeration elasticities – meaning that a given improvement in 'effective density' results in a higher productivity benefit. Edinburgh supports a number of specialised clusters in areas such as financial and business services, legal services, technology and life sciences.

4.49 Transport investment can increase effective density in two ways:

- First, **by reducing transport costs** and thereby improving accessibility around and between jobs. This, in effect, brings firms closer together. This effect can be measured for all transport investment, and there is a direct linkage between the transport accessibility changes (from transport modelling) and the agglomeration effect

⁵ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/370532/webtag-tag-Reducing-unit-a2-1-wider-impacts.pdf

- Second, **where transport investment changes the scale or location of employment** in an area or between areas. In this case the change in the number of jobs in an area directly affects the 'effective density'

4.50 The Edinburgh Tram York Place to Newhaven project would reduce the transport costs between a number of key employment locations including:

- Around Leith Waterfront including the Scottish Government
- The city centre via five stops between Picardy Place and Haymarket
- Reduction in travel time via direct tram connection to major employment locations on the Phase 1 line, notably Edinburgh Park and Edinburgh Airport
- Reduction in travel times to a range of locations within the city and beyond, via interchange with rail at Waverley, Haymarket and Edinburgh Gateway, and bus (city centre)

4.51 The project also supports the change in scale and location of jobs through:

- Directly supporting the bringing forward of employment related development in the Leith Waterfront area
- Increasing the attractiveness of the employment locations in the city centre and Edinburgh Park by expanding the effective labour market catchment through reduced travel costs, and through helping bring forward major residential development in Leith Waterfront

4.52 The agglomeration benefits have not been quantified as part of this update of the business case. However, the inclusion of agglomeration benefits for public transport projects in large urban areas (UK outside London) typically adds in the range of 15% to 40% above conventional transport benefits.

Labour supply

4.53 The Edinburgh Tram York Place to Newhaven project connects major existing and planned employment destinations (city centre, Edinburgh Park) with the Leith corridor, which has among the highest population density in the city, and major planned areas for new residential developments along Leith Waterfront towards Newhaven.

4.54 Through this the tram will connect existing and new jobs with existing and new residents, ensuring that labour market accessibility is enhanced (businesses will find it easier to recruit, and workers have access to more jobs), and that the economic growth that this support will be delivered in a sustainable manner, though integrated transport and land use planning.

4.55 There will be locations that are not served by tram that will, as a result of the scheme, exhibit worse *comparative* accessibility, and this logically will result in some displacement or relocation of activity from elsewhere to the tram corridor, at least in the shorter term.

4.56 However, the purpose of the Edinburgh Tram York Place to Newhaven project is to support the overall level of economic growth of Edinburgh through enhancing the viability and attractiveness of major housing and employment sites identified in the spatial strategy. In this context, employment should not be viewed as 'zero-sum' (where tram only results in distributional effects). Rather, the tram project can help

support economic activity (jobs, development, and housing) at a greater level that would otherwise be the case.

Summary

- 4.57 JRC’s assessment of wider economic benefits is presented in table 9, based on a qualitative assessment using a 7-point (+3 to -3) scale, consistent with that employed within STAG.

Table 9: Wider economic benefits assessment

Criteria	Assessment
Agglomeration	√√√
Improved labour supply	√√√

Outline STAG assessment

- 4.58 This section provides an outline assessment against the range of objectives set out in Scottish Transport Appraisal Guidance (STAG). The assessment is a high-level assessment based on informed judgement about likely potential impacts of the project.
- 4.59 A full STAG assessment was undertaken to support the case presented as part of acquiring powers under the Tram Act that forms the basis of securing powers to build the project. The nature of the scheme is largely unchanged and the strategic policy context within which the scheme has been developed has been re-informed by the statutory policy documents adopted since the enactment of the Tram Act.
- 4.60 For this report Steer has therefore updated, at a high-level, the assessment of how the scheme performs against STAG appraisal criteria. This provides a validation that the project remains consistent with, and supportive of, the wider spatial planning and policy objectives that it was originally developed to meet.

Performance against planning objectives

- 4.61 The policy context discussed in chapter 3 sets the context for the assessment of the Edinburgh Tram York Place to Newhaven project against planning objectives, presented in table 10.

Table 10: Assessment against planning objectives

Planning Objective	Assessment	Comment
Supporting the Spatial Strategy	√√√	The project has the strong potential to support the delivery of identified housing and employment opportunities.
Sustainable Economic Development	√√√	The spatial strategy is developed to support the overall growth of Edinburgh in a sustainable manner.

- 4.62 The project offers the potential to:
- Increase the attractiveness of major development sites, enhancing their overall viability and potentially bringing them forward at a faster rate than would otherwise be the case

- Support the nature and scale of development, by supporting higher density development with a lesser requirement for parking than would be the case without the tram

4.63 The project also supports the spatial development strategy and the wider economic objective of supporting the planned population and jobs growth within Edinburgh in a sustainable manner.

Environment

4.64 A detailed environmental impact statement was prepared for the securing of powers for the project. The EIS sets out the results of an appraisal of the environmental impacts and identifies appropriate mitigation measures that are included in the design and development.

4.65 The granting of powers implicitly suggests that there were no unacceptable environmental impacts for the tram to Newhaven.

Accidents and security

4.66 The Edinburgh Tram York Place to Newhaven project has the potential to reduce accidents through the transfer of car trips to tram. However, the Leith corridor already has a high public transport mode share so the absolute change in vehicle kilometres will be modest.

4.67 The tram offers a high level of security, in particular through the presence of Ticketing Services Assistants and on board and on street CCTV and passenger help points.

Transport economic efficiency

4.68 The assessment of transport economic efficiency is the economic appraisal presented above.

Economic activity and locational impact

Local economic impacts

4.69 Local economic impacts are concerned with which geographic locations and which sectors are likely to gain or lose as a result of the project. In geographic terms, the project will support existing businesses and expansion of activity in key employment locations, in particular the city centre and Edinburgh Park.

4.70 The growth in these locations will be driven by the expansion of higher-value service sector jobs which would probably only locate in the city centre or high-grade premises such as those in Edinburgh Park. It is therefore unlikely that other locations within Edinburgh would be material losers as a result of the project.

4.71 The Edinburgh Tram York Place to Newhaven project aims to support the delivery of planned jobs and housing growth. Without tram this growth would either be at a lesser scale, take longer to come forward or need to be accommodated in a less sustainable manner (i.e. growth would have to be supported by greater levels of in-commuting).

National Economic Impacts

4.72 Net impacts at the national level are unlikely to be significant. However, key sectors such as business and financial services and life sciences / technology are mobile and

internationalised, and enhancing the attractiveness of Edinburgh as a location to locate (through good transport, access to a large labour pool, and direct access to the Airport) will help maintain and enhance Edinburgh’s competitive position as a place that high-value internationally mobile businesses want to locate and expand in.

Distributional impacts

4.73 The project serves a corridor of comparatively high unemployment and deprivation, as shown in Figure 5. The tram will provide improved accessibility to residents along the corridor to the range of job opportunities in the city centre and along the existing tram corridor (e.g. Edinburgh Park).

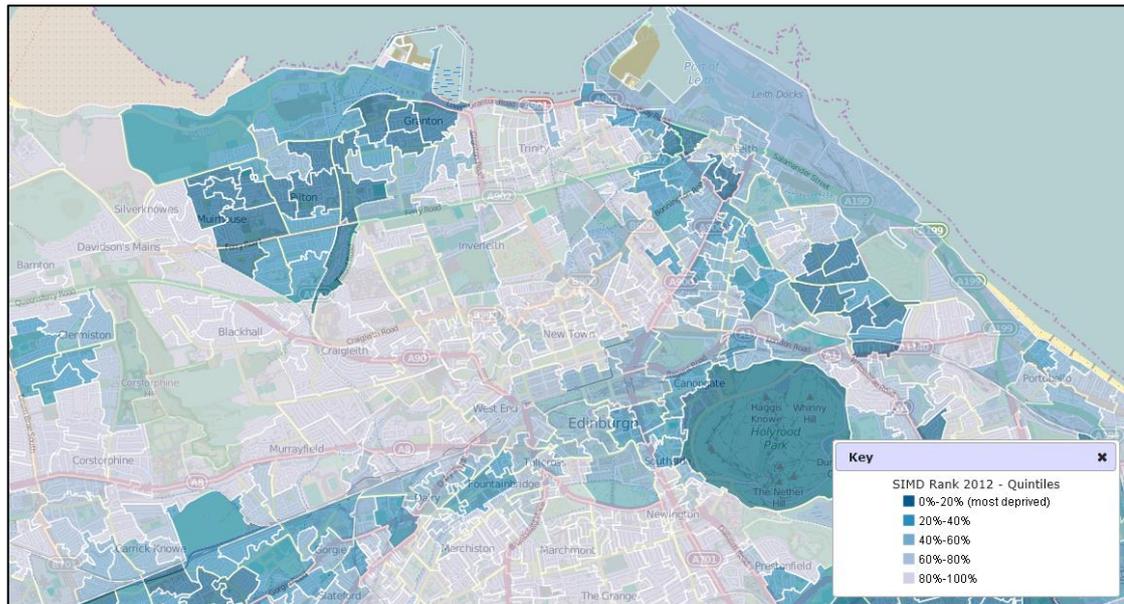


Figure 5: Index of Deprivation (from Scottish Index of Multiple Deprivation Interactive Map)

4.74 Steer’s assessment of the Economic Activity Location Impact (EALI) is presented in table 11.

Table 11: EALI assessment

Criteria	Assessment
Local Economic Impacts	√√
National Economic Impacts	√
Distributional Impacts	√√

Integration

4.75 The Edinburgh Tram York Place to Newhaven project provides more direct journey opportunities avoiding interchange, as well as interchange opportunities at a range of destinations including the city centre (rail at Waverley and Haymarket, bus), Edinburgh Gateway and at Ingliston Park and Ride.

4.76 The project supports the city’s spatial strategy and hence wider economic policy objectives. All options fully support the city’s transport policy objectives.

4.77 JRC’s assessment of integration is presented in table 12.

Table 12: Assessment of Integration Impacts

Criteria	Assessment
Transport Interchange	√√√
Land Use Transport Integration	√√√
Policy Integration	√√√

Accessibility and social inclusion

4.78 The Edinburgh Tram York Place to Newhaven project enhances accessibility and social inclusion.

4.79 In terms of community accessibility, the public transport network coverage and access to local facilities is reasonably good throughout the corridor, reflecting the good existing bus network coverage. Tram will improve this accessibility but will not transform any specific movement from being ‘inaccessible’ to ‘accessible’.

4.80 The tram improves the comparative accessibility by public transport for a range of movements, in particular those from the northern end of the route, and from the whole route to a range of employment and other opportunities on the existing tram corridor.

4.81 JRC’s assessment of accessibility and social inclusion is presented in table 13.

Table 13: Accessibility and social inclusion assessment

Criteria	Assessment
Community Accessibility	√
Comparative Accessibility	√√√

Measuring the Economic Benefits

4.82 A post-project review will be carried out to demonstrate the achievement of the economic benefits of the project. This review will include a full post-facto cost benefit analysis.

4.83 As the patronage on the route is expected to build up over time, it is recommended that this review is carried out at least 24 months after the opening of the new route, and may be done in conjunction with the review of strategic benefits.

Conclusions

4.84 The economic appraisal shows that the central case delivers a benefit to cost ratio of 1.40 to 1, and that the BCR would remain positive under a range of sensitivity tests undertaken. The reduction in this benefit to cost ratio since the updated Outline Business Case is predominantly as a result of changes to government guidance.

4.85 The outline STAG assessment demonstrates how the project contributes to a range of wider policy objectives and outcomes, in particular supporting the spatial planning and development strategies for the city, and improving transport accessibility in areas of comparative high deprivation.

5 The Financial Case

Chapter summary

- The tram line to Newhaven is affordable, on the basis that a £1.9m challenge can be funded from reserves. Reserves used would be replenished from profits in future years, with all reserves being repaid by 2027. Moreover, there are opportunities to reduce the requirement for reserves from efficiencies in tram maintenance and further maximisation of tram advertising income
- This conclusion is based on robust and prudent analysis of costs and revenues and assumes an extraordinary dividend from Lothian Buses of £20m over a 10 year horizon
- In the longer term, tram revenues can fund the extension and provide additional income to the Council
- However, in recognition of the work done by Oxford Global Projects, it is recommended that an additional £50m is set aside as contingency. This contingency allowance increases the £1.9m cashflow challenge to £14.8m requiring a series of measures to be implemented to fund or mitigate the risk
- All risk and contingency will be overseen by the Head of Finance and administered through the governance structure set out in chapter 7
- Analysis of opportunity costs has been carried out setting out the amount that could be available to spend on other projects if the capital investment were not made. This opportunity cost however needs to be viewed in the context of the monetary and wider economic benefits the project delivers
- Sensitivity testing has been undertaken on the base case showing the financial impact of changes to key assumptions and the impact on reserves

Introduction

- 5.1 In order to assess whether the Edinburgh Tram York Place to Newhaven project is affordable to the City of Edinburgh, costs and income have been assessed in terms of:
- financial impact of the project on tram business; and
 - affordability to the Council in the short, medium and long term
- 5.2 The detailed financial model produced for the 2017 updated Outline Business Case has been revised and updated to incorporate actual costs and revenue data provided by Edinburgh Trams based on performance in 2017. The Council has met regularly with Edinburgh Trams to ensure that any forecasts used are logical and backed up with robust evidence. The forecasts have also been corroborated by comparison with interim results for 2018.
- 5.3 Capital cost estimates have been updated as detailed elsewhere in this chapter and utilised in the financial model.
- 5.4 Steer (previously Steer Davies Gleave) were appointed to review and update patronage forecasts and this work was also carried out in conjunction with Edinburgh Trams. The output is consistent with current performance.
- 5.5 The financial model utilises the 2017 base actual costs and revenue data and projects these forward to 2054, taking account of the impact of constructing and operating the line to Newhaven. The model provides detailed annual cashflow forecasts for

Edinburgh Trams and the City of Edinburgh Council to assess the affordability of the investment in, and operation of, the completed tram line to Newhaven.

Project costs

Introduction

- 5.6 The cost estimates have been updated based on the outcome of the design consultation, the tendered prices, revised detailed quantitative cost and schedule risk assessments, support for business proposals and further work in relation to optimism bias.

Assumptions

- 5.7 Based on the experience of the original tram project, and the work done by the Council's advisory team, a number of assumptions have been made and agreed with the Project Board. Key assumptions include:
- Contract award will be in March 2019
 - The construction phase plan will be as set out in chapter 7, including traffic management arrangements which allow the opening up of large areas of the site to facilitate a one-dig approach and flexibility to deal with unforeseen underground obstructions
 - Utility works will be broadly in line with the desk top assessment underpinning the utility conflicts schedule described in chapter 7
 - No bridge replacements will be required
 - Road reconstruction and public realm improvements will be limited to those necessitated by the tram project and no allowance is made for additional general improvements
 - The supplementary projects to be delivered in parallel, as set out in chapter 7, are funded from the Place capital programme budget
 - No land acquisition costs will be incurred
 - The Council will procure an Owner Controlled Insurance Policy (OCIP) for the construction of the works
 - Inflation is based on current Building Cost Information Services All in Tender indices rate (BCIS) indices and is applied to elements of the prices that are not contractually fixed
 - The cost plan is based upon the design layouts finalised following the public consultation carried out during 2018

Programme

- 5.8 The capital cost estimate is based on the tendered programme, which includes the key dates shown in Table 14.

Table 14: Programme milestones

Milestone	Date
Council approval to award contract	March 2019
Completion of ECI period/Construction Commencement	Q4 2019
Construction complete	Q3 2022
Testing & Commissioning complete	Q1 2023
Services commencement	Q1 2023

Support for business

- 5.9 A package of measures has been developed in consultation with the business community and elected members to support business through the construction period. These include a range of practical measures to minimise disruption to businesses and customers as well as additional marketing and a continuity fund.

Risk quantification

- 5.10 The updated risk allowance includes assessments of the main sources of uncertainty to the project, including:
- Discrete cost risks
 - Estimate uncertainty
 - Cost of schedule delay
 - Unknown unknowns
- 5.11 The discrete cost risk estimate is based on a quantitative cost risk assessment (QCRA) of the project risk registers. Each risk in the risk register is assigned a probability of occurring and a range of estimated costs impacts, which are then modelled using a stochastic risk model to generate an estimate of the likely cost of risk at varying degrees of confidence. It is generally accepted best practice when adopting a quantitative risk analysis, to use the P80 risk estimate, i.e. the risk cost which the model predicts will not be exceeded 80% of the time.
- 5.12 Every cost plan is developed based on the best information available at the time and therefore there is always an element of uncertainty. For example, while utility diversion costs have been estimated based on detailed surveys, there is a risk that further utilities will be discovered when the works commence. The risk quantification process makes an allowance for this, along with all other uncertainties of which the Council is aware. This is discussed in more detail in chapter 7 including how risks will be managed throughout the life of the project.
- 5.13 In addition to the costs of individual risks occurring, the potential impact on programme and associated costs have also been considered. The cost of schedule delay is based on a quantitative schedule risk assessment (QSRA) of the programme risk register to estimate the delay cost of discrete risk events, and duration uncertainty. The QSRA provided a range of confidence levels for milestone completion dates. The P80 outputs were used to estimate the cost of delay for each stage of the project.
- 5.14 Despite undertaking a robust approach to developing and assessing the risk register, cost plan and programme it is possible that a currently unforeseen event could occur.

An allowance has been made for such unknowns by incorporating the standard deviation of the QCRA from the risk register.

Optimism bias

- 5.15 Academic research has shown that the cost of major projects is often underestimated due to unrealistic budgets influenced by project team optimism. This phenomenon is known as optimism bias. To counteract this, the project has considered government guidance, which has led to an additional 6% being added to the capital costs and risk allowance in the base case.
- 5.16 The project has also commissioned Professor Flyvbjerg and Dr Budzier from Oxford Global Projects at the University of Oxford to conduct a reference class forecast to estimate the cost and schedule risk of the project. As part of the Edinburgh Tram Inquiry into the original project, Prof. Flyvbjerg and Dr Budzier were requested, as experts, to review the original tram project’s risk management process. Therefore, while the outcome of the Inquiry is not yet known, it was considered prudent to ask Professor Flyvbjerg and Dr Budzier to provide a reference class forecast as they recommended in their evidence to the Inquiry. The output from the Oxford Global Projects review is set out later in this chapter.

Results

- 5.17 The results of the updated cost estimate are summarised in Table 15.

Table 15: Project cost estimate

Element	Cost (£m)
Development costs to date (funded from reserves and previously approved)	£5.5
Capital costs to completion	£156.7
Support for Business (Council funded element)	£1.9
Risk	£31.9
Project Cost	196.0
Optimism Bias @ 6% ⁶	£11.3
Project Cost inclusive of Optimism Bias	£207.3

Lifecycle costs

- 5.18 Lifecycle costs have been calculated for both the original and extended lines. While both the costs are included within the financial case, only the costs relating to the extension are included within the economic case, which is consistent with best practice.
- 5.19 The lifecycle renewal assumptions are:
- Costs are based on 2018 price levels, with inflation applied for the financial case

⁶ Calculated based on total project cost excluding development costs to date and support for business

- Replacement periods are generally assumed to match the design lives in the employer's requirements. In some cases, such as structures, costs have been added for partial renewals within the design lives
- For the extended part of the line, base unit costs from the current capital cost estimate have been used with normal allowances for contractor's preliminaries and client on-costs for design and project management
- For the existing line, Edinburgh Trams have reviewed the asset base to develop a lifecycle schedule and cost plan
- Allowances are made for tram refurbishment within the lifecycle cost estimate
- Tram vehicle replacement is also included in the financial model from 2043

Revenue and cost assumptions

5.20 The updated tram financial model is based on a number of detailed assumptions. The most significant ones are set out below. Key assumptions have been agreed between the Council and Edinburgh Trams to ensure the robustness of the financial projections.

Revenues

5.21 The most significant revenue stream is from tram fares. This income stream is based on projected passenger numbers derived from the Steer transport modelling work described in chapter 4. This modelling shows significant growth in tram patronage due to forecast passenger increases at Edinburgh Airport and planned housing growth in the city.

5.22 Edinburgh Trams have provided data on current ticket yields and the proportion of passengers using different ticket types (cash single, airport cash single, Ridacard, concession travel cards, etc). This information is used alongside the passenger projections and planned fare increases to 2021 to calculate estimated fare revenue. Beyond this, average fares are assumed to rise annually by RPI + 1%.

5.23 Currently the Scottish Government contributes to free bus travel for the over 60s and the Council pays for concessionary travel on trams. The model assumes that these arrangements will continue, with concessionary revenue being calculated as a percentage of overall patronage and adjusted for the increase in the rate of inflation. The projected additional costs associated with increased concessionary travel are included in the project cashflows.

5.24 In addition to fare income, the projections include developers' contributions of £7.8m towards the construction of the extended tram line. This is based on contributions received or agreed to date as well as an estimate of future contributions based on assumed development along the tram corridor.

5.25 The financial model assumes annual net tram advertising income of approximately £0.8m from 2018. This is split in accordance with agreements currently in place between Edinburgh Trams, Transport for Edinburgh and Marketing Edinburgh.

Operating and maintenance costs

5.26 Edinburgh Trams have provided details of all current tram operating costs. Although the new operating agreement requires Edinburgh Trams to meet the full cost of maintenance, cost estimates have been taken from existing Council contracts with

maintenance providers. These costs have been uplifted by appropriate inflation indices.

- 5.27 Tram costs in the model are increased by cost drivers including track length, annual tram kilometrage, patronage and one-off increases. All cost drivers, in consultation with Edinburgh Trams, have been reviewed and agreed.

Taxation

- 5.28 Corporation tax has been modelled using existing tax rates and company structures. In the early years of the model, Edinburgh Trams is forecast to make a loss, so corporation tax will not apply in the short to medium term. However, under the group relief arrangements, Edinburgh Trams will receive payment for its tax losses from profitable companies elsewhere within the Council's tax group.
- 5.29 A high level analysis of VAT implications has been carried out and established that the vast majority of VAT payable by the Council and Edinburgh Trams will be recoverable.

Dividend policy and transfer payments

- 5.30 Under the new operating agreement, monies are transferred between Transport for Edinburgh and the Council by way of an asset fee. This enables the Council to fund life-cycle replacement as well as the capital financing costs for the project. In the short to medium-term, to meet working capital requirements, the Council will purchase ordinary B shares in Edinburgh Trams. These will be repaid in the longer term, after which Edinburgh Trams will have the ability to pay dividends to its shareholder.

Lothian Buses dividends

- 5.31 At its board meeting in December 2018, the board of Lothian approved an additional dividend of £1m, which is available to fund the project. In addition to this, a further £19m has been agreed in principle to be paid over a 10 year period. The agreement is subject to ongoing profitability and financial strength of the company and its ability to ensure ongoing cash flow and investment requirements as approved through the business planning cycle.

Capital costs and financing

Capital advance

- 5.32 In order to complete the tram line to Newhaven, the Council needs to fund total project costs of up to £207.3m as set out in the 'Project Costs' section of this chapter.
- 5.33 Within the financial model, the capital advances associated with the spend profile, net of developer contributions and revenue-funded costs, have been charged as interest only during the construction phase. Once the line is operational, debt servicing is charged over a 30 year repayment profile using an income based repayment approach. The interest associated with repaying the capital advances has been modelled at a marginal cost of borrowing rate of 4.1%. The repayment profile modelled complies with current regulations guiding local authority borrowing, lending and loans fund administration. The results are shown in table 16.

Table 16: Net capital funding and debt service requirement

Description	Cost £m
Total Project costs	207.3
Less: Development costs funded from reserves	(5.5)
Less: Support for Business funded from revenue	(1.9)
Less: Income from developers' contributions	(7.8)
Net capital funding requirement	192.1
Averaged annual debt service requirement	10.5 ⁷

Modelling results

Affordability and funding

In order to assess whether the Council can afford the tram project, the Council cash flows during the construction period and over the subsequent borrowing repayment period have been modelled. Figure 6 details the cumulative cash flows to the Council to 2033.

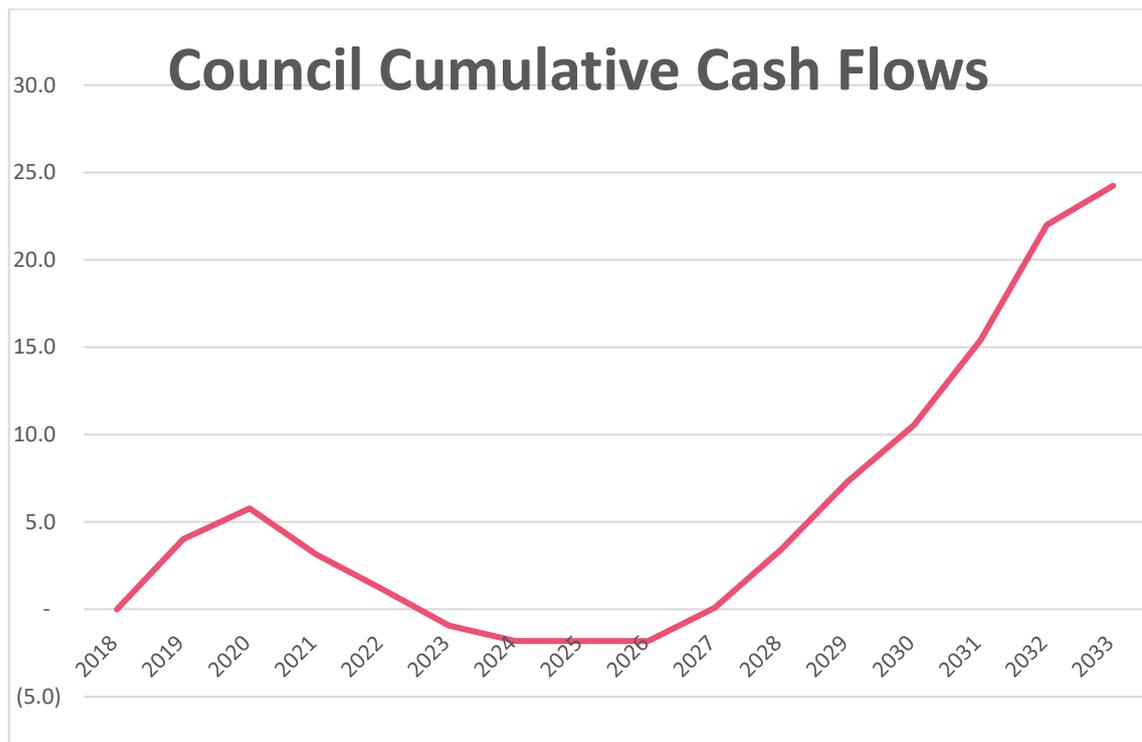


Figure 6: Council Cumulative Cash Flows

- 5.34 Under the income-based repayment profile, capital financing costs are repaid as interest only in the construction period, with principal and interest repayments for the 30 years following commencement of operations. However, the increased revenue generated from extending the tram line grows over a longer period, presenting a £1.9m challenge spread over financial years 2022-23 and 2023-24. This can be met from

⁷ This is based on the total debt service requirement divided by the construction period plus loan tenor

reserves which will be replenished from profits in future years, with all reserves being repaid by 2027. Moreover, there are opportunities to reduce the requirement for reserves from efficiencies in tram maintenance and further maximisation of tram advertising income.

Lothian Buses viability

- 5.35 It is recognised that the York Place to Newhaven tram line will have an impact on the Lothian business as a significant proportion of bus users on the proposed route are modelled in the business case to transfer to tram. In addition, based on real experience from the previous construction phase of the original tram line, the company will also see significant operational disruption, revenue loss and incur additional costs of operation during the construction phase. It is expected that the financial impacts will be mitigated with an ongoing proactive and collaborative approach.
- 5.36 The predicted counter balance is the future positive impact of the development of a fully integrated public transport system aimed at continuing the growth of the public transport market to the benefit of the city. Full consideration needs to be given to the full and proper integration of all public transport modes. Place making and design is crucial to ensure that all modes can co-exist together to deliver maximum benefits for the city.
- 5.37 The Council has discussed its proposals with the board of Lothian and both parties recognise the points above. The company continues to operate in a challenging commercial environment and the tram works will add to these challenges significantly. The company is confident that with the full support of the Council and delivery of measures it can continue to operate its business successfully as well as develop it for the future.
- 5.38 The Council will continue to work with Lothian closely in developing traffic management arrangements, including the implementation of bus priority measures to speed up journey times to minimise the impact on Lothian and its customers by keeping the city moving and placing the provision of public transport high on the agenda. Distinct and real actions will be taken to ensure an improvement to the free flow of public transport around the city. Increased priority will be given to bus with measures including a mutually agreed approach to bus lane operating hours, improved enforcement measures, the creation of new and additional priority measures and investment in infrastructure and real time information.

Opportunity cost

- 5.39 In making a decision on any major capital investment it is good practice to consider the opportunity costs, that being the amount that could be available to spend on other projects if the capital investment were not made.
- 5.40 As the project is funded almost entirely from future public transport revenues, the amount available to fund other priorities is limited to the Lothian Buses dividend and the surplus cashflows from the existing tram line. Cashflows from the line to Newhaven would not exist.

- 5.41 The dividend from Lothian Buses and the surplus cashflows from the existing tram line could be available to the Council to fund other priorities provided the profile of these sums matched an alternative investment.
- 5.42 Table 17 sets out the forecast annual sums available from public transport revenues.
- 5.43 The forecasts in table 17 assume that a £20m extraordinary dividend from Lothian Buses is paid in the absence of the tram to Newhaven project proceeding, and the performance of Edinburgh Trams is consistent with the projections in the financial model do-nothing scenario.

Table 17: Opportunity cost

Year	Tram surplus cashflows (£m)	Lothian Buses extraordinary dividend (£m)	Total (£m)
2018/19	1.1	1.0	2.1
2019/20	2.0	2.0	4.0
2020/21	1.3	2.0	3.3
2021/22	3.4	2.0	5.4
2022/23	3.7	2.0	5.7
2023/24	4.9	2.0	6.9
2024/25	6.0	2.0	8.0
2025/26	6.4	2.0	8.4
2026/27	3.0	2.0	5.0
2027/28	3.0	2.0	5.0
2028/29	3.1	1.0	4.1
TOTAL	37.9	20	57.9

- 5.44 This opportunity cost however needs to be viewed in the context of the monetary and wider economic benefits the project delivers as set out in chapter 4. As well as delivering in excess of £395m in benefits, the project contributes to a range of wider policy objectives and outcomes, in particular supporting the spatial planning and development strategies for the city, and improving transport accessibility in areas of comparative high deprivation. In the absence of the project, these benefits would not be realised.
- 5.45 The project supports the change in scale and location of jobs through:
- Directly supporting the bringing forward of employment related development in the Leith Waterfront area
 - Increasing the attractiveness of the employment locations in the city centre and Edinburgh Park by expanding the effective labour market catchment through reduced travel costs, and through helping bring forward major residential development in Leith Waterfront
- 5.46 While these benefits have not been quantified as part of this update of the business case, the inclusion of such benefits for public transport projects in large urban areas

(UK outside London) typically adds in the range of 15% to 40% above conventional transport benefits.

- 5.47 The project also connects major existing and planned employment destinations (city centre, Edinburgh Park) with the Leith corridor, which has among the highest population density in the city, and major planned areas for new residential developments along Leith Waterfront towards Newhaven.
- 5.48 As discussed in chapter 4, the development of Leith Waterfront has a strategically important role to play in mitigating the increase in in-commuting, by providing new dwellings on brownfield sites within the city with good public transport access to the city centre and Edinburgh Park. The project will improve public transport accessibility and help to bring forward developments at a potentially faster rate and higher density than would otherwise be the case.
- 5.49 Through this the tram will connect existing and new jobs with existing and new residents, ensuring that labour market accessibility is enhanced and that the economic growth that this supports will be delivered in a sustainable manner, though integrated transport and land use planning.
- 5.50 The project will create several hundred jobs during the construction phase, including jobs in the local economy. Once operational, the completed line will also create an additional 78 jobs rising to 92 by 2032.

Oxford Global Projects – Optimism bias using reference class forecasting

Reference class forecast report

- 5.51 As set out above the Council commissioned Professor Flyvbjerg and Dr Budzier from Oxford Global Projects at the University of Oxford to conduct a reference class forecast to estimate the cost and schedule risk of the project.
- 5.52 The work done by Oxford Global Projects provides a range of scenarios as to how risk and optimism bias may be applied. In broad terms the reference class report recognises that the higher the level of risk allowance the greater the certainty that the project will be delivered within budget. While it may be attractive to select a high overall risk contingency, the report also recognises that decision makers need to consider that any additional funding for risk provisions comes at decreasing marginal benefits.
- 5.53 Furthermore, the report states that managing risks is often seen to be a better use of resources than increasing contingencies. Risk management would include identification and reduction of project complexities; setting up an early warning system; and further enhancing the project's delivery capabilities and oversight. The report goes on to note that *“Actively addressing the risk would further increase the likelihood that the project will outperform previous completed projects”*.
- 5.54 The report presents a range of results, using reference class projects, and compares these with the risk allowance provided for in the base case set out above. The provision for risk within the base case is equivalent to a 39% chance of cost overrun, i.e. this level of risk provision has been exceeded by 39% of past projects while 61% of past projects stayed within the envelope of funding.

5.55 The report however highlights a variety of risks which are often a cause of cost overrun within the reference class. These are set out in table 18 below along with the steps taken by the project to address these specific risks.

Table 18: Common causes of cost overrun and steps taken by project

Common causes of cost overrun in light rail transport schemes	Steps taken by the project to address the risk
Low design maturity at full business case stage	Advanced stages of design; reference design already shared during bidding process
Scope increases	Alignment frozen, political commitment achieved to the current alignment
Unforeseen ground conditions: utilities	Part of utilities already diverted as part of the first tram project
Unforeseen ground conditions: soil strength	Geotechnical investigations
Procurement delays	Early contractor involvement; procurement concluded before Final Business Case approval

5.56 In the report it is recognised that the Council has already taken steps to de-risk the project and while the impact cannot be quantified, the report acknowledges that this provides evidence that the project might be less risky than the projects in the reference class.

Council response

5.57 However, the Council consider it prudent to take account of the work done by Oxford Global Projects, and in doing so, to present the impact of adopting the approach set out in their report in this Final Business Case.

5.58 If the base case is compared with the reference class projects in the report at a 20% chance of overrun, which mirrors the base case quantitative analysis at P80, then the project cost inclusive of optimism bias would be approximately £257.6m, this compares with the base case of £207.3m.

5.59 The impact of this increase on project cost inclusive of optimism bias would be to increase the £1.9m cashflow challenge to £14.8m with reserves being repaid by 2037.

5.60 While the base case is considered robust and has been derived from tendered prices, quantitative risk analysis and the application of optimism bias in line with government guidance, the Council can clearly not ignore the work done by Professor Flyvbjerg and Dr Budzier, given the evidence provided to the Edinburgh Tram Inquiry. The report recognises that the Council has already taken steps to de-risk the project but in the absence of that being quantifiable, it is considered appropriate to make contingency plans for the higher project cost of £257.6m.

5.61 In response to this the Council has investigated a number of options to address the increased cashflow challenge of £14.8m. Possible mitigation measures include forward borrowing to lower the cost of funding, a review of fare strategy for tram, and bringing forward operational efficiencies including potential savings on tram and infrastructure maintenance.

Way forward

- 5.62 Based on the findings of the Oxford Global Projects report and the Council response set out above, it is recommended that the project proceeds in line with the £207.3m base case and this is adopted as the project budget through to completion of the project.
- 5.63 However, it is further recommended that an allowance is made for an additional £50m as further contingency. This contingency will be overseen and managed by the Head of Finance and administered through the governance structure set out in chapter 7. In particular, the Finance & Risk sub-group shown in Figure 7 will be chaired by the Head of Finance with full responsibility for overseeing all risk allocation on the project.

Risks and sensitivity

Risks and opportunities

- 5.64 The detailed trams financial model is based on a large number of assumptions. There are risks in relying on any financial model, particularly one covering such a long period of time and with multimillion pound costs and income streams.
- 5.65 There is a risk that logical errors in the modelling result in misleading projections. To mitigate this risk, PriceWaterhouseCoopers performed a high level review of the model and its outputs at Outline Business Case stage. The review highlighted a small number of minor formula inconsistencies and errors that were rectified prior to running the model for this business case update. For the Final Business Case, Scott Moncrieff have performed a high level review of the logical integrity of the model and the evidence supporting the model inputs. In addition, the model has been internally reviewed using a commercially available model auditing package, to ensure its logical integrity.
- 5.66 As noted above, there is a risk that the tram construction works may impact on the ability of Lothian Buses to pay the modelled level of dividend due to the challenging commercial environment in which it operates. In order to mitigate this risk, the Council continues to work closely with Lothian Buses to minimise any negative impact on its operations.
- 5.67 There is also a risk that key assumptions regarding costs and income prove to be inaccurate. Some assumptions which could significantly change the financial impact of the project include:
- Passenger number estimates (the model assumes significant increases in tram use over the next 30 years)
 - Tram premium fares as a percentage of total tram cash fares
 - Marginal interest rate available to support this project
- 5.68 In response to this, sensitivity analysis has been carried out, against the base case, to determine the financial impacts to the Council should costs and incomes change. While there may also be changes that impact positively on project cashflows, these have not been modelled in this Final Business Case.

Sensitivity analysis

5.69 To improve confidence in modelling outputs, the following sensitivities have been tested:

- Changes in demand on the total extended line of minus 5%
- Changes in airport demand of minus 15%
- Change in marginal interest rate of plus 50 basis points

5.70 The analysis below shows that if the estimates of the number of passengers prove to be overly optimistic or if the marginal interest rate increases, then the Council will have to find additional resources to fund the project. None of these however exceed the £14.8m reserves requirement discussed above in relation to reference class forecasting.

5.71 Table 19 quantifies the revised requirement for reserves which would arise for each of the sensitivities when compared to the base case of £1.9m.

Table 19: Sensitivity test results

Sensitivities	Revised reserves requirement (£m)	Reserves repaid by (Year)	Comment
Demand – 5%	7.5	2035	This does not take account of mitigation measures which would include cost reduction through change to services in line with reduced demand
Airport demand - 15%	6.2	2029	This does not take account of mitigation measures which would include cost reduction through change to services in line with reduced demand
Increase in marginal interest rate of 50 basis points	5.1	2028	Manage risk through treasury management strategy

Conclusions

5.72 The tram line to Newhaven is affordable, on the basis that the £1.9m cashflow challenge can be funded from reserves. Reserves used would be replenished from profits in future years, with all reserves being repaid by 2027. Moreover, there are opportunities to reduce the requirement for reserves from efficiencies in tram maintenance and further maximisation of tram advertising income.

5.73 This conclusion is based on robust and prudent analysis of costs and revenues and assumes an extraordinary dividend from Lothian Buses of £20m over a 10 year horizon.

5.74 In the longer term, tram revenues can fund the extension and provide additional income to the Council.

5.75 However, in recognition of the work done by Oxford Global Projects, it is recommended that an allowance is made for an additional £50m as further contingency This

contingency allowance increases the £1.9m challenge to £14.8m requiring a series of measures to be implemented to fund or mitigate the risk.

- 5.76 All risk and contingency will be overseen by the Head of Finance and administered through the governance structure set out in chapter 7.
- 5.77 Analysis of opportunity costs has been carried out setting out the amount that could be available to spend on other projects if the capital investment were not made. This opportunity cost however needs to be viewed in the context of the monetary and wider economic benefits the project delivers.
- 5.78 Sensitivity testing has been undertaken on the base case showing the financial impact of changes to key assumptions and the impact on reserves.

6 The Commercial Case

Chapter summary

- This chapter builds on the work done in the updated Outline Business Case which provided detailed commentary on a range of procurement issues and concluded that:
 - The project is delivered under a design and build contract, incorporating tram infrastructure and tram control and communications systems
 - The maintenance of the York Place to Newhaven line should be procured separately
 - The appropriate form of contract for the main works should be the NEC4 Option C target price contract
 - There was likely to be little or no market appetite for taking full construction risk which would negate a PFI approach
- The procurement strategy was developed based on key procurement objectives and a consideration of the lessons learned on the first phase of tram and from other tram projects in the UK and internationally
- Analysis of the most appropriate contracting strategy for below ground obstructions, including utilities and archaeology, concluded during this stage of the project, and the Council has adopted a model that was used successfully on the first phase of tram, post mediation
- The Council has adopted an Early Contractor Involvement model for the project bringing together all key participants for a period of 6 months prior to any physical works being carried out. During this period a number of predefined tasks will be completed and all parties will work together to plan the works, investigate any value engineering opportunities and provide additional certainty around the project cost plan
- A comprehensive risk identification and assessment has been carried out, and allocation of risks under the contractual framework are set out in the chapter
- The Council has conducted two procurements for the main works and the below ground obstructions works. Both procurements have now concluded and the pricing and risk information contained in the successful tenders has been used to develop this Final Business Case

Introduction

- 6.1 The commercial case set out in the updated Outline Business Case identified the draft procurement and contracting strategy for the project, and outlined the proposed approaches to incentivising contractor performance, and to risk allocation.
- 6.2 Determining the appropriate procurement strategy involved an understanding of the procurement objectives; a consideration of the lessons learned on the first phase of tram and from other tram projects in the UK and internationally; and an appraisal of options available against the objectives and the lessons learned.
- 6.3 This appraisal of options and lessons learned were set out in the updated Outline Business Case.
- 6.4 With regards to lessons learned, the updated Outline Business Case noted that the project has retained a number of individuals who successfully delivered the Airport to

York Place project following mediation in 2011. In retaining this knowledge, the project is drawing on a number of lessons learned and these have been incorporated into the planning for the extension. These lessons include:

- The use of industry standard contracts to govern the project
- Rigorous project governance with highly qualified key personnel with experience of delivering light rail projects in the UK and abroad
- Setting up cross industry networks with other cities including Manchester, Birmingham and Dublin to ensure best practice is being adopted at each stage of project development
- Adopting traffic management plans that provide the contractor with expanded sites to ensure that works can continue in the event that problems are encountered during construction as well as adopting a strategy of only opening up roads once and completing all works prior to reinstatement - no double-dig
- Carrying out robust quantitative risk analysis and ensuring the contingencies set aside for unforeseen events
- Ensuring robust measures are incorporated into the construction contracts to ensure build quality, and a strong client team is present on site to monitor build quality
- Carrying out comprehensive formal consultation with the market to road test the overall delivery strategy for the project and encourage strong competition

6.5 The updated Outline Business Case provided detailed commentary on a range of procurement issues and concluded that:

- The project is delivered under a design and build contract, incorporating tram infrastructure and tram control and communications systems, referred to herein as the Infrastructure & Systems Contract (ISC)
- The maintenance of the York Place to Newhaven line should be procured separately
- The appropriate form of contract for the main works should be the NEC4 Option C target price contract
- There was likely to be little or no market appetite for taking full construction risk which would negate a PFI approach

6.6 The final strategy for dealing with below ground obstructions, including utility diversions and archaeology, was not included in the updated Outline Business Case although it was recognised that these works should be carried out in conjunction with the main infrastructure works, either by the ISC contractor or under a separate contract.

6.7 Further work on the systems procurement strategy was carried out for the updated Outline Business Case. This concluded that the infrastructure and systems would be procured as separate contracts, but with the procurement structured so that the Systems contractor becomes a nominated subcontractor to the ISC contractor. The Council however undertook to finalise negotiations with Siemens, prior to any contracts being signed.

6.8 This chapter builds on the conclusions from the updated Outline Business Case and discusses the outstanding procurement matters, risk apportionment and then provides a summary of the procurement processes conducted by the Council during 2018.

Outstanding procurement matters

Below ground obstructions including utility diversions and archaeology

- 6.9 Three options were considered in the updated Outline Business Case for below ground obstructions. The first was to include such works in the scope of the main design and build contract (the ISC); the second was to award a separate below ground obstructions design and build contract in advance of the ISC; and the third was to engage a specialist contractor, managed directly by the client team, to work ahead of the ISC contractor to identify and resolve below ground obstructions.
- 6.10 Work to finalise the procurement strategy for below ground obstructions including utility diversions and archaeology concluded at the end of 2017 and was agreed with the Project Board prior to tenders being released.
- 6.11 In finalising the strategy, the Council analysed all three options set out above against the following criteria:
- Lessons learned
 - Managing key project design interfaces
 - Cost certainty
 - Programme
 - Delivering value for money
- 6.12 Due to the level of cost and programme risk associated with below ground obstructions, and the premium that would be paid to the ISC contractor for this risk when it materialises, it was determined that the option to include the works in the ISC scope should be discounted. Based on previous market soundings there was also little market appetite for this approach.
- 6.13 By removing this unknown element from the ISC, it was concluded that the issue of below ground obstructions would be mitigated significantly for the ISC, making the project a more attractive proposition, which in addition would encourage greater competition.
- 6.14 The remaining options; (i) the award of a separate below ground obstructions design and build contract in advance of the ISC; or (ii) engage a specialist contractor, managed directly by the client team, to work ahead of the ISC contractor to identify and resolve below ground obstructions, were then considered and the residual risks assessed with mitigation measures developed for each risk.
- 6.15 The key differentiator between option (i) and option (ii) relates to scope definition and unknowns in the context of market appetite and the flexibility to control programme and cost to ensure best value to the Council while meeting the overall project programme.
- 6.16 Utility diversion works in particular suffer a high risk of delay due to the poor quality of records available on utility locations. Even with advance site investigations, there will inevitably be a volume of unknown services found.
- 6.17 As a result of this lack of scope definition, including the risk of unknowns and lack of flexibility to control programme and cost to suit the main works contract, it was concluded that option (i) should be discounted.

- 6.18 The decision was also supported by a tendering exercise carried out for Bernard Street enabling works in early 2017 where the tender was issued using a similar model to option (i) resulting in no tenders being received.
- 6.19 On this basis option (ii) was selected as the preferred model. This option was used on the first phase of tram, post mediation, and while the scope and costs changed during the contract, it is clear that the flexible strategy prevented delay to the main infrastructure contract and avoided significant claims. Option (ii) also supports a key objective of “no double dig” which is a key lesson from the first phase of tram.
- 6.20 The contract for below ground obstructions, referred to as the Swept Path Contract (SPC), will be administered using the NEC4 Option E form of contract.

Tram control and communication systems

- 6.21 Tram system owners face a common problem when building on to existing tram networks: how to procure the tram control and communication systems for the new route. The design and integration of these systems is the most technically complex part of the delivery of any tram project. The difficulties are compounded by the fact that many of these systems are of a proprietary nature, and thus can only be extended by the original equipment manufacturer.
- 6.22 Detailed work on the systems procurement strategy was carried out for the updated Outline Business Case which concluded:
- The infrastructure and systems would be procured as separate contracts, but with the procurement structured so that the systems contractor becomes a nominated or novated subcontractor to the ISC contractor. The ISC contractor would be responsible for the overall design, construction, commissioning and bringing into service of the project, including management of all design and programme interfaces, and for system integration and system assurance
 - The Council would continue to negotiate with the supplier of the existing systems, Siemens, to agree heads of terms under which they would act as a subcontractor for the delivery of the systems extension works. The heads of terms would include a detailed specification for the system works and Siemens' proposed prices or rates to undertake the works
- 6.23 Negotiations with Siemens have now concluded and contractual terms have been agreed. During the next stage of project delivery, early contractor involvement, Siemens will be contracting directly with the Council. Upon completion of the next stage, Siemens will then contract directly with the ISC contractor under a sub-contract agreement, the terms of which have already been agreed.

Early Contractor Involvement

- 6.24 The market consultation conducted in 2017 with potential suppliers for the ISC contract reaffirmed their preference for a two stage process. In recent times, tenderer's approach to risk has had a significant impact on the traditional single stage tendering process for projects with the majority of feedback from the market consultation promoting two-stage approach using Early Contractor Involvement (ECI).

- 6.25 ECI is a tried and tested method of procurement that has been recommended and endorsed by Cabinet office; the IUK Project Initiation Routemap and has been used successfully on many other major UK infrastructure projects & programmes.
- 6.26 The approach responds to the historic issues of unsatisfactory outcomes on major projects driven by behaviours of low cost tendering and significant post contract escalation and delays driven by adverse commercial behaviours misaligned to a client's objectives.
- 6.27 The ECI approach was therefore adopted by the Project Board prior to tenders being issued.
- 6.28 In broad terms the ECI stage of the project brings together the Council, the ISC contractor, Siemens, the SPC contractor and key stakeholders such as the utility providers, for a period of 6 months prior to any physical works being carried out. During the ECI period a number of predefined tasks will be completed and all parties will work together to plan the works, investigate any value engineering opportunities and provide additional certainty around the project cost plan.
- 6.29 Specifically, the tasks to be carried out during ECI are:
- Finalise the route wide tram infrastructure clearance zone (TICZ) setting out plan and cross sections to facilitate the design of the SPC works
 - In-situ testing at formation level
 - Development of formation protection measures to prevent degradation
 - Planning the re-use of existing materials from TICZ
 - Design to confirm OLE pole locations
 - Track slab bridging details at specific high-risk locations
 - Design of the South Leith Parish Church graveyard wall foundation
 - Detailed design of Traffic Management measures
 - Site Clearance Design
 - Development of a fully integrated Programme
 - Completion of the detailed Stakeholder Management Plan
 - Development of the project Document Management Plan
 - Development of the Building Information Modelling (BIM) Execution Plan
- 6.30 Upon completion of the ECI stage, the ISC and SPC contractors will be issued with a Notice to Proceed subject to the project remaining within the affordability envelope set by Council. In the unlikely event that the project does not remain within the affordability envelope, the Council reserves the right to terminate the contracts, with the parties only being reimbursed for the work carried out prior to any termination.

Risk apportionment

- 6.31 A comprehensive assessment of risks has been carried out, following the risk management process described in chapter 7.
- 6.32 The main risks associated with the delivery of the project are summarised in table 20 showing how each risk is apportioned between the Council and the ISC contractor. The table reflects the final contractual position reached following the procurement process. The table also provides notes where appropriate.

Table 20: Risk allocation

Risk	Council	ISC	Notes
Site access and possession			
Site possession	✓		
Off-site access and possession rights		✓	
Exercise of third party access rights to Site.	✓	✓	The Council retains risk for 3 rd party rights other than those disclosed in the tender documents
Protester action	✓		
Road closure and traffic management approvals	✓	✓	TRO approval to be sought by Council. Further approvals responsibility of ISC
Access to existing Tram System		✓	
Usability of existing free issue equipment		✓	
Site conditions			
Condition of existing structures	✓		
Archaeology	✓		
Contaminated ground	✓	✓	The Council retains risk for contamination other than that disclosed in the tender documents
Diversion of utilities	✓		
Necessary Consents			
Adequacy of Powers	✓		
Obtaining of all necessary consents	✓	✓	Council resources to ensure timely response to Prior Approval requests
Building fixing consents	✓	✓	The Council has undertaken to deliver specific consents. Additional consents are responsibility of the ISC
Design			
Ability of the Council Specification to meet Council business objectives	✓		
Inconsistency / ambiguity within Council Specification		✓	Obligation on bidders to review specifications at tender stage
Accuracy of "Relied Upon Information" relating to the Existing System	✓		
Development of design		✓	Previous design made available on an unwarranted basis

Risk	Council	ISC	Notes
Construction			
Build quality		✓	
Site security		✓	
Traffic management		✓	Advance TRO approval being sought
Exceptionally adverse weather conditions	✓		
Force majeure events	✓		
Public liaison	✓	✓	Collaborative approach being pursued
Damage to existing system		✓	
Disruption to operations		✓	
Third party claims	✓	✓	Owner Controlled Insurance Policy
Testing, commissioning and bringing into service			
Provision of trams and staff	✓		Edinburgh Trams
System integration		✓	
System performance		✓	
Safety Case	✓		Edinburgh Trams as Duty Holder

Procurement process

- 6.33 Based on the overarching strategy set out in the updated Outline Business Case and the subsequent analysis in relation to below ground obstructions, the Council has conducted two procurements. One for the ISC contractor and the other for SPC contractor.
- 6.34 In broad terms the scope of the ISC and SPC are as set out in table 21 below:

Table 21: Scope split

SPC Contract	ISC Contract
<ul style="list-style-type: none"> Excavate and prepare the tram infrastructure clearance zone (TICZ) to accommodate tram works Utility design/diversion removals of below ground conflicts within the TICZ Resolution of all Archaeology Installation of new manholes on the Scottish Water drainage network Clearance and protection of Overhead Line Equipment (OLE) pole foundation locations. 	<ul style="list-style-type: none"> Design and construction of all tram works including tram communication and control systems Specific works elements including: <ul style="list-style-type: none"> Track; OLE; Roadworks; Public Realm; Traffic signals; Street lighting; Substations; and Systems integration Testing & commissioning and bringing into operational service

- 6.35 Both procurements were conducted in full compliance with the Utilities Contracts (Scotland) Regulations 2016.
- 6.36 Prior to commencing the ISC procurement the project sought an independent review of the scope documentation which had been drafted by the Council's technical advisor, Atkins and the Council's Project & Commercial Management advisor, Turner & Townsend.
- 6.37 This independent review was carried out across the full suite of scope documentation which is made up of the main document and a number of appendices including the performance specifications. The independent reviewer carried out a peer review of the documentation and provided a tracked changes suite of documentation for consideration by the Council and its advisors. This took account of the scope coverage contained within the documentation and any gaps that existed; the scope definition and the clarity required to allow bidders to price the works; and the consistency of scope across the suite of documentation.
- 6.38 The contracts for both the ISC and the SPC are standard NEC forms of contract amended to suit project requirements by Ashurst, the Council's legal advisor for the project. Ashurst were instructed by the Council's legal team with input from the advisory team from Turner & Townsend and Anturas Consulting Limited. Further workshops were also held with personnel external to the project wherein the contract conditions were tested against set scenarios. The NEC contract is a form of contract widely used in infrastructure projects in the UK. It requires active management and promotes collaboration between the parties. The edition of contract being used is edition 4, which is the latest edition and includes provision for Early Contractor Involvement and Project Bank Account.
- 6.39 The two tenders were advertised on the Public Contracts Scotland portal and in the Official Journal of the EU on 27 October 2017.
- 6.40 Three companies applied to be prequalified to tender for the SPC. However, one of these did not meet the Council's prequalification criteria.
- 6.41 Invitations to tender were issued to the two prequalified bidders for the SPC works on 22 June 2018 and tenders were received from both bidders on 10 August 2018. These tenders were then evaluated in accordance with the evaluation criteria set out in the invitation to tender.
- 6.42 Seven consortia applied to be prequalified to tender for the ISC. Following an evaluation against the published prequalification criteria, four of the applicants were prequalified.
- 6.43 Invitations to tender were issued to the four prequalified bidders for the ISC works on 18 April. Two tenderers withdrew from the process during the tendering period. Tenders were received from the remaining two bidders on 7 September 2018. These tenders were then evaluated in accordance with the evaluation criteria set out in the invitation to tender.
- 6.44 Following the quality evaluation of the ISC tenders, the Council identified some areas for enhancement in both tenders and some areas requiring clarification. In response to this the Council took a decision to run a Best & Final Offer (BAFO) stage in the

procurement. This approach provided an opportunity for tenderers to improve their submissions and provide the Council with more economically advantageous tenders.

- 6.45 BAFO submissions were received on 16 November 2018 and evaluated in accordance with the evaluation criteria set out in the invitation to tender.
- 6.46 Both procurements have now concluded, subject to approval of the Finance and Resource Committee, and the pricing and risk information contained in the successful tenders has been used to develop this Final Business Case.

Conclusions

- 6.47 The updated Outline Business Case provided detailed commentary on a range of procurement issues and concluded that:
- The project is delivered under a design and build contract, incorporating tram infrastructure and tram control and communications systems
 - The maintenance of the York Place to Newhaven line should be procured separately
 - The appropriate form of contract for the main works should be the NEC4 Option C target price contract
 - There was likely to be little or no market appetite for taking full construction risk which would negate a PFI approach
- 6.48 The procurement strategy was developed based on key procurement objectives and a consideration of the lessons learned on the first phase of tram and from other tram projects in the UK and internationally.
- 6.49 Analysis of the most appropriate contracting strategy for below ground obstructions, including utilities and archaeology, was completed during this stage of the project and the Council has adopted a model that was used successfully on the first phase of tram, post mediation.
- 6.50 The Council has adopted an Early Contractor Involvement model for the project bringing together all key participants for a period of 6 months prior to any physical works being carried out. During this period a number of predefined tasks will be completed and all parties will work together to plan the works, investigate any value engineering opportunities and provide additional certainty around the project cost plan.
- 6.51 A comprehensive risk identification and assessment has been carried out, and allocation of risks under the contractual framework are set out in the chapter.
- 6.52 The Council has conducted two procurements for the main works and the below ground obstructions works. Both procurements have now concluded and the pricing and risk information contained in the successful tenders has been used to develop this Final Business Case.

7 The Management Case

Chapter summary

- Traffic management will be deployed which facilitates opening large sections of the work site at any one time and the project will not be subject to any city traffic embargoes
- A continuous approach to construction will be deployed wherever possible whereby the diversion of utilities will be carried out immediately prior to the installation of the tramway avoiding the need to excavate twice, thus minimising disruption, minimising cost, and speeding up the construction process
- A Support for Business scheme has been developed to maintain the vibrancy, desirability and accessibility of the streets affected by the project during construction
- Works will be carried out in accordance with the Code of Construction Practice
- The strategy for dealing with heritage items and archaeological remains has been agreed with the City Archaeologist
- To mitigate the impact on passenger services, it is proposed to decommission the York Place tramstop as part of the last construction activities and introduce temporary measures (including temporary crossover west of Elder Street) to allow services to run as far as St Andrew Square until the new line is operational
- A number of supplementary projects have been identified that support the finally developed road layouts between York Place and Newhaven. These projects will be funded from the Place capital programme budget and will be delivered in parallel with the tram project
- A programme has been developed based on the general principle of continuous working and adopting a traffic management plan which facilitates opening up large sections of the work site at any one time. Overall the project will take approximately 46 months from award of contract to open for revenue service
- Robust governance, change management, and risk management procedures are in place on the project that draw on lessons learned from the first phase of tram delivery, post mediation, and other major projects
- An outline Stakeholder and Communications Management Plan has been prepared for the project which adheres to the Scottish Government's Seven Standards of Community Engagement to ensure an equality of access for all
- A contractor insolvency mitigation plan has been developed for the project that sets out a number of financial, contractual and management measures that will be put in place to reduce the impact of this risk

Introduction

7.1 The management case sets out how the Council plan to deliver the project to ensure that the objectives in terms of cost, time and quality are achieved. The following topics are covered:

- Construction phase plan
- Programme
- Project management
- Risk and opportunity management
- Stakeholder management
- Post-project review

Construction phase plan

Introduction

- 7.2 Since the updated Outline Business Case, further design work has been carried out that has informed the tender documents issued to the market and therefore tender price returns which have fed into the costs and risk assessments in this Final Business Case.
- 7.3 A major element of the design development carried out during 2018 is the development of the road layouts and public realm for the project. These designs were initially developed ahead of a major public consultation activity which was undertaken between March 2018 and November 2018. This consultation has resulted in a road alignment and public realm design for the project that will form the basis of the detailed design and Traffic Regulation Orders (TROs).
- 7.4 In developing the designs and construction phase plan for the project, consideration has been given to the interface with existing and proposed development works along the route. This ensures permanent design layouts reflect the incorporation of these developments, and that construction interfaces can be managed.
- 7.5 The construction phase plan, initially developed as the construction delivery strategy in 2015, and updated during 2018, includes general principles which will be adopted and covers the following:
- Core principles
 - Traffic management including proposed enabling works
 - Utilities and other below ground assets including site investigation
 - City heritage
 - Tie in to the existing tramway
 - Supplementary projects
- 7.6 The recommendations of the construction phase plan are summarised below.

Core principles

- 7.7 Based on lessons learned from the construction of the first phase of tram, the strategy is underpinned by the following core principles:
- Traffic management will be deployed which facilitates opening large sections of the work site at any one time. This will require significant traffic management planning over a large geographic area to accommodate diversion routes and changes to junction operations
 - A continuous approach to construction will be deployed wherever possible whereby the diversion of utilities will be carried out immediately prior to the installation of the tramway avoiding the need to excavate twice, thus minimising disruption, minimising cost, and speeding up the construction process. This is consistent with the recommended procurement strategy set out in chapter 6
 - Recognising the impact this approach is likely to have on the local community, a Support for Business scheme has been developed to maintain the vibrancy, desirability and accessibility of the streets affected by the project during construction. Measures include logistics hubs, open for business campaign, on

street customer service officers, business skills development and a business continuity fund

- Works will be carried out in accordance with the Code of Construction Practice
- The project will not be subject to any city traffic embargoes

Traffic Management

7.8 The principle of adopting a traffic management plan which facilitates opening large sections of the work site at any one time was driven primarily by lessons learned from the construction of the existing route and experience in other cities both in the UK and Europe. The factors considered in arriving at this decision are summarised in table 22.

Table 22: Advantages & disadvantages of proposed traffic management approach

Advantages	Disadvantages
<ul style="list-style-type: none"> • Overall programme saving • Economies of scale through completing utility diversions in single phase • Savings on traffic management costs • Fewer traffic management changes allowing all road users to adapt to revised arrangements • Flexibility to solve site issues as they arise • More efficient track construction • More efficient testing of built infrastructure • Continuity of access and dedicated logistics support for business deliveries and collections • Better quality road surfacing with fewer transverse joints 	<ul style="list-style-type: none"> • Disruption over a wider area at any point in time • Impact of traffic diversions on a wider area • Additional road modifications to support diversion routes • Some reduction in public transport accessibility due to bus route diversions

7.9 To facilitate the works there is a need to provide significant traffic management. The methodology to be adopted to deliver the project utilises closure of substantial sections of road on Leith Walk and Constitution Street, with wider city traffic management required to facilitate these closures. These will be supplemented by provision for parking and loading, pedestrian crossings and logistics support for local businesses.

7.10 To implement the traffic management proposals, the project has considered the wider street network and associated enabling works which would mitigate the impact of the traffic management on the flow of traffic. This includes temporary traffic signals replacing the roundabout at the Easter Road / Duke Street junction, strengthening works to the Easter Road / Albion Road junction underbridge as well as kerb alignment works to Leith Walk allowing for the city bound traffic running lane. These enabling works will have a positive impact on traffic flow during the construction stage.

7.11 The project has liaised extensively with Lothian Buses on the proposed traffic management to provide a full understanding of the implications of the traffic management, allowing Lothian Buses to develop their bus diversion route plans accordingly. The proposed diversions have all been subject to joint inspections assessing geometry constraints, road condition, street furniture, adjacent foliage, temporary parking and loading restrictions, bus stop provision and any other impacts

on the bus user such as crossing facilities. These assessments have all been tabled through the Traffic Management Review Panel (TMRP). Once reviewed through the TMRP a detailed enabling works package will be commissioned. The majority of the proposed diversion routes have all been utilised previously by Lothian Buses.

- 7.12 From a traffic management perspective, the route has been split into four sections, with a different approach being adopted in each section, as set out in table 23. It should be noted that table 23 presents the sections geographically and not in the intended works sequencing.

Table 23: Traffic management proposals by route section

Route section	Proposals
York Place to London Road	<p>Carry out works in sub-phases to maintain traffic in both directions at all times:</p> <ul style="list-style-type: none"> • Picardy Place to Union Street • Union Street to London Road • York Place tie-in
London Road to Foot of the Walk	<p>Close 3 lanes of Leith Walk for approximately 18 months between London & Manderston Street (this includes appropriate timescales to carry out all required road works including switching traffic management to carry out works on the running lane).</p> <p>Introduce single direction running on Leith Walk city bound with Leith bound traffic diverted via either Easter Road or Bonnington Road. This will be supported with the provision of loading areas, logistics support and pedestrian crossings to minimise disruption on Leith Walk.</p> <p>Following the initial closure works will commence between Manderston St and Foot of the Walk for approximately 9 months. In this phase traffic is diverted via Easter Road, Manderston St to access the citybound direction of Leith Walk. The Leith bound traffic lane is maintained.</p>
Constitution Street to Tower Street	<p>Given the constraints in relation to road width, and the availability of diversionary routes, the strategy is to close the full width of the road in sections to allow the works to take place. Access to all business and residential premises will be maintained at all times.</p>
Forth Port to Newhaven	<p>Carry out works in phases to maintain access to the operational dock and local residents at all times:</p> <ul style="list-style-type: none"> • Newhaven to Melrose Drive • Melrose Drive • Ocean Terminal West Side to Melrose Drive • Ocean Terminal West to Ocean Terminal East • Ocean Terminal East to Rennie's Isle • Rennie's Isle to Tower Place • Tower Place to Stevedore Place East • Stevedore Place East to Casino Access Road • Casino Access Road to Constitution Place

- 7.13 This approach has been tested using the Council's traffic model. The final traffic management proposals will be developed in detail by the ISC contractor and will be subject to scrutiny by a Traffic Management Review Panel chaired by Council officials and including representatives of the emergency services and public transport

operators. Elected members will be consulted through the All Party Oversight Group as detailed proposals are developed.

- 7.14 The construction duration used to develop this Final Business Case is based on the traffic management assumptions set out herein and confirmed by the tender responses from the market.

Utilities and other below ground assets including site investigation

- 7.15 A major part of the works involved in building a tram system is the clearing of obstructions from the tram construction path, including all required utility diversions. While a significant number of utility diversions have been carried out by contractors engaged on the first phase of tram, it is clear that residual issues will need to be resolved.
- 7.16 A desktop utility assessment has therefore been carried out to identify utilities, basements, archaeological works, monuments, obstructions and other underground assets that may impact the tram works. A schedule was prepared for the updated Outline Business Case detailing the likely conflicts and the action required to mitigate them.
- 7.17 The desktop exercise identified in excess of 1,200 potential conflicts with utilities and other below ground assets along the route. An impact assessment of the conflicts was carried out with over 75% being considered medium to high impact (those which affect main tram infrastructure construction). As well as those conflicts identified, there are likely to be further conflicts that are currently unknown and will only become apparent when the excavation works occur.
- 7.18 Given the need to provide good quality, comprehensive ground investigation information to bidders, an assessment based on the outputs of the desktop exercise, was carried out and identified additional areas that should be investigated further through site investigation in the pre-contract stage of the project.
- 7.19 These additional site investigations were completed and the results fed in to the cost and risk assessments in this Final Business Case.
- 7.20 The Council has engaged with all major utility companies to provide them with a full understanding of the project route, the construction methodology and how the project plans to engage with them both during the early design stage through to the construction stage of the project. This early engagement has also allowed both the Council and the utility companies to get a better understanding of the number and location of potential conflicts on the route for further consideration during the design stage of the project.

City heritage

- 7.21 There are a number of heritage items that have been considered when developing the construction phase plan, including archaeological areas of interest, listed buildings and monuments.
- 7.22 The strategy for dealing with archaeological remains has been agreed with the City Archaeologist and is set out in table 24.

Table 24: Strategy for dealing with city heritage items

Archaeology		
Area	Description	Strategy
York Place to Foot of the Walk	Some archaeological remains	Maintain an archaeological watching brief during the works and record features of interest
Foot of the Walk to Constitution Place	Significant level of archaeological interest, including graveyard	Include an allowance in the programme for resolution of archaeology. Carry out heritage works at the Constitution Street church, including wall stabilisation and exhumation and reinterment of bodies currently lying under roadway
Constitution Place to Newhaven	Varying sections of archaeological interest including 1817 dock structure at Ocean Terminal and archaeological findings between Queen Charlotte Street and Baltic Street	Maintain an archaeological watching brief during the works and record features of interest Carry out heritage works at the 1817 dock structure and between Queen Charlotte Street and Baltic Street

7.23 There are a number of listed buildings and structures that will be encountered during the works. These have been categorised as buildings or structures needing improvement works; protection works or no work. All costs associated with the improvement or protection works are included in the capital cost plan.

7.24 There are two monuments within public realm spaces which conflict with the tram construction path. These are:

- Queen Victoria statue at the Foot of the Walk
- Robert Burns statue at Bernard Street

7.25 Both of these monuments have been assessed in relation to their current location, condition and revised road alignments to determine how it will be dealt with. The Queen Victoria statue can be protected during construction, the Robert Burns statue will need to be permanently relocated close to its existing location. Appropriate permissions for the relocation of the statue will be sought.

7.26 Along with the above, the project will reinstate the London Road Clock and Leith Walk Pigeons within the Elm Row public realm design.

Tie-in to the existing tramway

7.27 The project includes the demolition of the existing temporary tramstop at York Place. The platform of this stop sits on the line of the future inbound track of the proposed line. This stop will thus have to be shut for a period of time to construct the tie-in of the existing track to the new line.

7.28 To mitigate the impact on passenger services, it is proposed to decommission the York Place tramstop as part of the last construction activities and introduce temporary measures (including temporary crossover west of Elder Street) to allow services to run as far as St Andrew Square until the new line is operational.

Supplementary projects

- 7.29 In developing the road layout and public realm for the scheme, a number of supplementary projects have been identified that support the finally developed road layouts between York Place and Newhaven. As discussed in chapter 5, these projects will be funded from the Place capital programme budget and will be delivered in parallel with the tram project. These are summarised below:

Table 25: Supplementary Projects

Supplementary Projects		
Project Title	Description	Reason for development
Foot of the Walk to Ocean Terminal Active Travel	Introduction of cycleway provision between Foot of Leith Walk and Ocean Terminal	Lack of cycling infrastructure on main tram route due to constrained streetscape and road widths
Duncan Place Calming	Calming & restrictions on Duncan Place	Due to the traffic restriction at the South end of Constitution Street, measures put in place to avoid 'rat' running along Duncan Place
Brunswick Road Access	Vehicular access to Brunswick Road from Leith Walk restricted	Due to the closure of Montgomery St at Leith Walk and the banned right turn at London Road onto Leith Walk to mitigate traffic displacement to Brunswick Road
Easter Road/Duke Street Junction	Removal of roundabout and introduction of signalised junction	To accommodate temporary traffic management on Leith Walk and mitigate vehicular delays post completion

Programme

- 7.30 A programme has been developed based on the general principle of continuous working and adopting a traffic management plan which facilitates opening up large sections of the work site at any one time. The programme is based on:
- Actual observed timescales on the first phase of tram post mediation in relation to utilities and underground obstructions
 - The programme submitted as part of the ISC tender
- 7.31 Overall the project will take approximately 46 months from award of contract to open for revenue service as shown in table 26.
- 7.32 This duration includes for early contractor involvement, design, construction, testing and commissioning. This duration is within industry norms for a tram project of this scale and complexity.

Table 26: Pre-contract award programme

Milestone	Date
Contract Award	March 2019
Early Contractor Involvement Stage Complete	September 2019
Construction Complete	August 2022
Testing & Commissioning	January 2023
Open for Revenue Service	February 2023

Project Execution Plan

- 7.33 A comprehensive Project Execution Plan (PEP) has been prepared for the project. This is a living document which continues to be updated as the project progresses from one stage to the next. The project team is currently updating the PEP to reflect the project moving from business case stage to construction. Each update of the PEP is approved by the Project Board.
- 7.34 The PEP defines the project objectives and the strategy for the management of the project and the procedures for its successful implementation and completion in line with those objectives.
- 7.35 The PEP sets out the processes to be followed for a range of project disciplines, including:
- Overall project governance and organisation
 - Project communications management
 - Cost management
 - Programme management
 - Risk management
 - Quality management
 - Change management
 - Design management
 - Health and safety management
 - Environmental management
 - Stakeholder management
 - Contractor Insolvency
 - Document control
- 7.36 The project governance and organisation, change management, risk management and stakeholder management approaches are elaborated on below. Further details are also provided on the project's contractor insolvency strategy.

Project governance & organisation

- 7.37 A key lesson learned from the first phase of tram delivery related to the project governance and contract management structures. Following mediation, revised governance structures were put in place that served the project well through to passenger service. It was therefore considered essential that similar arrangements be put in place from the outset of this project. The key principles underpinning the project governance structure are:

- Strong leadership from the top of the Council, key stakeholders and the contractors selected to carry out the works
- Strong political support and regular reporting by officers on risks, issues and costs
- Clearly defined roles and responsibilities within the Council with clear reporting lines
- Clear management information used to report through all project levels
- Professional project management support to the project

7.38 Responsibility within the Council for the project resides with the Senior Responsible Officer (SRO) who leads the project senior management team. Core decisions are taken within the project, by the Project Board or by the Council's Corporate Leadership Team, as appropriate. A separate Finance and Risk Sub-Group, chaired by the Head of Finance, is also being established to provide detailed challenge and oversight. This sub-group will also oversee project risk contingencies.

7.39 Political oversight resides with the All Party Oversight Group with reporting to Council committees as required.

7.40 The managed delivery unit is, in the main, made up of the Council's advisory team and will be led by the Project Director. It will be contracted to successfully manage all aspects of the project through to completion. The Project Director and SRO will both have membership of the Project Board and will be responsible for reporting progress on all aspects of project delivery.

7.41 This is top level governance reflected below in Figure 7.

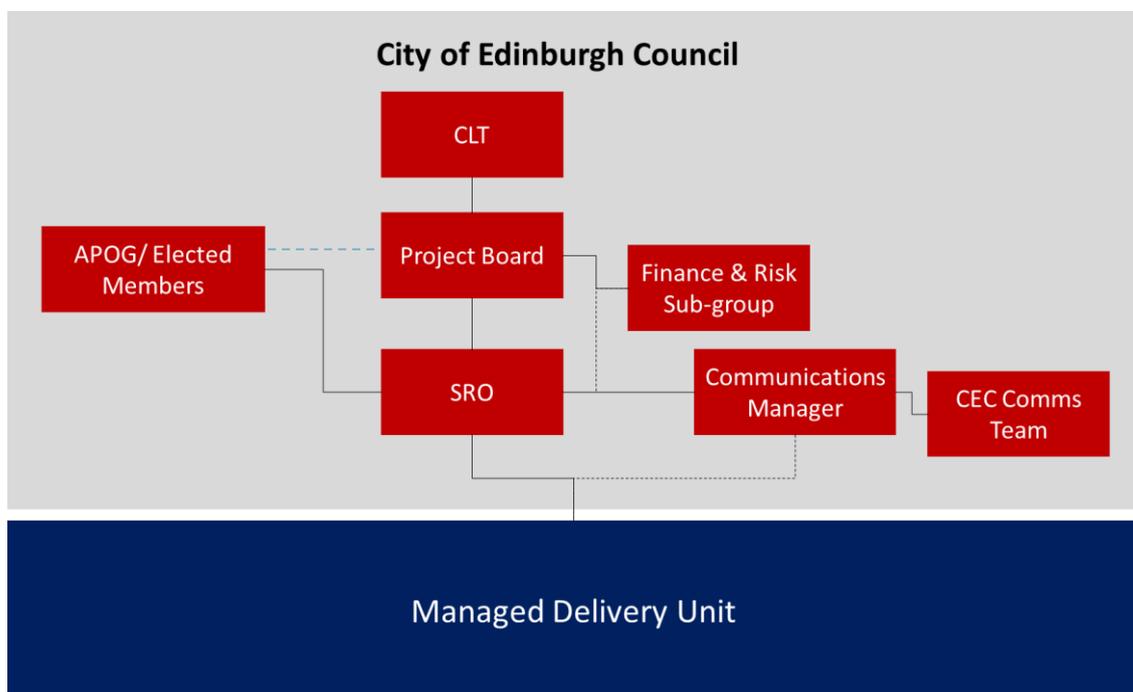


Figure 7: Top level governance

7.42 The Project Board also retains the services of an Independent Advisor and this will continue for the duration of the project.

Change management

- 7.43 A robust change management process is being implemented which recognises that good change control relies upon accurate identification and assessment of proposed changes at the earliest possible stage.
- 7.44 To support this change management process, the project is establishing the Finance & Risk Sub-Group to the Project Board as set out above. This approach was successfully implemented on the Forth Replacement Crossing. The purpose of that sub-group will be to:
- ensure rigour in risk mitigation measures
 - allow detailed review of close out of risks as the project progresses
 - allow for a detailed review of any call on the project contingencies prior to consideration by the Project Board

Risk and opportunity management

- 7.45 The risk management process adopted for the project represents common best practice for identifying and understanding the range of risks faced by the project and setting out actions to manage them. It consists of the following iterative steps:
- **Identification** – new risks are identified and incorporated into a risk register
 - **Analysis & evaluation** – each risk is assessed in terms of likelihood and impact
 - **Treatment** – actions identified and implemented to actively manage risk
 - **Review** – on-going monitoring progression of risks over the life of the project
- 7.46 This is supplemented by the ongoing monitoring, review, management, reporting, communication and improvement of the risk process and its deliverables against the project objectives throughout the life of the project. This assists with establishing and maintaining the process, creating a risk management culture, assigning accountability, allocation of risk and allows for risk activity and reporting arrangements to adapt to emerging changes in the project.
- 7.47 Comprehensive risk registers have been developed for each of the work packages identified in the procurement strategy, as well as an overarching programme risk register. A process is in place for escalating risks to the programme risk register when appropriate.
- 7.48 The risk registers provide full details in relation to the description, classification, assessment, and mitigation of all risks to the project. The registers remain as live documents, subject to regular amendment as new risks are documented and current risks are managed out. Individual risks will be regularly reviewed with the risk owners and the project team and updated as required. This process will provide an ongoing assessment of the risks in the light of project development and the impact of control actions taken.
- 7.49 In order to maintain continuous review and communication, the project is subject to a schedule of risk activities and reporting as shown in table 27

Table 27: Risk reporting

Activity	Report Frequency
Risk Register Reviews	Monthly
Risk Register QCRA's	Quarterly or following significant change
Risk Dashboard report	Monthly
QSRA	Quarterly or following significant change

7.50 The results of the monthly risk review, QRA update and any other risk activity in the month are summarised in a monthly risk dashboard report. This summarises details of the top risks to the project and provides an overview of the current estimated risk exposure.

Stakeholder management

7.51 An outline Stakeholder and Communications Management Plan has been prepared for the project which describes the processes for ensuring an effective strategy for the management of stakeholders on the project. It details how the project will identify and manage all stakeholders impacted by the works, engage with them and optimise their experience of the project and empower them in the local decision making process. The plan adheres to the Scottish Government's Seven Standards of Community Engagement to ensure an equality of access for all.

7.52 The activities within the stakeholder management process include:

- **Identification** of stakeholder organisations and key decision makers
- **Analysis** of the stakeholders to understand their needs and position in relation to the project
- **Strategy & planning** to identify the most effective means of communicating with different stakeholders in order to minimise risk and maximise opportunity
- **Implementation, engagement and review** including the establishment of different engagement channels, production of stakeholder specific communications materials, and the implementation of reporting and reviewing procedures
- **Evaluation** following review in order to identify positive engagement, minimise disputes where necessary and amend methods of communication
- **Recording and monitoring** stakeholder requirements throughout the lifecycle, assigning tangible actions and deadlines for completion with the aim of maximising overall stakeholder satisfaction.

7.53 The objectives of the communications strategy are:

- to provide residents and businesses with relevant, timely and up to date information about the project
- to provide residents and businesses with accessible inbound communications channels to ensure their concerns are given appropriate consideration in developing the timing and phasing of the project
- to highlight the benefits of the tram project to the communities it serves and to the city as a whole
- to ensure, where possible, any conflict is avoided through open and transparent communication

Contractor insolvency mitigation

- 7.54 Following recent high profile contractor failures, and due to the risk inherent in the construction industry, a number of measures have been investigated to protect the Council in the event of contractor failure.
- 7.55 Despite all necessary checks being carried out prior to entering into a contract, it is impossible to fully mitigate against the consequences of contractor failure, even taking account of any risk contingency. There are however a number of financial, contractual and management measures that will be put in place to reduce the impact of this risk. These include:
- Regular financial checks at 6 monthly intervals
 - Performance bonds to be paid out to the Council in the event of contractor failure
 - Parent Company Guarantees
 - Joint & Several Liability provisions within the ISC contract
 - Collateral warranties for key subcontractors
 - Insurance provision to include for delay in start-up
 - The use of a Project Bank Account enabling the Council to pay subcontractors directly
- 7.56 In addition to the contractual protections, the project team needs to be in a position to mobilise quickly in order to directly manage contracts while re-procuring a replacement contractor and managing stakeholder expectations. The proposed client team will be substantial, with extensive experience in delivering large scale infrastructure projects including key individuals from the recovery phase of the Airport to York Place tram project. The experienced client team will have the ability to take a hands-on approach to delivery of the project and take control of key subcontractors when required.
- 7.57 Through the contracting strategy adopted the Council would also have either an SPC contractor or the ISC contractor on site. In such a circumstance the Council would utilise the remaining contractor to make the site is safe, maintain safe and operational traffic management and continue works where possible to mitigate delays.

Conclusions

- 7.58 Based on lessons learned from the construction of the first phase of tram, the project delivery strategy is underpinned by the following core principles:
- Traffic management will be deployed which facilitates opening large sections of the work site at any one time and the project will not be subject to any city traffic embargoes
 - A continuous approach to construction will be deployed wherever possible whereby the diversion of utilities will be carried out immediately prior to the installation of the tramway avoiding the need to excavate twice, thus minimising disruption, minimising cost, and speeding up the construction process
 - A Support for Business scheme has been developed to maintain the vibrancy, desirability and accessibility of the streets affected by the project during construction
 - Works will be carried out in accordance with the Code of Construction Practice
- 7.59 The strategy for dealing with heritage items and archaeological remains has been agreed with the City Archaeologist.

- 7.60 To mitigate the impact on passenger services, it is proposed to decommission the York Place tramstop as part of the last construction activities and introduce temporary measures (including temporary crossover west of Elder Street) to allow services to run as far as St Andrew Square until the new line is operational.
- 7.61 A number of supplementary projects have been identified that support the finally developed road layouts between York Place and Newhaven. These projects will be funded from the Place capital programme budget and will be delivered in parallel with the tram project.
- 7.62 A programme has been developed based on the general principle of continuous working and adopting a traffic management plan which facilitates opening up large sections of the work site at any one time. Overall the project will take approximately 46 months from award of contract to open for revenue service. This duration is within industry norms for a tram project of this scale and complexity.
- 7.63 Robust governance, change management, and risk management procedures are in place on the project that draw on lessons learned from the first phase of tram delivery, post mediation, and other major projects.
- 7.64 An outline Stakeholder and Communications Management Plan has been prepared for the project which describes the processes for ensuring an effective strategy for the management of stakeholders on the project. It details how the project will identify and manage all stakeholders impacted by the works, engage with them and optimise their experience of the project and empower them in the local decision making process. The plan adheres to the Scottish Government's Seven Standards of Community Engagement to ensure an equality of access for all.
- 7.65 A contractor insolvency mitigation plan has been developed for the project that sets out a number of financial, contractual and management measures that will be put in place to reduce the impact of this risk.

The City of Edinburgh Council

10:00, Thursday, 14 March 2019

Outcomes of the Statutory Consultation Proposing to realign the catchment areas of Currie Primary School, Nether Currie Primary School, Dean Park Primary School, Currie High School and Balerno High School.

Item number	8.2
Executive/routine	
Wards	02 Pentland Hills
Council Commitments	

1. Recommendations

- 1.1 Approve that the catchment boundaries of Currie Primary School, Nether Currie Primary School, Dean Park Primary School, Currie High School and Balerno High School be realigned as per those set out in the consultation paper;
- 1.2 Approve that a sibling guarantee, as defined in this paper (appendix 3), be applied to future P1 and S1 registrations from the areas affected under these proposals;
- 1.3 Note the intention to monitor demand for places at Currie Primary School and install temporary classrooms at the appropriate time should this be required.

Alistair Gaw

Executive Director of Communities and Families

Contact: Robbie Crockatt, School Estate Planning Manager

E-mail: robbie.crockatt@edinburgh.gov.uk | Tel: 0131 469 3051

Outcomes of the Statutory Consultation Proposing to realign the catchment areas of Currie Primary School, Nether Currie Primary School, Dean Park Primary School, Currie High School and Balerno High School.

2. Executive Summary

- 2.1 On 9 October 2018 the Education, Children and Families Committee approved that a statutory consultation be undertaken proposing the realignment of the catchment areas of Currie Primary School, Nether Currie Primary School, Dean Park Primary School, Currie High School and Balerno High School. A statutory consultation was undertaken between 23 October 2018 and 3 December 2018. The purpose of this report is to advise on the outcome of the consultation and make recommendations regarding how the proposals should be progressed.
- 2.2 The report recommends that the consultation proposals should be progressed but that a sibling guarantee should be provided for residents of the affected areas. This may require the installation of temporary classrooms at Currie Primary School in future years.

3. Background

- 3.1 Following a significant informal consultation process in the South West of the city, on 9 October 2018 the Education, Children and Families Committee approved that a statutory consultation be undertaken proposing the realignment of the catchment areas of Currie Primary School, Nether Currie Primary School, Dean Park Primary School, Currie High School and Balerno High School.
- 3.2 The focus of the informal consultation process was an extensive programme of engagement with school communities to gather opinions about future change to the school estate in this large area of the city. Change was being considered because the West and South West of the city will see significant growth in future years.
- 3.3 The proposals set out in the statutory consultation paper approved by Committee on 9 October reflected the feedback received during the wider consultation process and sought to address accommodation pressures at Currie Primary School in particular and the need to align demand for places with available and sustainable capacity.

4. Main report

- 4.1 The statutory consultation period ran from 23 October 2018 to 3 December 2018. The full [statutory consultation paper](#) is available online. A copy of the full statutory consultation paper is also available in the Elected Members lounge for reference.
- 4.2 Two public meetings were held during the consultation period: one at Balerno High School on 14 November 2018 and one at Currie High School on 19 November 2018. Each public meeting was independently chaired. Council officials answered questions following a short presentation. Minutes of each meeting are included in Appendix 1.
- 4.3 Representations on the proposal were invited by letter, email or through a specifically designed online response questionnaire. 428 representations were received. The number of completed online questionnaires was 420, with six comments received by email and two by post. The tables in Appendix 2 and Appendix 3 list all the representations received and a summary of the issues that were raised. The full submissions are available in the Elected Members lounge for reference.
- 4.4 The majority of the online submissions were from parents or local residents. Some members of school staff, and the Parent Council's at Currie Primary School, Dean Park Primary School and Balerno High School also completed the online questionnaire. A response was also received from Balerno Community Council.
- 4.5 A consultation exercise with pupils was carried out by Quality Improvement Officers at all the affected schools. A summary of the methodology used to consult with pupils and the comments received is contained in Appendix 5 of this paper. All comments that were submitted by pupils are available in the Elected Members lounge for reference.
- 4.6 The responses received showed that 50.2% of people supported the proposal while 48.3% did not support it. The remaining responses either did not state a preference or ticked both the "yes" and "no" boxes.

Further Analysis of Responses Received

- 4.7 While overall the responses received suggested a reasonably even split between those 'for' and 'against' the proposals, clear patterns emerged in the geographic split of the responses received.
- 4.8 Table 1 (below) splits the responses received according to the area of primary school catchment they originate from. This allows us to consider the responses of people living in the areas of catchment more directly affected by the proposals.

Table 1: Number of Responses by Area from which Response Originated

Address of Responder	Yes	No	No Response	Both Yes & No	Total
Cherry Trees (proposed Dean Park PS)	33	75		1	109
Currie PS Catchment (excluding Cherry Trees and Kinleith Mill)	11	65			76
Kinleith Mill (proposed Nether Currie PS)	8	7	2		17
Dean Park (existing catchment area)	136	12	1		149
Nether Currie (existing catchment area)	9	19			28
Juniper Green		7		1	8
Other Catchment Areas	8	13			21
No Postcode Or Outwith Council Area	10	9	1		20
Total	215	207	4	2	428

- 4.9 Table 1 illustrates that only 17 responses were received from the Kinleith Mill area (to be realigned from Currie Primary School to Nether Currie Primary School under these proposals) with eight (43.8%) supporting the proposal and seven (43.8%) against. In the remaining parts of the existing Nether Currie Primary School catchment area 28 responses were received with nine (32%) expressing support for the proposals and 19 (68%) rejecting the proposals. The comments received from the Nether Currie area suggest that there was greater support for the proposals to realign the Kinleith Mill area from Currie Primary School to Nether Currie Primary School but that the overall proposal had to be rejected because they did not agree with the part of the proposal affecting the Cherry Trees area of Currie Primary School's catchment.
- 4.10 Table 1 also illustrates that within the main area affected by the proposals – the Cherry Trees - the Council received 106 responses from parents and residents with 33 (31%) supporting the proposal and 72 (68%) against.
- 4.11 From within the areas of the Currie catchment not directly affected by the proposals 76 responses were received with 11 (14.5%) supporting the proposals and 65 (85.5%) against.
- 4.12 Overall the analysis shows that support for the proposals as they currently stand is largely driven by Dean Park and Balerno parents and residents.

Key Themes and Issues and Council Responses

- 4.13 This section draws out the main themes and issues that were raised during the consultation period and summarises the Council's response. Further detail is provided in Appendix 3.

Sibling Guarantee

- 4.14 A significant concern among parents responding to the consultation and those attending the public meetings was that no sibling guarantee was offered as part of the proposals. This guarantee would ensure that parents from the areas directly affected (principally Cherry Trees and Kinleith Mill areas) would have the choice of their child attending Currie Primary School or Currie Secondary School if they had a sibling already attending that school regardless of where catchment boundaries were drawn.
- 4.15 In response to this request the Council has reviewed P1 and S1 registrations received in January 2019 for the schools concerned and has considered the impact a sibling guarantee might have on the projected pupil numbers in the proposals in future years. The Council's conclusion is that, while it would be possible to offer a sibling guarantee at secondary level, it would not be possible to offer a sibling guarantee at primary level without the need to provide additional classroom space at Currie Primary School. To provide this additional accommodation on a permanent basis would undermine a significant part of the rationale for undertaking this consultation in the first place.
- 4.16 However, the Council recognises that in the absence of a sibling guarantee, the distances between Currie Primary School and Dean Park Primary School would present an unreasonable logistical issue for the small number of parents who may find that they have children in both schools. Accordingly, this paper recommends that in taking forward these proposals the Council offer a guarantee that the siblings of pupils from affected areas attending Currie Primary School and Currie High School at the time the catchment changes are implemented be guaranteed a place at Currie Primary School or Currie High School if they want it. In addition, provision would be made for temporary accommodation at Currie Primary School as it is required to ensure sufficient capacity is available to accommodate any impact on the school roll arising from this guarantee. Further details of how a sibling guarantee would be applied are contained in Appendix 3.

Travel Routes and Distances

- 4.17 Issues about active travel, safer routes, traffic and congestion were raised. It is acknowledged the proposals would require that primary pupils from the affected areas travel greater distances to their catchment school than is currently the case. This issue would be compounded for families with siblings attending different primary schools.
- 4.18 As part of these proposals Dean Park Primary School and Nether Currie Primary School's Travel Plans would be updated to reflect their extended catchment areas. These plans would aim to encourage sustainable means of transport to and from school.

Education Scotland

- 4.19 As required by the Schools (Consultation) (Scotland) Act 2010 as amended by the Children and Young People (Scotland) Act 2014, all the responses received during the public consultation were made available to Education Scotland for their consideration. Education Scotland visited all the schools directly affected by the statutory consultation and discussed the educational aspects with staff, parents and pupils before producing their final report. A report from Education Scotland providing their response to the proposal was submitted in February 2019. This report is attached in Appendix 5.
- 4.20 The conclusion of Education Scotland is that the proposal has clear long term educational benefits. The report states that *“The council’s proposals are of educational benefit in the long term. The proposed changes will complement any future regeneration and economic growth by better aligning mainstream schools to potential housing developments and existing growth in the school aged population. More efficient use of the school estate will result from the proposals.”* The responses received by Education Scotland from stakeholders who met with HM Inspectors appear to reflect the overall response to the consultation.
- 4.21 Education Scotland did comment that in taking the proposal forward, the Council *“will need to indicate how it plans to address the issue of siblings being educated in different schools, the possible risks to children walking to and from school along a busy road, the congestion concerns raised by stakeholders in both the Currie and Balerno communities, and the accuracy of figures used to predict the increased number of pupils requiring education generated from the new estates.”*
- Response to Education Scotland*
- 4.22 The Act requires that the Council’s Outcome of Consultation report include ‘a statement of the authority’s response to Education Scotland’s report’. The Council’s response to the four key issues is provided in the following table.

Issue Raised	The Council will need to indicate how it plans to address the issue of siblings being educated in different schools.
Council Response	The Council recognises that in the absence of a sibling guarantee, the distances between Currie Primary School and Dean Park Primary School would present an unreasonable logistical issue for the small number of parents who may find that they have children in both schools. Accordingly, this paper recommends that in taking forward these proposals the Council offer a guarantee that the siblings of pupils from affected areas attending Currie Primary School at the time the catchment changes are implemented be guaranteed a place at Currie Primary School if they want it. Further details of how a sibling guarantee would be applied are contained in Appendix 3.

Issue Raised	The Council will need to indicate how it plans to address the possible risks to children walking to and from school along a busy road and the congestion concerns raised by stakeholders in both the Currie and Balerno communities
Council Response	<p>Where it is possible to do so, geographic features such as parks or main roads will be used to form catchment boundaries. However, while undesirable, a catchment change may sometimes result in pupils being located further from their catchment school or, as is common in city schools, with a route to school which requires that more roads or busier routes are crossed than was previously the case.</p> <p>The Council acknowledges that the route between the Cherry Trees area of Currie Primary School's catchment area and Dean Park Primary School is not comparable with the route to Currie Primary School requiring that pupils cross Lanark Road.</p> <p>However, while it has been reducing in recent years, there is already a clear pattern of pupils attending Dean Park Primary School from the Cherry Trees area. In 2013 38% of pupils in this area attended Dean Park Primary School (50% attended Currie Primary School). This has fallen to 21% in 2018 (76% attend Currie Primary School) but there are clearly pupils already making this journey.</p> <p>As part of these proposals we will work with the Council's Road Safety team to update school travel plans for Dean Park Primary School and Nether Currie Primary School's to reflect their extended catchment areas. These plans would aim to encourage sustainable means of transport to and from school.</p>
Issue Raised	The Council will need to address concerns over the accuracy of figures used to predict the increased number of pupils requiring education generated from the new estates.
Council Response	<p>The Council's pupil generation figures for new developments are reviewed periodically. A recent review of the figures used has demonstrated a reasonable degree of accuracy although there are local variations that may apply. The pupil generation figures consider pupil generation over the life of a development rather than the point at which it opens which means that there will be occasions when the actual pupil generation is higher and other times when it will be lower than the pupil generation figures.</p> <p>In the Currie and Balerno areas the most recent example is the Kinleith Mill development. The anticipated pupil generation from the Kinleith Mill development was 18 primary and 13 secondary pupils. The development is now complete and the number of pupils currently registered at a City of Edinburgh Council school is five primary and two secondary pupils. Other examples in the area include the development at Riccarton Mains Road which was forecast to generate five primary</p>

and three secondary pupils and at present has two Primary and two Secondary pupils and the development at Lanark Road West (the former Primary School site) that was expected to generate eight Primary and five Secondary pupils with actual pupil generation currently being five Primary and no secondary pupils.

Accordingly, while pupil generation figures cannot predict with a high degrees of accuracy the number of pupils a development will generate, the Council believes that the figures used are currently valid in projecting future demand for school places.

Conclusions

- 4.23 Having considered the responses received to the consultation, it is the recommendation of this report that, as concluded by Education Scotland, the proposals in the consultation paper would be of long term benefit. Accordingly, it is recommended that the proposals in the consultation paper now be implemented.
- 4.24 However, the consultation process has also highlighted the difficulties the distance between Currie and Dean Park Primary School's would cause the parents of children split between these two schools. For this reason it is accepted that an arrangement for the siblings of pupils attending Currie Primary School and Currie High School at the time the catchment changes are implemented should be put in place to ensure that siblings are not split between two schools.
- 4.25 The impact of accepting the provision of a "sibling guarantee" as part of these recommendations may be that temporary classrooms are required at Currie Primary School for a period of not more than 6 years. The need for these classrooms would be monitored to ensure their delivery at the appropriate time.

5. Next Steps

- 5.1 If the recommendations set out in this paper are approved by Council, the catchment boundary changes proposed would be implemented before November 2019 to capture the P1 and S1 registration process for August 2020.
- 5.2 A working group will also be established at Dean Park Primary School to consider how the school building is extended to accommodate the additional 5 classroom spaces necessary under these proposals. It is anticipated that some, or all, of these spaces (subject to decisions about the design solution), would be delivered for August 2020.
- 5.3 The provision of the sibling guarantee would be administered through the regular P1 intakes process with the intakes in 2020 and in subsequent years monitored to determine if additional temporary accommodation is likely to be required.
- 5.4 The availability of spaces within the existing capacity at Currie High School and Balerno High School means that no direct action will be required in the secondary sector.

6. Financial impact

Capital

- 6.1 Should the recommendations in this report be progressed the cost of a five classroom building at Dean Park Primary School is estimated to be £1.42m. In addition, the provision of a temporary classroom building to allow a sibling guarantee to be offered would cost an estimated £0.25m assuming a surplus unit from elsewhere in the school estate could be relocated to Currie Primary School. Accordingly, the capital cost to the Council of proceeding with the recommendations is estimated to be £1.67m.
- 6.2 If the recommendations were not progressed and the status quo is retained, the plans for a second phase of permanent expansion at Currie Primary School would be required to be delivered.
- 6.3 The estimated cost of delivering the permanent solution would be £0.94m. A two-classroom building would also be required at Dean Park Primary School at an estimated cost of £0.85m. Accordingly, the status quo position would be an estimated capital cost of £1.79m.

Revenue

- 6.4 The additional teaching staff revenue costs associated with the recommendations in this paper would be met through current demography funding. While the proposal would result in expansion of existing facilities there would be no additional revenue costs associated with additional management, teaching or non-teaching positions which would be required regardless of the proposals.
- 6.5 The maintenance burden for the additional accommodation required as a result of these proposals is likely to be low in the short to medium term but would increase over time. In the longer term it is estimated that the running costs (including rates) associated with provision of the necessary additional accommodation associated with the recommendations would be lower than the option of retaining the status quo position (an estimated £21,000 per year under the recommendations and £25,000 per year should the status quo remain and Currie Primary School be extended).
- 6.6 However, this difference could vary according to the accommodation solution ultimately delivered at Dean Park Primary School and in the short-term, the difference is likely to be negligible due to the potential costs associated with the provision of temporary classrooms.

7. Stakeholder/Community Impact

- 7.1 The statutory consultation to which this paper refers has been undertaken according to the requirements set out in the Schools (Consultation) (Scotland) Act 2010 as amended by the Children and Young People (Scotland) Act 2014.

- 7.2 Should the Council reject the recommendations in this paper the status quo will remain and permanent new accommodation will be built at both Dean Park Primary School and Currie Primary School.
- 7.3 Should the Council wish to implement a significant variant of the proposals that have been the subject of this consultation process a new consultation process would be required.
- 7.4 Whilst the recommendations would see the creation of new buildings, the purpose is to create fit for purpose accommodation to meet demand. Any new buildings or adaptations to existing buildings would be designed to minimise the impact on carbon emissions and energy consumption.

8. Background reading/external references

- 8.1 Education, Children and Families Committee, 9 October 2018, ["West and South West Schools Review – Approval to Progress Statutory Consultation"](#)

9. Appendices

1. Minutes of Public Meetings
2. Summary of Representations
3. Issues Raised and Council response
4. Summary of Pupil Responses
5. Education Scotland Report

Record of Meeting

Accommodation Options for the South Edinburgh Primary Schools

**Public Consultation Meeting held at 18:30, Wednesday,
14 November 2018, Balerno High School, Edinburgh**

Present: Approximately 35 members of the public

In Attendance: Tom Wood (Independent Chair), Councillor Ian Perry (Convener of the Education, Children and Families Committee), Robbie Crockatt (School Estate Planning Manager), Lorna Sweeney (Schools and Lifelong Learning Senior Manager Quality, Improvement and Curriculum), Elaine Watson (School Estate Planning Officer), Crawford McGhie (Senior Manager – Estates and Operational Support), and Blair Ritchie (Committee Services).

1. Introduction

Tom Wood introduced the proceedings. He indicated that this was a proposal to re-draw the catchment boundaries for this area. He was the independent chair for the meeting, would ensure that those in attendance would hear what was said tonight and would ensure that they got answers to questions. This would form part of the report which would help Councillors to make a decision. It was necessary to have a proper minute, therefore, people must speak clearly and there should be one question at a time. He introduced Councillor Perry, the Convener for Education, Children and Families, Lorna Sweeney, Robbie Crockatt and Elaine Watson. The Head Teacher of Balerno High School and Dean Park Primary School were also present.

The Schools (Consultation Scotland) Act 2010 required the Council to conduct a public consultation ahead of a report on the proposals going to the City of Edinburgh Council for consideration in March 2018. The public consultation would provide people with the opportunity to express their views and feed directly into the consultation process.

Officers that represented the Council gave a presentation, as described below.

2. Presentation/ Proposal

Elaine Watson (School Estate Planning Officer) delivered a presentation that provided the rationale for and the implications of realigning the catchment areas of Currie

Primary School, Nether Currie Primary School, Dean Park Primary School, Currie High School and Balerno High School.

Requirement for Change

In November 2016 the Council approved the Edinburgh Local Development Plan (LDP). It identified sites at Riccarton Mains Road, Curriehill Road, Newmills Road and Ravelrig Road as suitable for housing development. The supporting Education Infrastructure Appraisal and Action Programme provided a cumulative assessment of the additional education infrastructure required to accommodate pupils from new housing developments. It found that three additional classrooms at Currie Primary School and two additional classrooms at Dean Park Primary School were required to support pupil generation from known housing developments in the area.

The Council's Planning department carried out an annual assessment of the supply of housing land in the city and publishes the Housing Land Audit and Delivery Programme (HLADP) every autumn. It detailed completions from the previous April to March and estimated expected housing completions from sites with planning permission or identified in the LDP over the coming years. The most recent HLDAP suggested that between now and 2021 a further 47 catchment primary pupils would be generated by housing developments in the existing Currie Primary School catchment area. A further 36 pupils would be generated by housing developments in the existing Dean Park catchment area. There were no housing developments in Nether Currie Primary School's catchment area.

Proposal

The proposed catchment changes would see sections of Currie Primary School's catchment area realigned with Nether Currie Primary School. As both of these primary schools would feed to Currie High School there would be no resulting change to secondary school catchment area boundaries. The proposed catchment changes would also see a section of Currie Primary School's catchment area realigned with Dean Park Primary School. This would necessitate a realignment of the Currie High School and Balerno High School catchment boundaries.

Under the proposals, there would be a geographic link to Ratho Primary School with the rest of the Balerno High School catchment area by realigning the rural areas around Dalmahoy with Balerno High School. This would mean that primary pupils in the Dalmahoy area would be realigned from Currie Primary School to Dean Park Primary School.

If approved, the proposed catchment area changes would take effect from November 2019 to capture the P1 and S1 registration process for August 2020. The proposed catchment changes would apply to new P1 and S1 pupils and any new registrations from people moving into the area. There would be no mandatory transfer of pupils already attending another school.

Next Steps

Once the public consultation phase finished, details of the representations received would be issued to Education Scotland for their consideration of the educational effects of the proposals. Education Scotland would issue a report on their findings which would be included in the final Council report on the consultation.

Following the conclusion of the consultation period and after consideration of the representations received and the views of Education Scotland on the educational benefits of the proposal, a report on the outcomes of the consultation would be presented to Council for consideration. The report would be made publically available and notification would be given to those individuals or groups that had made representations during the consultation period. The report would include a summary of written representations received during the consultation period and representations made at the public meeting along with the Council response to representations made and also to any issues raised by Education Scotland.

It was anticipated that the consultation report, setting out recommendations, would be presented to a meeting of the Council in March 2019. The report would be published three weeks in advance of the Council meeting.

Tom Wood thanked Elaine Watson for her presentation and indicated that the decision would be made by the Full Council on basis of these consultations. It was important that those in attendance made their contributions.

3. Questions and Comments

Question 1 – You admitted that you did not consult with some residents, such as Blackadder Drive and other areas, where there are 20 school children of pre-school age who are affected there by the proposals. There had been residents there since May this year, therefore, why was this?

Answer 2 (Elaine Watson) – She would look at into this.

Question 2 – You mentioned that you didn't normally contact with residents in certain area, regarding the proposals, but on this occasion you did. Why was this?

Answer 2 - (Elaine Watson) - The Authority did not ordinarily send the letters to properties affected, but relied on them finding out through other means such as community councils. Additionally, an advert had been put in the Currie/Balerno News. As residents of the local area, parents had to take some ownership.

Question 3 - Why then had you sent letters to certain individual households?

Answer 3 - (Robbie Crockatt) – This course of action was taken on this occasion because the proposals affected particular addresses in a small area. So the Authority

wanted to seek the views of as broad a section of the population of the area as possible.

Question 4 – In your list of possible scenarios, children would not have to move schools. What about their siblings - could guarantees be given for them? Surely the Authority would not want families to have to choose where they had to live.

Answer 4 – (Robert Crockatt) – As far as sibling guarantees were concerned, the Authority intended to put measures in place. We would initially look at the P1 registration process and would use the data from that exercise to determine the possible impact of allowing sibling guarantees in future years. It was necessary to ensure that the numbers made sense.

Comment – Sibling guarantees were really important to the Parent Council at Dean Park Primary School.

Question 5 – A parent indicated that she was in the same situation regarding siblings. She lived in the Newmills Area and wanted to know that as secondary school boundaries were changing, was the process determined by feeder schools from primary to secondary school or actual address?

Answer 5 - (Robbie Crockatt) – It was determined by address. Under the proposals, Newmills would fall within the Dean Park Primary School catchment area and the Balerno High School catchment area. Within these proposals, children within the area would feed into these schools from August 2020.

Question 6 – How accurate had roll projections been, considering such factors as the proposed new housing in the area?

Answer 6 - (Robbie Crockatt) – That was a complex question. The roll projections in the short-term had been fairly accurate, for example, the projected drop in numbers at Dean Park had taken place. However, the further into the future projections went the less reliable they became. The Council believe the methodology and data used was the best available, but projections for small areas was always difficult.

Question 7 – Was the catchment change as detailed in your report or was there potential for more change within your plan?

Answer 7 - (Robbie Crockatt) – It is likely that if the proposal was to change significantly, the Authority would probably have to carry out another consultation.

Question 8 – In the area of Newmills that we stayed at present, it was 15 minutes' walk to our child's current primary school. However, Dean Park Primary School was uphill and would be 35 minutes' walk. The Council had indicated that people would be healthier walking to school. In our area this did not really occur and that was not likely

to change when children saw other children travelling by car. How did that fit in with your proposals?

Answer 8 - (Robbie Crockatt) – There was already a high number of pupils from that area who were walking to school. We would work with road safety officers to ensure that it was easier, safer route.

Question 9 – Would distance and safety still be an issue?

Answer 9 - (Robbie Crockatt) – Yes it would.

Question 10 – Was the proposed new build entirely at Currie Primary School, where the there was good use of the playing fields were had been used for football and other sports? If you were to build on Dean Park Primary School would it not be on the school playing fields?

Answer 10 - (Robbie Crockatt) – The way we would extend Dean Park would be a matter for discussion with the school community and we would not want to pre-empt the discussion. There was a requirement to retain greenspace and the Authority would not want to build on playing fields if it could be avoided.

Question 11 – If there was more children attending school, would there not be less green space?

Answer 11 - (Robbie Crockatt) - In any building process where a school was being extended, there would be a loss of space. We tried to avoid this as much as possible, but the outcome depended on the outcome of the discussions.

Question 12 – Regarding Nether Currie and Kinleith Mill, how accurate was the data about the 37 pupils in the proposed Nether Currie Extension Area, as we thought that the Kinleith Mill figures were wrong. When was that data actually collected?

Answer 12 - (Robbie Crockatt) – The data was collected this afternoon on pupils who were currently from the Kinleith Mill Area attending a school in Edinburgh. This comprised of five primary and three secondary school children.

Question 13 - Regarding the pre-primary school children, there would be a potential “bulge” in the next few years in Kinleith Mills. What would happen to Nether Currie Primary School if there was overcapacity?

Answer 13 - (Robbie Crockatt) – Nether Currie had some out of catchment pupils attending, but that as a result of catchment changes, these would be replaced by catchment pupils. If we thought there was a potential problem, then this would be considered as part of the rising rolls process.

Question 14 - If there was a bulge and a pupil was going to Nether Currie Primary School, and the Head Teacher suggested that this was a single stream school, should this bulge then occur?

Answer 14 - (Robbie Crockatt) – This was correct. The pupil would go to Nether Currie. The Authority was not anticipating any overspill.

Question 15 – What were the plans for Head Teacher recruitment at Nether Currie?

Answer 15 – (Lorna Sweeney) – The plans for next year were made regardless of catchment changes. There were no specific plans in place yet, however, there was nothing exceptional.

(Jackie Reid – City of Edinburgh Council Quality Improvement Manager) - The Long Leet for the Head Teacher finished on 13 November and the Short Leet would be on 28 November 2019.

Question 16 – What was the staff turnover ratio at Nether Currie Primary School during the three years the present Head Teacher was there?

Answer 16 - (Lorna Sweeney) – We did not have that specific information, but could give you a technical note on issues arising.

Question 17 – Why there were so many non-catchment pupils at Nether Currie at present?

Answer 17 - (Robbie Crockatt) – It was a popular school for non-catchment pupils and there were spaces available.

Question 18 – Were there any officers we could speak to about staff turnover and why it was so high where there were non-catchment pupils?

Answer 18 - (Lorna Sweeney) – If there were concerns regarding issues such as this, there were processes in place. It was quite unusual to have these questions at this type of meeting, however were happy to look into these issues and speak to you later and provide that information.

Comment/Question 19 – The original proposals that were put in place prior to the review for catchment change between these two schools (Currie and Nether Currie), had a different pattern of catchment changes. The original proposal was for a much straighter line on the boundary. This relieved pressure on Currie and gave more numbers to the catchment for Nether Currie, which was undersubscribed. Could you advise why the boundary change at the East End of Currie Primary School was now reduced and the West End with Cherry Trees was increased?

Answer 19 - (Robbie Crockatt) – He did not have that information with him at present, but was happy to discuss it later.

Question 20 – Would the proposals help to reduce traffic in Balerno, with the reduction in the number of out of catchment pupils, travelling by car?

Answer 20 - (Robert Crockatt) – The Authority was only considering routes to schools and the distances involved, they had not considered traffic in any detail. We were trying to ensure that pupils would attend their catchment school, which should help reduce traffic. But as the catchment for Balerno High School covered a large rural area, people would always travel by car.

Question 21 - There hadn't been anything in the proposals which was positive in terms of reducing traffic.

Answer 21 - (Robbie Crockatt) – The Authority had not considered this from a traffic perspective.

Question 22 – Had the potential change to catchment boundaries taken into consideration placing requests for August? There would be particular pressures on Currie Primary School. If parents were permitted out of catchment requests, this would have an impact on any sibling guarantees. How could sibling guarantee operate if the places had been given away?

Answer 22 - (Robbie Crockatt) – There would be no change to the existing arrangements regarding applications to the schools concerned. Through the P1 and S1 intake process, the Authority would monitor events and would look closely at the issues raised about sibling guarantees.

Question 23 – This question would be answered in March 2018, which was when the report would be submitted to the Full Council. However, accepting out of catchment placing requests this year might be creating an issue at Currie Primary School – if the siblings of pupils already at Currie Primary School might find there was no space for them in 2020.

Answer 23 - (Robert Crockatt) - It was not possible to change transfer arrangements or the process in place, without carrying out a statutory consultation. The process in place controlled the number of catchment pupils. There would be a number of non-catchment pupils coming forward for the coming year and we would form classes on that basis. If there were non-catchment places available, then we have a statutory obligation to fill them.

The Authority tried to form classes that reflected the likely situation in 2020, however, it was not always possible to control what happened with the intake process. If we

formed an organisation that created space and we tried to defend that space, the Placing in Schools Appeal Committee would probably overturn that decision.

Comment/Question 24 – Dean Park Primary Parents Council strongly supported the changes to the boundary. It was beneficial to bring the Newmills and Cherry Tree areas into the village school in Balerno. However, there were concerns that the projected number of pupils seemed to be low and did not take into account changes to the new housing development and demographics in Balerno. Dean Park now had 16 classes, whereas there used to be 18 classes.

Pupils within the catchment could sometimes not get into classes because both Dean Park and Currie Primary Schools were full. There were concerns that the numbers were not accurate and this would have future implications. It was necessary to “future proof” this and avoid past mistakes, where many local primary schools had been closed. It was important that our concerns about the projected numbers were represented when the report was submitted to Full Council.

Answer 24 - (Robbie Crockatt) – We did not think that the projected numbers were low. It was difficult to model what took place in a community and we would continue to monitor the situation. The Authority had put forward proposals for Newmills and Cherry Trees pupils who would be going to Dean Park and it was thought that Deanpark has the capacity for this. The additional accommodation would provide some flexibility. The available accommodation at Dean Park was appropriate for a three stream school, which itself allowed organisational efficiencies.

Question 25 – Could a breakdown be provided of the number of children going to Dean Park from the Newmills /Cherry Tree Areas? These were generally at the top end of the school.

Answer 25 - (Robbie Crockatt) – He did not have the details, but he could provide a breakdown of the population in the area and the schools they attended.

Question 26 – A good number of parents from different areas chose to send their children to Dean Park in the past few years, which meant that a significant number of children had to attend other primary schools because Dean Park had been full. It was not fair on the people living in that area.

Answer 26 - (Robbie Crockatt) – The proposal had come forward, because there had been a relationship between Dean Park and Cherry Tree Area. However, a lesser number of primary pupils were attending Dean Park from that area than in previous years.

Question 27 – Some pupils from primary 4 downwards had not been able to get places at Dean Park Primary School because it was full. Additionally, it was not safe crossing the road to school at 8.30 in the morning

Answer 27 - (Robbie Crockatt) –If the proposals were approved in March, this would give a parent planning their child’s schooling certainty about their options in plenty of time for the registration process. Therefore, if the proposals were to go ahead, the parents would soon have an idea about where they would be taking their child. Regardless of the outcome it was unlikely that this relationship between Cheery Tree and Dean Park would diminish.

Question 28 - Balerno Community Council supported the proposals, however, they were concerned that the proposals for boundary change were behind the time frame. The new builds at Ravelrig would be complete by 2021/22 and the developer would put in the Main Issue Report for the next Local Development Plan, the proposal for 1000 new houses. There was concern that the Authority would not be progressing the two new classes for the Ravelrig development at present, however, were there contingency plans to ensure that when these developments were completed, there would be actual capacity?

Answer 28 - (Robbie Crockatt) – To ensure that there was capacity at school, if the proposed changes were to be made, there would be one more year of P1 intake. We would want to make sure that the classrooms were in place before that point. As soon as the decision was made in March, would look at how we would deliver classrooms and would want this to take place in time for August 2020.

(Councillor Perry) - The planning question was a difficult issue. Regarding the change in demographics, it might be necessary to have further conversations with officers. In respect of the discussions about West Edinburgh and changing demographics, the Authority are trying to future proof this. A bigger issue was possible granting of planning application for 1000 houses, which would put all these figures into a different category and signal to developers that it was acceptable to build on the greenbelt, which the Authority was trying to protect. If the greenbelt was breached then there might be a need for at least one more primary school. However, it was irrational for the Authority to plan on the basis of a planning application that might be granted sometime in the future.

Question 29 – Was there capacity for the 2019 intake at Dean Park Primary School for any out of catchment placements? Was primary 1 completely full of catchment places, ie was there capacity for pupils in an out of catchment situation where one child would be going to school in 2019 and another in 2021. They were registered for Currie Primary School, but should they be thinking of making out of catchment requests for Dean Park?

Answer 29 - (Robbie Crockatt) – It was difficult to confirm this, as the registration process was just underway, and decisions on staffing allocation would depend on the the number of catchment pupils registered at the school. A decision would be made in

January 2019, which was when the Authority would know the number of spaces that would become available for non-catchment pupils.

Question 30 - Regarding the accuracy of roll projections for Balerno High School, how many of the non-catchment pupils would be absorbed by the change in the boundaries and what capacity would remain for out of catchment? What was the capacity in Balerno High School for out of catchment? What were the plans for the refurbishment of Balerno High School?

Answer 30 - (Robbie Crockatt) – The roll projections were based on assumptions about the level of intake of the number of S1 catchment pupils coming forward. Balerno High School was a popular school and attracted a large number of non-catchment pupils. The rolls would not rise so dramatically as a result of the new housing because a large number of non-catchment pupils from West Lothian, would be replaced by catchment pupils. He did not have the figures on modelling, but was happy to discuss this.

Question 31 – A parent, located on the boundary asked how would the roll projection work for out of catchment pupils?

Answer 31 - (Robbie Crockatt) – For parents who were currently out of catchment, the way the school projection would work would be that the influx of pupils from catchment would mean that the number of out of catchment places would reduce.

(Crawford McGhie) – With respect to refurbishment, there was a recent report to committee on the Wave 4 programme of which Balerno High School was part. A detailed business case was being prepared which shows that replacement rather than refurbishment would be the preferred option. That would be the plan for Balerno High School, but there was currently no funding for that replacement. They were awaiting an announcement from the Scottish Government on the funding programme. In the meantime, the Committee decided that a masterplan for the site would be taken forward, that would include the possible extension of the building before funding became available for replacement.

Question 32 – According to the report, at Nether Currie Primary 55% of pupils were from Catchment, Dean Park 88%, Balerno High School 52% and Currie High School 78%. There were no figures given for Currie Primary School. Question 1 - what proportion of Currie Primary School pupils were from catchment? Question 2 - in Currie Primary School 45% of pupils were from out of catchment, were they from the Currie Primary area or from other parts of the city?

Comment/Question 33 - Understanding which areas the out of catchment pupils came from helped to inform some of the catchment proposals. In paragraph 5.8 of the report, pupils from Balerno High School catchment area represented 52% of the school roll, but in paragraph 5.10 of the report, 29% of high school role was of non-catchment

pupils. How did this add up? Where were Nether Currie non-catchment primary pupils coming from, what proportion of Currie Primary was non-catchment and what would happen to West Lothian residents who were not currently at Kirknewton Primary School area and who currently made up 34% of the Balerno High School rolls? That was a large number of the pupils and as a parent council in Balerno we were in favour of the catchment change. It was known that this would have a huge impact on West Lothian households who were currently choosing to send children to Balerno High School and would also have a major impact on their siblings.

Answers 32 and 33 - (Robbie Crockatt) – He did not have the figures about non-catchment pupils for Currie Primary School. Regarding, the second question, a large number of the non-catchment who were in Currie Primary School were from Nether Currie and vice versa. Both schools would draw pupils from a whole range of catchment areas. He did not have the statistics but a full breakdown of percentages and the movement within catchment areas was available on the School Review Website, which had details of all the pupils who attended from for each school. Regarding the maps and percentages he would have to get back to the parent.

Question 34 – If the proposal went ahead, they did not think that Dean Park would have 100% catchments pupils. Parents had a choice, therefore, pupils who lived in Cherry Tree/Newmills area and applied to Currie Primary School would just become an “out of catchment statistic” in that school. Was there capacity to support that and how much freedom of choice was there? Pupils in that affected area had not been able to get out of catchment places at Dean Park in the last few years. Was the Authority not just moving problem?

Answer 34 - (Robbie Crockatt) – By building in the additional capacity in the school, they were creating additional space. The Authority would organise schools, based on staffing the catchment population and when places became available, non-catchment applicants would take them up. As pressure built upon a school like Currie Primary, the percentage of non-catchment pupils would reduce. There would be movement once there was capacity. There would always be an element in schools of non-catchment pupils in attendance.

Question 35 – There had always been a lack of out of catchment places for that area of Balerno for Dean Park Primary School, as there were capacity issues. How many parents had tried to get places and been turned down on appeals? That would suggest that more parents would want their children to go to Dean Park.

Answer 35 - (Robbie Crockatt) – You were correct. Perhaps parents applied and were unsuccessful, however, this would apply in the other direction too. You should tell the residents from the affected area that this is an opportunity for people to have their say and we will see what response was received from the community.

Question 36 - A parent who obtained an out of catchment place through the appeal process, was concerned that they might have to go through the same process for their second child. Depending on catchment boundary changes, this might put them in a strange situation of having their second child going to a different school from their elder sibling for a year. How then would sibling guarantee come in to play?

Answer 36 - (Robbie Crockatt) – This depended upon personal circumstances. If the parent went to appeal and the catchment boundary had changed, the Appeal Committee would hopefully look upon that favourably, however, each Committee had their own view of individual circumstances.

Comment - As a parent council we have had several instances of parents who had been in a similar situation for siblings for the intake for next year. They would be in that farcical situation.

Question 37 – You said that in building in capacity, you could accommodate some future change and that there might be some additional building in future. Regarding catchment choice, in the various scenarios that have been described, it was proposed that on the financial basis there would be additional classrooms entirely at Dean Park rather than be split between Dean Park and Currie Primary School. Were you going to make the decision on whether you were going to build at Dean Park or on both schools, based on mainly financial or other considerations?

Answer 37 - (Robbie Crockatt) - Financial implications had always to be considered, but in this scenario, the financial implications of building additional classrooms at Dean Park had not been costed in as much detail as Currie. It was necessary to address the issues at Currie, such as geographical factors and catchment demand. It was also intended to align the school catchment boundaries with Community Council boundaries. Regarding the possible loss of sports fields, any extension of Currie would be on sports facilities. The Authority did not know what the solution would be for Dean Park. We would want to protect sports facilities and green space as much as possible.

Comment - There was space to extend Dean Park that did not reduce the pitch, whereas at Currie, any extension would involve the use of green space. There were ways to expand Dean Park that did not require the use of green space.

Question 38 – Planning permission for both extensions had already been granted and two pitches had already been established. It was understood that this would not be changed by the further extensions. Had funding been taken into consideration. You said that one of the benefits of the proposals was to align the Community Council boundary with the catchment boundary. Could this be clarified?

Answer 38 - (Robbie Crockatt) – When considering a catchment change, we consider any existing geographical and administrative boundaries where it is possible to do so.

The opportunity presented itself to align a school catchment boundary with the Community Council boundary.

Question 39 – You had said that one of the reasons for the catchment changes was overcapacity at Currie Primary School. You had been asked if this could be balanced with the original proposals for the slightly different boundary between Nether Currie and Currie Primary School. Since these discussions, there had been planning permission granted for eight additional classrooms to be built. So that largely covered the extension of Currie from the numbers which were available. Therefore, was it not the case that the building that has taken place had relieved some of the pressure at Currie?

Answer 39 - (Robbie Crockatt) – Yes, it was the case that the building had already relieved some of the pressure from Currie.

Comment – A parent indicated that they wanted to talk to an officer about the Nether Currie catchment change after the meeting.

Question 40 - You said it was advantageous to move the Cherry Tree and Newmills section into Dean Park because it had the capacity. Could you clarify why then it was necessary to build more classrooms?

Answer 40 - (Robbie Crockatt) – Yes, we needed to extend Dean Park Primary School anyway. The reason for moving the Cherry Tree pupils to Dean Park was that there was the capacity to build at Dean Park. When the Cherry Tree pupils moved to Dean Park, the number of classrooms would increase.

Question 41 – Apparently it was best in terms of efficiency to have three stream schools and you referred to having three stream schools at Dean Park, but not at Currie Primary School - why was this?

Answer 41 - (Robbie Crockatt) – Dean Park presented itself better in terms of three streams and would benefit more from this, because of its large classrooms, whereas the site at Currie had less space.

4. Conclusion

The Convener indicated that as everyone had no more questions, he would like to say that this had been a valuable exercise. This was statutory consultation and the Authority did listen to what the participants had said and would make changes, if necessary. However, if the proposal were to change too much, there would have to be another consultation, but the officials present would take on board what had been said. He then thanked all those present for their participation.

Tom Wood concluded the meeting and thanked everyone for attending and for participating. He confirmed that their comments would form part of the report to the Full Council.

Record of Meeting

Proposal to realign the catchment areas of Currie Primary School, Nether Currie Primary School, Dean Park Primary School, Currie Hugh School and Balerno High School

Public Consultation Meeting held at 19:00, Monday 19 November 2018, Currie High School, Edinburgh

Present: Approximately 40 members of the public

In Attendance: Tom Wood (Independent Chair), Councillor Ian Perry (Convener of the Education, Children and Families Committee), Lorna Sweeny (Schools and Lifelong Learning Senior Manager), Robbie Crockatt (School Estate Planning Manager), Elaine Watson (School Estate Planning Officer) and Veronica MacMillan (Committee Services).

1. Introduction

Tom Wood introduced himself and advised that he had been invited by the City of Edinburgh Council as an independent person to chair the public consultation meeting. Mr Wood thanked everyone for coming along and explained his role as well as introducing the key officers in attendance. It was explained that the consultation would continue until Monday 3 December 2018 and parents had the opportunity to feed in comments until then.

The Schools (Consultation Scotland) Act 2010 required the Council to conduct a public consultation ahead of a report on the proposals going to the City of Edinburgh Council for consideration in March 2018. The public consultation would provide people with the opportunity to express their views and feed directly into the consultation process.

Officers that represented the Council gave a presentation, as described below.

2. Presentation/Proposal

Elaine Watson (Schools Estate Planning Officer) delivered a presentation that provided the rationale for and the implications of realigning the catchment areas of Currie

Primary School, Nether Currie Primary School, Dean Park Primary School, Currie High School and Balerno High School.

Requirement for Change

In November 2016 the Council approved the Edinburgh Local Development Plan (LDP). It identified sites at Riccarton Mains Road, Curriehill Road, Newmills Road and Ravelrig Road as suitable for housing development. The supporting Education Infrastructure Appraisal and Action Programme provided a cumulative assessment of the additional education infrastructure required to accommodate pupils from new housing developments. It found that three additional classrooms at Currie Primary School and two additional classrooms at Dean Park Primary School were required to support pupil generation from known housing developments in the area.

The Council's Planning department carried out an annual assessment of the supply of housing land in the city and publishes the Housing Land Audit and Delivery Programme (HLADP) every autumn. It detailed completions from the previous April to March and estimated expected housing completions from sites with planning permission or identified in the LDP over the coming years. The most recent HLDAP suggested that between now and 2021 a further 47 catchment primary pupils would be generated by housing developments in the existing Currie Primary School catchment area. A further 36 pupils would be generated by housing developments in the existing Dean Park catchment area. There were no housing developments in Nether Currie Primary School's catchment area.

Proposal

The proposed catchment changes would see sections of Currie Primary School's catchment area realigned with Nether Currie Primary School. As both of these primary schools would feed to Currie High School there would be no resulting change to secondary school catchment area boundaries. The proposed catchment changes would also see a section of Currie Primary School's catchment area realigned with Dean Park Primary School. This would necessitate a realignment of the Currie High School and Balerno High School catchment boundaries.

Under the proposals, there would be a geographic link to Ratho Primary School with the rest of the Balerno High School catchment area by realigning the rural areas around Dalmahoy with Balerno High School. This would mean that primary pupils in the Dalmahoy area would be realigned from Currie Primary School to Dean Park Primary School.

If approved, the proposed catchment area changes would take effect from November 2019 to capture the P1 and S1 registration process for August 2020. The proposed catchment changes would apply to new P1 and S1 pupils and any new registrations

from people moving into the area. There would be no mandatory transfer of pupils already attending another school.

Next Steps

Once the public consultation phase finished, details of the representations received would be issued to Education Scotland for their consideration of the educational effects of the proposals. Education Scotland would issue a report on their findings which would be included in the final Council report on the consultation.

Following the conclusion of the consultation period and after consideration of the representations received and the views of Education Scotland on the educational benefits of the proposal, a report on the outcomes of the consultation would be presented to Council for consideration. The report would be made publically available and notification would be given to those individuals or groups that had made representations during the consultation period. The report would include a summary of written representations received during the consultation period and representations made at the public meeting along with the Council response to representations made and also to any issues raised by Education Scotland.

It was anticipated that the consultation report, setting out recommendations, would be presented to a meeting of the Council in March 2019. The report would be published three weeks in advance of the Council meeting.

3. Questions/Comments

Question 1 – What will the projections take into consideration when calculating numbers of pupils projected to attend schools in the area in the future?

Answer 1 – (RC/Cllr Perry) – A number of different things will be taken into consideration such as the demography of the area, the number of housing developments in the area, and the numbers of pupils registering in P1 and S1.

Question 2 - People have bought their houses within the catchment area to ensure there is a transition for their children from primary school to secondary school. There are so many housing developments being built, will younger siblings be guaranteed a place in the primary and secondary schools in the catchment area in the future? Will safe routes to schools be looked at?

Answer (RC) – The Council will look at P1 and S1 intakes so we can look at the most up-to-date data and identify who has siblings in each school and in nursery school. The distance to the new school site is further and we acknowledge that. People from Cherrytrees are already making that journey and if these plans were to go ahead and result in more traffic in the area, the Council would work with the schools to identify if

any further facilities were required to make the journey for children walking to school safer.

Follow-up Comment – On occasions cars have not stopped for the green man and the road is a death trap and is only going to get worse with the increase in house building and traffic.

Follow-up Answer (RC) – We will look at sibling guarantees for both primary and secondary schools. The points you've put across are very well made and will be recorded.

Follow-up Question – What if the catchment area changes and I am no longer in the catchment area?

Follow-up Answer (RC) – If you were no longer in the catchment area for your preferred school and if your child had siblings in the school, priority would go to children that have siblings in the school. Non-catchment placements would then be allocated on the basis of distance.

Question 3 – I am also concerned about sibling guarantee but in primary school and not secondary school. I am concerned that my children won't be able to go to the same school because of a decision that will be made by the Council to change the catchment area. There should be a sibling guarantee in place so that children are not placed in this situation. There is no information on what to do if I find myself in this situation.

Answer (RC) – Parents should register with their child's catchment school, and I can't really add anything to what I've already said. The reason we look at the P1 and S1 intake is so we can look at the most up-to-date data and identify who has siblings in each school and in nursery school. This will make sure that the catchment changes the Council is proposing will not cause issues for parents at some point down the line. The Council will assess the data and make a recommendation based on this.

Follow-up Comment – I would just like to echo what has already been said. I'm from the Cherrytrees area so this is going to affect two of my children. I already have one at Currie High, and the school advised that when the other two children are going to Currie High, they will be able to support them as they already know the family. If the catchment area changes and the children have to go to another school, we will not have the relationship that's been built up with Currie High School and the children would be forced to move to a brand new school in an area they are not familiar with. My children walk to Currie Primary School at the moment but if they had to go another school I would have to drive them because I would be worried about them having to cross the busy road and I have witnessed a school pupil being knocked down. Where are the children of the families moving into new houses in the area going to go to school? The area will be a death trap.

Tom Wood – Could you please describe the process for deciding the safe routes to school if you make this change?

Follow-up Answer (RC) – We would engage with the school’s road safety team, they would have a look at particular areas of concern. The amount of traffic and the numbers of pupils making that trip, and would make recommendations on what arrangements could be put in place or what actions the school and the Council should be taking to address concerns.

Question 5 – The analysis that you do to generate all the numbers of those that are going to be affected, can you do the same that will tell us how these siblings are going to be affected in all these areas?

Answer (RC) – Yes, that’s the next step. The Council wants to make sure that we have the most up-to-date data and so we use the figures from P1 and S1 registrations for this year to establish what impact offering sibling guarantee would have on the years that we would make the catchment change. We need to make sure that offering sibling guarantee does not put accommodation pressures on schools.

Question 6 – I have child at nursery and a child at Currie Primary School and would be affected by the catchment changes if they go ahead. The plans for the extension at Currie Primary, which were already approved, what is happening with those? Is the building of the second set of classrooms dependent on the outcome of the review of catchment areas before they build?

Answer (RC) – Yes, the building of the classrooms is dependent on this consultation. We have planning permission for the building of the classrooms and the design is there. If the consultation proposals were not to go ahead, we would monitor at what point we would need to deliver the expansion at Currie Primary School.

Follow-up Question – What about the community aspect? I moved to and live in Currie, I don’t shop in Balerno and I am now being asked to send my children to school in Balerno and they are not familiar with Balerno. The walk to Currie Primary School is 15 minutes, the walk to Dean Park Primary School is 34 minutes. I don’t understand the logic of the catchment change. Have the Council walked the routes to each school?

Follow-up Answer (RC) – The reasons we are carrying out the consultation is because of the pressures parents identified on Currie Primary School. Changing the catchment boundaries allows us to deal with those pressures. We have to deliver additional classroom space at Currie Primary School and the plans are there to do this.

Follow-up Question – But why pick out people that have lived in the area for 10 or 15 years from the catchment area?

Follow-up Answer (RC) – The catchment areas do change in the established area but also people from that area are essentially going to Dean Park Primary School and Balerno High School. When we look at catchment changes we look at areas that it would make sense to realign, numbers is a priority in terms of looking at how people in particular areas have moved historically and schools they have attended.

Follow-up Comment – But not in my area, in Curriehill Castle Drive, the figures from area are way higher in terms of attending Currie High than Dean Park.

Follow-up Answer (RC) – Yes, there are way more people in that area attending Currie than Dean Park.

Comment 7 – I wanted to ask about the same thing, sibling guarantee. If you have two children going to separate schools, it is a 45 minute walk from one school to the other, so it is impossible to do. Some people don't have cars so it would be difficult and parents may need to look at sharing cars. I want to make sure this is taken into consideration because this could result in children being late for school every day.

Question 8 – We moved to Cherrytrees 2 years ago mainly so we could walk to Currie Primary School and not have to drive. If the boundaries changed this would not be ideal for us and would be the same as other parents, we wouldn't be able to do two school runs if one child was going to Dean Park Primary and the other going to Currie Primary School. Traffic would increase as a consequence of parents having to drive to two schools. Is there an option to extend Nether Currie Primary School? How would you consider out-of-catchment places for children if there is no sibling guarantee? Will there be a guarantee for pupils living in the area that would be going to Currie Primary School in 2 or 3 years from now?

Answer (RC) – The out-of-catchment process is as, previously described, that you make an application to your out-of-catchment school. The way it is prioritised is by having a sibling already at the school and then on the basis of distance from the school. Those would be the priorities in terms of a non-catchment placement. If Currie was completely full then there would be no places available. This is why we want to assess the impact of sibling guarantee on the roll at Currie Primary School.

Nether Currie Primary School is on quite a small, tight site and the opportunities to extend it in any significant manner don't exist. We are looking at putting a nursery into Nether Primary School at the moment but that has proved tricky in itself. If we were to add more classrooms it would be tricky and we would have to look at putting some of Currie Primary School's catchment into Nether Primary School and it just wouldn't work.

Question 9 – Looking at 2 data sets, one is a data set for if we do nothing, and the other is a data set for if we do everything. I think we need to see a data set where we see just the east end catchment change then we can have a look to see how it affects the numbers and then if we see the data set for the west end catchment change and how it affects numbers it would give clarity on how we proceed. We need to understand the impact the Nether Currie catchment change would have.

I have a question on sibling guarantee related to what parents should do, if they should make out of catchment requests to Nether Currie now in the expectation that this catchment change will go ahead. We need to know what we should be saying to that.

Answer (RC) – These are proposals and which we are consulting on, but at the moment there are no changes to the catchment area, so at the moment you should continue to apply to your catchment school.

In terms of splitting the two sides of the proposal in terms of data, that something that we can provide and I'm happy to send you that information.

Question 10 – I also think we should take a more in-depth look at the data. I am a parent in the Newmills/Cherrytrees area, so I am also concerned about my children crossing Lanark Road. You are also going to have classrooms added to different schools and I was wondering how that would impact on the children's day, such as at lunchtimes, how the school canteen will accommodate the extra children, as I think there will be a 20% increase, what is happening with that?

Answer (RC) – Both schools can expand. The way that Currie Primary School is laid out means there is extra pressure on the classroom areas. Both schools have large gym halls and dining spaces and we will work with the schools to make sure those spaces are managed appropriately. Dean Park Primary School has the advantage of having bigger classrooms, and are about 25% larger than the classrooms at Currie Primary School and has large open activity areas. We believe that Dean Park Primary School has the capacity to expand to 21 classes, but both schools are able to do so.

Follow-up Question – How many children can fit into the dining area at Currie Primary School? Can all the children in the school fit into that dining area?

Follow-up Answer (RC) – No, I don't think they will be able to. There are currently 3 sittings for lunches at Currie Primary School and this would be increased to 4 sittings if the school was extended.

Follow-up Question/Comment – My children currently don't have school lunches because of the length of time it takes for them to queue up and eat their food. It would mean that they would miss out on playtime.

Question 11 – Is this an all or nothing situation in terms of the proposal, or could some of the proposal be passed and some of it not passed by the Council? There are issues that have been raised about catchment and out-of-catchment places being available that are of great concern.

Answer (RC) – As it stands, if we were effectively to cut the consultation in half, we would have to go out and re-consult on that basis. I don't think we can remove a significant section of the proposal in the consultation without re-consulting. The proposal in front of you at the moment is either accepted or it is rejected, and the issue is to deal with the pressures on Currie Primary School that have been highlighted and that the school faces. If the proposal was rejected we would most likely deliver the additional accommodation in Currie Primary School and if there were still pressures further down the line, looking at changing the catchment area for Nether Currie Primary School would be part of that process.

Follow-up Comment – It just seems crazy that the space is there at Nether Currie and that catchment change could be made which might relieve the pressure on Currie Primary.

Question/Comment 12 – I just want to reiterate my feelings on the sibling guarantee. To me, it seems absurd that you would split up families and it seems ridiculous to put parents through this every time there's a catchment change and unsettling that we cannot have that guarantee of a place.

Follow-up Comment – Very much following on from the previous comment, I am the parent of children that will not be affected by these proposals but I feel very strongly about them. You must have noticed the level of anxiety around the room in relation sibling guarantee. If you had sent out this proposal with a guarantee for all siblings you would have won a lot more support and lots of other things might have been much less contentious. I understand the need to use P1 and S1 data, but what about the children who are only 1 or 2 years of age, the expectation is that they will go to their catchment school. The guarantee has to go further and families should be look at as an entirety and do the decent thing and provide sibling guarantees to families.

Question 13 – Has every option been looked at, with capacity and facilities being a major issue, have you thought about building a new school, an additional primary school?

Answer (RC) – A new school is something that would come with a price tag attached to it and that is the reality of where we are. It would be the same situation we are in now in terms of having to look at catchments for that new primary school. It's not something that we feel the need to consider at the moment. By looking at catchment changes here we can increase the capacity of the existing schools.

Follow-up Comment – It seems the approach taken is always reactive and never proactive. There are additional developments being built in the area so it looks like it would have be done eventually anyway, so why don't we do it now?

Follow-up Answer (Cllr Perry) – If there is a big enough development coming into the area then we could look at a new primary school. Developers have contributed to the expansion of the schools.

Tom Wood - I think it's important to talk briefly about how you get the funding for a new school.

RC – As part of the Local Development Plan (LDP), if a significant development comes forward as part of the conditions for planning to granted, contributions are required for a new school to be built. For smaller developments, developers have to make a contribution under a Section 75 agreement and that would go towards building potential new classrooms in an existing school to deal with the extra pupils that development would generate. For a major development, the developer would provide land to build a new school on.

Follow-up Question – How much of a contribution would be made to the school by the developer?

Follow-up Answer (RC) – It's difficult to quantify, but as a general rule of thumb developers are happy to pay for a primary school as it help them to sell houses. It is more complex discussion with developers around building a secondary school. A primary schools costs anywhere between £12 – 15 million to build, and £30 - 40 million for a secondary school. Councils can bid into a Scottish Government Capital Fund for to provide additional monies for Councils to build new schools. If we borrow money we have to pay interest, and that sum comes off the Council's revenue budget and that budget funds Council services.

Question/Comment 14 – I am hearing from what has already been said that there is capacity within Currie Primary School, and increasing capacity is important, but it is also important that children make a smooth transition from primary school into secondary school. It's not just about numbers, we have to think about what is best for our children and this should be taken into consideration.

Answer (Cllr Perry) – The number of children at school age is increasing, so we have to increase the classroom size at some stage. We know that the capacity of the schools has to increase, and we are looking at the best way to do that. We want to provide the best education, which is the first and foremost thing we are focusing on. It's all about what we are providing for the young people in this area.

Question/Comment 15 – Question 6 of the questionnaire is a 'yes' or 'no' answer but it is important to realise that people may be happy with part of the proposal but not all of it, and it's difficult to convey this if you have to answer 'yes' or 'no'. This should be taken into consideration when looking at the number of 'yes' and 'no' answers.

Answer – We will read all the comments, and if someone says they do or don't support the proposals we will note their reasons.

Tom Wood – The purpose of this meeting is to gather information data and reports are frequently changed because of the information gathered. This will influence the report that goes to Full Council for approval.

Question 16 – Based on feedback I've had from speaking to people in the Cherrytrees/Newmills area, there is roughly 60-70% of people that have an affiliation with and want to remain in Currie Primary School and maybe 30-40% that want to go to Dean Park Primary School. With that in mind, has any consideration been given to having a shared catchment, a catchment choice? There is an arrangement in place already in Edinburgh where people can choose to go to one of two catchment schools.

My second question is have you considered just including the new development of houses at Newmills in the catchment area for Dean Park Primary School and the existing Newmills development and Cherrytrees in the catchment area for Currie Primary School? This could be in tandem with the changes in catchment area for Nether Currie Primary School.

Answer (RC) – Yes, we could consider allocating children from the new development at Newmills into Dean Park Primary School but this wouldn't address the issues at Currie Primary School. We still need to deliver additional classrooms at Currie.

Shared catchments are something that we are looking to remove in Edinburgh as much as possible. An area would have dual feeder status, meaning it can feed into one of two schools. It can create issues in primary schools in terms of transition and children having to form relationships with two schools. We would also lose the ability to forecast what was going to happen in the future and is something we are trying to avoid doing.

Question 17 – I am a grandparent and I am from the ageing part of the population. A proportion of this part of population may move into care homes leaving family homes empty. I live on my own in a 3 bedroomed house and when I move my house would be available for a family with at least 2 children. Has this been taken into account in the catchment?

Answer (RC/Cllr Perry) – The projection that we produced looks backwards first before they look forwards. We look at trends that have taken place in the past and lots of young people have moved into the area

A lot of the comments have been made in terms of future-proofing and so the figures have been adjusted in relation to that. It's not an exact science and no one knows what is going to happen in five years' time, so it is important to future-proof things now.

Question/Comment 18 – I am Chair of Currie Community Council and have substantial correspondence from people asking various questions, including concerns about sibling guarantee, and what the guarantee actually means. People are also very concerned about lunchtime sittings at Currie Primary School as there are already 3 sittings and there have been complaints that it's not working now so would be worse if it was increased to 4 sittings. There have been lots of concerns raised about road safety at Lanark Road, but Lanark Road does not lend itself well to the installation of crossings. The proposal would lead to increase in traffic and Lanark Road would be even more dangerous as a result. Children would have to walk further under the proposal to get to school which would be more of a risk in terms of having to cross Lanark Road amongst increased traffic.

Question/Comment 19 – Why don't we just put children from the new development at Newmills to Dean Park Primary School? The remainder of the children from Newmills and Cherry trees could the go to Currie Primary School. There is planning permission for Phase 2 of the development and additional capacity at Nether Currie Park and Dean Park Primary School so I don't understand why lots of children may have to cross Lanark Road when this could be avoided.

Question/Comment 20 – I am probably in the minority tonight, I live on Lanark Road but still in the catchment for Cherrytrees and Newmills. I have a Balerno address but my children are in catchment for Currie High School. There are a number of families in the Balerno area that would like the catchment proposal to go ahead, contrary to the opinions of lots of people here tonight. I have one child in Balerno High School and

another that we are having to apply for an out-of-catchment place at Balerno High School. It a safe route to go to school, there are two pedestrian crossings on Lanark Road.

Question 21 – I am also live in Balerno and am for the proposals but I am concerned about the Dean Park Primary School and that the play areas would be used as classrooms.

Answer (RC) – No, they would not.

Question 22 – Outcome of the review – what is the process? What needs to happen for it to be a ‘no’ and what needs to happen for it to be a ‘yes’?

Answer (RC) – We will be pulling together all the responses from the consultation that have been submitted and represent those views in an outcome report to include all the minutes of the meetings and all the responses received, and the Council’s response to those responses. Education Scotland will also comment on the proposals and will provide a report that we have to respond to as part of the process. Whether or not we would make a recommendation on which way to go would be something we would have to discuss internally, but ultimately the decision about whether to implement the proposal will be made by Full Council in March 2019. If the changes were approved by Full Council then those changes would become active for the registration period of that year.

Tom Wood – It is important to recognise that this is not the end of the process you still have time submit comments.

Question 23 – Do we have a Section 75 agreement for 2 classrooms? If we wanted to put in 5 classrooms at Dean Park how much would it cost?

Answer (RC) – It’s been separated out as 2 classrooms for Dean Park Primary School and 3 classrooms for Currie Primary School. If we don’t go with the proposals we would have to build at both schools and the costs would be similar.

Comment (LS) – I would like to reassure people that the quality of the education will be the same in both secondary schools.

Question 24 – The consultation is due to close on the 3 December 2018, and it is clear that if you could go away, look at the figures and sibling guarantees the majority of the people in the room would be happy with this proposal. Is there any way to extend the consultation deadline to be able to do this?

Answer (RC/Cllr Perry) – The registration figures will be completed in January so we would take the decision then. We don’t have the ability to extend the consultation to take that in as this is set. We will review the figures and make a decision on whether a sibling guarantee can be offered or not. If we have more information on figures before January 2019 we will let you know.

Question 25 – Are you going to widen the analysis of registration figures to include P2. P3 etc?

Answer (RC) – Yes, it will include all the year groups.

Question 26 – Lanark Road – Currievale development, does that come into the proposal? Can you work with the infrastructure people in the Council to relieve the traffic pressures on Lanark Road?

Answer 25 - (Cllr Perry) – No, it's is not included in the LDP. Traffic impact assessments will be carried out as part of any proposed development.

Question 27 – What happens if you don't build extra classrooms? What about sibling guarantees in terms of future-proofing? It seems quite constraining and there doesn't seem to be any way of making the sibling guarantee possible.

Answer (RC) - The catchment change would reduce the numbers of children coming into the schools, although the numbers would increase before they were reduced.

Comment 28 - You were talking about schools registration figures for January 2019, my child will not be registering for another two years and I hope that the Council can produce viable options for parents going forward.

RC - We have heard a lots of views today and I would encourage everyone to use the website to record their views. The technical issues with the website have been resolved.

4. Conclusion

Mr Wood brought questions to a close and thanked everyone for all their contributions which were extremely valuable. Mr Wood reminded everyone that they had until the 3 December 2018 to make any further contributions.

Response number.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Response	ANON-EQBX-3852-2	ANON-EQBX-3852-3	ANON-EQBX-3852-4	ANON-EQBX-3852-5	ANON-EQBX-3852-6	ANON-EQBX-3852-7	ANON-EQBX-3852-8	ANON-EQBX-3852-9	ANON-EQBX-3852-10	ANON-EQBX-3852-11	ANON-EQBX-3852-12	ANON-EQBX-3852-13	ANON-EQBX-3852-14	ANON-EQBX-3852-15	ANON-EQBX-3852-16	ANON-EQBX-3852-17	ANON-EQBX-3852-18	ANON-EQBX-3852-19	ANON-EQBX-3852-20	ANON-EQBX-3852-21
Do you support it? <input type="checkbox"/>	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No
TRANSPORT - NEGATIVE IMPACT				x							x									x
TRANSPORT - GENERAL / NEUTRAL			x																	
SIBLING GUARANTEE											x									
COMMUNITY - ALIGN WITH BALERNO		x	x						x				x		x	x	x			
COMMUNITY - ALIGN WITH CURRIE				x								x								
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION				x																x
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS		x						x												
POSITIVE IMPACT ON DEAN PARK AND BALERNO														x			x			
SUPPORT NETHER CURRIE CHANGE ONLY																				
NETHER CURRIE HAS CAPACITY	x				x													x		
EASE PRESSURE AT CURRIE			x		x									x				x		
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL																				x
INVESTMENT IN THE SCHOOL ESTATE REQUIRED														x						
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS																				x
CONSULTATION																				
OTHER																x				
OTHER - EDUCATION																				
OTHER - ESTATE																			x	x

Response number.	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Response	ANON-EQBX-3852-22	ANON-EQBX-3852-23	ANON-EQBX-3852-24	ANON-EQBX-3852-25	ANON-EQBX-3852-26	ANON-EQBX-3852-27	ANON-EQBX-3852-28	ANON-EQBX-3852-29	ANON-EQBX-3852-30	ANON-EQBX-3852-31	ANON-EQBX-3852-32	ANON-EQBX-3852-33	ANON-EQBX-3852-34	ANON-EQBX-3852-35	ANON-EQBX-3852-36	ANON-EQBX-3852-37	ANON-EQBX-3852-38	ANON-EQBX-3852-39	ANON-EQBX-3852-40	ANON-EQBX-3852-41
Do you support it? <input type="checkbox"/>	No	No	Yes	No	Yes	No		Yes	Yes	Yes	No	Yes	Yes							
TRANSPORT - NEGATIVE IMPACT	x			x	x								x					x		
TRANSPORT - GENERAL / NEUTRAL										x					x					
SIBLING GUARANTEE	x								x					x						
COMMUNITY - ALIGN WITH BALERNO					x	x	x	x	x	x		x								
COMMUNITY - ALIGN WITH CURRIE																				
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION	x	x		x										x					x	
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS	x				x								x		x					x
POSITIVE IMPACT ON DEAN PARK AND BALERNO																				
SUPPORT NETHER CURRIE CHANGE ONLY													x						x	
NETHER CURRIE HAS CAPACITY															x					
EASE PRESSURE AT CURRIE									x							x				
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL													x							
INVESTMENT IN THE SCHOOL ESTATE REQUIRED						x														
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS	x			x															x	
CONSULTATION													x							
OTHER																				
OTHER - EDUCATION																				
OTHER - ESTATE														x						

Response number.	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
Response	ANON-EQBX-3852-42	ANON-EQBX-3852-43	ANON-EQBX-3852-44	ANON-EQBX-3852-45	ANON-EQBX-3852-46	ANON-EQBX-3852-47	ANON-EQBX-3852-48	ANON-EQBX-3852-49	ANON-EQBX-3852-50	ANON-EQBX-3852-51	ANON-EQBX-3852-52	ANON-EQBX-3852-53	ANON-EQBX-3852-54	ANON-EQBX-3852-55	ANON-EQBX-3852-56	ANON-EQBX-3852-57	ANON-EQBX-3852-58	ANON-EQBX-3852-59	ANON-EQBX-3852-60	ANON-EQBX-3852-61
Do you support it? <input type="checkbox"/>	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes
TRANSPORT - NEGATIVE IMPACT		x										x			x	x				
TRANSPORT - GENERAL / NEUTRAL									x											
SIBLING GUARANTEE				x															x	
COMMUNITY - ALIGN WITH BALERNO	x		x				x						x			x				x
COMMUNITY - ALIGN WITH CURRIE																				
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION					x															
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS			x													x				
POSITIVE IMPACT ON DEAN PARK AND BALERNO																		x		
SUPPORT NETHER CURRIE CHANGE ONLY																				
NETHER CURRIE HAS CAPACITY									x										x	
EASE PRESSURE AT CURRIE						x			x				x							
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL																				
INVESTMENT IN THE SCHOOL ESTATE REQUIRED							x													
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS																				
CONSULTATION																				
OTHER																				
OTHER - EDUCATION														x	x					
OTHER - ESTATE																				

Response number.	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
Response	ANON-EQBX-3852-62	ANON-EQBX-3852-63	ANON-EQBX-3852-64	ANON-EQBX-3852-65	ANON-EQBX-3852-66	ANON-EQBX-3852-67	ANON-EQBX-3852-68	ANON-EQBX-3852-69	ANON-EQBX-3852-70	ANON-EQBX-3852-71	ANON-EQBX-3852-72	ANON-EQBX-3852-73	ANON-EQBX-3852-74	ANON-EQBX-3852-75	ANON-EQBX-3852-76	ANON-EQBX-3852-77	ANON-EQBX-3852-78	ANON-EQBX-3852-79	ANON-EQBX-3852-80	ANON-EQBX-3852-81
Do you support it? <input type="checkbox"/>	No	No	Yes	Yes	No	Yes	Yes	Yes	No	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	No
TRANSPORT - NEGATIVE IMPACT		x										X		x		x			x	x
TRANSPORT - GENERAL / NEUTRAL											x				x					
SIBLING GUARANTEE					x				x	x						x		x		x
COMMUNITY - ALIGN WITH BALERNO			x	x		x	x					x						x		
COMMUNITY - ALIGN WITH CURRIE	x																			x
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION	x	x			x				x						x					X
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS																				X
POSITIVE IMPACT ON DEAN PARK AND BALERNO												x				x		x		
SUPPORT NETHER CURRIE CHANGE ONLY																				
NETHER CURRIE HAS CAPACITY											x				x		x			
EASE PRESSURE AT CURRIE			x				x													
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL																				
INVESTMENT IN THE SCHOOL ESTATE REQUIRED												x				x		x	x	
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS																				
CONSULTATION																				
OTHER			x						x						x					
OTHER - EDUCATION												x								
OTHER - ESTATE																				

Response number.	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
Response	ANON-EQBX-3852-82	ANON-EQBX-3852-83	ANON-EQBX-3852-84	ANON-EQBX-3852-85	ANON-EQBX-3852-86	ANON-EQBX-3852-87	ANON-EQBX-3852-88	ANON-EQBX-3852-89	ANON-EQBX-3852-90	ANON-EQBX-3852-91	ANON-EQBX-3852-92	ANON-EQBX-3852-93	ANON-EQBX-3852-94	ANON-EQBX-3852-95	ANON-EQBX-3852-96	ANON-EQBX-3852-97	ANON-EQBX-3852-98	ANON-EQBX-3852-99	ANON-EQBX-3852-100	ANON-EQBX-3852-101
Do you support it? <input type="checkbox"/>	No	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes										
TRANSPORT - NEGATIVE IMPACT													x							
TRANSPORT - GENERAL / NEUTRAL						x									x					
SIBLING GUARANTEE											x		x		x	x	x		x	x
COMMUNITY - ALIGN WITH BALERNO		x	x	x	x	x		x	x	x	x	x					x			
COMMUNITY - ALIGN WITH CURRIE																				
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION	x																	x		
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS												x					x			
POSITIVE IMPACT ON DEAN PARK AND BALERNO		x	x	x		x				x					x					x
SUPPORT NETHER CURRIE CHANGE ONLY	x												x							
NETHER CURRIE HAS CAPACITY															x	x				
EASE PRESSURE AT CURRIE											x	x			x	x	x			
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL																				
INVESTMENT IN THE SCHOOL ESTATE REQUIRED				x		x					x							x		
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS													x							
CONSULTATION																				
OTHER															x					
OTHER - EDUCATION																				
OTHER - ESTATE																				

Response number.	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119
Response	ANON-EQBX-3852-102	ANON-EQBX-3852-103	ANON-EQBX-3852-104	ANON-EQBX-3852-105	ANON-EQBX-3852-106	ANON-EQBX-3852-107	ANON-EQBX-3852-108	ANON-EQBX-3852-109	ANON-EQBX-3852-110	ANON-EQBX-3852-111	ANON-EQBX-3852-112	ANON-EQBX-3852-113	ANON-EQBX-3852-114	ANON-EQBX-3852-115	ANON-EQBX-3852-116	ANON-EQBX-3852-117	ANON-EQBX-3852-118	ANON-EQBX-3852-119	ANON-EQBX-3852-120
Do you support it? <input type="checkbox"/>	Yes	Yes	Yes	Yes	Yes	Yes/No	No	Yes	No	Yes	Yes	No	Yes						
TRANSPORT - NEGATIVE IMPACT							x		x			x							
TRANSPORT - GENERAL / NEUTRAL																			
SIBLING GUARANTEE					x	x													
COMMUNITY - ALIGN WITH BALERNO		x	x		x						x		x	x	x		x	x	x
COMMUNITY - ALIGN WITH CURRIE																			
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION																			
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS																			
POSITIVE IMPACT ON DEAN PARK AND BALERNO	x	x			x						x							x	
SUPPORT NETHER CURRIE CHANGE ONLY									x										
NETHER CURRIE HAS CAPACITY																			
EASE PRESSURE AT CURRIE	x	x			x														
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL																			
INVESTMENT IN THE SCHOOL ESTATE REQUIRED					x														
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS							x					x							
CONSULTATION									x										
OTHER								x											
OTHER - EDUCATION																			
OTHER - ESTATE																			

Response number.	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138
Response	ANON-EQBX-3852-121	ANON-EQBX-3852-122	ANON-EQBX-3852-123	ANON-EQBX-3852-124	ANON-EQBX-3852-125	ANON-EQBX-3852-126	ANON-EQBX-3852-127	ANON-EQBX-3852-128	ANON-EQBX-3852-129	ANON-EQBX-3852-130	ANON-EQBX-3852-131	ANON-EQBX-3852-132	ANON-EQBX-3852-133	ANON-EQBX-3852-134	ANON-EQBX-3852-135	ANON-EQBX-3852-136	ANON-EQBX-3852-137	ANON-EQBX-3852-138	ANON-EQBX-3852-139
Do you support it? <input type="checkbox"/>	Yes	No	Yes	Yes	Yes														
TRANSPORT - NEGATIVE IMPACT																			
TRANSPORT - GENERAL / NEUTRAL																		x	
SIBLING GUARANTEE																		x	
COMMUNITY - ALIGN WITH BALERNO		x	x			x						x	x		x		x		
COMMUNITY - ALIGN WITH CURRIE																			
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION																			
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS																x			
POSITIVE IMPACT ON DEAN PARK AND BALERNO	x	x	x	x			x			x	x	x							
SUPPORT NETHER CURRIE CHANGE ONLY																			
NETHER CURRIE HAS CAPACITY																			x
EASE PRESSURE AT CURRIE				x								x							x
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL																			
INVESTMENT IN THE SCHOOL ESTATE REQUIRED												x							
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS																			
CONSULTATION																			
OTHER			x																
OTHER - EDUCATION																			
OTHER - ESTATE																			

Response number.	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157
Response	ANON-EQBX-3852-140	ANON-EQBX-3852-141	ANON-EQBX-3852-142	ANON-EQBX-3852-143	ANON-EQBX-3852-144	ANON-EQBX-3852-145	ANON-EQBX-3852-146	ANON-EQBX-3852-147	ANON-EQBX-3852-148	ANON-EQBX-3852-149	ANON-EQBX-3852-150	ANON-EQBX-3852-151	ANON-EQBX-3852-152	ANON-EQBX-3852-153	ANON-EQBX-3852-154	ANON-EQBX-3852-155	ANON-EQBX-3852-156	ANON-EQBX-3852-157	ANON-EQBX-3852-158
Do you support it? <input type="checkbox"/>	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Yes							
TRANSPORT - NEGATIVE IMPACT											x								
TRANSPORT - GENERAL / NEUTRAL	x													x					
SIBLING GUARANTEE	x																	x	x
COMMUNITY - ALIGN WITH BALERNO		x										x	x	x	x		x		x
COMMUNITY - ALIGN WITH CURRIE																			
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION																			
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS							x									x			x
POSITIVE IMPACT ON DEAN PARK AND BALERNO									x	x					x		x		x
SUPPORT NETHER CURRIE CHANGE ONLY																			
NETHER CURRIE HAS CAPACITY	x																		
EASE PRESSURE AT CURRIE	x								x					x		x			x
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL																			
INVESTMENT IN THE SCHOOL ESTATE REQUIRED							x							x					x
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS																			
CONSULTATION																			
OTHER																			
OTHER - EDUCATION																			
OTHER - ESTATE							x				x								

Response number.	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176
Response	ANON-EQBX-3852-159	ANON-EQBX-3852-160	ANON-EQBX-3852-161	ANON-EQBX-3852-162	ANON-EQBX-3852-163	ANON-EQBX-3852-164	ANON-EQBX-3852-165	ANON-EQBX-3852-166	ANON-EQBX-3852-167	ANON-EQBX-3852-168	ANON-EQBX-3852-169	ANON-EQBX-3852-170	ANON-EQBX-3852-171	ANON-EQBX-3852-172	ANON-EQBX-3852-173	ANON-EQBX-3852-174	ANON-EQBX-3852-175	ANON-EQBX-3852-176	ANON-EQBX-3852-177
Do you support it? <input type="checkbox"/>	No	Yes	No	Yes	Yes	Yes	Yes												
TRANSPORT - NEGATIVE IMPACT																			
TRANSPORT - GENERAL / NEUTRAL																x			
SIBLING GUARANTEE																			x
COMMUNITY - ALIGN WITH BALERNO		x	x	x			x						x	x		x	x	x	
COMMUNITY - ALIGN WITH CURRIE	x																		
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION																			
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS																			
POSITIVE IMPACT ON DEAN PARK AND BALERNO					x									x					
SUPPORT NETHER CURRIE CHANGE ONLY	x																		
NETHER CURRIE HAS CAPACITY																			x
EASE PRESSURE AT CURRIE																x			
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL	x																		
INVESTMENT IN THE SCHOOL ESTATE REQUIRED			x																
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS																			
CONSULTATION																			
OTHER															x				x
OTHER - EDUCATION																			
OTHER - ESTATE				x															

Response number.	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195
Response	ANON-EQBX-3852-178	ANON-EQBX-3852-179	ANON-EQBX-3852-180	ANON-EQBX-3852-181	ANON-EQBX-3852-182	ANON-EQBX-3852-183	ANON-EQBX-3852-184	ANON-EQBX-3852-185	ANON-EQBX-3852-186	ANON-EQBX-3852-187	ANON-EQBX-3852-188	ANON-EQBX-3852-189	ANON-EQBX-3852-190	ANON-EQBX-3852-191	ANON-EQBX-3852-192	ANON-EQBX-3852-193	ANON-EQBX-3852-194	ANON-EQBX-3852-195	ANON-EQBX-3852-196
Do you support it? <input type="checkbox"/>	Yes	Yes	Yes	No	No	No	Yes	No	No	No	No	Yes	No						
TRANSPORT - NEGATIVE IMPACT				x	x	x		x	x	x	x		x	x	x			x	x
TRANSPORT - GENERAL / NEUTRAL																			
SIBLING GUARANTEE												x							
COMMUNITY - ALIGN WITH BALERNO		x	x																
COMMUNITY - ALIGN WITH CURRIE						x	x		x	x	x								
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION					x			x			x				x	x			
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS		x	x		x									x					
POSITIVE IMPACT ON DEAN PARK AND BALERNO		x	x																
SUPPORT NETHER CURRIE CHANGE ONLY						x					x								x
NETHER CURRIE HAS CAPACITY												x							
EASE PRESSURE AT CURRIE																			
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL					x								x						
INVESTMENT IN THE SCHOOL ESTATE REQUIRED		x	x																
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS																			
CONSULTATION										x							x		
OTHER					x														x
OTHER - EDUCATION																			
OTHER - ESTATE																			

Response number.	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214
Response	ANON-EQBX-3852-197	ANON-EQBX-3852-198	ANON-EQBX-3852-199	ANON-EQBX-3852-200	ANON-EQBX-3852-201	ANON-EQBX-3852-202	ANON-EQBX-3852-203	ANON-EQBX-3852-204	ANON-EQBX-3852-205	ANON-EQBX-3852-206	ANON-EQBX-3852-207	ANON-EQBX-3852-208	ANON-EQBX-3852-209	ANON-EQBX-3852-210	ANON-EQBX-3852-211	ANON-EQBX-3852-212	ANON-EQBX-3852-213	ANON-EQBX-3852-214	ANON-EQBX-3852-215
Do you support it? <input type="checkbox"/>	No	No	No	Yes	No	Yes	Yes	No	No	No	No	Yes							
TRANSPORT - NEGATIVE IMPACT	x	x	x				x	x	x	x	x					x		x	
TRANSPORT - GENERAL / NEUTRAL																			
SIBLING GUARANTEE														x					x
COMMUNITY - ALIGN WITH BALERNO				x									x	x					
COMMUNITY - ALIGN WITH CURRIE											x							x	
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION					x			x			x				x	x			x
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS																			
POSITIVE IMPACT ON DEAN PARK AND BALERNO				x									x	x					x
SUPPORT NETHER CURRIE CHANGE ONLY		x																	
NETHER CURRIE HAS CAPACITY																			
EASE PRESSURE AT CURRIE														x					
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL																			
INVESTMENT IN THE SCHOOL ESTATE REQUIRED																			x
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS																			
CONSULTATION																			
OTHER		x															x	x	
OTHER - EDUCATION																			
OTHER - ESTATE																			

Response number.	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	
Response	ANON-EQBX-3852-216	ANON-EQBX-3852-217	ANON-EQBX-3852-218	ANON-EQBX-3852-219	ANON-EQBX-3852-220	ANON-EQBX-3852-221	ANON-EQBX-3852-222	ANON-EQBX-3852-223		ANON-EQBX-3852-224	ANON-EQBX-3852-225	ANON-EQBX-3852-226	ANON-EQBX-3852-227	ANON-EQBX-3852-228	ANON-EQBX-3852-229	ANON-EQBX-3852-230	ANON-EQBX-3852-231	ANON-EQBX-3852-232	ANON-EQBX-3852-233	ANON-EQBX-3852-234
Do you support it? <input type="checkbox"/>	No	No	No	Yes	No	Yes	No	Yes	Yes/No	No	No	No	Yes	No	No		No	No	Yes	
TRANSPORT - NEGATIVE IMPACT										x	x	x		x	x	x				
TRANSPORT - GENERAL / NEUTRAL				x																
SIBLING GUARANTEE				x									x		x					
COMMUNITY - ALIGN WITH BALERNO				x			x						x							
COMMUNITY - ALIGN WITH CURRIE								x												
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION	x											x		x		X		x		
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS																x				
POSITIVE IMPACT ON DEAN PARK AND BALERNO				x				x												x
SUPPORT NETHER CURRIE CHANGE ONLY										x	x									
NETHER CURRIE HAS CAPACITY				x		x		x												
EASE PRESSURE AT CURRIE				x																
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL											x									
INVESTMENT IN THE SCHOOL ESTATE REQUIRED																				
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS											x									
CONSULTATION																				
OTHER										X										
OTHER - EDUCATION																				
OTHER - ESTATE														X						

Response number.	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252
Response	ANON-EQBX-3852-235	ANON-EQBX-3852-236	ANON-EQBX-3852-237	ANON-EQBX-3852-238	ANON-EQBX-3852-239	ANON-EQBX-3852-240	ANON-EQBX-3852-241	ANON-EQBX-3852-242	ANON-EQBX-3852-243	ANON-EQBX-3852-244	ANON-EQBX-3852-245	ANON-EQBX-3852-246	ANON-EQBX-3852-247	ANON-EQBX-3852-248	ANON-EQBX-3852-249	ANON-EQBX-3852-250	ANON-EQBX-3852-251	ANON-EQBX-3852-252	ANON-EQBX-3852-253
Do you support it? <input type="checkbox"/>	Yes	Yes	No		No	No	No	Yes	Yes	No	Yes	No	No						
TRANSPORT - NEGATIVE IMPACT					x	x				x		x	x	x				x	x
TRANSPORT - GENERAL / NEUTRAL								x											
SIBLING GUARANTEE								x	x	x			x					x	x
COMMUNITY - ALIGN WITH BALERNO		x						x	x										
COMMUNITY - ALIGN WITH CURRIE											x								
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION					x	x						x		x	x			x	
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS																			
POSITIVE IMPACT ON DEAN PARK AND BALERNO		x																	
SUPPORT NETHER CURRIE CHANGE ONLY												x							x
NETHER CURRIE HAS CAPACITY																			
EASE PRESSURE AT CURRIE	x	x																	
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL																			x
INVESTMENT IN THE SCHOOL ESTATE REQUIRED																			
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS												x							
CONSULTATION																			
OTHER																			x
OTHER - EDUCATION																			
OTHER - ESTATE																			

Response number.	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271
Response	ANON-EQBX-3852-254	ANON-EQBX-3852-255	ANON-EQBX-3852-256	ANON-EQBX-3852-257	ANON-EQBX-3852-258	ANON-EQBX-3852-259	ANON-EQBX-3852-260	ANON-EQBX-3852-261	ANON-EQBX-3852-262	ANON-EQBX-3852-263	ANON-EQBX-3852-264	ANON-EQBX-3852-265	ANON-EQBX-3852-266	ANON-EQBX-3852-267	ANON-EQBX-3852-268	ANON-EQBX-3852-269	ANON-EQBX-3852-270	ANON-EQBX-3852-271	ANON-EQBX-3852-272
Do you support it? <input type="checkbox"/>	No	No	No	No	No	No	Yes	No											
TRANSPORT - NEGATIVE IMPACT	x		x	x	x			x	x	x	x	x	x		x		x	x	x
TRANSPORT - GENERAL / NEUTRAL																			
SIBLING GUARANTEE				x	x	x	x		x	x		x							
COMMUNITY - ALIGN WITH BALERNO							x												
COMMUNITY - ALIGN WITH CURRIE					x														
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION	x		x	x	x	x			x	x		x	x		x				x
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS																			
POSITIVE IMPACT ON DEAN PARK AND BALERNO																			
SUPPORT NETHER CURRIE CHANGE ONLY										x									
NETHER CURRIE HAS CAPACITY																			
EASE PRESSURE AT CURRIE																			
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL																			
INVESTMENT IN THE SCHOOL ESTATE REQUIRED																			
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS																			
CONSULTATION																			
OTHER								x											
OTHER - EDUCATION																			
OTHER - ESTATE																			

Response number.	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290
Response	ANON-EQBX-3852-273	ANON-EQBX-3852-274	ANON-EQBX-3852-275	ANON-EQBX-3852-276	ANON-EQBX-3852-277	ANON-EQBX-3852-278	ANON-EQBX-3852-279	ANON-EQBX-3852-280	ANON-EQBX-3852-281	ANON-EQBX-3852-282	ANON-EQBX-3852-283	ANON-EQBX-3852-284	ANON-EQBX-3852-285	ANON-EQBX-3852-286	ANON-EQBX-3852-287	ANON-EQBX-3852-288	ANON-EQBX-3852-289	ANON-EQBX-3852-290	ANON-EQBX-3852-291
Do you support it?☑	No	Yes	No	No	No	No	Yes	Yes	No	No	No	No							
TRANSPORT - NEGATIVE IMPACT	x		x		x	x		x			x		x			x	x	x	x
TRANSPORT - GENERAL / NEUTRAL									x										
SIBLING GUARANTEE			x				x						x			x	x	x	
COMMUNITY - ALIGN WITH BALERNO									x					x					
COMMUNITY - ALIGN WITH CURRIE								x			x					x			
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION			x								x	x	x			x	x	x	x
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS													x						
POSITIVE IMPACT ON DEAN PARK AND BALERNO														x					
SUPPORT NETHER CURRIE CHANGE ONLY																	x		x
NETHER CURRIE HAS CAPACITY																	x		
EASE PRESSURE AT CURRIE															x				
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL																		x	x
INVESTMENT IN THE SCHOOL ESTATE REQUIRED			x																
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS													x						x
CONSULTATION																			
OTHER																			x
OTHER - EDUCATION																			
OTHER - ESTATE																	x		

Response number.	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309
Response	ANON-EQBX-3852-292	ANON-EQBX-3852-293	ANON-EQBX-3852-294	ANON-EQBX-3852-295	ANON-EQBX-3852-296	ANON-EQBX-3852-297	ANON-EQBX-3852-298	ANON-EQBX-3852-299	ANON-EQBX-3852-300	ANON-EQBX-3852-301	ANON-EQBX-3852-302	ANON-EQBX-3852-303	ANON-EQBX-3852-304	ANON-EQBX-3852-305	ANON-EQBX-3852-306	ANON-EQBX-3852-307	ANON-EQBX-3852-308	ANON-EQBX-3852-309	ANON-EQBX-3852-310
Do you support it? <input type="checkbox"/>	No	Yes	No	Yes	No	Yes	No	Yes	No	No									
TRANSPORT - NEGATIVE IMPACT		x			x			x	x	x	x				x			x	x
TRANSPORT - GENERAL / NEUTRAL																			
SIBLING GUARANTEE				x	x				x		x								x
COMMUNITY - ALIGN WITH BALERNO				x		x											x		
COMMUNITY - ALIGN WITH CURRIE		x	x																
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION					x				x		x	x			x				
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS	x							x	x		x								x
POSITIVE IMPACT ON DEAN PARK AND BALERNO																	x		
SUPPORT NETHER CURRIE CHANGE ONLY								x			x								
NETHER CURRIE HAS CAPACITY		x																	
EASE PRESSURE AT CURRIE																			
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL									x										
INVESTMENT IN THE SCHOOL ESTATE REQUIRED																			
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS																			
CONSULTATION																			
OTHER																x	x		
OTHER - EDUCATION																			
OTHER - ESTATE								x			x				x				

Response number.	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328
Response	ANON-EQBX-3852-311	ANON-EQBX-3852-312	ANON-EQBX-3852-313	ANON-EQBX-3852-314	ANON-EQBX-3852-315	ANON-EQBX-3852-316	ANON-EQBX-3852-317	ANON-EQBX-3852-318	ANON-EQBX-3852-319	ANON-EQBX-3852-320	ANON-EQBX-3852-321	ANON-EQBX-3852-322	ANON-EQBX-3852-323	ANON-EQBX-3852-324	ANON-EQBX-3852-325	ANON-EQBX-3852-326	ANON-EQBX-3852-327	ANON-EQBX-3852-328	ANON-EQBX-3852-329
Do you support it? ²	Yes	No	Yes	No	No	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	Yes	No	No	No
TRANSPORT - NEGATIVE IMPACT		x		x	x						x		x	x			x	x	
TRANSPORT - GENERAL / NEUTRAL			x												x				
SIBLING GUARANTEE									x		x			x					
COMMUNITY - ALIGN WITH BALERNO			x			x	x		x						x				
COMMUNITY - ALIGN WITH CURRIE														x			x		
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION				x							x		x	x					
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS									x										
POSITIVE IMPACT ON DEAN PARK AND BALERNO							x		x						x				
SUPPORT NETHER CURRIE CHANGE ONLY					x								x	x				x	
NETHER CURRIE HAS CAPACITY								x											
EASE PRESSURE AT CURRIE								x											
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL																			
INVESTMENT IN THE SCHOOL ESTATE REQUIRED						x	x												
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS																			
CONSULTATION					x	x													
OTHER																			
OTHER - EDUCATION									x										
OTHER - ESTATE																			

Response number.	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347
Response	ANON-EQBX-3852-330	ANON-EQBX-3852-331	ANON-EQBX-3852-332	ANON-EQBX-3852-333	ANON-EQBX-3852-334	ANON-EQBX-3852-335	ANON-EQBX-3852-336	ANON-EQBX-3852-337	ANON-EQBX-3852-338	ANON-EQBX-3852-339	ANON-EQBX-3852-340	ANON-EQBX-3852-341	ANON-EQBX-3852-342	ANON-EQBX-3852-343	ANON-EQBX-3852-344	ANON-EQBX-3852-345	ANON-EQBX-3852-346	ANON-EQBX-3852-347	ANON-EQBX-3852-348
Do you support it? <input type="checkbox"/>	No	No	No	Yes	No	Yes	No	No	Yes	No	No	Yes	Yes	No	Yes	Yes		Yes	Yes
TRANSPORT - NEGATIVE IMPACT	x	x					x	x		x	x								
TRANSPORT - GENERAL / NEUTRAL				x					x										
SIBLING GUARANTEE		x											x			x			x
COMMUNITY - ALIGN WITH BALERNO				x		x			x			x	x			x		x	x
COMMUNITY - ALIGN WITH CURRIE										x	x			x					
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION	x	x					x	x											
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS																x			
POSITIVE IMPACT ON DEAN PARK AND BALERNO				x									x			x			x
SUPPORT NETHER CURRIE CHANGE ONLY		x																	
NETHER CURRIE HAS CAPACITY																			
EASE PRESSURE AT CURRIE																			x
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL		x																	
INVESTMENT IN THE SCHOOL ESTATE REQUIRED																x			
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS		x					x												
CONSULTATION							x										x		
OTHER					x				x										
OTHER - EDUCATION			x																
OTHER - ESTATE		x																	

Response number.	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366
Response	ANON-EQBX-3852-349	ANON-EQBX-3852-350	ANON-EQBX-3852-351	ANON-EQBX-3852-352	ANON-EQBX-3852-353	ANON-EQBX-3852-354	ANON-EQBX-3852-355	ANON-EQBX-3852-356	ANON-EQBX-3852-357	ANON-EQBX-3852-358	ANON-EQBX-3852-359	ANON-EQBX-3852-360	ANON-EQBX-3852-361	ANON-EQBX-3849-8	ANON-EQBX-3841-Z	ANON-EQBX-384R-1	ANON-EQBX-384T-3	ANON-EQBX-384V-5	ANON-EQBX-384X-7
Do you support it? <input type="checkbox"/>	Yes	No	No	No	No	No	No	No	Yes	Yes	No								
TRANSPORT - NEGATIVE IMPACT										x	x	x	x	x	x	x			x
TRANSPORT - GENERAL / NEUTRAL					x														
SIBLING GUARANTEE					x		x			x	x	x	x	x					x
COMMUNITY - ALIGN WITH BALERNO	x	x	x		x		x										x		
COMMUNITY - ALIGN WITH CURRIE													x						
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION										x	x	x	x	x	x	x			x
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS																			
POSITIVE IMPACT ON DEAN PARK AND BALERNO	x				x		x										x	x	
SUPPORT NETHER CURRIE CHANGE ONLY										x	x	x	x						x
NETHER CURRIE HAS CAPACITY																			
EASE PRESSURE AT CURRIE							x										x	x	
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL										x	x		x	x					
INVESTMENT IN THE SCHOOL ESTATE REQUIRED	x						x										x		
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS													x						
CONSULTATION																			
OTHER													x						
OTHER - EDUCATION																			
OTHER - ESTATE																			

Response number.	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385
Response	ANON-EQBX-384G-P	ANON-EQBX-384K-T	ANON-EQBX-3845-4	ANON-EQBX-384Y-8	ANON-EQBX-384Q-Z	ANON-EQBX-384P-Y	ANON-EQBX-384N-W	ANON-EQBX-3843-2	ANON-EQBX-384U-4	ANON-EQBX-384W-6	ANON-EQBX-384H-Q	ANON-EQBX-3847-6	ANON-EQBX-384J-S	ANON-EQBX-384M-V	ANON-EQBX-3844-3	ANON-EQBX-3846-5	ANON-EQBX-3845-2	ANON-EQBX-384A-G	ANON-EQBX-384E-M
Do you support it? <input type="checkbox"/>	No	Yes	Yes	Yes	No	Yes	No	Yes	No	No	No	Yes	Yes	Yes	No	No	No	No	No
TRANSPORT - NEGATIVE IMPACT	x				x		x		x		x				x	x	x	x	
TRANSPORT - GENERAL / NEUTRAL																			
SIBLING GUARANTEE			x	x						x					x				x
COMMUNITY - ALIGN WITH BALERNO			x					x											
COMMUNITY - ALIGN WITH CURRIE					x														
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION					x						x				x	x	x	x	
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS	x										x			x					
POSITIVE IMPACT ON DEAN PARK AND BALERNO		x	x			x													
SUPPORT NETHER CURRIE CHANGE ONLY					x		x			x						x			x
NETHER CURRIE HAS CAPACITY													x						
EASE PRESSURE AT CURRIE			x																
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL					x					x									
INVESTMENT IN THE SCHOOL ESTATE REQUIRED		x																	
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS					x														x
CONSULTATION									x										x
OTHER					x														x
OTHER - EDUCATION																			
OTHER - ESTATE									x										

Response number.	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404
Response	ANON-EQBX-384C-J	ANON-EQBX-384F-N	ANON-EQBX-384B-H	ANON-EQBX-3848-7	ANON-EQBX-384D-K	ANON-EQBX-38E2-J	ANON-EQBX-38E9-S	ANON-EQBX-38E1-H	ANON-EQBX-38ER-J	ANON-EQBX-38EV-P	ANON-EQBX-38EX-R	ANON-EQBX-38EG-7	ANON-EQBX-38ET-M	ANON-EQBX-38EK-B	ANON-EQBX-38E5-N	ANON-EQBX-38UC-K	ANON-EQBX-38EY-S	ANON-EQBX-38EZ-T	ANON-EQBX-38EQ-H
Do you support it? <input type="checkbox"/>	No	Yes	No	No	No														
TRANSPORT - NEGATIVE IMPACT	x		x	x			x	x		x		x		x	x		x	x	x
TRANSPORT - GENERAL / NEUTRAL																x			
SIBLING GUARANTEE						x	x					x	x	x			x	x	x
COMMUNITY - ALIGN WITH BALERNO																x			
COMMUNITY - ALIGN WITH CURRIE														x				x	
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION	x		x	x			x	x		x		x		x	x		x	x	x
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS		x																	
POSITIVE IMPACT ON DEAN PARK AND BALERNO																			
SUPPORT NETHER CURRIE CHANGE ONLY						x	x					x					x		
NETHER CURRIE HAS CAPACITY																			
EASE PRESSURE AT CURRIE																			
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL																			
INVESTMENT IN THE SCHOOL ESTATE REQUIRED																			
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS							x												
CONSULTATION						x													
OTHER						x					x							x	
OTHER - EDUCATION																			
OTHER - ESTATE																			

Response number.	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423
Response	ANON-EQBX-38EP-G	ANON-EQBX-38EN-E	ANON-EQBX-38E3-K	ANON-EQBX-38EU-N	ANON-EQBX-38EW-Q	ANON-EQBX-38EH-8	ANON-EQBX-38E7-Q	ANON-EQBX-38E4-M	ANON-EQBX-38E5-K	ANON-EQBX-38EA-1	ANON-EQBX-38EE-5	ANON-EQBX-38EC-3	ANON-EQBX-38EF-6	ANON-EQBX-38EB-2	ANON-EQBX-38E8-R	ANON-EQBX-38ED-4	Email 1	Email 2	Email 3
Do you support it?	No	No	No	No	Yes	No	Yes	No	No	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	No
TRANSPORT - NEGATIVE IMPACT	x	x		x		x			x					x					x
TRANSPORT - GENERAL / NEUTRAL															x				
SIBLING GUARANTEE	x				x	x						x	x		x				x
COMMUNITY - ALIGN WITH BALERNO					x							x	x		x	x		x	
COMMUNITY - ALIGN WITH CURRIE	x																		x
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION						x		x											
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS					x														
POSITIVE IMPACT ON DEAN PARK AND BALERNO					x							x				x			
SUPPORT NETHER CURRIE CHANGE ONLY	x							x											
NETHER CURRIE HAS CAPACITY																	x		
EASE PRESSURE AT CURRIE																			
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL	x													x					
INVESTMENT IN THE SCHOOL ESTATE REQUIRED					x													x	
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS																			
CONSULTATION						x													
OTHER											x								x
OTHER - EDUCATION																			
OTHER - ESTATE	x			x	x			x											

Response number.	424	425	426	427	428
Response	Email 4	Email 5	Letter 1	Letter 2	Letter 3
Do you support it? ²	No	No	Yes	Yes	Yes
TRANSPORT - NEGATIVE IMPACT	X	X			
TRANSPORT - GENERAL / NEUTRAL					X
SIBLING GUARANTEE		X		X	X
COMMUNITY - ALIGN WITH BALERNO			X	X	X
COMMUNITY - ALIGN WITH CURRIE	X	X			
PROPOSAL SPLITS FAMILIES AND PEERS, NEGATIVE TRANSITION	X	X			
HOUSING DEVELOPMENTS, PUPIL GENERATION, PROJECTIONS			X	X	
POSITIVE IMPACT ON DEAN PARK AND BALERNO				X	
SUPPORT NETHER CURRIE CHANGE ONLY					
NETHER CURRIE HAS CAPACITY					
EASE PRESSURE AT CURRIE					
ACCOMMODATION SOLUTION AT CURRIE PRIMARY SCHOOL					
INVESTMENT IN THE SCHOOL ESTATE REQUIRED	X		X		
SUPPORT REALIGNMENT OF NEW HOUSING DEVELOPMENTS					
CONSULTATION	X				
OTHER					
OTHER - EDUCATION					
OTHER - ESTATE			X		X

Appendix 3: Summary of Issues Raised and Council Response

	TRAFFIC AND PEDESTRIAN CONCERNS	Support?	Respondent
Issue Raised	The proposal will cause issues with road, traffic and car parking on Bridge Road and the surrounding streets.	Yes	56
Issue Raised	It is too far for small children to walk to Dean Park from the Newmills / Cherry Trees area so the proposal would add more traffic onto the road network and in an already congested Dean Park housing estate. A minibus to drop-off / pick-up older primary aged children should be considered.	Yes	25
Council Response	<p>The Council will work with the Active Travel Team to update Dean Park Primary School's Travel Plan to reflect their extended catchment areas. These plans will aim to encourage sustainable means of transport to and from school.</p> <p>The Education (Scotland) Act 1980 considers walking distance to be, in the case of a child who has not attained the age of eight, two miles, and in the case of any other child, three miles.</p> <p>The furthest property in the Dean Park and Balerno Extension Area is 1.7 miles from Dean Park Primary School and is, for the purposes of the Education (Scotland) Act, within walking distance for children.</p> <p>The Council does not intend to transport children from this area to Dean Park Primary School.</p>		
Issue Raised	<p>There are already pedestrian crossings in place to allow safe walking to school for children from the Dean Park and Balerno Extension Area.</p> <p>The area is within walking distance to Balerno High School.</p> <p>Travel from the Dean Park and Balerno extension area to Dean Park Primary School and Balerno High School will be 'against the flow' of traffic on Lanark Road and will not increase congestion</p>	Yes	3, 30, 86, 324, 332, 337, 352, 419,
Council Response	It is acknowledged that pupils are already making this journey indicating that some parents/ carers consider it to be safe.		
Issue Raised	The proposal will reduce the amount of traffic on Lanark Road West because it will reduce the number of out-of-catchment places available and therefore the number of families driving to out-of-catchment schools.	Yes	95, 337, 401
Issue	Extra pedestrian crossings over Lanark Road near Ravelrig Heights and Newmills are required.	Yes	153, 218, 241, 312

Raised	A safer form of crossing at Newmills Road and a crossing guard at Bridge Road would support safer routes to school for all pupils coming from the north side of Balerno.		
Council Response	<p>There is no pre conceived figure which would guarantee the implementation of a School Crossing Patrol site. As per the Roads GB guidelines, School Crossing Patrol sites are established based on the outcome of a pedestrian (P) and vehicle (V) count being conducted at the desired location. Once the count is conducted the figures obtained are put through the established calculation (PV2) – other Factors which attract a weighting figure are also brought into the calculation. If the overall total exceeds the National criteria figure which is currently set at 4,000,000 then a School Crossing Patrol site could be justified at the location.</p> <p>Only once the desired preferable crossing point is established and in use, then a School Crossing Patrol assessment would be conducted and the results of the assessment passed on accordingly.</p> <p>Only children of primary school age are calculated in the pedestrian count as School Crossing Patrol sites are only established based on the requirement of primary school children. However, once established any School Crossing Patrol Guide appointed to the site has the authority to stop vehicles and escort any pedestrian across the road.</p> <p>As part of the new housing development at Newmills a new on demand pedestrian crossing has been provided. Once completed, the new housing site will also offer alternative routes through the new residential area and linear park to this crossing to avoid walking, cycling or scooting along Lanark Road West.</p>		
Issue Raised	The proposal will reduced the travel time to school (Nether Currie)	Yes	49, 71, 75
Council Response	It is acknowledged that for some properties the proposed realignment to Nether Currie Primary School will result in a shorter distance to school.		
Issue Raised	Lanark Road cannot take anymore traffic. The infrastructure cannot support traditional working hours with wraparound care. Please address the infrastructure to ease congestion.	Yes	137, 173
Council Response	The South West Locality Improvement Plan identifies high level actions to develop an integrated and sustainable transport system that will increase the journeys made by walking,		

Appendix 3: Summary of Issues Raised and Council Response

	<p>cycling and public transport to reduce congestion.</p> <p>Dean Park Primary School and Nether Currie Primary School's Travel Plans will be updated to reflect their extended catchment areas. These plans will aim to encourage sustainable means of transport to and from school.</p>		
Issue Raised	<p>SAFETY: Children would have to cross Lanark Road West and other busy roads to get to school. This is not considered a safe route. Limited street lighting.</p>	No	<p>4, 11, 20, 21, 24, 33, 38, 42, 52, 62, 74, 76, 79, 80, 93, 107, 112, 149, 180, 181, 182, 184, 185, 186, 187, 189, 191, 194, 196, 198, 202, 203, 204, 206, 225, 226, 228, 229, 230, 238, 239, 243, 245, 246, 247, 251, 252, 253, 255, 257, 261, 263, 264, 265, 267, 269, 270, 274, 276, 277, 279, 287, 288, 289, 290, 292, 295, 299, 300, 305, 308, 311, 313, 314, 320, 322, 323, 326, 327, 329, 330, 335, 336, 357, 359, 358, 360, 361, 362, 363, 367, 371, 375, 382, 386, 388, 389, 392, 395, 397, 403, 404, 405, 406, 408, 418, 423, 424</p>
Issue Raised	<p>DISTANCE: Dean Park Primary School and Balerno High School are further away and the proposal will increase the distance and time required to get to school. The route to Dean Park Primary School from the Dean Park and Balerno Extension Area is also on an incline.</p>	No	<p>4, 20, 21, 24, 38, 42, 52, 62, 74, 80, 93, 109, 180, 181, 182, 186, 187, 190, 191, 194, 202, 206, 225, 226, 228, 230, 239, 243, 245, 246, 252, 253, 255, 257, 263, 264, 265, 267, 270, 274, 276, 279, 282, 287, 289, 290, 292, 295, 298, 300, 309, 311, 320, 322, 326, 330, 335, 336,</p>

Appendix 3: Summary of Issues Raised and Council Response

			338, 339, 357, 358, 359, 360, 361, 366, 371, 373, 375, 377, 382, 388, 389, 392, 393, 395, 397, 405, 406, 408, 418, 423, 424, 425
Issue Raised	<p>ACTIVE TRAVEL: The route and the distance will discourage active travel and people from that area are more likely to drive their children to school. This is contrary to the Council’s policy on safer routes to school and health promotion.</p> <p>Existing catchment area (the Dean Park and Balerno Extension Area currently aligned to Currie Primary and Secondary Schools) promotes active travel because it is safe, flat and relatively short.</p>	No	11, 33, 52, 80, 107, 109, 180, 182, 184, 185, 186, 197, 204, 206, 211, 245, 251, 262, 263, 264, 265, 269, 270, 271, 276, 277, 282, 287, 289, 298, 290, 299, 301, 308, 309, 311, 314, 320, 326, 327, 336, 338, 339, 359, 360, 366, 371, 373, 382, 388, 392, 393, 395, 397, 405, 410, 413, 418, 423, 424
Council Response	<p>The Council does not have a ‘safer routes policy’. The ‘Safer Routes to School’ was a project that began under the former Scottish Executive, providing funding for improvements in street layout around schools to make them safer. Factors that are taken into account in assessing safety include the nature of the route, width of carriageway, presence of footpaths, lighting, crossing facilities, public transport, wooded areas, subways and extent of crimes committed at school times. Child safety outside school hours is a parent/guardian responsibility.</p> <p>The Council acknowledges the proposals will require primary pupils from the Dean Park and Balerno Extension Area to travel greater distances to their proposed catchment school than is currently the case. This issue would be compounded for families with siblings attending different primary schools.</p> <p>The area is going through a period of change and the development of the Newmills housing site will create new routes through the new housing estate and linear park that will link to the new pedestrian crossing on Lanark Road West from the existing Cherry Trees / Newmills area.</p> <p>There are several approaches which the school and parents/carers can consider to support pupils who have an increased distance to travel to school. The School’s Parent Council will play</p>		

Appendix 3: Summary of Issues Raised and Council Response

	<p>a key role in supporting initiatives such as; Walking Buses (supervision could be rotational with either school staff or parents/carers). Parents & carers could also support a “Park and Stride” approach where they transport a group of children, drive part of the way, then walk the rest. Providing parent/carers are satisfied with their child’s level of competency (usually having completed “Bikeability” successfully) pupils could cycle or take a scooter to school. This fosters resilience, strategies for Keeping Myself Safe and independent life skills.</p> <p>As part of these proposals Dean Park Primary School’s Travel Plan will be updated to reflect its extended catchment areas and it will aim to encourage sustainable means of transport to and from school.</p>		
Issue Raised	The proposal will add more congestion and pollution along Lanark Road West	No	79, 80, 107, 182, 204, 205, 206, 211, 243, 246, 252, 263, 277, 287, 289, 290, 301, 308, 309, 311, 320, 330, 366, 386, 392, 408, 410, 418, 425
Issue Raised	The lack of a sibling guarantee will add congestion	Yes	137, 139
Council Response	<p>The South West Locality Improvement Plan identifies high level actions to develop an integrated and sustainable transport system that will increase the journeys made by walking, cycling and public transport to reduce congestion.</p> <p>As part of these proposals the Council will work with the school, the school’s Parent Council and the Council’s Road Safety team to update school travel plans for Dean Park Primary School and Nether Currie Primary School’s to reflect their extended catchment areas aiming to encourage sustainable means of transport to and from school.</p>		
Issue Raised	Has the impact on traffic around Dean Park Primary School been assessed? There is already traffic problems at drop off and pick up times.	No	405
Council Response	No. It is acknowledged that there are existing problems around the school gates at pick up and drop off times because of parents/carers driving.		

Appendix 3: Summary of Issues Raised and Council Response

	The Council will work with the Road Safety team and the school's Parent Council to update school travel plans for Dean Park Primary School to reflect its extended catchment area aiming to encourage sustainable means of transport to and from school.		
Issue Raised	There is no safe walking route from the Blinkbonny area to Nether Currie Primary School. The direct routes are unsuitable for walking with small children.	No	284
Council Response	The Council will work with the school, the school's Parent Council and the Council's Road Safety team to update school travel plans for Nether Currie Primary School to reflect its extended catchment area and aim to encourage sustainable means of transport to and from school.		

	SIBLING GUARANTEE	Support?	Respondent
Issue Raised	Sibling guarantee required to avoid splitting families and creating logistical issues. Some respondents indicated they could support the proposal if a sibling guarantee was provided.	No	11, 21, 65, 69, 70, 80, 93, 229, 243, 246, 251, 252, 256, 257, 258, 261, 262, 264, 274, 278, 284, 287, 288, 289, 295, 299, 301, 309, 320, 323, 330, 357, 358, 359, 360, 361, 366, 376, 381, 385, 392, 397, 398, 399, 402, 403, 404, 405, 410, 423, 425
Issue Raised	Sibling guarantee is required. Support the proposal but empathize with the logistical challenges that are created if siblings attend different schools.	Yes	29, 44, 59, 76, 78, 91, 95, 96, 97, 99, 100, 105, 137, 139, 156, 157, 176, 188, 209, 214, 218, 227, 241, 242, 259, 294, 318, 341, 344, 347, 352, 354, 369, 370, 409, 416, 417, 419, 427
Issue Raised	Sibling guarantee is required.	No comment	34, 106
Council Response	Based on a five year average, there are 12 P1 pupils from the Dean Park and Balerno Extension Area, of whom 85% attend Currie Primary School and 15% attend Dean Park Primary School.		

	<p>The Council recognises that in the absence of a sibling guarantee, the distances between Currie Primary School and Dean Park Primary School may present a logistical issue for parents/carers who could find that they have children in both schools.</p> <p>A sibling guarantee, where an older sibling is already attending Currie Primary School or Currie High School, will be offered to siblings making an out of catchment placing request.</p> <p>Any catchment change approved by the Council on 14 March 2019 will take effect from 14 August 2019 (start of term). Registrations for August 2020 will start in November 2019 and the new catchment areas will affect P1 and S1 registrations for August 2020. The details of the sibling guarantee are as follows:</p> <p>Currie Primary School</p> <p>In future, younger siblings of pupils at Currie Primary School (not including Currie Primary School nursery class) who attended the school at the time of the decision to realign the catchment areas and were, at that time, a resident in either the Dean Park and Balerno Extension Area or the Nether Currie Extension Area will be guaranteed a place at Currie Primary School. This policy will only apply if when the younger sibling entered P1 they were a resident in one of the affected areas and their elder sibling was still at Currie Primary School. This policy will only apply to younger siblings whose elder sibling was in P1 or above from August 2019. This guarantee will apply to P1 registrations up to, and including, 2025/26 academic session.</p> <p>Temporary accommodation may be required at Currie Primary School for this period. The need for additional classrooms would be monitored annually to ensure their delivery at the appropriate time.</p> <p>Currie High School</p> <p>Any pupil already attending Currie Primary School and residing in the Dean Park and Balerno Extension Area at the time the catchment changes come into effect and who has a younger sibling who gains a place at Currie Primary School as a result of the sibling guarantee will be eligible for a guaranteed place at Currie High School so long as they still reside in the Dean Park and Balerno Extension Area at the time of registering for S1.</p>		
--	--	--	--

Appendix 3: Summary of Issues Raised and Council Response

	<p>In future, younger siblings of pupils at Currie Primary School (not including Currie Primary School nursery class) and Currie High School who attended either school at the time of the decision to realign the catchment areas and were, at that time, a resident in the Dean Park and Balerno Extension Area will be guaranteed a place at Currie High School if their elder sibling has chosen to attend that school so long as they still reside in the Dean Park and Balerno Extension Area at the time of registering for S1 . This policy will only apply to younger siblings whose elder sibling was in P1 or above at Currie Primary School or S1 and above at Currie High School from August 2019. This guarantee will apply to S1 registrations up to, and including, 2031/32 academic session.</p>		
--	---	--	--

	COMMUNITY	Support?	Respondent
Issue Raised	<p>The proposal unites the Balerno Community geographically and will enhance local relationships. The current catchment area is divisive, splitting the community of Balerno into two. The catchment area should reflect historic parish and village boundaries and the proposed change is logical. Respondents live in Balerno, are part of the Balerno community and should be able to attend Balerno schools. Balerno High School is closer than Currie High School from Newmills / Cherry Trees The proposed catchment areas will show a long term commitment by the Council to invest in Dean Park and Balerno schools. Will remove the stress and administrative process of applying for out-of-catchment places and appeal process. It is unfair that properties that are close to Balerno High School are not in its catchment area yet pupils from miles away (Kirknewton, Ratho) are in the catchment area. Respondent moved to Balerno to ensure children could attend Balerno schools and was disappointed to find that they were not in the Dean Park / Balerno catchment area. Respondents feel part of the Balerno community and the proposal strengthens the community</p>	Yes	2, 3, 9, 13, 15, 16, 17, 25, 26, 27, 28, 29, 30, 32, 41, 43, 47, 53, 56, 60, 63, 64, 66, 67, 72, 78, 82, 83, 84, 85, 86, 88, 89, 90, 91, 92, 97, 102, 103, 105, 111, 113, 114, 115, 117, 118, 119, 121, 122, 125, 131, 132, 134, 136, 140, 150, 151, 152, 153, 155, 157, 159, 160, 161, 164, 170, 171, 173, 174, 175, 178, 179, 199, 208, 209, 218, 222, 227, 235, 241, 242, 259, 280, 285, 294, 296, 307, 312, 315, 316, 318, 324, 332, 334, 337, 340, 341, 344, 346, 347, 348, 349, 350, 352, 354, 364, 369, 374, 401, 409, 416, 417, 419, 422, 426, 427
Issue	Cherry Tree / Curriehill / Newmills area is part of the Currie Community, people who live in the	No	4, 12, 61, 80, 158, 182, 183, 185,

Appendix 3: Summary of Issues Raised and Council Response

<p>Raised</p>	<p>affected area do not want the proposed change, want to attend a local school. Dean Park is the third farthest away school.</p>		<p>186, 187, 213, 223, 244, 257, 279, 282, 287, 292, 293, 323, 326, 338, 339, 342, 360, 371, 399, 403, 405, 423, 424, 425</p>
<p>Council Response</p>	<p>It is accepted that in the Dean Park and Balerno extension area, and in the wider Currie and Balerno communities, there are mixed views about which area families feel aligned to. Catchment areas are used to ensure there is a consistent and equitable approach to allocating school places across the school estate. Where it is possible to do so, geographic features such as parks or main roads and historic boundaries will be used to form catchment boundaries. There are no regulations that direct education authorities on how to draw catchment areas, therefore their primary function is to enable the Education Authority to strategically manage school places across the city in the most efficient way possible having regard to its assets and resources.</p> <p>The statutory consultation aims to ensure that there is sufficient accommodation available in the long term for pupils in the area. In this case, projections indicate further accommodation pressure at Currie Primary School that will exceed the planned extension to 22 classes. The realignment of the Dean Park and Balerno extension area will mitigate that pressure, and benefits from historic connections to parish / community council boundaries and a proportion of parents/carers from the area who choose to go to Dean Park Primary School and Balerno High School.</p>		
<p>Issue Raised</p>	<p>No requirement for catchment boundaries to be aligned with community council boundaries</p>	<p>No</p>	<p>288, 371</p>
<p>Council Response</p>	<p>This is accepted and was acknowledged in the public meetings. However, from a school estate planning perspective, where possible the authority will seek to use existing ward, community council or other administrative boundaries when planning catchment areas. Aligning school catchment areas with community council boundaries also has the potential to facilitate community planning and strengthen the community's sense of belonging, which is recognised by Education Scotland.</p>		

	SPLITS FAMILIES AND PEERS		
Issue Raised	<p>FAMILIES</p> <p>The proposal will rip families apart. Unacceptable and unmanageable to split children up. Stressful Siblings will not be able to attend the same school. Current and future pupil respondents say they will find this upsetting. Parents should not have to split their children between two schools. Disgraceful to split families up. Logistically it is not possible to drop off / pick up children at two different schools at the same time. Will create problems at work for parents/carers who have an inflexible work pattern and/or work full time.</p>	No	21, 22, 24, 34, 38, 45, 65, 81, 191, 192, 206, 211, 215, 226, 239, 245, 247, 248, 251, 253, 255, 256, 257, 258, 261, 262, 264, 265, 267, 271, 274, 282, 284, 287, 289, 290, 295, 299, 301, 305, 313, 323, 329, 330, 357, 358, 359, 360, 361, 362, 363, 371, 377, 381, 382, 383, 384, 389, 392, 393, 397, 402, 410, 412, 424, 425
Council Response	<p>It is acknowledged that in the absence of a sibling guarantee families will be split and that would create logistical challenges for parents/carers.</p> <p>Accordingly it is the Council’s intention to offer a sibling guarantee as detailed above, see page 66/67.</p>		
Issue Raised	<p>PEERS</p> <p>Children are worried they will not be able to transition to high school with the friends they have made in primary school Children should not be forced to go to a different school from their friends at a critical stage (S1). Children should be allowed to continue their current school journey Splitting friendship groups will have an adverse impact on a child’s mental health Younger children at nursery have developed friendships that would be split.</p>	No	4, 12, 20, 24, 38, 45, 61, 62, 69, 74, 79, 81, 181, 184, 187, 191, 192, 200, 210, 213, 215, 226, 228, 232, 238, 247, 248, 251, 257, 261, 262, 265, 267, 274, 282, 283, 287, 288, 289, 313, 323, 335, 366, 371, 203, 336, 366, 381, 382, 383, 384, 386, 388, 389, 392, 393, 395, 399, 400, 403, 404, 424, 425
Council Response	<p>The affected schools would work together to mitigate the impact for any affected pupil with early planning and support offered to the affected pupils. An effective transition programme will ensure equity in preparing all learners for their transition to secondary school. It is well-established practice that this programme would be planned collaboratively between Secondary/Primary sectors within Clusters.</p>		

	<p>Based on a five year average, there are 11 S1 pupils from the Dean Park and Balerno Extension Area, of whom 40% choose to attend Balerno High School and 60% choose to attend Currie High School. The S1 intake limit for Currie High School is 180 pupils based on its notional capacity. Based on a five year average, the S1 intake at Currie High School is 124, of which 81% are catchment pupils and 19% are non-catchment pupils. The capacity currently available in Currie High School can accommodate pupils from the Dean Park and Balerno Extension Area without creating accommodation pressure at the school.</p> <p>Accordingly, pupils from the Dean Park and Balerno Extension Area wishing to attend Currie High School and who cannot benefit from the sibling guarantee offered by the Council are encouraged to make an out of catchment placing request.</p>		
--	---	--	--

HOUSING DEVELOPMENTS			
Issue Raised	Stop permitting new housing developments in Juniper Green, Currie and Balerno Ban building on the green belt New housing causes pressure on existing schools and other infrastructure (GP practices, roads) Planning permission should not be granted if there isn't enough places available Catchment change should not be used to mitigate the impact of new housing development.	No	145, 190 35, 145, 284 135, 377 377, 387
Issue Raised	The area has reached capacity in terms of infrastructure; schools, GP, roads	No	35 ,145, 291
Issue Raised	The area cannot support more housing development	Yes	154
Issue Raised	I support expansion of Dean Park and Balerno to accommodate rising rolls but also to 'future proof' the Lanark Road conurbation	Yes	91, 97, 157, 214, 427
Council Response	Recent housing developments in Currie and Balerno have been 'plan led' insofar as it has related to applications on land allocated for housing in the Council's Local Development Plan 2016 (LDP) or on brownfield sites that have been granted planning permission for housing developments. The LDP is supported by a Transport Appraisal , an Education Appraisal and a Primary Care Appraisal . New housing development is not expected to address deficiencies in existing infrastructure, only mitigate the harm		

	<p>or impact, including cumulative, caused by the development proposed.</p> <p>The Council assessed the impact of the growth set out in the LDP through an Education Appraisal (August 2018), taking account of school roll projections. To do this, an assumption has been made on the amount of new housing development expected to come forward. This takes account of new housing sites allocated in the LDP (Riccarton Mains Road, Curriehill Road, Newmills, Ravelrig Road) and other land within the urban area (for example, former Curriehill Primary School, Lanark Road West). Where additional infrastructure is required to accommodate the cumulative impact of additional pupils, education infrastructure 'actions' have been sought.</p> <p>The impact of housing developments can be mitigated by building additional infrastructure or catchment change, whatever is considered the most appropriate by the Education Authority.</p> <p>Currie Primary School's roll has risen due to a rising P1 intake from the existing urban area and it is projected to continue to rise because of pupil generation from housing developments in its catchment area.</p> <p>The rising roll can be addressed by building additional classrooms or by realigning its catchment area. The first phase of the extension at Currie Primary School accommodated the rising roll from the existing urban area. Phase two will be required to mitigate the impact of the housing developments in its catchment area. Before proceeding to build phase two it is reasonable to consult the community on an option to realign the catchment areas. This is because the adjacent school's catchment population is low (Nether Currie's catchment population represents, on average, 55% of its school roll) and the local school community has been supportive of this change, and in the other adjacent catchment area there is local support from the receiving school's community to extend Dean Park and Balerno's catchment areas.</p>		
Issue Raised	The catchment change will protect Balerno from further new housing development.	Yes	380, 80
Council Response	The statutory consultation paper does not claim the proposed realignment would prevent new housing development in the extended catchment area.		
Issue Raised	There is so much house building going on in Balerno, the catchment extension would increase capacity and protect and increase both school's future rolls.	Yes	409

Appendix 3: Summary of Issues Raised and Council Response

Council Response	The proposed Dean Park and Balerno Extension Area includes new housing development known as 'Newmills' which is estimated to generate 34 primary school pupils and 21 secondary school pupils and will increase each school's catchment population accordingly. Each year, on average, 12 P1 pupils and 11 S1 pupils come from the Dean Park and Balerno Extension Area.		
	PUPIL GENERATION ASSUMPTIONS		
Issue Raised	Dean Park PS will not be able to cope with extra pupils from new housing developments and the existing residential area.	No	309
Issue Raised	The pupil generation assumption for new housing developments is very low and underestimate the impact	Yes	8, 25, 37, 301, 344
Issue Raised	New housing under construction attracts families that send their children to fee paying secondary schools.	Yes	56
Council Response	<p>The Council's pupil generation figures for new developments are reviewed periodically. A recent review of the figures used has demonstrated a reasonable degree of accuracy although there are local variations that may apply. The pupil generation figures consider pupil generation over the life of a development rather than the point at which it opens which means that there will be occasions when the actual pupil generation is higher and other times when it will be lower than the pupil generation figures.</p> <p>In the Currie and Balerno areas the most recent example is the Kinleith Mill development. The anticipated pupil generation from the Kinleith Mill development was 18 primary and 13 secondary pupils. The development is now complete and the number of pupils currently registered at a City of Edinburgh Council school is five primary and two secondary pupils. Other examples in the area include the development at Riccarton Mains Road which was forecast to generate five primary and three secondary pupils and at present has two primary and two secondary pupils and the development at Lanark Road West (the former Primary School site) that was expected to generate eight primary and five secondary pupils with actual pupil generation currently being five primary and no secondary pupils.</p> <p>Accordingly, while pupil generation figures cannot predict with a high degrees of accuracy the number of pupils a development will generate, the Council believes that the figures used are currently valid in projecting future demand for school places.</p>		

	PROJECTIONS - GENERAL																																															
Issue Raised	Demographic change in the area may see more families coming into the area than predicted Current council predictions appear naive and underestimate the true future pupil role.	Yes	178, 318, 426, 427																																													
Issue Raised	I believe Dean Park Primary School's roll will exceed that forecasted with all the houses being built and the number of pupils that come from the Dean Park and Balerno Extension Area. I don't think the projections are accurate.	No	309 181																																													
Council Response	<p>The Council is committed to updating and publishing school roll projections every year in December, The Growing City, School Roll Projections and Future Accommodation Requirements report to the Education, Children and Families Committee on 9 December 2018 provided the latest update. The projections are used to identify schools which require future accommodation to be provided and are a key input into the Local Development Plan's annual update of the Education Infrastructure Appraisal.</p> <p>The projection methodology is published on the Council's website and takes account the latest birth data available from the NHS, housing delivery estimates from the Housing Land Audit and recent trends in each school.</p> <p>Annual projections have been published since December 2016. A comparison between the actual school rolls for Currie Primary School, Dean Park Primary School and Nether Currie Primary School against the projections published in 2016 and 2017 is shown below:</p> <table border="1"> <thead> <tr> <th></th> <th>2017 Roll</th> <th>2016 Projection</th> <th>Diff</th> <th>2018 Roll</th> <th>2016 Projection</th> <th>Diff</th> <th>2017 Projection</th> <th>Diff</th> </tr> </thead> <tbody> <tr> <td>Currie</td> <td>439</td> <td>445</td> <td>-6</td> <td>484</td> <td>465</td> <td>+19</td> <td>470</td> <td>+14</td> </tr> <tr> <td>Dean Park</td> <td>467</td> <td>462</td> <td>+5</td> <td>463</td> <td>446</td> <td>+17</td> <td>455</td> <td>+8</td> </tr> <tr> <td>Nether Currie</td> <td>156</td> <td>157</td> <td>-1</td> <td>156</td> <td>155</td> <td>+1</td> <td>153</td> <td>+3</td> </tr> <tr> <td>Total</td> <td>1062</td> <td>1064</td> <td>-2</td> <td>1103</td> <td>1066</td> <td>+37</td> <td>1078</td> <td>+25</td> </tr> </tbody> </table> <p>This shows a high degree of accuracy between the projected roll and the actual roll where the difference between the projected roll and the actual roll is within a 3-4% margin.</p> <p>Accordingly, the Council considers the projection methodology is a suitable tool to project future demand for places across the city and that they are an appropriate starting point when assessing the options to address future accommodation requirements across the city.</p>		2017 Roll	2016 Projection	Diff	2018 Roll	2016 Projection	Diff	2017 Projection	Diff	Currie	439	445	-6	484	465	+19	470	+14	Dean Park	467	462	+5	463	446	+17	455	+8	Nether Currie	156	157	-1	156	155	+1	153	+3	Total	1062	1064	-2	1103	1066	+37	1078	+25		
	2017 Roll	2016 Projection	Diff	2018 Roll	2016 Projection	Diff	2017 Projection	Diff																																								
Currie	439	445	-6	484	465	+19	470	+14																																								
Dean Park	467	462	+5	463	446	+17	455	+8																																								
Nether Currie	156	157	-1	156	155	+1	153	+3																																								
Total	1062	1064	-2	1103	1066	+37	1078	+25																																								

Issue Raised	Retain the catchment areas as they are and there is no requirement to extend Dean Park Primary School or Nether Currie Primary School according to school roll forecasts. Only Currie Primary School would need to be extended and it already has planning permission for an extension.	No	33, 299																																																								
Council Response	<p>On Tuesday, 11 December 2018, the latest projections taking into account 2018/19 school census data were reported to the Education, Children and Families Committee ‘The Growing City, School Roll Projections and Future Accommodation Requirements’. The projected roll for the affected primary schools is as follows:</p> <table border="1" data-bbox="331 448 1641 596"> <thead> <tr> <th></th> <th>Capacity</th> <th>Classes</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>2027</th> <th>2028</th> </tr> </thead> <tbody> <tr> <td>CPS</td> <td>546</td> <td>19</td> <td>484</td> <td>526</td> <td>570</td> <td>604</td> <td>620</td> <td>654</td> <td>674</td> <td>680</td> <td>688</td> <td>686</td> <td>698</td> </tr> <tr> <td>DPPS</td> <td>476</td> <td>17</td> <td>463</td> <td>476</td> <td>473</td> <td>464</td> <td>465</td> <td>443</td> <td>432</td> <td>435</td> <td>414</td> <td>413</td> <td>424</td> </tr> <tr> <td>NCPS</td> <td>210</td> <td>7</td> <td>156</td> <td>163</td> <td>168</td> <td>164</td> <td>170</td> <td>171</td> <td>171</td> <td>173</td> <td>173</td> <td>173</td> <td>173</td> </tr> </tbody> </table> <p>The above projections show under the do nothing scenario Currie Primary School’s roll will rise beyond a 22 class from 2023. Currie Primary School has planning permission to increase its working capacity to a 22 class school. However, under the do nothing scenario further accommodation or a catchment realignment will be required for August 2023. It is not desirable to extend Currie Primary School beyond a three stream school therefore the catchment realignment is being considered.</p>		Capacity	Classes	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	CPS	546	19	484	526	570	604	620	654	674	680	688	686	698	DPPS	476	17	463	476	473	464	465	443	432	435	414	413	424	NCPS	210	7	156	163	168	164	170	171	171	173	173	173	173		
	Capacity	Classes	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028																																														
CPS	546	19	484	526	570	604	620	654	674	680	688	686	698																																														
DPPS	476	17	463	476	473	464	465	443	432	435	414	413	424																																														
NCPS	210	7	156	163	168	164	170	171	171	173	173	173	173																																														

DEAN PARK PRIMARY SCHOOL AND BALERNO HIGH SCHOOL			
Issue Raised	<p>The proposal will have a positive impact on Dean Park Primary School and Balerno High School in the form of investment and funding (additional classrooms, refurbishment), a stable catchment population will increase the school roll and bring it in parity with Currie High School and will lead to a broader curriculum and academic choice for pupils.</p> <p>Protect and secure the future of Balerno High School by increasing its catchment population.</p>	Yes	14, 17, 57, 72, 76, 78, 82, 83, 84, 86, 90, 95, 100, 101, 102, 105, 111, 118, 120, 121, 122, 123, 126, 129, 130, 131, 147, 148, 153, 155, 157, 162, 171, 178, 179, 199, 208, 209, 214, 218, 222, 233, 235, 285, 307, 318, 324, 332, 341, 344, 347, 348, 352, 354, 364, 365, 368, 369, 372, 409, 416, 420, 427
Council Response	There is no definitive guidance on size of school in terms of curriculum choice. However, the Council acknowledges that having a larger school roll means that there are more teaching staff		

Appendix 3: Summary of Issues Raised and Council Response

	<p>available, larger numbers of learners, and therefore greater likelihood of there being a range of courses on offer.</p> <p>Dean Park Primary School will need to be extended to accommodate its extended catchment population. A working group with the school, the parent council and a design team will be established to deliver the additional classrooms.</p>		
--	---	--	--

	NETHER CURRIE EXTENSION AREA	Support?	Respondent
Issue Raised	<p>Nether Currie boundary change makes sense and does not affect the transition from primary school to high school, including splitting peer groups.</p> <p>Nether Currie change will reduce out-of-catchment requests.</p> <p>Opportunity to partially support the proposal should have been provided.</p>	No	33, 38, 81, 93, 109, 158, 182, 187, 195, 197, 224, 225, 245, 252, 262, 288, 290, 298, 301, 314, 322, 323, 327, 330, 357, 358, 359, 360, 366, 371, 373, 376, 382, 385, 391, 392, 397, 402, 405, 412,
Council Response	It is acknowledged that there is support for this part of the proposal.		
Issue Raised	Nether Currie has capacity	Yes	1, 5, 18, 35, 49, 58, 71, 75, 77, 95, 96, 137, 139, 176, 188, 218, 220, 223, 292, 317, 379, 421
Issue Raised	Nether Currie has capacity	No	223, 288
Council Response	The Statutory Consultation Paper identifies that, on average, Nether Currie’s catchment population represents 55% of the school roll and that the school roll operates, on average, at 75% of its available capacity. Projections indicate the extended catchment area can be accommodated without creating accommodation pressure at the school.		

Appendix 3: Summary of Issues Raised and Council Response

	CURRIE PRIMARY SCHOOL	Support?	Respondent
Issue Raised	There is support to complete phase 2 of the extension to Currie Primary School. The planned extension would bring Currie Primary School to a three stream school which is easier to organise. Options to extend Currie Primary School should be fully explored before catchment changes are progressed.	No	19, 33, 158, 181, 189, 225, 252, 290, 299, 360, 357, 358, 361, 371, 376, 405, 418,
Issue Raised	The proposal will ease accommodation pressure at Currie Primary School, it is bursting at the seams. Currie Primary School is already oversubscribed and has three lunch sittings with inadequate communal facilities. After school club is oversubscribed and its waiting list is closed for two years because of demand for the service.	Yes	3, 5, 14, 18, 28, 36, 46, 49, 53, 63, 67, 91, 92, 95, 96, 97, 101, 102, 105, 123, 131, 137, 139, 147, 152, 154, 157, 173, 209, 218, 234, 235, 286, 317, 347, 354, 364, 365, 369,
Council Response	The accommodation solution at Currie Primary School is forecasted to meet the projected roll until 2023 where it is expected to exceed 22 classes. The proposed realignment of the catchment areas will relieve future, projected accommodation pressure at Currie Primary School. The aim of the proposed realignment is to ensure the long term provision of sufficient catchment places in the area.		

	CONDITION OF EXISTING ESTATE		
Issue Raised	I support Balerno High School being refurbished to an equivalent standard of the rebuilt Currie High School and we wish investment to be secured to ensure this happens as soon as possible and within a reasonable timescale.	Yes	76, 84, 91, 105, 157, 214, 344, 354, 364,
Council Response	On Thursday, 21 June 2018, the Education, Children and Families Committee approved the ‘Wave 4 Education Infrastructure Prioritisation’ report that identified the extension and refurbishment of Balerno High School as a priority project, ranked sixth out of seven schools, subject to budget availability. Currie High School was ranked first. On Friday, 1 February 2019, in a report on the ‘Capital Investment Programme 2019/20 – 2023/24’ to the Finance and Resources Committee, it was noted that the proposed Capital Investment Programme did not include further funding for Wave 4 schools until a sustainable revenue budget is established for the period to 2023.		

Appendix 3: Summary of Issues Raised and Council Response

	The programme and budget to extend and refurbish Balerno High School is not known at this time.		
Issue Raised	Dean Park Primary School and Balerno High School require investment (refurbishment and/or extension and/or rebuilt) to support a larger school roll, including ancillary facilities.	Yes	14, 26, 47, 72, 78, 84, 86, 151, 160, 178, 179, 214, 315, 316, 368, 409, 426
Council Response	Dean Park Primary School is undergoing asset management works to upgrade its roof, windows, lighting, ventilation, hot water and electrical systems to maintain the building's condition. It is acknowledged that additional classrooms will be required to support the increased catchment area. A working group with the school, the parent council and a design team will be established to deliver the additional classrooms.		
Issue Raised	Currie Primary School needs an extension to the dining and gym hall to support the rising roll	No	79, 424
Council Response	There are no plans to provide additional ancillary or support accommodation at Currie Primary School.		
Issue Raised	I am concerned about the condition of Nether Currie Primary School and the facilities it has. Prefer Currie Primary School over Nether Currie Primary School.	No	98, 274
Issue Raised	Nether Currie needs upgrading and investment.	Yes	421
Council Response	Nether Currie is currently undergoing an upgrade of lighting and electrical systems otherwise condition survey has scored this school as being in Good (A) condition in accordance with the Core Facts guidelines for School Premises.		
Issue Raised	Build a bigger Currie High School	No	20
Council Response	On Thursday, 21 June 2018, as part of the Update on Informal Consultation on West-South West Schools , the Education, Children and Families Committee committed to increasing the capacity of Balerno High School and Currie High School to 1000 pupils subject to budget availability.		

Appendix 3: Summary of Issues Raised and Council Response

Issue Raised	Dean Park site and building can support additional pupils	Yes	318
Council Response	In the Council's opinion, Dean Park Primary School can support additional accommodation. A working group with the school, the parent council and a design team will be established to deliver the additional classrooms once the scope of the new build has been determined following the statutory consultation.		

	SUPPORT REALIGNMENT OF NEW HOUSING AREAS ONLY		
Issue Raised	Catchment realignment should only affect new housing at Kinleith Mill and/or Newmills only. Existing residents not affected by the change, limited disruption.	No	20, 21, 24, 38, 93, 107, 112, 225, 245, 284, 290, 330, 335, 360, 371, 392
Council Response	<p>Nether Currie Extension Area: The housing development at Kinleith Mills is not geographically linked to Nether Currie's existing catchment area, therefore the proposed extension would have to incorporate part of the existing urban area.</p> <p>Dean Park and Balerno Extension Area: The Council has considered only realigning the new housing development at Newmills only. This would not address accommodation pressure at Currie Primary School and would require further building at Currie Primary School and Dean Park Primary School.</p>		

	CONSULTATION PROCESS		
Issue Raised	We requested residents in the Dean Park and Balerno Extension Area were polled before proceeding with a statutory consultation.	No	186, 371
Council Response	The Council did not poll residents in the Dean Park and Balerno Extension Area prior to the commencement of the statutory consultation. However, the Council did inform all affected residents in the Dean Park and Balerno Extension Area and Nether Currie Extension Area of the statutory consultation in writing despite no legislative requirement to do so.		

Appendix 3: Summary of Issues Raised and Council Response

Issue Raised	Consider the two affected areas of change separately – there is support for the proposed Nether Currie Extension Area realignment.	No	314, 359, 371, 385, 391, 39, 402, 410, 424
Council Response	The purpose of the statutory consultation is to reduce accommodation pressure at Currie Primary School. The realignment of the proposed Nether Currie Extension Area would not address the accommodation pressure at Currie Primary School in its own right.		
Issue Raised	The views of those directly affected should be given more weight than those who are not directly affected	No	33, 109, 288, 320, 385
Issue Raised	Since it does not affect me, I do not have any strong opinions on the matter. I only hope that the opinions of those families who are directly affected are given more weight than the (perhaps) more vocal voices of those who are not directly affected.	No preference	345
Council Response	The aim of the statutory consultation is to gather the views of as many stakeholders as possible, particularly the families affected. The Outcome Paper highlights the findings from the affected areas.		
Issue Raised	Start again and focus more on engaging with the current community instead of catering for the new houses still being built.	No	375
Council Response	It is considered the Council has undertaken extensive consultation of the proposed changes as part of the informal consultation of the South West and West Edinburgh Schools Review in advance of this statutory consultation.		
Issue Raised	This consultation has taken way too long. This has been to give everyone a chance to have their voice heard, but this whole thing could have been in two weeks rather than two months. It's been hard for parent councils to engage parents attention for that long on a subject, a shorter consultation would have been a benefit.	Yes	315
Council Response	The regulations setting out the statutory requirements of the consultation are outlined in the Schools (Consultation) (Scotland) Act 2010, as amended by the Children and Young People (Scotland) Act 2014.		
Issue Raised	All last year you tried to make us go to Balerno and breakup Currie but we all stopped it and now you're trying again and it's not fair. You are a bad Council because you don't listen to us.	No	193
Council Response	This statutory consultation is the outcome of the informal consultation the Education, Communities and Families Committee agreed upon on 21 June 2018.		

Appendix 3: Summary of Issues Raised and Council Response

Issue Raised	Dean Park Parent Council and Balerno Community Council do not speak for the majority in the affected Dean Park / Balerno extension area.	No	288
Council Response	The statutory consultation provided an opportunity for the residents and families affected by the proposed change to contribute. The Outcome Paper highlights the findings from the affected areas.		
Issue Raised	I would like to condemn the actions of the Convener, Vice Convener and Edinburgh Council Administration during the wider SW high schools review.	No	391
Council Response	<p>The Ethical Standards in Public Life (Scotland) Act 2000 introduced a new ethical framework to Scotland and required that the Scottish Ministers issue a Code of Conduct for Councillors.</p> <p>The Code plays a vital role in setting out the standards of conduct for councillors and applies to all councillors in the Council. The Code sets out when councillors have to declare an interest and the rules surrounding gifts and hospitality and the use of council facilities.</p> <p>The Commissioner for Ethical Standards in Public Life in Scotland investigates complaints against councillors and the Standards Commission for Scotland provides the Code and considers hearings to determine if a councillor has contravened that code.</p> <p>Download the Code of Conduct (external link) from the Standards Commission for Scotland website.</p>		

	OTHER - VARIOUS		
Issue Raised	The Council closed/amalgamated Curriehill / Riccarton Primary School. This was short sighted.	No	181, 195, 391
Council Response	<p>In February 2004 the Council undertook a review of the Primary School Estate to achieve best value, known as the Smart Schools Initiative.</p> <p>In August 2004 the Council approved a statutory consultation to amalgamate Curriehill and Riccarton Primary Schools. The Council approved the amalgamation in December 2004.</p>		

	<p>At that time Kinleith Mills was identified in the Finalised Rural West Edinburgh Local Plan (June 2003) as a housing site and it was assumed the Curriehill Primary School site could potentially be suitable for redevelopment as a housing site. No other strategic housing sites were identified in the area. Projections indicated the amalgamated school catchment area and resultant two stream school would serve the new catchment area.</p> <p>The Rural West Edinburgh Local Plan was adopted in 2006, replacing the Currie-Balerno Local Plan (1987).</p> <p>In March 2013, the Council's Planning department published the First Local Development Plan. It did not identify any strategic housing sites in Currie or Balerno.</p> <p>In June 2013 SESPlan approved Supplementary Guidance to increase the overall housing land requirement across the six Council areas (Edinburgh, East Lothian, Midlothian, West Lothian, Scottish Borders and southern Fife).</p> <p>In June 2014 the Council's Planning department published the Second Local Development Plan. It identified housing sites at Riccarton Mains Road, Curriehill Road and Newmills Road. The Edinburgh Local Development Plan was adopted in November 2016 and included those sites and another site at Ravelrig Road.</p> <p>The Council made the decision to amalgamate Curriehill and Riccarton Primary School with the best available information and data available to them at that time (December 2004) and could not have predicted that, almost 10 years later, strategic housing sites would be allocated in the area. The amalgamation has resulted in significant revenue savings over the period since closure that would otherwise have had to be generated from a reduction in services delivered by the Council.</p>		
Issue Raised	I believe my children should get to go to school in Balerno. I do not want them travelling to a school every day. Schools should get work done if needed during school holidays. I also think more classrooms should be built and more teachers needed again something that could be done during holidays.	No	172
Council	The respondent's postcode is aligned to Dean Park Primary School and Balerno High School and		

Appendix 3: Summary of Issues Raised and Council Response

Response	the proposed catchment realignment does not change that. Asset management work and extensions to schools are carried out in consultation with the school and the parent council to minimise disruption to learning and teaching.																				
Issue Raised	Reduce out of catchment places, and traffic associated with out-of-catchment places and guarantee places for local children	Yes	16, 75, 95, 122, 176, 307, 337																		
Council Response	The Council's priority is to ensure there are sufficient classrooms available to support demand from catchment pupils. The Council cannot refuse out of catchment placing requests if there are places available.																				
Issue Raised	Balerno residents are campaigning in support of this proposal to prevent further house building in Balerno because the education infrastructure will be at capacity.	No	360																		
Council Response	The statutory consultation paper does not suggest or imply the proposed realignment will prevent further housing development in the area.																				
Issue Raised	I feel that the intake at Balerno High School is high enough.	No	396																		
Council Response	<p>The S1 intake for Balerno High School and Currie High School over the last five years is as follows:</p> <table border="1" data-bbox="338 959 882 1182"> <thead> <tr> <th>Year</th> <th>Balerno</th> <th>Currie</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>107</td> <td>138</td> </tr> <tr> <td>2015</td> <td>115</td> <td>115</td> </tr> <tr> <td>2016</td> <td>133</td> <td>114</td> </tr> <tr> <td>2017</td> <td>135</td> <td>145</td> </tr> <tr> <td>2018</td> <td>134</td> <td>132</td> </tr> </tbody> </table> <p>The intake limit for Balerno High School is 160 and Currie High School is 180. The Council considers that the intake for the both schools is in line with their notional capacity and is acceptable.</p>	Year	Balerno	Currie	2014	107	138	2015	115	115	2016	133	114	2017	135	145	2018	134	132		
Year	Balerno	Currie																			
2014	107	138																			
2015	115	115																			
2016	133	114																			
2017	135	145																			
2018	134	132																			
Issue	Dual catchment areas could be created in the proposed areas of change.	No	69, 213, 224, 333, 385, 423																		

Appendix 3: Summary of Issues Raised and Council Response

Raised			
Council Response	The Council is trying to remove dual catchment area across the city. Dual catchment areas create forecasting issues that cause problems projecting school rolls and assessing future accommodation requirements of a school to support a catchment population.		
Issue Raised	I would like to see more transparent analysis of out of catchment placements into Balerno High School to understand how the number of placements may drop after the catchment changes. Both of our children will be out of catchment placements, coming from West Lothian (just on the boundary).	Yes	108
Council Response	<p>The Council's priority is to ensure there is sufficient capacity available to support demand from catchment pupils. It is acknowledged that as the catchment population increases the number of out of catchment places available falls. Out of catchment placing requests will be considered in line with the Council's Policy: Admissions to Mainstream Schools. Pupils living in the City of Edinburgh Council area have priority for places over pupils living in other local authority areas.</p> <p>The projection methodology does not separate the catchment and non-catchment figures. Information about non-catchment places comes from school census information gathered at a point in time (normally every September). Additional classes are not created to provide places for non-catchment pupils. Non-catchment placing requests are granted if there are places available after all catchment pupils have been accommodated.</p>		
Issue Raised	The maps you have provided are entirely unclear of surrounding areas. I am currently in the catchment for Currie Primary & am unable to establish whether or not the changes will affect me.	No	306
Council Response	The respondent was not affected by the catchment change. Their property was not on the list of affected addresses that formed part of the consultation paper.		
Issue Raised	Special consideration should be given to out-of-catchment requests from residents in the affected areas for the August 2019 intake process	Yes	63
Council Response	The registration process for August 2019 started in November 2018. All children who are a resident in their catchment area are guaranteed a place provided they register by 28 February. The closing date for non-catchment placing requests was 24 December 2018 and the		

	availability of places in schools for non-catchment places will be considered after the 28 February. Out of catchment placing requests will be considered in line with the Council's Policy: Admissions to Mainstream Schools .		
Issue Raised	Extend Nether Currie Primary School's catchment area further	No	197, 224, 252, 403, 415
Council Response	The Council has explored this and the projections indicated extending Nether Currie Primary School's catchment area further may lead to accommodation pressure at the school. The proposed realigned catchment areas seek to limit the amount of new accommodation required across the estate. It is considered the proposed Nether Currie Extension Area represents is an appropriate extension to the school's catchment area at this time.		

	OTHER - EDUCATION		
Issue Raised	While in principle composite classes provide equally good education I have seen challenges in planning a curriculum across school years (e.g. topic work) when the stage affected by a composite class varies, depending on how pupils are arranged into classes in each school year. Three classes in each year would remove this problem.	Yes	318
Council Response	Composite classes should be organised in accordance with CEC Policy i.e. age (e.g. in a P1/2 class, oldest P1s/youngest P2s) and considering an appropriate gender balance. There should be no less than 5 pupils from 1 year group in a composite class. This approach ensures equity. Where composite classes exist within a school's model of configuration, the curriculum rationale, and framework, should take account of this. Approaches to curriculum design seek to ensure that learning is more personalised to the individual learners in each class, and more open-ended to allow for this personalised response e.g. rather than classes learning fixed topics such as "Egyptians" you may see "Ancient Civilisations." Further to this, rather than "WW2" as a topic, you may see "World Conflict." This allows for greater pupil voice, personalisation and choice in planning of learning, avoiding repetition. Key in avoiding this is effective		

Appendix 3: Summary of Issues Raised and Council Response

	<p>arrangements at transition points i.e. the reception teacher should have a clear record of work detailing what learning has gone before.</p> <p>As with all, classes, learning should be differentiated. In a non -composite class, it is entirely possible that the range of needs is likely to be wider than that of a composite class e.g, in a P7 class there could be highly challenged readers and learners with a reading age of 17 years. The class teacher is responsible to plan a differentiated curriculum to support the needs of the class.</p>		
Issue Raised	I support the proposal because it keeps the number of pupils / class down and will only benefit the learning capacity per child.	Yes	54
Council Response	<p>This is not identified as an Educational Benefit in the Statutory Consultation Paper. Accordingly it is not an outcome the Council purports will be achieved if the proposed realignment is approved.</p> <p>The Council’s priority is to ensure there is sufficient capacity available to support demand from catchment pupils. The projections assume the most efficient arrangement of class size and provision of teaching staff in P1 and include out of catchment placing requests will be considered in line with the Council’s Policy: Admissions to Mainstream Schools and meets the legislation on class sizes.</p>		
Issue Raised	My child will go to Dean Park Primary School and I don’t want huge class sizes where they will be lost in a crowd	No	331
Council Response	The council meets the legislation on class sizes; the Education (Lower Primary Class Sizes) (Scotland) Regulations 1999 (as amended). This means a class size maximum of 25 for P1 and 30 for P2 and P3 is implemented. This is interpreted as a ratio of 25 pupils to one teacher for P1 and as a ratio of 30 pupils to one teacher for P2 and P3. A national agreement has agreed a class size maximum of 33 from P4-7.		
Issue Raised	Centralising schools takes away the initiative and individuality of separate schools and forms an anonymous conglomerate.	No	55
Council Response	The proposed realignment of the catchment areas does not seek to remove the autonomy of individual schools. However, catchment areas are managed centrally to ensure the efficient		

Appendix 3: Summary of Issues Raised and Council Response

	use of the school estate across the city and to forecast need and demand for future catchment places.		
Issue Raised	Balerno High School consideration should lead the way in making digital transformations to widen subject choice and the way subjects/teaching might be accessed. This would aid partnership working across a number of schools and would also solve problems when snow and other weather conditions limit attendance at school.	Yes	72
Council Response	<p>The National Digital Learning and Teaching Strategy published in 2016 recommends key actions and suggested uses of digital technology which could be taken forward including:</p> <ul style="list-style-type: none"> • Actively share knowledge and examples of how digital technology can enrich education and facilitate digital skills development across education establishments and local authority boundaries. • Ensure that the use of digital technology is a central consideration in the planning and delivery of any learning and teaching across Curriculum for Excellence. • Opening up experiences and opportunities for learners - educators can provide learners with access to a range of digital resources which allow 'anytime/ anywhere learning' and build a level of digital skills which will be vital in today's digital world. • Equity of educational choice - live video streaming and digital tools and services allow the potential for learners to study subjects via online distance learning. 		

	OTHER - ESTATE		
Issue Raised	Do not support a new combined 'super school'.	No preference	34
Council Response	The statutory consultation does not propose the amalgamation of Balerno and Currie High Schools.		
Issue Raised	Dean Park Primary School cannot support additional pupils. The school facilities are very dated.	No	19, 145, 149
Council Response	Dean Park Primary School is undergoing asset management works to upgrade its roof, windows, lighting, ventilation, hot water and electrical systems to maintain the building's condition.		

Appendix 3: Summary of Issues Raised and Council Response

	It is acknowledged that additional classrooms will be required to support the increased catchment area. A working group with the school, the parent council and a design team will be established to deliver the additional classrooms.		
Issue Raised	I think it is important to ensure Currie High School remains on its original site.	Yes	161
Council Response	The proposed catchment realignment does not propose moving any school to a new location.		
Issue Raised	Extend Currie Primary School and Dean Park Primary School	No	330, 408, 412
Council Response	Under the status quo both schools would be extended. The statutory consultation paper explains that if the proposed realignment is approved then an extension would only be required at Dean Park Primary School. The outcome of the statutory consultation will inform the number of classrooms required at each school to accommodate the projected roll. If a sibling guarantee is approved then temporary accommodation at Currie PS is proposed.		
Issue Raised	Build a nursery in Nether Currie Primary, and potentially increase the size of Nether Currie Primary	No	228
Council Response	As part of the expansion of Early Learning and Childcare (ELC) across the city, the Council has submitted an application for planning permission to build a nursery in the grounds of Nether Currie Primary School (application reference: 18/09626/FUL). The ELC expansion is wholly separate from the statutory consultation.		
Issue Raised	As CEC are considering whether a new school is a possibility for Balerno High school instead of a refurbishment and extension, perhaps a better solution for CEC would be to build a campus school, which has a new primary school and secondary school, co-located on the same site, near the existing BHS and Rugby club sites. The advantages would be many, better facilities and educational opportunities for our children and also this area is closer to the Newmills area.	Yes	409
Issue Raised	Rebuild Dean Park Primary School and Balerno High School as a campus on the High School site, if catchment change goes ahead the Newmills and Cherry Tree area will be closer.	No	405
Council Response	On Thursday, 21 June 2018, the Education, Children and Families Committee approved the ‘Wave 4 Education Infrastructure Prioritisation’ report that identified the extension and refurbishment of Balerno High School as a priority project, ranked sixth out of seven schools,		

	<p>subject to budget availability.</p> <p>On Friday, 1 February 2019, in a report on the 'Capital Investment Programme 2019/20 – 2023/24' to the Finance and Resources Committee, it was noted that the proposed Capital Investment Programme did not include further funding for Wave 4 schools unless sustainable revenue budgets are established for the period to 2023.</p> <p>It is acknowledged that new schools provide up-to-date facilities for pupils and the community. However, the Council is not considering, and there is no budget allocated, to rebuild Dean Park Primary School and the current Capital Investment Programme does not allocate any funding for the replacement of Balerno High School within the Wave 4 Programme.</p>		
Issue Raised	I am concerned that the option is being put forward without any form of proposal for how Dean Park Primary School would be extended in due course. Plans to extend Currie Primary School have been developed and approved. Only four of the eight have been built when eight could've been built from the outset. This shows a concerning degree of lack of foresight by the Council.	No	301
Issue Raised	Why did CEC only build half of the proposed extension at Currie PS given the current projections show the additional class space will be required in two years time.	No	375
Council Response	The decision to take forward a phased extension at Currie Primary School was taken having cognisance of the informal consultation that was being undertaken at the time. To build all eight classrooms at once would have prejudiced the outcome of the informal and statutory consultation process.		
Issue Raised	<p>With property developers looking to build more houses in this area, it may be that a new primary will need to be built here in future years.</p> <p>Could a primary school (or infants/juniors) be included in the rebuild of Currie High?</p>	No	298
Council Response	The Council has assessed the impact of the growth set out in the LDP through an Education Appraisal (August 2018), taking account of school roll projections. To do this, an assumption has been made as to the amount of new housing development which will come forward. This takes account of new housing sites allocated in the LDP and other land within the urban area.		

	<p>In areas where additional infrastructure will be required to accommodate the cumulative number of additional pupils, education infrastructure 'actions' have been identified. The infrastructure requirements and estimated delivery dates are set out in the Council's Action Programme (January 2019).</p> <p>If the education infrastructure actions identified in the current Action Programme are not sufficient to accommodate an increase in the cumulative number of new pupils expected in that area as a result of the development (for example unallocated greenfield/greenbelt sites) the Council will seek a developer contribution to mitigate the impact of the proposed development. Whether a new school is required will depend on the impact of the development proposed. Children and Families are consulted on any applications which will potentially have an impact on education infrastructure across the city. If it was considered there was no feasible way of accommodating the pupils generated by a proposed development then this would be stated in the consultation response. The Planning department would then consider this, along with any other material planning considerations, whether such an application should be refused.</p> <p>At this time, based on known housing developments with Planning support in the area there is no requirement for another primary school in the area.</p>		
Issue Raised	The proposal would increase the number of lunch sittings at Currie Primary School from three to four. Children do not get time to play at lunch break.	No	305, 424
Council Response	The proposed realignment would reduce the catchment population of Currie Primary School and would limit further increases to the existing school roll in the long term. It is not proposed to provide additional dining facilities at Currie Primary School.		
Issue Raised	The cost-saving outlined directly in the report is misleading because the comparison was based on known costs for building phase 2 of Currie Primary School's approved extension and forecasted costs of a proposal that has not went through a detailed design process at Dean Park Primary School.	No	288, 371
Issue Raised	The entire sum of section 75 agreement monies secured to mitigate pupil generation from housing developments at Ravelrig and Newmills should be allocated to extend Dean Park	Yes	426

	Primary School.																																																		
Council Response	<p>It is acknowledged there is more cost certainty to take forward the approved extension at Currie Primary School and that the accommodation solution, and the final costs, at Dean Park Primary School will not be known until a working group involving officers from the School Estate Planning Team and representatives from the school management team begin the process of determining the most suitable accommodation solution for the school with the budget available.</p> <p>The cost of a five classroom building at Dean Park Primary School was estimated using the £sqm of recent rising roll projects.</p> <p>Through Section 75 Agreements for the Newmills (15/05100/FUL) and Ravelrig (14/02806/FUL) housing developments, the Council secured £429,602 and £573,000 respectively to mitigate the impact of pupil generation. Creating an estimated shortfall of £489,398.</p>																																																		
Issue Raised	Non-catchment pupils at Dean Park Primary School have fallen year on year because of a reduction in out of catchment places available.	Yes	428																																																
Council Response	<p>Over the past five years the number of non-catchment places in P1 at Dean Park, Currie and Nether Currie, according to school census information is as follows:</p> <table border="1"> <thead> <tr> <th rowspan="2">P1 Intake</th> <th colspan="2">Dean Park</th> <th colspan="2">Currie</th> <th colspan="2">Nether Currie</th> </tr> <tr> <th>Catchment</th> <th>Non-Catchment</th> <th>Catchment</th> <th>Non-Catchment</th> <th>Catchment</th> <th>Non-Catchment</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>47</td> <td>4 (8%)</td> <td>81</td> <td>6 (7%)</td> <td>18</td> <td>5 (22%)</td> </tr> <tr> <td>2017</td> <td>57</td> <td>2 (3%)</td> <td>67</td> <td>2 (3%)</td> <td>11</td> <td>13 (54%)</td> </tr> <tr> <td>2016</td> <td>67</td> <td>6 (8%)</td> <td>52</td> <td>11 (17%)</td> <td>17</td> <td>7 (29%)</td> </tr> <tr> <td>2015</td> <td>53</td> <td>4 (7%)</td> <td>63</td> <td>3 (5%)</td> <td>6</td> <td>14 (70%)</td> </tr> <tr> <td>2014</td> <td>52</td> <td>8 (13%)</td> <td>48</td> <td>9 (16%)</td> <td>18</td> <td>10 (36%)</td> </tr> </tbody> </table> <p>The table shows there are limited non-catchment places available at Dean Park Primary School because the P1 intake limit, which is centrally managed for August admissions, limits the number of non-catchment places available in relation to the number of catchment places to</p>	P1 Intake	Dean Park		Currie		Nether Currie		Catchment	Non-Catchment	Catchment	Non-Catchment	Catchment	Non-Catchment	2018	47	4 (8%)	81	6 (7%)	18	5 (22%)	2017	57	2 (3%)	67	2 (3%)	11	13 (54%)	2016	67	6 (8%)	52	11 (17%)	17	7 (29%)	2015	53	4 (7%)	63	3 (5%)	6	14 (70%)	2014	52	8 (13%)	48	9 (16%)	18	10 (36%)		
P1 Intake	Dean Park		Currie		Nether Currie																																														
	Catchment	Non-Catchment	Catchment	Non-Catchment	Catchment	Non-Catchment																																													
2018	47	4 (8%)	81	6 (7%)	18	5 (22%)																																													
2017	57	2 (3%)	67	2 (3%)	11	13 (54%)																																													
2016	67	6 (8%)	52	11 (17%)	17	7 (29%)																																													
2015	53	4 (7%)	63	3 (5%)	6	14 (70%)																																													
2014	52	8 (13%)	48	9 (16%)	18	10 (36%)																																													

	<p>ensure all catchment places are met and achieves an efficient arrangement in terms of class size and provision of teaching. The non-catchment places available at Nether Currie Primary School demonstrate how non-catchment placing requests can be accommodated while achieving efficiencies in class size and teaching provision.</p>		
--	---	--	--

At each of the schools affected by the proposed catchment realignment a Quality Improvement Officer from Communities and Families outlined the proposed changes with a range of children from different year groups to gather their opinion. A summary of the discussion at each school is provided below.

Currie Primary School Pupils

What are the most important features about belonging to Currie Primary School?

- Lots of friends
- Really good teachers
- Lots of space in school
- Siblings attending the same school
- Knowing everyone
- Friendly and welcoming
- Welcoming to new people
- Most pupils in P7 go to Currie High School at the moment
- It is a local school
- Able to walk or cycle to school
- Groups for different subjects

From what you have heard about the proposals/changes what worries, if any, would you have?

- Some children in P7 might not get to go to Currie HS but would be in catchment for Balerno HS and so they wouldn't have same transition opportunities
- We already know teachers from Currie HS but we don't know teachers at Balerno HS

What opportunities/benefits do you see?

- Not so much traffic congestion
- Able to continue to have whole school assemblies because we will fit in the hall
- School won't get any bigger

Dean Park Primary School Pupils

What are the most important features about belonging to Dean Park Primary School?

- Outdoor space – field, playground, outdoor classroom, supported play
- Food quality
- Most children live close to the school
- Classrooms are very spacious
- No busy roads to cross
- Able to walk to school with friends
- Lots of space in the school
- All round school – lots of opportunities Bikeability, Rugby, Athletics, Music
- 1:4 electronic devices

From what you have heard about the proposals/changes what worries, if any, would you have?

- Assemblies – not everyone will fit in the hall

- Need for a bigger hall or another hall so that everyone can have 2 hours of PE
- Road safety – busier roads so more dangerous
- Lack of space outside for everyone
- Need for more classrooms
- Having a bigger school might be daunting for some children
- Need for staggered breaks and lunches
- Noisy and loud
- Friendships – some children might be in catchment for Currie HS instead of Balerno HS
- Transition work is with Balerno HS
- Busy bus stops
- Busier playground might lead to more accidents
- More children you don't know
- Not going to same school as siblings
- More congestion arriving and leaving school at entrances
- More cars leading to more pollution

What opportunities/benefits do you see?

- More friends
- Getting to know more people maybe from other schools
- More children with similar interests
- Improved trade for local shops
- Opportunities for improved sports teams but this could be a negative too as not all children will have the opportunity to be in the team

Nether Currie Pupils

What are the most important features about belonging to Nether Currie Primary School?

- Living close to the school and able to walk to and from school
- Knowing everyone
- School friends live nearby in the community
- Small school – big playground
- Great teachers
- Good education – lots of active learning
- Small school in terms of number of pupils but with lots of space
- Small classes

From what you have heard about the proposals/changes what worries, if any, would you have?

- Might have to make composite classes
- School might become really big
- Harder to make friends with everyone
- Bigger classes – bigger groups – less support for individuals who need it
- Lack of money for resources
- Less resources, less space
- Less space for everyone in the playground
- New nursery will already be taking up room
- We won't stand out as individuals if there are bigger classes and more children in the school

What opportunities/benefits do you see?

- More people to be friends with
- More people to play with
- Bigger budget for the school
- More opportunities to be friends with people with the same interests

Balerno High School Pupils

S1

Group former pupils of Dean Park PS, Windyknowe PS, Royal High PS

- Changes might be problematic – people will not want to move schools so needs to be a guarantee that they don't have to
- Would not want to be at different school to sibling
- P1 would be ok as friendships less established at nursery
- Out of catchment requests are good – it's good to come to a school that's better
- Not good to have fewer out of catchment spaces at Nether Currie
- Dean Park – already quite big
- Good to have protected green space
- Building "up" – extra floors – a possibility at Dean Park
- Some people who live in the Currie catchment already come to Balerno
- Balerno is as good a school as Currie
- Roads and transport – up by Harelaw/ Ravelrig is already bad and might be made worse if more go to Dean Park
- Really big schools lack personal touch sometimes and can be harder for teachers to build relationships
- There are no lights in the Turner Avenue/Dalmahoy estate – this is a health and safety issue especially for small kids walking to school
- If Balerno HS gets bigger, are we getting it done up?
- Can it be modernised? Redecorated?
- Can we have better sports facilities – gym/basketball courts/sports centre on the roof like Boroughmuir
- If Balerno gets bigger, we will need more teachers – we already have too much cover/supply teacher in Computing
- We've got a good HT – everyone loves him!
- In S1, if we were bigger, it would be good to be in different grouped classes more often and to be mixed up a bit more – especially good for out of catchment pupils as it would be easier to make friends
- Don't want Balerno HS to get too big – don't want to lose community feeling

S2

Group were former pupils of Dean Park PS, Balgreen PS, Carmondean PS

- Is there going to be a new West Edinburgh HS?
- Proposal to make Nether Currie catchment bigger to relieve pressure on Currie PS seems ok
- Dean Park is already quite big – class size is important to us
- If Dean Park gets bigger, more bigger classrooms will need to be built
- Play spaces need to be thought out carefully – keep lots of green space
- Could be ok to build at Dean Park though

- We don't like the huts at Dean Park!
- Sibling guarantee very important – would stop families having to drop kids off in two different places
- Another solution could be to change Dean Parks's start time to allow a family to make both
- Balerno and Dean Park are closer to the Cala homes
- Transitions need to be thought through very carefully
- Friendships/social connections are important
- If Balerno HS is getting bigger, we need to change the accommodation/building
- The huts at Balerno could go and new classrooms could be built there
- Corridors are already too narrow and cramped, especially upstairs English/Social Subjects
- Canteen is too small
- Could we combine the large/small games halls and extend facilities?
- The janitors close the bathrooms sometimes – could we have more? Better and modernised?
- Changing facilities are horrible – can we have new ones? Better swimming pool changing rooms?

S3

Group were former pupils of Dean Park PS, Kirknewton PS, Mid-Calder PS, Ratho PS

- Making Nether Currie's catchment bigger is sensible
- Having too many people added to a school could change the feel of it though
- Newmills is closer to Currie
- Cherry Trees closer to Balerno -= should come to Dean Park
- If Dean Park have space to build, they should consider the environment – protect the fields, Nature, animals, playgrounds
- Where would they build at Dean Park specifically? Can we have some details about this?
- It would take longer to walk to Dean Park than Currie PS from Newmills
- Lanark Road is very busy
- There is no parking
- Environmental concerns
- If Balerno HS is getting bigger, it's already squished
- Would need to add on new classrooms
- Would need to increase number of teachers
- The canteen would need to be expanded – it's already so busy, so many queues
- Could we have more social spaces to sit in?
- The concourse is very cramped when you are walking in between classes
- We need more new toilets
- Build an extension – don't replace the huts
- I think better use could be made of the space we currently have – there are too many meeting rooms and rooms that are not defined well

S4

Group were former pupils of Dean Park PS, Canal View PS, Livingston Village PS

- Cherry Trees should go to Dean Park
- Catchment zones won't suit everyone
- It feels fair to expand Nether Currie
- It is important to protect the parents' right to choose schools

- Concerned it would leave Dean Park PS under pressure – space was already going down anyway
- There is not much space to build on at Dean Park – would it be on green space or fields?
- We would like specific details of the proposed build at Dean Park
- We don't want you to build on the P5/6/7 playground
- To do it [the build at Dean Park] properly would be expensive
- Don't build on the park next to it – it's public land and would take this away from the community
- Please do the build properly!
- Let's not turn every piece of public land into schools and playgrounds
- How big does a primary school have to be to be too big – where does it stop?
- How big can a school get before you need another one/
- Feels ok in principle that Cherry Trees goes to Dean Park and on to Balerno
- Balerno can't cope with more pupils as it currently is
- Need to do up the school (Balerno)
- Refurbish the basics – decorate, refresh the Operating Systems on the computers, give us newer computers
- Pupils are starting not to respect the building because it's older
- We need a 21st century school
- We would prefer it to be refurbished rather than remade
- We would need new classrooms
- Could the rugby club help by letting staff share in their car park – could the community work in partnership with the school to come up with solutions?
- The pool car park could be built on
- Building "up" could be tricky with the way the school is and the roof is
- For parents, having kids at different schools could be really stressful
- Parents should have a right to have their kids at the same school
- Sibling guarantee really important – stressful for children if this isn't the case
- Very important to have the sibling guarantee
- Social transition for those currently in P6 (who will be S1 in 2020), finding out they have to go to a different high school to the one they expected, could be challenging
- Should be fine for those who will be in P1 as they've never been to any school – start with them
- Learners with ASN might benefit in a smaller school – parents might choose Nether Currie for this reason - need to consider this
- The council has cut funding for PSAs – this is a real worry!
- We have questions about if there is going to be a new school in West Edinburgh – what will the catchment be? Will it be Kirknewton and Ratho? We'd like to know more about this.

S5

Group were former pupils of Dean Park PS and Ratho PS

- Expanding the catchment of Nether Currie seems logical and sensible
- Parents should just send their children to their local school!
- Cala homes – makes sense to go to Dean Park and Balerno
- Balerno HS should get bigger!
- Mixed views on whether the current building could cope
- If it gets bigger, this might force the council to upgrade our building
- New equipment is needed
- New hall space

- Better and more social areas
- The huts could be replaced by a proper extension
- The upstairs corridors need to be bigger
- The Café is already too small
- No one uses the playground (except for 1 snowball fight a year which is quickly stopped) – could this be built on?
- There needs to be an exception to the “send your kids to the local school” rule for siblings and for legitimate reasons (bullying, health and wellbeing concerns...)
- Important to keep parental requests for different schools an option for the right reasons
- It is easier to walk to Dean Park from Cherry Trees
- It is easier to get into Balerno than out (transport-wise)
- No real concerns about Dean Park getting bigger – larger primary schools are not any worse than small ones

Currie High School Pupils

Pupil group were mixed age and former pupils of Nether Currie PS, Currie PS, Juniper Green PS, Bonaly PS and one pupil who attended primary school in India

Matters discussed:

- Group were in favour of the proposal to extend the catchment area of Nether Currie PS to relieve pressure on Currie PS
- Recognition that building more at Currie PS could eat into green space
- Learners from Nether Currie PS spoke about how small their classes were in terms of making the transition to Currie HS and felt it would be better to have more in each year group
- A further point about transition from nursery to primary was made – that it was important to group children from nursery schools together in terms of who would go to Currie PS and who would go to Nether Currie PS and keep them together at primary school
- Sense that it would be good for children to go to their local school wherever possible (although parental choice respected)
- In terms of the Cala homes, there was a feeling that it would be a longer travel distance to Dean Park PS but Balerno HS would be closer
- Group were not familiar with Dean Park PS therefore did not feel strongly about building there
- It would not be fair, however, for those who bought a house to attend, for example, Currie HS to suddenly find out their children had to go somewhere else – they didn’t choose this
- Group more comfortable with proposed P1 in 2020 changes than S1 – could be split up from classmates which would not be good
- Loud voices in favour of sibling guarantee –no families should have to have children at two different schools
- Recognition from the group that there are a lot of houses being built, therefore lots of new pupils moving into the area which could lead to overcrowding so need to do something
- In terms of Currie HS getting bigger, the group would very much like to know what the current proposals are for their school in terms of refurbishment and extension or rebuild
- In order to accommodate the increased roll (MM shared roll projections with the group - with catchment review and without catchment review), the group feel new classrooms and extra teachers will be needed
- They feel they are entitled to know what is happening with any proposed new building
- They would like better CDT facilities
- A better astroturf – no more sand! They’d like a 3G pitch.

- Better heating
- More seats in the lunch hall and spaces to eat and socialise – comments that in S1 there is a pressure to get a seat and you don't always get one
- In order for Currie HS to be a bigger school, the council needs to give it more funding
- Would any new school still be a community use school?

Schools (Consultation) (Scotland) Act 2010

Report by Education Scotland addressing educational aspects of the proposal by The City of Edinburgh Council to realign the catchment areas of Currie Primary School, Nether Currie Primary School, Dean Park Primary School, Currie High School and Balerno High School.

January 2019

1. Introduction

1.1 This report from Education Scotland has been prepared by Her Majesty's Inspectors of Education (HM Inspectors) in accordance with the terms of the [Schools \(Consultation\) \(Scotland\) Act 2010](#) ("the 2010 Act"). The purpose of the report is to provide an independent and impartial consideration of The City of Edinburgh Council proposal to realign the catchment areas of Currie Primary School, Nether Currie Primary School, Dean Park Primary School, Currie High School and Balerno High School. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision. Where a council is proposing to close a school, it needs to follow all statutory obligations set out in the 2010 Act, including notifying Ministers within six working days of making its final decision and explaining to consultees the opportunity they have to make representations to Ministers.

1.2 HM Inspectors considered:

- the likely effects of the proposal for children and young people of the school; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area;
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

1.3 In preparing this report, HM Inspectors undertook the following activities:

- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
- visits to the sites of Currie Primary School, Nether Currie Primary School, Dean Park Primary School, Currie High School and Balerno High School, including discussion with relevant consultees.

2. Consultation process

2.1 The City of Edinburgh Council undertook the consultation on its proposal(s) with reference to the [Schools \(Consultation\) \(Scotland\) Act 2010](#).

2.2 The formal consultation ran from 23 October 2018 to 3 December 2018. The proposal paper was made available electronically on the council website and in paper format. Copies were also available for inspection at, Central Library, Currie Library, Balerno Library, Ratho Library and at the schools affected by the proposals. Public meetings were held on 14 and 19 November 2018 at Balerno and Currie High Schools. The council received 420 responses to an online survey. Responses from those affected by the changes to Balerno High School, Dean Park Primary Schools and Nether Currie Primary School were generally supportive. Almost all parents, children

and other stakeholders affected by the catchment area changes in Currie High School and Currie Primary School were not positive. A significant number of respondents across all schools were concerned about the impact of increased traffic on safety, congestion, and the separation of siblings across primary and secondary schools if the proposals are implemented.

3. Educational aspects of proposal

3.1 The authority believe that the proposed changes will allow them to accommodate a growing population of children and young people in the area which has resulted from new housing developments and a general increase in school age population. The growth is predicted to continue year on year. An analysis by the council suggests that:

- Currie Primary School will require 22 classes by 2024.
- Nether Currie Primary School has capacity to support additional demand.
- Currie Primary School and Dean Park Primary School would need new accommodation due to new housing development if the council does not take action.
- The proposal to change catchment areas would mean new accommodation would only be required at Dean Park Primary School.
- The proposal would align school catchment boundaries with Community Council Boundaries.

Given the above, the proposal would provide an educational benefit in the longer term because of the more efficient use of existing school buildings. It would ensure that all schools in the area affected would be working at full capacity, and able to accommodate the projected community need going forward. A few stakeholders questioned the accuracy of the figures used by the council to predict pupil growth resulting from the new housing estates being built. Educational benefits are subject to these figures being correct.

Aligning school catchment areas with Community Council Boundaries has the potential to facilitate community planning, and strengthen further the communities sense of belonging.

Attainment and achievement in all schools are broadly similar as evidence by data provided by the council.

3.2 Children, young people and parents of Balerno High School and Dean Park Primary School appreciate the benefits of the proposal. Dean Park Primary School will have new accommodation that will enhance the current learning space. Balerno High School will have an increased school population which has the potential for them to offer a broader curriculum with more choice. Young people will also have a larger social group to develop their social and emotional skills.

Children and parents in Currie Primary School whose children will be re-aligned with Dean Park Primary School and Balerno High School have significant concerns that:

The journey to school is longer and entails crossing a busy main road which may place their children at increased risk. Parents are more likely to drive their children to school which will increase congestion on Lanark Road and Balerno village. The council need to ensure that safe routes to school are available for children, taking account of their age, and physical wellbeing.

Siblings will be separated which will fracture family cohesion, and make parental engagement in their child's education more difficult because their children may be in different primary and or secondary schools. The council need to consider the possible negative impact of siblings being educated in different schools, and how they might minimise these effects.

Parents feel that their children's connections with the Currie community will be diluted and this will affect long term friendships for their children and wider family relationships. Currently, these families use facilities in Currie for shopping, out of school leisure activities, and health services. They have a strong identity with the Currie community.

Children, parents and other stakeholders from Nether Currie Primary School can see the advantages of the proposed changes. Class sizes will be more consistent across stages, and more opportunities for working in groups, and socialising with a wider range of children will be afforded by the bigger class sizes.

4. Summary

The council's proposals are of educational benefit in the long term. The proposed changes will complement any future regeneration and economic growth by better aligning mainstream schools to potential housing developments and existing growth in the school aged population. More efficient use of the school estate will result from the proposals. In its final consultation report, the council will need to indicate how it plans to address the issue of siblings being educated in different schools, the possible risks to children walking to and from school along a busy road, the congestion concerns raised by stakeholders in both the Currie and Balerno communities, and the accuracy of figures used to predict the increased number of pupils requiring education generated from the new estates.

**HM Inspectors
January 2019**

City of Edinburgh Council

10.00am, Thursday, 14 March 2019

Licensing Forum: Update on Review of Constitution and Membership

Item number	8.3
Executive/routine	
Wards	All
Council Commitments	

1. Recommendations

1.1 The City of Edinburgh Council is asked to:

- 1.1.1 note that the appointment process for recruiting Forum members and its constitution, with a revised recruitment process, have been reviewed by the Licensing Forum;
- 1.1.2 approve the revised constitution and proposed recruitment process; and
- 1.1.3 agree to delegate authority to the Chief Executive to make such changes as necessary to the Committee Terms of Reference and Delegated Functions to enable the discharge of the Council's statutory functions with respect to the Licensing Forum to be included into the remit of the Regulatory Committee.

Paul Lawrence

Executive Director of Place

Contact: Andrew Mitchell, Regulatory Services Manager

E-mail: andrew.mitchell@edinburgh.gov.uk | Tel: 0131 529 4208

Licensing Forum: Update on Review of Constitution and Membership

2. Executive Summary

- 2.1 The Local Licensing Forum ('the Forum') is a lay advisory body set up by the Council as required by the Licensing (Scotland) Act 2005. The Forum is a separate legal entity from the Council and is not a Council committee. The Council has a legal duty to establish a Forum, to appoint the membership of the Forum, and to provide support and assistance as required. This report asks the City of Edinburgh Council to approve the revised constitution and the proposed process for recruiting and selecting future members of the Forum.

3. Background

- 3.1 The Licensing (Scotland) Act 2005 ('the Act') requires local authorities to establish a 'Local Licensing Forum'. Whilst Licensing Boards have been in place as separate legal entities for many years, Licensing Forums were created by the Act. However, both are independent of the Council and its structures. The Act does not provide any mechanism by which the Council could exercise governance over the Forum.
- 3.2 The Act sets out the functions of the Forum, specifically:
- 3.2.1 keeping under review the operation of the Act in the Forum's area, and the exercise by the local Licensing Board of its functions; and
 - 3.2.2 giving advice and making recommendations to the Board in relation to those matters as the Forum considers appropriate.
- 3.3 The Act makes it clear that the Forum's role is not to review, give advice or make recommendations to the Board in relation to the exercise of its functions in relation to individual cases.
- 3.4 The operation, membership and constitution of the Forum was reviewed in 2012 and again in 2017 - in both cases shortly after the local government elections. All reports

in relation to the Forum have previously been dealt with by full Council, as none of the existing executive committees have the Licensing Forum within their remit.

- 3.5 The current constitution of the Forum (Appendix 1) was agreed by Full Council in [November 2017](#). Following scrutiny by the Governance, Risk and Best Value committee in 2018, the Executive Directorate of Place commenced a further review of the constitution. A recruitment and selection process for the appointment of Forum members has been drafted as a result.

4. Main report

Review of Forum Membership Appointment Process and Constitution

- 4.1 Following review by the Governance, Risk and Best Value Committee, the appointment process was reviewed to ensure that it was transparent, fair and could be fully understood. A written process was drafted, setting out how the Council will recruit, select and appoint members of the Forum (Appendix 3).
- 4.2 Additionally, using the approach to recruit lay members of similar public bodies, an outline person specification was drafted, to allow volunteers interested in applying to better understand what might be expected of them (Appendix 4). Advice was sought from the Head of Legal Services and the Democracy, Governance and Resilience Senior Manager on the draft documents.

Consultation

- 4.3 Members of the existing Licensing Forum were consulted and provided with a copy of the documents by email, and asked to provide comments and suggestions on the draft documents.
- 4.4 A formal consultation was placed on the Council's Consultation Hub and the Council's Community Council Liaison Officer emailed notification to all Community Councils in the city. A meeting was held with the Secretary of the Edinburgh Association of Community Councils to brief the association on the proposals.
- 4.5 The deadline for responding to the consultation was extended to ensure that Community Councils and other stakeholders had every opportunity to respond.
- 4.6 As at the closing date eight Community Councils had responded, a further three responses were received from individuals and one from an association.
- 4.7 A full copy of these responses to the consultation is attached at Appendix 5 and with officer responses also included where the consultation feedback deals with a substantive issue.
- 4.8 Having reviewed the feedback there are no major changes proposed to the draft recruitment process or person specifications. The desirable criteria in the person

specifications have been slightly amended to make clear that any qualification must be relevant, and additionally to include relevant experience as being desirable. Although a small number of responses raised concerns that the person specification was too onerous, a number of responses indicated support, therefore no further changes are planned. However, this will be reviewed after any future recruitment if there have been insufficient applications.

- 4.9 The opportunity was taken to review the Forum constitution. As a result a small number of minor changes are proposed, and these are reflected in the draft constitution attached at Appendix 2.
- 4.10 Taking account of the feedback from Governance, Risk and Best Value Committee members, this report recommends that an executive committee of the Council should have the Licensing Forum added to its remit in order to improve future governance of the Council's statutory functions with respect to the Licensing Forum. It is accepted that submitting reports on the Forum to Full Council does not allow members ask questions of officers involved in supporting the Forum with any future reviews, and therefore this change is welcome.
- 4.11 It is recommended that the Regulatory Committee should be nominated for that role on the basis that the Regulatory Committee deals with all of the Council's licensing functions. The Convenor of the Regulatory Committee has been consulted on this proposed recommendation and has indicated support for the proposal.

5. Next Steps

- 5.1 Assuming that the Council approves the revised constitution and associated processes, recruitment for new Forum members will take place in the spring of 2019, with a view to the new Forum being appointed by the end of July 2019.
- 5.2 In the meantime, the current Forum will continue to discharge its duties as required until it is disbanded.

6. Financial impact

- 6.1 The costs of supporting the Forum are minimal and are contained within the Place Directorate budget.

7. Stakeholder/Community Impact

- 7.1 The Local Licensing Forum is independent of the Council and governance arrangements therein.

- 7.2 Consultation on changes to the Forum constitution and membership is detailed in paragraphs 4.3 to 4.5 above.
- 7.3 Place Directorate has learned from similar processes for appointing members of a public body and has also used the council's recruitment processes as a template for selection and appointment process. Legal Services reviewed the documents to ensure that they are consistent with the relevant statutory duties. The constitution and procedures do not have an impact on any protected characteristics.

8. Background reading/external references

- 8.1 Licensing (Scotland) Act 2005 – Re-appointment of the City of Edinburgh Licensing Forum and Revised Constitution: [Report to Full Council November 2017](#)
- 8.2 Licensing (Scotland) Act 2005 – Re-appointment of the City of Edinburgh Council Licensing Forum and revised Constitution: [Report to Full Council September 2012](#)
- 8.3 Licensing Forum: Update on review of Constitution and Membership: [Report to Governance, Risk and Best Value Committee 15 January 2019](#)
- 8.4 [Licensing \(Scotland\) Act 2005](#)

9. Appendices

- 9.1 Appendix 1 - Current Licensing Forum Constitution approved by Council in 2017
- 9.2 Appendix 2 - Proposed Licensing Forum Constitution
- 9.3 Appendix 3 - Proposed recruitment procedure
- 9.4 Appendix 4 - Proposed person specifications for lay members of Licensing Forum
- 9.5 Appendix 5 - Consultation responses

Appendix 1: Current constitution

Appendix 1

The City of Edinburgh Licensing Forum Constitution and Remit

City of Edinburgh Licensing Forum Constitution

1 Title

2 Introduction

3 Definitions

4 Terms of Reference

5 Functions

6 Membership

7 Convener

8 Meetings

9 Method of Voting

10 Special Meetings

11 Conduct of Members

12 Attendance at Meetings

13 Resignation etc

14 Alterations to Constitution and powers to make or amend rules

1 Title

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

2 Introduction

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

2.2 This document sets out the Forum's constitution.

3 Definitions

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

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

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

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

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

4 Terms of Reference of the Forum

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

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

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

4.4 To meet the Board at least once per year.

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

5 Functions

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

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

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

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

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

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

6 Membership

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7 Convener

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

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

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

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

8 Meetings

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

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

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

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

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

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

8.7 The minimum number of members present for any meeting of the Forum is eight. If this minimum does not attend, the meeting will be adjourned to a later date.

8.8 All members may put forward suggestions for agenda items. The Convener is responsible for arranging this.

8.9 The Director will arrange for a note to be kept of every meeting of the Forum. This note will include:

- The names of members in attendance
- A brief note of topics dealt with
- A record of all decisions taken by the Forum

8.10 A note of each meeting will be submitted for approval at the next meeting.

9 Method of Voting

9.1 All members have an equal vote, with the convener having a casting vote in the event of a tie.

9.2 Ex officio members have no voting rights.

9.3 Where the Forum agrees to make a recommendation to the Board, the wording of the recommendation shall be recorded in the action note. The Convener shall thereafter ensure that it is communicated to the Clerk of the Licensing Board.

10 Special Meetings

10.1 A Special Meeting of the Forum can be called at any time by the convener, or if at least eight Forum members request it in writing. The convener will decide on the date and place of the Special Meeting.

11 Conduct of members

11.1 Members must behave in a respectful and courteous manner towards others at all times while exercising Forum functions. With respect to the manner in which the Forum's business is carried out, the convener's decision is final.

11.2 Members should be open about their decisions and the reasons behind them.

11.3 All members are accountable for the Forum's decisions and actions. Each member must ensure that advice given, or recommendations made, reflects the views of the whole Forum.

11.4 The Forum is encouraged to produce an annual action plan setting out regular and short term pieces of work that it will undertake to monitor the licensing system. Any action plan will be discussed with the Board at its annual joint meeting.

12 Attendance at Meetings – Forum members

12.1 If a member does not attend a meeting of the Forum for 2 consecutive meetings, without reasonable explanation. The Forum may consider the circumstances and if not satisfied that the member had a reasonable explanation for failing to attend, members from the Forum may vote to remove that member from the Forum.

13 Attendance at Meetings – members of the public

13.1 Members of the public are welcome to attend Forum meetings, but are expected to sit at the side rather than in the body of Forum Members.

13.2 Should members of the public wish to speak at a Forum meeting then they should indicate notice of attendance to the Convener a week before the meeting; and will be given a maximum of five minutes to address the Forum, or otherwise at the discretion of the Convener.

14 Resignation

14.1 Members wishing to resign may do so, in writing, to the Executive Director.

15 Alterations to Constitution and Powers to Make or Amend Rules

15.1 The Forum at any time may submit a report to the Council asking it to amend the constitution of the Forum, or to make or amend rules relating to the Forum.

The City of Edinburgh Licensing Forum

Constitution and Remit

City of Edinburgh Licensing Forum Constitution

- 1 Title**
- 2 Introduction**
- 3 Definitions**
- 4 Terms of Reference**
- 5 Functions**
- 6 Membership**
- 7 Convenor**
- 8 Meetings**
- 9 Method of Voting**
- 10 Special Meetings**
- 11 Conduct of Members**
- 12 Attendance at Meetings**
- 13 Resignation etc**
- 14 Alterations to Constitution and powers to make or amend rules**

1. Title

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

2. Introduction

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

3. Definitions

- 3.1 'The Act' in this constitution means the Licensing (Scotland) Act 2005 as amended from time to time.
- 3.2 'The City of Edinburgh Licensing Forum' or 'the Forum' means that body established by the City of Edinburgh Council ('the Council') in accordance with Section 10 of the Act.
- 3.3 'Council year' means the period from May to May each year.
- 3.4 'Licensing Board' or 'the Board' means the City of Edinburgh Licensing Board.
- 3.5 'Licensing Standards Officer' or 'LSO' means a person employed by the Council and qualified as required by the provisions of the Act.
- 3.6 'Edinburgh' means that area administered by the Council incorporated under the Local Government etc (Scotland) Act 1994.
- 3.7 'Trade Representative' means a holder of a premises or personal licence issued under the Act.

4. Terms of reference of the Forum

- 4.1 To keep the liquor licensing system in the Council area under regular review and to seek to stimulate debate on matters relevant to the system.
- 4.2 To respond to consultation exercises undertaken by the Board and the Scottish Government.
- 4.3 To consider the implications of relevant local data and statistics for the liquor licensing system in the Council area
- 4.4 To meet the Board at least once per year.
- 4.5 To give advice and make recommendations to the Board on relevant matters, except individual licence applications.

5. Functions

- 5.1 The Forum will review the operation of the liquor licensing regime and the exercise of licensing powers in Edinburgh, and give advice and make recommendations to the Board.
- 5.2 The Forum will give advice and make recommendations to the Board in relation to policy and other appropriate areas of concern.
- 5.3 The Forum will have no involvement in the exercise of the Board's powers in any particular case or application.
- 5.4 Forum members will take all reasonable steps to encourage all relevant people to make their views known to the Forum, and to represent their views. This may include any relevant organisations and residents within the Edinburgh Council area.
- 5.5 It is inappropriate for any member to use the Forum to pursue their own interests or resolve personal issues. Unless they have been specifically appointed to represent that organisation, a member of the Forum must not express or promote the views of any organisation of which they are also a member.
- 5.6 The Forum is entitled, on request, to be provided with copies of any statistical information provided to the Board, for the purpose of preparing a licensing policy statement or supplementary statement.

6. Membership

- 6.1 Membership of the Forum must always be between five and 21 people. This number will be subject to review by the Council, from time to time, on request by the Forum, the Board or the Council's Executive Director of Place ('the Director').
- 6.2 In order to be eligible for membership of the Forum, a person must be:
 - 6.2.1 Aged 18 years or above (with the exception of a member who is a 'young person'); and
 - 6.2.2 Able to show that they have an interest in the licensing system.
- 6.3 The Forum membership shall include members required as set out in Paragraph 2 (2) of Schedule 2 of the Act, specifically:
 - 6.3.1 A Licensing Standards Officer; or
 - 6.3.2 A representative of the Health Board
- 6.4 The Forum membership shall thereafter be appointed to reflect Paragraph 2 (5) of Schedule 2 of the Act and these are as follows:
 - 6.4.1 Not less than six community representatives will be appointed, specifically
 - 6.4.1.1 four representatives, one for each Community Planning Areas within the City
 - 6.4.1.2 one additional seat to represent Ward 11 (City Centre), and
 - 6.4.1.3 one additional seat to represent Edinburgh Association of Community Councils.
 - 6.4.2 A minimum of six places shall be reserved for trade representatives each holding a premises or personal licence.
 - 6.4.3 A representative of the City of Edinburgh Council's Executive Director of Communities and Families to represent young people.
 - 6.4.4 A representative of the Chief Social Worker.
 - 6.4.5 A representative of the Chief Constable.
 - 6.4.6 The remaining four seats from any other interested person up to a statutory maximum of 21 members, whilst maintaining a balance wherever possible between community representatives and trade representatives (as defined in section 3).

Establishing the Forum and reappointments

- 6.5 Once the Council has established and appointed Forum members, it shall delegate power to the Executive Director of Place to reappoint members in consultation with the Convenor of the Forum ('the Convenor').
- 6.6 Members will be initially appointed for up to three years. One year after the Forum is established and on a rolling basis thereafter, one third of members will be reappointed every three years. When the Forum is established each community and trade representative will be randomly allocated a number 1, 2 or 3. Members allocated a number (1) shall require to be reappointed two years after initial appointment, members with a number (2) shall require to be reappointed three years after initial appointment, members with a number (3) shall require to be reappointed four years after initial appointment. Thereafter the process will continue until such time as the Council may direct.

Method of Selection and Appointment

- 6.7 Where a representative of an organisation is appointed to the Forum it will be for that organisation to select the representative, e.g. NHS Lothian shall select a representative.
- 6.8 In relation to representatives of the community the Executive Director of Place shall prepare a procedure and recruitment plans on how the community representatives shall be nominated for appointment, including a person specification.
- 6.9 In relation to representatives of the trade, the Executive Director of Place shall prepare a procedure and recruitment plans on how trade representatives will be recruited. Volunteers from the trade will be sought by advertising the opportunity to serve on the Forum and shall appoint suitably interested parties using an agreed person specification.
- 6.10 Where a vacancy occurs the Executive Director of Place shall recruit a replacement using the process outlined in 6.8 and 6.9 above to fill said vacancy. Should a vacancy arise the Forum shall continue to operate and a vacancy will not affect the validity of any proceedings.
- 6.11 Members are expected to make every effort to attend meetings. Should a member be unable to attend they should contact the Convenor before the meeting. The member may formally nominate a substitute to express views on their behalf. The substitute must be eligible for the same category of membership as the non-attending member.
- 6.12 The Forum may invite other persons to attend and participate in meetings, should this be required. Any such invitation is at the discretion of the Convenor. Any such person shall not be entitled to vote in any decision made by the Forum. Neither shall such a person be entitled to vote in choosing a Convenor.

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

7. Convenor

- 7.1 At its first meeting and at the first meeting in each Council year the Forum members present will elect a Convenor from Forum members. Any member of the Forum may stand for election as Convenor. The Convenor will hold office until the first meeting in the following year unless they resign or are dismissed.
- 7.2 The Forum may choose to elect a Vice Convenor who would normally chair any meeting in the absence of the Convenor. Any such appointment will follow the process set out in 7.1 above.
- 7.3 If the Convenor (or Vice Convenor if appointed) is unable to attend a meeting of the Forum, they must send their apologies to the Regulatory Services Manager. The Forum should nominate a member from those members in attendance to chair that meeting. The Convenor may nominate a substitute to express views on their behalf.
- 7.4 The Convenor is responsible for ensuring that meetings are conducted in an orderly fashion. The Convenor should also manage the discussion so that everyone has a chance to speak, while ensuring that all agenda items are discussed in the available time. All Forum members will have a responsibility to promote participation.

8. Meetings

- 8.1 The Forum will have at least four meetings in each Council year.
- 8.2 The Forum will meet with the Board at least once in each Council year.
- 8.3 All Forum meetings will be held in public and will be open to the media.
- 8.4 Meetings will be arranged by the Forum, in consultation with the Council, to ensure that appropriate facilities are available.
- 8.5 Dates and times of meetings, the agenda, and any connected papers will normally be issued by email (or by post if a member so requests) to the Forum members in advance of the meeting.
- 8.6 Forum papers will be posted on the Council website. These will include agenda, notes of previous meetings, and other materials relevant to the Forum's operation.
- 8.7 The minimum number of members present for any meeting of the Forum is one half of the number of members (but in any case no fewer than three). If this minimum does not attend, the meeting will be adjourned to a later date.

- 8.8 All members may put forward suggestions for agenda items. The Convenor is responsible for arranging this.
- 8.9 The Director will arrange for a note to be kept of every meeting of the Forum. This note will include:
- 8.9.1 the names of members in attendance;
 - 8.9.2 a brief note of topics dealt with; and
 - 8.9.3 a record of all decisions taken by the Forum.
- 8.10 A note of each meeting will be submitted for approval at the next meeting.

9. Method of voting

- 9.1 All members have an equal vote, with the Convenor having a casting vote in the event of a tie. Members or appointed substitutes must be present at a meeting to vote.
- 9.2 Other persons invited to attend and participate (as outlined at 6.12 above) shall have no voting rights.
- 9.3 Where the Forum agrees to make a recommendation to the Board, the wording of the recommendation shall be recorded in the ~~action~~ meeting note. The Convenor shall thereafter ensure that the recommendation is communicated to the Clerk of the Licensing Board.

10. Special meetings

- 10.1 A Special Meeting of the Forum can be called at any time by the Convenor, or if at least eight Forum members request it in writing. The Convenor will decide on the date and place of the Special Meeting.

11. Conduct of members

- 11.1 Members must behave in a respectful and courteous manner towards others at all times while exercising Forum functions. With respect to the manner in which the Forum's business is carried out, the Convenor's decision is final.
- 11.2 Members should be open about their decisions and the reasons behind them.
- 11.3 All members are accountable for the Forum's decisions and actions. Each member must ensure that advice given, or recommendations made, reflects the views of the whole Forum.

- 11.4 The Forum is encouraged to produce an annual action plan setting out regular and short term pieces of work that it will undertake to monitor the licensing system. Any action plan will be discussed with the Board at its annual joint meeting.

12. Attendance at meetings - Forum members

- 12.1 If a member does not attend a meeting of the Forum for two consecutive meetings without reasonable explanation, the Forum may consider the circumstances. If not satisfied that the member had a reasonable explanation for failing to attend, members from the Forum may vote to recommend that the member is removed from the Forum.

13. Attendance at meetings – members of the public

- 13.1 Members of the public are welcome to attend Forum meetings, but are expected to sit at the side rather than in the body of Forum Members.
- 13.2 Should members of the public wish to speak at a Forum meeting then they should indicate notice of attendance to the Convenor a week before the meeting; and will be given a maximum of five minutes to address the Forum, or otherwise at the discretion of the Convenor.

14. Resignation

- 14.1 Members wishing to resign may intimate their intention to do so, in writing, to the Executive Director of Place.

15. Alterations to Constitution and powers to make or amend rules

- 15.1 The Forum at any time may submit a report to the Council asking it to amend the constitution of the Forum, or to make or amend rules relating to the Forum.

Appendix 3

PROCEDURE FOR RECRUITING MEMBERS OF THE LICENSING FORUM.

When establishing the membership of the Licensing Forum or appointing any further members in the event of a vacancy, the following process will be followed.

The Forum will continue to operate, notwithstanding any vacancy which may occur from time to time.

Community Representatives

1. There will be up to eight (8) places on the Forum for Community Representatives:
 - six (6) community representatives - five (5) geographically appointed representatives and one (1) representative appointed by Edinburgh Association of Community Councils;
 - two (2) additional community representatives.
2. The Executive Director of Place will prepare recruitment plans which will take in to account the community planning arrangements in effect at the relevant time, and will consult with the Democracy, Governance and Resilience Senior Manager (or any successor) and the Convenors of the various Locality Committees on the content of these plans.
3. Each community planning area will be asked to form separate selection panels involving a representative range of community groups in that area. These selection panels will be asked to nominate one representative for each community planning area, and additionally to provide a list of any and all individuals considered appropriate to be added to the Additional Members (Community Representatives) Reserve List.
4. Ward 11 (City Centre) will be asked to form a selection panel involving a representative range of community groups in that ward. This selection panel will be asked to nominate a representative for Ward 11 (City Centre), and additionally to provide a list of any and all individuals considered appropriate to be added to the Additional Members (Community Representatives) Reserve List.
5. The Edinburgh Association of Community Councils (EACC) will be asked to nominate a member in accordance with its own governance arrangements.
6. Having established selection panels for each area, the City of Edinburgh Council ('the Council') will advertise vacancies for community members of the Forum and invite applications from interested parties. Applicants will be provided with a person specification and asked to fill in a short application form and submit it to the Council within a specified timescale.
7. Applicants will be asked to provide details of two referees.
8. A selection panel will be provided with copies of the applications received for the relevant area, and will be asked to shortlist and interview applicants using a standard methodology to ensure consistency across candidates/areas.

9. The selection panel will nominate a preferred candidate for the Executive Director of Place for appointment, and will additionally provide to the Executive Director of Place a list of any and all individuals it considers appropriate for adding to the Additional Members (Community Representatives) Reserve List.
10. Should a vacancy occur in any of the posts filled by a community representative, or when any such representative is required to be reappointed (with the exception of a vacancy in an Additional Members (Community Representatives) post and the post filled by EACC), the Council will advertise the vacancy/vacancies and invite applications from relevant interested parties. The Council will provide to the relevant selection panel copies of the applications received. This selection panel will be asked to shortlist, interview applicants, and nominate a preferred candidate for appointment by the Executive Director of Place.

Trade Representatives

1. The Executive Director of Place will establish a selection panel to recruit and nominate holders of premises or personal licences, to be known as 'trade representatives'.
2. Having established a selection panel, the Council will advertise vacancies for trade representatives on the Forum and invite applications from interested parties. Applicants will be provided with a person specification and asked to fill in a short application form and submit it to the Council within a specified timescale.
3. Applicants will be asked to provide details of two referees including, where relevant, one from the trade body where the applicant seeks to represent that body on the Forum.
4. The selection panel will be provided with copies of the applications received and will shortlist and interview applicants using a standard methodology to ensure consistency across candidates/areas.
5. The selection panel will nominate up to six (6) preferred candidates for appointment by the Executive Director of Place, and will additionally provide a list of any and all individuals it considers appropriate for addition to the Additional Members (Trade Representatives) Reserve List.
6. The selection panel will endeavour to ensure insofar as possible that all sectors of the licensed trade are represented in any nomination made.
7. Should a vacancy occur in any of the posts filled by a trade representative, with the exception of a vacancy in an Additional Members (Trade Representatives) post, or when any such representative is required to be reappointed, then the above process will be followed.

Additional Members

1. The Forum's Constitution allows the Forum to have up to twenty one (21) members. In addition to the five (5) statutorily determined representatives, the six (6) community representatives and six (6) trade representatives set out above, there are up to four

- (4) places for additional members who may be appointed to bring that number up to twenty one (21).
2. The Executive Director of Place will, insofar as practically possible, seek to ensure that the balance between community and trade representatives remains equal when appointing additional members to the Forum. Where there is a need to recruit Additional Members, the Executive Director of Place will determine the number of Additional Members (Community Representatives) and the number of Additional Members (Trade Representatives) required.
 3. Additional Members will be identified as follows.
 - a. Community representatives: Selection panels will provide to the Council a list of any and all individuals considered appropriate for addition to the Additional Members (Community Representatives) Reserve List.
 - i. Where the number of nominees is less than or equal to the number of additional seats available for Additional Members (Community Representatives), members will be appointed by the Executive Director of Place.
 - ii. Where the number of nominees is more than the number of additional seats available for Additional Members (Community Representatives), the Executive Director of Place will draw lots, and depending on the outcome of drawing lots, will rank all the nominees in order. The nominee/nominees at the top of the list will be appointed to the vacant place/places, and the remaining nominees will be placed in order on the Additional Members (Community Representatives) Reserve List.
 - iii. Thereafter, where a vacancy occurs for Additional Members (Community Representatives) these shall be filled from the Additional Members (Community Representatives) Reserve List in the order ranked (as per 3(a)(ii)). If there is no one on the Additional Members (Community Representatives) Reserve List then the Council will advertise, share applications with relevant selection panels and ask for nominations. Nominees will be added to the Additional Members (Community Representatives) Reserve List in the order determined by the drawing of lots, with posts being filled from the top of the list downwards.
 - b. Trade representatives: The selection panel will provide to the Council a list of any and all individuals considered appropriate for addition to the Additional Members (Trade Representatives) Reserve List.
 - i. Where the number of nominees is less than or equal to the number of additional seats available for Additional Members (Trade Representatives), they will be appointed by the Executive Director of Place.
 - ii. Where the number of nominees is more than the number of additional seats available for Additional Members (Trade Representatives), the Executive Director of Place will draw lots, and depending on the outcome of drawing lots will rank all the nominees in order. The nominee/nominees at the top of the list will be appointed to the vacant place/places and the remaining

nominees will be placed in order on the Additional Members (Trade Representatives) Reserve List.

- iii. Thereafter, where a vacancy occurs for Additional Members (Trade Representatives) these shall be filled from the reserve list in the order ranked (as per 3(b)(ii)). If there is no one on the Additional Members (Trade Representatives) Reserve List then the Council will advertise, share applications with the selection panels and ask for nominations. Nominees will be added to the Additional Members (Trade Representatives) Reserve List in the order determined by the drawing of lots, with posts being filled from the top of the list downwards.

Appendix 4



Person Specification

Position Title	Lay member of the City of Edinburgh Licensing Forum: Trade Representative
Service Area	Supported by the Place Directorate
Responsible To	n/a

Person Specification

Qualifications, training & professional membership	<p>Members of the Forum are volunteers. The person specification is intended to set out the skills and attributes necessary to serve on the Forum.</p> <ul style="list-style-type: none"> • Trade members should normally hold a premises licence or a personal licence. Alternatively they should be able to demonstrate an active interest in the licensed trade within the city, or alternatively show that they represent a trade group with an active interest in the licensed trade within the city. Essential • Qualifications are not essential, but where a person can show a relevant legal, licensing or health qualification or equivalent, this will be desirable. Desirable • Any relevant membership of a voluntary group or trade association/body. Desirable • Experience of volunteering or membership of a lay body. Desirable
---	---

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

REPRESENTATION

- Able to represent the interests of the organisation or group which the member is appointed to represent Essential

- Able to feed back to the organisation or group which the member is appointed to represent. Essential

ASSESSMENT OF INFORMATION

- Able to consider evidence provided and submissions made to the Forum, and reach a considered view on how these relate to the functions of the Licensing Board. Essential
- Aware of the Licensing (Scotland) Act 2005 and able to apply their understanding to the discussions and decisions of the Forum. Essential

WORKING EFFECTIVELY WITH OTHERS

- Can demonstrate ability to work effectively with a range of Forum members and other stakeholders to deliver effective discharge of the Forum's functions. Essential
- Able to support other Forum members to contribute effectively. Essential

COMMUNICATIONS

- Able to participate and speak at public meetings. Essential
- Able to communicate views of groups or organisations represented by the member in a clear and balanced manner. Essential
- Occasionally to prepare a short written report or similar. Essential

Planning and Decision Making

- Able to contribute to the planning of future business of the Forum. Essential
- Able to participate in decision making processes in an open, transparent manner which supports a wider range of contributions. Essential



Person Specification

Position Title	Lay member of the City of Edinburgh Licensing Forum: Community Representative
Service Area	Supported by the Place Directorate
Responsible To	n/a

Person Specification

**Qualifications,
training &
professional
membership**

Members of the Forum are volunteers. The person specification is intended to set out the skills and attributes necessary to serve on the Forum.

- Community members need not hold a formal qualification, but should be able to demonstrate that they are active in their local community and have an interest in liquor licensing. Essential

- Qualifications are not essential, but where a person can show a relevant legal, licensing or health qualification or equivalent, this will be desirable. Desirable

- Any relevant membership of a voluntary group or trade association/body. Desirable

- Experience of volunteering or membership of a lay body. Desirable

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

REPRESENTATION

- Able to represent the interests of the organisation or group which the member is appointed to represent Essential

- Able to feed back to the organisation or group who the member is appointed to represent Essential

ASSESSMENT OF INFORMATION

- Able to consider evidence provided and submissions made to the Forum, and reach a considered view on how these relate to the functions of the Licensing Board. Essential
- Aware of the Licensing (Scotland) Act 2005 and able to apply their understanding to the discussions and decisions of the Forum Essential

WORKING EFFECTIVELY WITH OTHERS

- Can demonstrate ability to work effectively with a range of Forum members and other stakeholders to deliver effective discharge of the Forum's functions. Essential
- Able to support other Forum members to contribute effectively. Essential

COMMUNICATIONS

- Able to participate and speak at public meetings. Essential
- Able to communicate views of groups or organisation represented by the member in a clear and balanced manner. Essential
- Occasionally to prepare a short written report or similar. Essential

Planning and Decision Making

- Able to contribute to the planning of future business of the Forum. Essential
 - Able to participate in decision making processes in an open, transparent manner which supports a wider range of contributions. Essential
-

Appendix 5

LICENSING FORUM REVISED DOCUMENTS CONSULTATION (SEPTEMBER – NOVEMBER 2018)

Q1: Please give us your comments on the draft Licensing Forum Constitution

Individual response	<p>The make-up of the forum seems rather weighted towards members and organisations that would lean towards more restrictions on licensing. With the exception of the 6 trade seats all the other members would probably support more restrictive licensing. There is the potential for a further 6 seats to be appointed by the Director of Place but nowhere is it stated who these seats are aimed at.</p> <p>Nowhere in the document is any representation mentioned from the tourist industry (non-licensed such as B&Bs, tour operators, museums, other places of interest, etc.). Most importantly, nowhere are the actual customers mentioned.</p>
SERVICE RESPONSE	<p><i>For a number of years the Forum representation has been based on three groupings:</i></p> <ul style="list-style-type: none"> • <i>Named statutory delegates such as LSO, Police and NHS;</i> • <i>Six community representatives;</i> • <i>Six trade representatives</i> <p><i>The remaining seats are equally divided between community and trade representatives.</i></p> <p><i>Whilst no doubt important groups, non-licensed tourist industry bodies have no direct interest in the operation of the liquor licensing system.</i></p> <p><i>The suggested make-up very much follows the legislation and no further changes to representation are proposed.</i></p>
Drum Brae CC	<p>I'd be interested to know why and in what circumstances the membership number would be subject to review by the Council, 'from time to time', on request by the Forum, the Board or the Council's Executive Director of Place ('the Director'). Has that happened previously?</p> <p>Whilst a three year tenure appears to be right in my view ... I don't see a lot about ongoing training and familiarisation with the necessary procedures, process and roles or responsibilities for the lay person here after selection or appointment to deal with any change or amendment. Dealing with copies of statistical information provided to the Board, for the purpose of preparing a licensing policy statement or supplementary statement will require this type knowledge and understanding.</p>
SERVICE RESPONSE	<p><i>Membership was reviewed and the Constitution updated both in 2012 and in 2017.</i></p> <p><i>The Directorate had previously committed to providing training once the new Forum was appointed, and that remains the intention. Further training – as reasonable and agreed with Forum members – will be provided.</i></p>

Tollcross CC	<p>Section 6.4 Paragraph a.</p> <p>We don't consider it appropriate that there should be one additional seat to represent Edinburgh Association of Community Councils. (EACC). It's not clear what or whom the occupant of such a seat would represent. Many community councils do not take any part in the EACC's deliberations and, of those that do, the attendance of most is sporadic.</p> <p>The EACC has difficulty reaching a consensus because each community council is concerned with its own local issues and those issues differ from place to place.</p>
SERVICE RESPONSE	<p><i>With a limited number of member seats available, a balance has to be struck to attempt to ensure optimum representation across the city. In practice, while licensed premises are located city-wide, there are recognised points where premises numbers are concentrated and so an additional seat is given to the city centre area.</i></p> <p><i>There are many community councils (CCs) across the city which don't have frequent licensing issues, and the EACC seat is intended to allow the EACC to keep these CCs informed and involved. The EACC representative would feed back to EACC as required, and EACC would cascade information as required.</i></p> <p><i>Alternatives were considered, but ultimately appeared impractical. Outwith the city centre there was no consensus as to which other areas would merit a seat (there were suggestions of Tollcross and Leith).</i></p> <p><i>As there is only one negative comment regarding this recommendation, no change is proposed.</i></p>
Individual response	Whilst appreciating need for one it appears to be too legalistic
SERVICE RESPONSE	<i>Will keep under review if there are insufficient applications when the new forum is recruited.</i>
Individual response	It would have been helpful if the proposed changes to the constitution had been highlighted together with the rationale for the changes. Without this information it is difficult to understand the need for and extent of changes proposed.

	<p>Based on my review of the constitution it would appear that the Forum has a very high membership (up to 21) with a quorum of 8. Given that the Forum is intended to have a balanced membership between trade and community representatives perhaps the quorum should require that at least three members of either trade or community members should be present at each meeting. I note that there are several Council appointed representatives. Are these appointed as individual or by position and if so is there a mechanism in the constitution for deputies to attend in place of the regular attendees to ensure that the quorum requirements are satisfied.</p> <p>I presume from the various Council papers that the Licensing Forum will now come under the remit of the Governance, Risk and Best Value Committee. Perhaps this should be clearly stated within the constitution and extent of changes proposed.</p>
SERVICE RESPONSE	<p><i>The current version of the Constitution (in existence until any changes suggested by this consultation are agreed by Full Council) was available on the Consultation Hub for reference.</i></p> <p><i>The report to the Governance, Risk and Best Value Committee and to full Council will explain the main changes.</i></p> <p><i>The rule with respect to quorum comes directly from the Licensing (Scotland) Act 2005. Schedule 2 specifies that quorum is half of the total number of members, and in any case not less than three. It is considered impractical to further complicate that, as it could lead to situations where the Forum could cease to function if insufficient representatives attend.</i></p> <p><i>The Constitution specifically allows substitutes (nominated in advance) to attend and participate.</i></p> <p><i>Advice from Committee Services is that the Governance, Risk and Best Value committee is not an executive committee. A proposal will therefore be put to Full Council that the terms of reference of the Regulatory Committee should be amended to include all aspects of the Council's responsibility for the Licensing Forum within its remit, on the basis that the Regulatory Committee is responsible for all aspects of the Council's licensing functions.</i></p>
Craigentinny and Meadowbank CC	The constitution is well constructed. I don't see any issues with it.

Southside Association	This constitution seems appropriate and workable. It is clearly stated.
Colinton CC	This document appears to be satisfactory
Merchiston CC	<p>Your Highlights document states the following:</p> <ul style="list-style-type: none"> • A minimum of six places shall be reserved for Community representatives. <ul style="list-style-type: none"> ◦ Four of these shall be reserved for community representatives from each of the four localities (North East, North West, South East and South West). ◦ One additional place shall be reserved for a community representative from Ward 11 (City Centre), and ◦ one additional place for a member nominated by Edinburgh Association of Community Councils. • A minimum of six places shall be reserved for holders of premises or personal licences to be known as Trade representatives. <p>Do we assume that this situation has been superseded by the documents forming part of the present consultation ? If so, could that please be made clear ?</p>
SERVICE RESPONSE	<i>The 2017 Constitution and the current draft are identical in this respect. If the Council approves the draft Constitution this will supersede all previous versions.</i>
Merchiston CC	I may have missed this, but what is the quorum? What are the powers of the Forum?
SERVICE RESPONSE	<i>The Forum has a quorum set out in the Constitution which mirrors the 2005 Act requirements. The Forum has no express powers. Its role is clearly set out at paragraph 2.1 of the draft Constitution.</i>

Q2: Please give us your comments on the draft person specification for community representatives

Individual response	<p>"Qualifications are not essential but where a person can show a legal, licensing or health qualification or equivalent this will be desirable." This requirement is labelled as "Desirable". If the forum is to represent a wide range of views, this requirement restricts the pool from which such a representative can be drawn and needs to be removed. It is unlikely that any lay member representing customers would have legal, licensing or health qualification.</p> <p>Instead any prospective candidate should be able to demonstrate a rudimentary understanding of the Council's licensing process.</p>
SERVICE RESPONSE	<p><i>This is not intended to restrict.</i></p> <p><i>'Desirable' criteria assist recruitment panels to distinguish between applications where all 'essential' criteria are met.</i></p> <p><i>It is felt that requiring lay representatives to demonstrate an understanding of the licensing process would unduly restrict potential candidates. Will add text making it clear that any qualification should be 'relevant'.</i></p>
Drum Brae CC	<p>In terms of representation in the City I would be interested in learning if the new Locality structure has been considered (for example is this the same as the Planning Areas) in regard to getting a consistent geographical spread across the city to perhaps reflect the many diverse communities we have.</p>
SERVICE RESPONSE	<p><i>It is intended that the areas set out in the draft Constitution should precisely mirror the wider community planning areas, in order to avoid confusion.</i></p>
Tollcross CC	<p>We are happy with this draft.</p>
Individual response	<p>It would appear that the community reps are applying for a full time job. A lot of the criteria should be desirable not essential.</p>
SERVICE RESPONSE	<p><i>The requirements are considered proportionate.</i></p>
Individual response	<p>It would have been helpful if the specification had outlined the expectations in terms of time commitment from membership of the Forum</p>

COMMENTS	<i>When advertised the normal frequency of meetings will be given, subject to the caveat that the new Forum may choose to alter the frequency (as it is an independent lay body).</i>
Fairmilehead CC	<p>The specification appears to be very onerous particularly when the community representatives will more than likely be volunteers.</p> <p>Even to be elected as a community councillor a person does not have to go through such a procedure. Although they require to do is nominate themselves (with a seconder) and they will be appointed. In certain circumstances they may require to stand for election but this is very rare. They are self selecting and the community councils benefit from this.</p> <p>Community Councils are statutory bodies and if such restrictions as proposed for Forum members were thought necessary the government would have imposed them. It is telling that they have not done so.</p> <p>If the selection process is too onerous or complicated then volunteers are not going to come forward and go through such a complicated and unnecessary process. It will have the opposite effect to that intended. Self selection over comes this problem.</p>
SERVICE RESPONSE	<p><i>Noted, however there is general support and elected members requested a clear recruitment process. The Forum is clearly distinct from CCs, as Councillors on CCs gain their mandate from the relevant statutory process.</i></p> <p><i>It is suggested that this is kept under review, and if recruitment difficulties are experienced then the directorate will reflect on possible reasons.</i></p>
Craigtinny and Meadowbank CC	Good specifications.
Southside Association	This person specification is clear and covers the attributes I feel are necessary for a community representative on the Edinburgh Licensing Forum.
Colinton CC	Comprehensive set of requirements if not a bit over the top such as it might dissuade individuals from getting involved.

Merchiston CC	We do not believe that a legal, licensing or health qualification need be considered even just desirable, and should certainly not be a consideration when potential community members of the Forum are being shortlisted/interviewed. Our reason for saying this is because expertise in legal and licensing matters is provided by CEC officers who attend Forum meetings, and a Nominee of NHS Lothian is a statutory member of the Forum. Other personal/professional qualities (many of them listed in your person specification) would be much more appropriate and useful. References should be sought.
SERVICE RESPONSE	<i>This is not intended to restrict. 'Desirable' criteria assist recruitment panels to distinguish between applications where all 'essential' criteria are met. It is felt that requiring lay representatives to demonstrate an understanding of the licensing process would unduly restrict potential candidates. We have added that references will be sought.</i>
Merchiston CC	They should not have any links with the alcoholic drinks industry. They should have the time available to attend. A record in civic activity is something to be looked for.
SERVICE RESPONSE	<i>The Act specifically requires the Council to ensure as far as possible that holders of premises licences etc are represented, therefore this group could not be excluded from membership.</i>

Q3: Please give us your comments on the draft person specification for trade representatives.

Drum Brae CC	Similarly I don't see a lot about ongoing training and familiarisation with the necessary procedures, process and roles or responsibilities for the six places reserved for trade representative's to deal with any change or amendment. Again, dealing with copies of statistical information provided to the Board, for the purpose of preparing a licensing policy statement or supplementary statement will require this type knowledge and understanding.
--------------	--

COMMENTS	<i>The Directorate had previously committed to providing training once the new Forum was appointed, and that remains the intention. Further training as agreed with Forum members – will be provided.</i>
Tollcross CC	<p>We are inclined to think that there should be a restriction on representatives of trade groups - requiring them not also to be members of any other area's Licensing Forum.</p> <p>At the very least we think membership of any other Licensing Forum should be openly declared.</p> <p>Apart from the above concern we are happy with this draft.</p>
SERVICE RESPONSE	<p><i>Not clear what benefit this would provide.</i></p> <p><i>In practical terms it would be very difficult to maintain a list of all Forums and to cross check membership.</i></p>
Individual response	Given that there are different types of licensed premises covered by the legislation it would seem appropriate that the person specification would seek to ensure that the trade representatives are indeed representative of each type of such premises.
SERVICE RESPONSE	<p><i>Recruitment for all trade representatives will be dealt with in the same process.</i></p> <p><i>Guidance will be provided for recruiters to the effect that they should seek to select as wide and representative a group as possible, and the advertising will make clear that applications are sought from a wide range of applicants.</i></p> <p><i>Both the advertising and the guidance for recruiters will make it clear that representation from both on- and off-sales is sought.</i></p>
Fairmilehead CC	This is a matter for the trade as they have their own organisational structures.
Craigtinny and Meadowbank CC	The specs are relevant for the position.
Southside Association	The specification appears to me to be appropriate.
Colinton CC	Again this is comprehensive and reasonable for someone working within or representing the trade
Merchiston CC	We consider that it should not be enough for trade reps to be able to “demonstrate an active interest in the licensed trade within the City.” This is much too vague. We believe that Trade members should always (not

	just 'normally') be required to hold a current premises licence or a current personal licence. If they claim to "represent a trade group with an active interest in the licensed trade within the City", they should be able to prove that this is a formal, official representation confirmed in writing by the trade group concerned. References should be sought.
SERVICE RESPONSE	<i>Recruitment panels would be asked to satisfy themselves that applicants are representative.</i>
Merchiston CC	I know nothing about this but I would have thought basic checks on their background such as no criminal record or record of having not adhered to licensing laws would be a very basic requirement.
SERVICE RESPONSE	<i>This is not feasible as the Council would have no means of checking an applicant's criminal history – Disclosure Scotland checks only apply to regulated work.</i>

Q4: Please give us your comments on the draft recruitment process for Licensing Forum members.

Drum Brae CC	It would be interesting to see the criteria the Executive Director of Place would be working under and utilising to prepare any guidance on how the community representatives should be nominated for appointment ... including any as yet unknown person specification ... and as opposed to recruitment of volunteers from the trade which is apparently to be done by advertising the opportunity to serve on the Forum and appointing suitably interested parties ... this time using an agreed, but again as yet unknown, person specification.
SERVICE RESPONSE	<i>The person specification and recruitment process are set out in documents which were attached to this consultation.</i>
Tollcross CC	We are happy with this draft.
Individual response	Community reps are volunteers and give of their precious time freely. By imposing this recruitment process you will drive away volunteers, many of whom may be eminently suitable, but who are not prepared to go through such a recruitment process. This will be self defeating. Many suitable persons who may have applied will not.

	<p>To me this process is purely political because a current member of the Forum was miffed and complained to their councillor who happens to be vice convener of GRBV.</p> <p>The process is far too complicated - after all you are not seeking employees but volunteers.</p>
Individual response	<p>This appears to be very convoluted and unlikely to achieve its aim of ensuring that volunteers are genuinely representative of the different groups. Surely it would be better to put the responsibility for nominating representatives in the hands of the existing community groups including the Community Councils and the Civic Forum.</p>
SERVICE RESPONSE	<p><i>It is not believed that this would be possible given that the number of seats available are a fraction of the number of CCs.</i></p>
Fairmilehead CC	<p>As per the comments at 5 above.</p>
Craigentenny and Meadowbank CC	<p>The document is fit for purpose.</p>
Southside Association	<p>Seems sensible and fair.</p>
Colinton CC	<p>Complex and officer intensive process, however it is probably a necessary process but it should be borne in mind that the Forum is looking for unpaid volunteers</p>
Merchiston CC	<p>Community reps. Bullet point 3, It needs to be made clear how and by whom in each community planning area/structure the selection panels will be appointed.</p>
SERVICE RESPONSE	<p><i>Appointed by the Executive Director of Place after direct consultation with the locality conveners.</i></p>
Merchiston CC	<p>Circulate community councils, churches and community groups and those civic bodies such as parents representing families and children, e.g., schools. A few free articles in community newspapers and in the Evening News. It should be aimed at residents.</p>
SERVICE RESPONSE	<p><i>Suggestion noted</i></p>

Q5: If you'd like to tell us anything else, please comment below.

Individual response	I struggle to understand why in the UK, and especially Scotland, we have such a hang-up with alcohol. Most European countries have quite liberal rules when it comes to alcohol sales and children in bars and yet they seem to have nowhere near the problems we have with binge drinking and public drunkenness. Generally I think it should be left up to the particular premises to decide its own child policy to best suit the type of establishment it is trying to be.
SERVICE RESPONSE	<i>Not relevant to this exercise. Licences are granted by the Board, not the Forum.</i>
Drum Brae CC	I get the fact that this looks like a well put consistent and perhaps sustainable process here but I do have a concern about a number of areas which could have more information and a bit more transparency to achieve these ends for anyone who was considering an application ... I would also like to see some sort of updated modern mission statement ... the aims and aspirations if you like of what the City of Edinburgh Licensing Forum is all about ... currently it is very wordy.
SERVICE RESPONSE	<i>The Forum is an independent body and any mission statement would need to be driven by the Forum. Not a statutory requirement.</i>
Tollcross CC	In paragraph 8.6 of the draft Forum Constitution the word "minutes" is used; in paragraphs 8.9 and 8.10 the word "note" is used. For clarity and consistency the same word should be used in all these paragraphs. In paragraphs 6.12 and 9 the phrase "ex officio" is used. The correct meaning of the phrase is "by virtue of an office or position"; so, some members of the Forum, e.g. the Licensing Standards Officer, are ex officio members but, in the context of the paragraphs cited, the people referred to are not ex officio members but rather are invited visitors or guests and should be so described.
SERVICE RESPONSE	<i>Will ensure that consistent language is used. LSOs, Police etc are full members. Have removed the use of term 'ex officio'.</i>
Individual response	To impose such a recruitment process will not be beneficial and would be a detrimental step.

Individual response	It is not clear to me how the Forum is intended to function. Where does it receive its information on which it is expected to provide advice. I had a look at information on-line the equivalent organisation in Glasgow and there appears to have been a very detailed review of the licensing requirements undertaken by members of the Licensing Forum. I presume that they had support from either there Licencing Board or the Council in preparing this document. As well as the information on the Licensing Forum perhaps there is a need to better define the roles of other bodies involved in licensing including the Licensing Board. Does Edinburgh have a clear policy on over provision and at risk areas based on analysis of crime and health statistics?
SERVICE RESPONSE	<i>This is an important issue, but is for the Forum. Data will be provided by the Licensing Board as part of its statutory duties, and the Forum can request reasonable additional data as it sees fit.</i>
Craigentenny and Meadowbank CC	I find it quite hard to get on board with this as I have already many meetings to attend as part of my Community Council position. Along with my professional career it is hard to attend everything.
Southside Association	I think the Licensing Forum is essential to the work of the Licensing Board. I am disappointed that it appears difficult for members to attend as required, leaving the Forum without a quorum on occasion.
Colinton CC	This whole process has become overly complex and probably a turn-off for already overstretched community volunteers and likely to see those not best suited to such an important body.
Grange Prestonfield CC	Licensing is not a major responsibility for Grange Prestonfield Community Council. We did not therefore respond to an earlier invitation to be consulted.
Merchiston CC	You say in your Update section that “local community planning structures will be asked to nominate or re-nominate resident members of the forum. Existing community representatives will be asked to continue temporarily until Council has agreed any revision to community engagement structures. For the remaining membership, due to the experience gained by existing Forum members, it is proposed that they be offered reappointment for the forthcoming period should they wish to continue. Any remaining places would be advertised and these would require to be considered in line with the proposed membership composition. “ What is meant by “forthcoming period?” Why are trade reps being treated differently from community reps ?

	<p>“It is intended to provide the members of the newly appointed Forum with training to assist them in making the most of their role.” Excellent!</p> <p>It will be necessary for inconsistencies in terminology to be ironed out (eg community representatives sometimes referred as that, sometimes as lay members, sometimes as resident representatives).</p> <p>Also, grammatical infelicities (numerous) may be a bigger challenge to eliminate but are important.</p>
SERVICE RESPONSE	<p><i>This refers to the current temporary arrangements. All future member of the Forum will be appointed using the procedure to be agreed by Full Council.</i></p> <p><i>Documents will be checked for consistent and correct language.</i></p>

24 September 2018

Ms Isla Burton
Regulatory Services
City of Edinburgh Council

Dear Ms Burton

Licensing Forum Consultation

Thank you for the opportunity to take part in this consultation.

The Community Council discussed the revised Constitution and recruitment procedures at its meeting on 19 September, and agreed the following response.

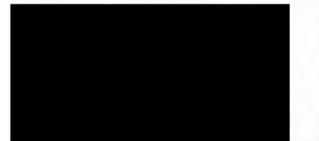
We support the revised Constitution and commend its authors for setting out a clear and improved remit. We welcome the proposals for strong community representation, which we feel are necessary for the continuing value and credibility of the Forum to the public.

Our only criticism is in the recruitment procedure, in particular the person specification. While we can understand the rationale for it, we feel that if the detail and formality of the specification is carried through to the application form, it may deter many people who could be valuable community representatives. If that happens, it could undermine the good intentions behind the revision.

Yours sincerely



Dr S C Gregory
Secretary
Morningside Community Council



Jill Powlett Brown
Licensing Representative
Morningside Community Council

tel: 0131 447 5976

website: www.morningside.org.uk
email: secretary@morningside.org.uk

The City of Edinburgh Council

10:00am, Thursday 14 March 2019

Annual Treasury Management Strategy 2019-2020 - referral from the Finance and Resources Committee

Item number	8.4
Executive/routine	
Wards	
Council Commitments	

1. For Decision/Action

- 1.1 The City of Edinburgh Council is requested to approve the Annual Treasury Management Strategy 2019-2020 and the change to the Treasury Management Cash Fund Policy Statement and subsequent referral to the Governance, Risk and Best Value Committee for scrutiny.

Laurence Rockey

Head of Strategy and Communications

Contact: Stuart Johnston, Committee Services

E-mail: stuart.johnston@edinburgh.gov.uk | 0131 529

Referral Report

Annual Treasury Management Strategy 2019-2020 – referral from the Finance and Resources Committee

- 1.1 On 7 March 2019, the Finance and Resources Committee considered a report by the Executive Director of Resources which set out a proposed Treasury Management Strategy for the Council for 2019-2020. The Strategy included estimates of funding requirements, an economic forecast and borrowing and investment strategies.
- 1.2 Details were also provided of a proposal to make a change in the Treasury Management Cash Fund Policy Statement to remove the no limit criteria on placing deposits with local authorities and replace it with a monetary limit of £50m with a single authority.
- 1.3 The Finance and Resources Committee agreed:
 - 1.3.1 To note the Annual Treasury Management Strategy 2019-2020.
 - 1.3.2 To note that the Council's total capital expenditure was forecast to be £2.039bn between 2018/2019 and 2023/2024 with an underlying need to borrow at 31 March 2024 forecast to be £1.913bn.
 - 1.3.3 To note that the Council would continue to fund its Capital Financing Requirement from temporary investment balances over the next year.
 - 1.3.4 To note that the opportunity to mitigate future interest rate risk with alternatives to the Public Works Loan Board (PWLB) would continue to be sought and the risk locked out where appropriate.
 - 1.3.5 To refer the report to The City of Edinburgh Council for approval of the Annual Treasury Management Strategy 2019-2020 and the change to the Treasury Management Cash Fund Policy Statement and subsequent referral to the Governance, Risk and Best Value Committee for scrutiny.

2. Background Reading/ External References

2.1 [Webcast of Finance and Resources Committee – 7 March 2019](#)

3. Appendix

Annual Treasury Management Strategy 2019-2020 - report by the Executive Director of Resources

Finance and Resources Committee

10am, Thursday, 7 March 2019

Annual Treasury Management Strategy 2019/20

Item number 7.4
Executive/routine
Wards
Council Commitments

1. Recommendations

1.1 It is recommended that the Committee:

1.1.1 Notes the Annual Treasury Strategy 2019/20 and refers the report to the City of Edinburgh Council for approval of the report and the change to the Cash Fund Treasury Management Policy Statement and subsequent remit by the City of Edinburgh Council to the Governance Risk and Best Value Committee for scrutiny

1.1.2 Notes the following key points in the report:

- The Council's total capital expenditure is forecast to be £2.039bn between 2018/19 and 2023/24 with an underlying need to borrow at 31 March 2024 is forecast to be £1.913bn;
- The Council will continue to fund its Capital Financing Requirement from temporary investment balances over the next year; and
- The opportunity to mitigate future interest rate risk with alternatives to the Public works Loan Board (PWLB) will continue to be sought and the risk locked out where appropriate.

Stephen S. Moir

Executive Director of Resources

Contact: Innes Edwards, Principal Treasury and Banking Manager

E-mail: innes.edwards@edinburgh.gov.uk | Tel: 0131 469 6291

Annual Treasury Management Strategy 2019/20

2. Executive Summary

- 2.1 The report proposes a Treasury Management Strategy for the Council for 2019/20, comprising an Annual Investment Strategy and a Debt Management Strategy. There is a statutory requirement for Council to approve this in advance of the new financial year.

3. Background

- 3.1 This report sets out a Treasury Management Strategy for 2019/20 including estimates of funding requirements, an economic forecast and borrowing and investment strategies.
- 3.2 The Council's Treasury Management activities are carried out in accordance with the Council's Treasury Policy Statement. Under the provisions of the Treasury Policy Statement, a report should be submitted on the proposed Treasury Management Strategy for the ensuing year. The Treasury Strategy aims to:
- ensure that the Council has sufficient and appropriate facilities available to meet its short and long-term borrowing requirements and funding needs;
 - secure new funding at the lowest cost; and
 - 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.
- 3.3 Treasury Management is undertaken with regard to the CIPFA Code of Practice for Treasury Management in the Public Services and the Prudential Code. It also adheres to the statutory requirements in Scotland which require this report, including Capital Programme and Prudential Indicators to be approved by the full Council. Appendix 7 gives details of the capital investment programme and prudential indicators which were approved by Council as part of the budget process.

4. Main report

Capital Expenditure

- 4.1 Tables A1.1 and A1.2 in Appendix 1 show the anticipated expenditure on capital assets for both General Services and the Housing Revenue Account. The Council's total capital expenditure is forecast to be £2.039bn between 2018/19 and 2023/24. Tables A1.3 and A1.4 detail how this capital expenditure is going to be funded by the Council, showing a total of £1.073bn of new capital advances to be funded from borrowing over the current and next 5 years.
- 4.2 Members should note that no provision has been made for Trams expenditure in the figures within this report.

Economic Outlook

- 4.3 Appendix 2 gives an overview of the current economic and market outlook. European and US economies appear weak with market expectations that the expected US interest rate rises this year have been put on hold. In the UK, inflation is around the Bank of England's target rate and although there is some evidence of wage inflation picking up, the course of UK rates is heavily dependent on the outcome of Brexit.

Treasury Management Strategy – Debt

Loans Fund Borrowing Requirement

- 4.4 Table A1.5 in Appendix 1 shows that the Council's underlying need to borrow (shown as the Cumulative Capital Expenditure funded by borrowing) projected at 31 March 2023 is £1,913m up £540m from the projected out-turn for the current financial year.
- 4.5 Current projections show that the Council's under-borrowed position is projected to increase from £139m to £174m at the end of the current financial year with the increase being funded by reducing the Council's short term deposits. It is anticipated that the Council can continue to fund its total borrowing requirement in 2019/20 by reducing cash deposits further.
- 4.6 On top of the £540m increase in capital advances, there is a further £299m in debt maturing by 2024 which will also require to be funded. Even after the committed and planned borrowing shown above, Table A1.5 shows that there is still a substantial level of funding which will require to be secured. Further this only includes capital expenditure which has been approved by Council and not other projects where the business case has yet to be approved.
- 4.7 The proposed Debt Management Strategy is shown in Appendix 3. Discussions are continuing with banks and other institutions over a range of borrowing options which might assist in mitigating the interest rate risk on the Council's borrowing

requirements including forward starting market loans, private placements with delayed draw down, bonds and other products.

4.8 To address the borrowing requirement it is intended, subject to appropriate rates being available, to:

- Fund the 2019/20 requirement by reducing cash deposits further;
- Borrow for each tranche of LLP housing subject to with meeting the viability test for the tranche;
- Seek to mitigate risk on major projects as the requirement becomes more certain.

Loans Fund Repayment Policy

4.9 The Council operates a consolidated loans fund under the terms of the Local Authority (Capital Finance and Accounting) (Scotland) Regulations 2016, and one of the requirements of the Regulations is to report the Council's Loan Fund Repayment Policy. The Policy for 2019/20 is contained in Appendix 4, with appendix 6 setting out debt maturity of existing loans.

Treasury Management – Annual Investment Strategy

4.10 Appendix 5 shows the proposed Annual Investment Strategy. It is intended to continue the current investment strategy which is centred around the security of the investments, taking advantage of longer rates where liquidity allows. Investment will continue to be made via the Cash Fund arrangement.

4.11 Given the significant financial pressure on local authorities and the substantial speculative commercial purchases funded by borrowing made by some authorities, some additional Operational Investment Restrictions in relation to investment with other local authorities have been implemented under the Council's Treasury Management Practices. One of these restrictions has been to limit the maximum amount lent to any individual authority.

4.12 However, it is now considered appropriate to formalise this as a limit in the Policy Statement. It is therefore proposed to remove the no limit criteria on placing deposits with local authorities and replace it with a monetary limit of £50 million with a single authority in Appendix 9. Appendices 8 and 9 show the proposed Treasury Management Policy Statements for The City of Edinburgh and the Cash Fund.

Treasury Management Indicators

- 4.13 Appendix 7 shows the Indicators required by the Prudential Code which were approved by Council on 21 February.
- 4.14 Members may be aware that there will be a separate report on the tram considered at the Council meeting in March, at which the Treasury Strategy will also be recommended for approval. The indicators set out in Appendix 7 do not include any implications arising from the tram report and Members are therefore asked to note, that depending on the decision in relation to the tram report, the indicators set out in this report may be superseded.

5. Next Steps

- 5.1 The success of the Treasury team can be measured by the out-performance of the Treasury Cash Fund against its benchmark of 7-day London Interbank Bid Rate (LIBID) and managing the Council's debt portfolio to minimise the cost to the Council while mitigating risk.

6. Financial impact

- 6.1 The Council continues to manage its debt portfolio so as to minimise the medium term cost of funding its capital projects. Provision for the revenue implications arising from this report have already been included in the Council's long term financial plan.
- 6.2 The Treasury Cash Fund has generated significant additional income for the Council.

7. Stakeholder/Community Impact

- 7.1 There are no adverse stakeholder/community impacts arising from this report.

8. Background reading/external references

- 8.1 None

9. Appendices

Appendix 1 – Capital Expenditure and Funding Requirement

Appendix 2 - Economic and Market Outlook

Appendix 3 – Treasury Management – Debt Management Strategy

Appendix 4 – Loans Fund Repayment Policy

Appendix 5 – Treasury Management – Annual Investment Strategy

Appendix 6 – Debt Maturity Profile (January 2019)

Appendix 7 – Prudential Indicators

Appendix 8 – Treasury Management Policy Statement – The City of Edinburgh Council

Appendix 9 – Treasury Management Policy Statement – Treasury Cash Fund

Appendix 1

Summary of Capital Expenditure and Funding Requirement

	Forecast 2018/19	Forecast 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24
	£000	£000	£000	£000	£000	£000
General Fund						
Lending for affordable housing	41,365	18,118	75,424	55,104	76,692	22,266
Contingency - Meadowbank Stadium	0	0	0	0	0	7,000
Communities and Families	31,778	116,193	37,667	1,707	165	165
Edinburgh Integration Joint Board	182	239	5,000	5,000	0	0
Place	113,044	141,766	103,314	29,963	31,785	19,835
Resources	3,965	11,706	0	0	0	0
Resources - Asset Management Works	16,081	31,498	30,000	25,516	20,450	14,000
Capital Expenditure as per CIP	206,415	319,520	251,405	117,290	129,092	63,266
Project Phasing Adj (5% of programme) c/fwd	-5,789	-13,376	-8,799	-3,109	-2,620	-2,050
Project Phasing Adj (5% of programme) b/fwd	0	5,789	13,376	8,799	3,109	2,620
Total Capital Expenditure	200,626	311,933	255,982	122,980	129,581	63,836

Table A1.1 - Capital Expenditure on General Services

Note that the Capital Expenditure on General Services includes slippage/acceleration forecasts through to financial year 2023/24 as previously reported

Capital Expenditure - Housing Revenue Account	Forecast 2018/19	Estimate 2019/20	Estimate 2020/21	Estimate 2021/22	Estimate 2022/23	Estimate 2023/24
	£000	£000	£000	£000	£000	£000
Housing Revenue Account						
Capital Expenditure (Incl Early Action)	80,199	108,954	142,251	177,531	171,392	273,984

Table A1.2 - Capital Expenditure on the Housing Revenue Account

	Forecast 2018/19 £000	Estimate 2019/20 £000	Estimate 2020/21 £000	Estimate 2021/22 £000	Estimate 2022/23 £000	Estimate 2023/24 £000
Receipts -:						
Central Government Grants -:						
Government Capital Grants	49,405	58,675	38,000	38,000	38,000	38,000
Shovel ready grant funding	691	834	0	0	0	0
Cycling, Walking and Safer Streets	49,269	33,877	0	0	0	0
Development Funding	12,400	14,500	10,000	0	0	0
Other Specific Government Grants	765	0	0	0	0	0
Total Central Government Grants	112,530	107,886	48,000	38,000	38,000	38,000
Use of Capital Receipts	18,338	16,318	3,000	3,000	3,000	3,000
Use of Capital Receipts - Transfer to Capital fund for trams	-809	0	0	0	0	0
Other Capital Contributions	7,007	585	0	0	0	0
Draw down of capital fund - per budget update	14,782	6,311	0	0	0	0
Capital Grants Unapplied (CGUA)	958	11,297	0	0	0	0
Capital Grants Unapplied (CGUA) - Transfer to CGUA	-7,306	0	0	0	0	0
Total Receipts	145,500	142,397	51,000	41,000	41,000	41,000
Balance to be funded	55,126	169,536	204,982	81,980	88,581	22,836

Table A1.3 - Funding for General Services Capital Expenditure

	Forecast 2018/19 £000	Estimate 2019/20 £000	Estimate 2020/21 £000	Estimate 2021/22 £000	Estimate 2022/23 £000	Estimate 2023/24 £000
Receipts -:						
Central Government Grants -:						
Central Government Grant - LLP Homes	4,400	1,716	5,962	3,938	0	0
Total Central Government Grants	15,749	8,526	30,660	20,187	8,848	39,751
Use of Capital Receipts / Grants	5,923	4,517	8,720	9,840	6,500	5,000
CFCR	33,162	23,000	7,200	2,200	2,200	2,200
Capital Receipt from EL	9,156	13,400	71,382	55,104	76,692	22,266
Capital Receipt from EL (future assumptions)	0	0	0	0	0	21,884
Total Receipts	63,990	49,443	117,962	87,331	94,240	91,101
Balance to be Funded	16,209	59,511	24,289	90,200	77,152	182,883

Table A1.4 - Funding for HRA Capital Expenditure

Capital Funding v. External Debt	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	£000						
Debt b/fd	1,299,901	1,245,546	1,199,742	1,159,561	1,235,376	1,241,515	1,269,929
Cumulative Capital Expenditure b/fd	1,413,521	1,384,533	1,373,387	1,525,286	1,670,232	1,749,552	1,813,880
Over/underborrowed b/fd	-113,620	-138,987	-173,645	-365,725	-434,856	-508,037	-543,951
GF Capital Financed by borrowing	14,516	55,126	169,536	204,982	81,980	88,581	22,836
HRA Capital Financed by borrowing	35,077	16,209	59,511	24,289	90,200	77,152	182,883
less scheduled repayments by GF	-58,259	-60,791	-54,495	-58,602	-63,925	-66,298	-67,273
less scheduled repayments by HRA	-17,841	-20,115	-21,976	-24,754	-27,326	-32,622	-36,650
less scheduled repayments by Joint Boards	-2,481	-1,575	-517	-544	-556	-589	-623
less scheduled repayments by LLPs	0	0	-159	-426	-1,052	-1,897	-1,897
Underlying Need to Borrow	-28,988	-11,146	151,899	144,946	79,321	64,327	99,276
plus total maturing debt	54,355	54,960	53,581	55,567	48,965	48,278	37,570
Total Borrowing Requirement	25,367	43,814	205,480	200,513	128,286	112,605	136,846
Committed market borrowing	0	0	0	60,000	0	0	0
Planned PWLB borrowing for EL advances	0	9,156	13,400	71,382	55,104	76,692	22,266
Debt at end of the year	1,245,546	1,199,742	1,159,561	1,235,376	1,241,515	1,269,929	1,254,625
Cumulative Capital Expenditure	1,384,533	1,373,387	1,525,286	1,670,232	1,749,552	1,813,880	1,913,156
Cumulative Over/Under Borrowed	-138,987	-173,645	-365,725	-434,856	-508,037	-543,951	-658,531

Table A1.5 - Capital Funding v. External Debt

Appendix 2

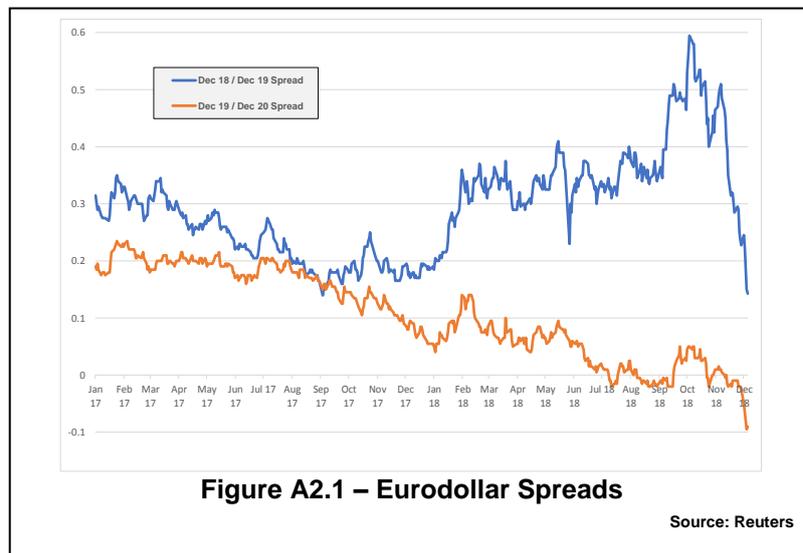
Economic and Market Outlook

Overview

The UK Economy is growing but only modestly, inflation is very close to the Bank of England's target, and wage growth is picking up. The major shadow over the UK economy continues to be the Brexit negotiations with the EU.

World Economy

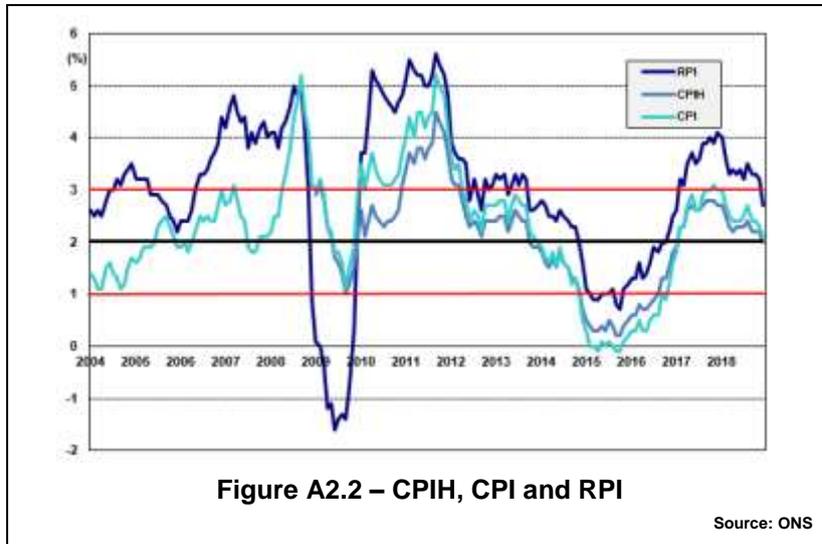
While the US economy had been performing well in 2018, it is facing significant short term headwinds. It is likely that US GDP will be affected by the longest government shut down in history following the budget impasse between Congress and the President over the demand for funding a wall along the US-Mexico border. The US and China are also locked in a trade battle with the US imposing tariffs on some Chinese products in 2018 with China doing the same to the US. Following their increase in December the consensus from the Federal Reserve Open Market Committee (FOMC) was that there would probably be a further two interest rate rises in 2019. This is down from an expectation of 3 rises during 2019 at their September meeting. However, a combination of equity market weakness, the likelihood of an inverted Treasury yield curve and a more tempered 'data dependent' Fed outlook, not to mention a US President openly criticising Fed Policy, led to markets taking a much more negative outlook. Figure A2.1 shows a snap shot of the Eurodollar spreads taken in December following the FOMC meeting. It implies that the market has gone from anticipating more than 2 increases in 2019 to less than one and was also pricing in the probability of even that being reversed in 2020.



Mario Draghi, President of the European Central Bank (ECB), has described the outlook as becoming more overcast for the Eurozone economy. Data had been weaker than expected and risks to growth have increased.

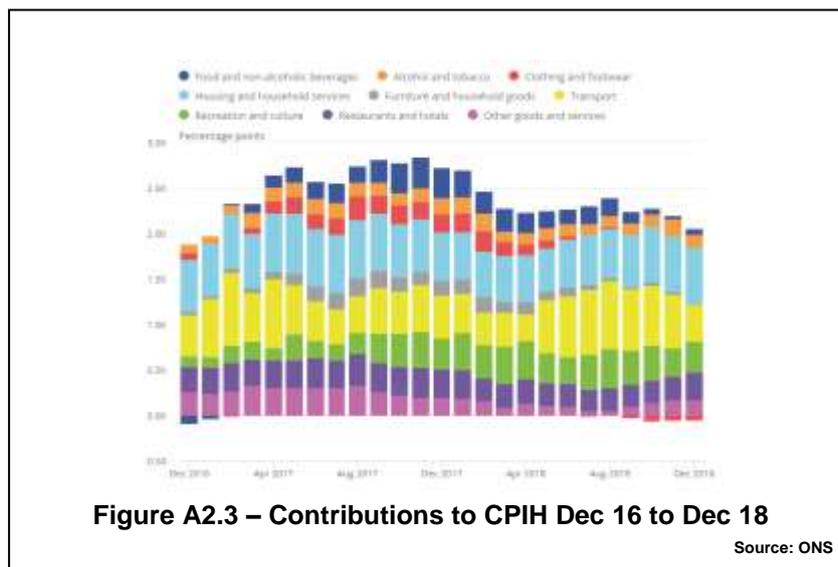
UK Inflation Outlook

Figure A2.2 below shows CPI and RPI since March 2004 and CPIH (CPI including owner occupier housing costs), which was reinstated as a national statistic in July 2017, since 2009.



The Government’s preferred measure of inflation, CPI, was 2.1% in December 2018 down from the 2.3% the previous month. With inflation being very close to the MPC’s target of 2%, there is further scope for the Bank of England to keep interest rates on hold until it is clearer how Brexit will affect the economy.

As can be seen in Figure A2.3 above transport costs declined due to lower fuel costs as petrol hit its lowest price since April 2018. Air fares also contributed with seasonal prices not rising as much as they did the previous year.



Interest Rate Outlook

Table A2.1 below shows the Reuters poll of up to 68 economists, taken 14 January, showing their forecasts for UK Bank Rate until Quarter 2 2020. This indicates most economists polled believe that the UK Bank Rate will increase to 1% during Quarter 3 2019 and then another increase through Quarter 1 2020.

	Q1/19	Q2/19	Q3/19	Q4/19	Q1/20	Q2/20
Median	0.75	0.75	1	1	1.25	1.25
Mean	0.76	0.87	0.94	1.03	1.15	1.23
Mode	0.75	0.75	1	1	1.25	1.25
Min	0.75	0.75	0.75	0.75	0.75	0.75
Max	1	1	1.25	1.25	1.50	1.75
Count	68	65	63	65	50	41

Table A2.1 – Economic Forecasts for UK Bank Rate

Source: Reuters

The Treasury section hold the view that there may be an increase in UK Bank Rate towards the Summer which would be extremely dependant on how Brexit plans affect the economic situation over that time.

The European Central Bank (ECB) maintained its benchmark interest rate at 0% since March 2016 and its overnight deposit rate also remained at -0.40%. The Bank has also confirmed it would stop buying government bonds nearly four years after announcing the quantitative easing programme. Annualised inflation in the Euro Area for the year to December is expected to be 1.6%, below market expectations of 1.8% and below the ECB’s target of close to 2%. GDP growth in the 3rd quarter of 2018 was 0.2% which is a reduction from the previous quarters growth of 0.4% and the weakest growth since the 2nd quarter of 2014.

Appendix 3

Treasury Management Strategy – Debt Management

Overview

The overall objectives of the Council's Strategy for Debt Management are to:

- forecast average future interest rates and borrow accordingly;
- secure new funding at the lowest cost in a manner that is sustainable in the medium term;
- ensure that the Council's interest rate risk is managed appropriately;
- ensure smooth debt profile with a spread of maturities; and
- reschedule debt to take advantage of interest rates.

Loans Fund Borrowing Requirement

Table A1.5 in Appendix 1 shows the anticipated out-turn for the current year and summarises how much the Council needs to borrow for the following five years, based on the capital investment programme summarised in Tables A1.1 to A1.4 (Appendix 1).

Table A1.5 shows that the Council's underlying need to borrow (shown as the Cumulative Capital Expenditure funded by borrowing) projected at 31 March 2023 is £1,913m up £540m from the projected out-turn for the current financial year. A significant amount of this is represented by the anticipated lending to the LLPs for affordable housing. The lending will be backed by the income stream to the LLPs from rents as well as surety over the properties. The planned PWLB borrowing above assumes that CEC will undertake back to back external PWLB borrowing to mitigate the Council's interest rate risk on the capital advances in relation to the LLPs' acquisition of housing. The £60m committed market borrowing is the forward starting loan agreed with PBB which was agreed in August 2018 with the monies to be drawn down in October 2020. It should be noted that PBB have notified the Council of their withdrawal from providing further forward loans.

Current projections show that the Council's under-borrowed position is projected to increase from £139m to £174m at the end of the current financial year with the increase being funded by reducing the Council's short term deposits. It is anticipated that the Council can continue to fund its total borrowing requirement in 2019/20 by reducing cash deposits further. However, on top of the £540m increase in capital advances, there is a further £299m in debt maturing by 2024 which will also require to be funded. Even after the committed and planned borrowing shown above, Table 1.5 shows that there is still a substantial level of funding which will require to be secured. Further this only includes capital expenditure which has been approved by Council and not other projects where the business case has yet to be approved.

The Council has completed borrowing to lock out interest rate exposure on funding required for Edinburgh Living LLP. As set out in the 2018/19 Treasury Strategy the borrowing was carried out as the loan to the LLP was completed to mitigate interest rate

risk. This borrowing from the PWLB was the first undertaken since mid-December 2012. Figure A3.1 below shows the interest rates for borrowing new maturity loans from the Government via the Public Works Loans Board since 2009.

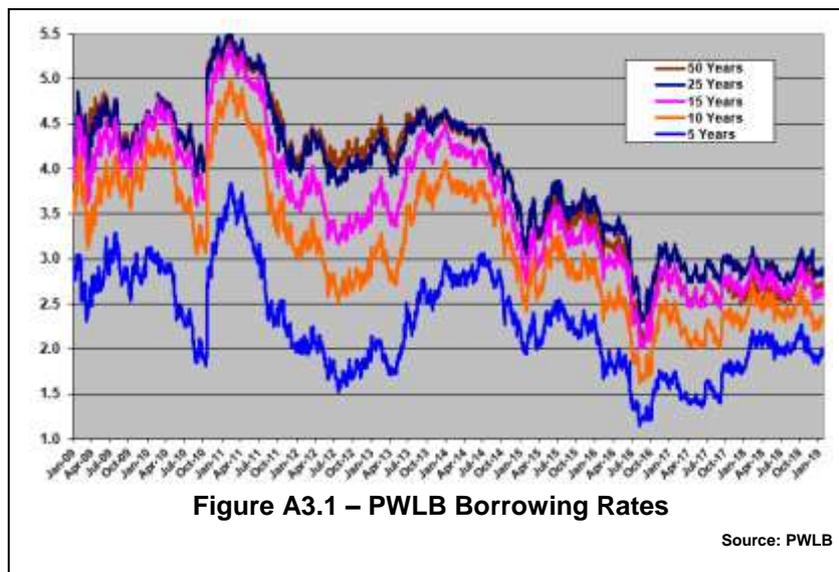


Figure A3.1 shows that although the PWLB borrowing rates have been volatile since the start of 2018, in line with bond yields globally. The UK economy is only growing moderately and there are significant risks due to Brexit, there is also significant risk to the upside on borrowing rates. Discussions are therefore continuing with banks and other institutions over a range of borrowing options which might assist in mitigating the interest rate risk on the Council’s borrowing requirements including forward starting market loans, private placements with delayed draw down, bonds and other products.

To address the borrowing requirement it is intended, subject to appropriate rates being available, to:

- Fund the 2019/20 requirement by reducing cash deposits further;
- Borrow for each tranche of LLP housing subject to with meeting the viability test for the tranche;
- Seek to mitigate risk on major projects as the requirement becomes more certain.

Appendix 6 lists the maturity of the Council’s debt as of January 2019.

It is recommended that the Council sets upper and lower limits for the maturity structure of its borrowing as follows. Amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate:

	Upper Limit	Lower Limit
	%	%
under 12 months	25	0
12 months and within 24 months	25	0
24 months and within 5 years	50	0
5 years and within 10 years	75	0
10 years and above	100	0

Table A3.1 – Upper and Lower Limits on Borrowing

The Council currently has no investments over 365 days. The maximum total principal sum which may be invested with a maturity of up to 3 years is £100m.

In relation to Gross and Net Debt, the Council will continue its current practice of monitoring throughout the year that the projected Gross Debt position for the financial year does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

Appendix 4

Loans Fund Repayment Policy

The Council operates a consolidated loans fund under the terms of the Local Authority (Capital Finance and Accounting) (Scotland) Regulations 2016. Capital payments made by services are financed by capital advances from the loans fund.

With the exception of advances in relation to Edinburgh Living LLPs, all advances from the loans fund in the current year have a repayment profile set out using Option 1 – the statutory method. These capital advances along with previous years' advances from the loans fund are being repaid using the previous hybrid annuity structure with fixed principal repayments.

For capital advances for loans to Edinburgh Living LLPs, all advances from the loans fund in the current year have a repayment profile set out using Option 4 – the funding/income method and these capital advances will be repaid using an annuity structure with fixed interest rate and principal repayments.

The business cases brought forward for other projects involving major capital expenditure funded by borrowing will consider the appropriate repayment method depending on the structure of the business case.

The Council operates the loans fund to manage historic debt and the balance therefore represents historic borrowing for capital spend. Table A1.5 (Appendix 1) shows the cumulative, current and projected capital advances from the loans fund.

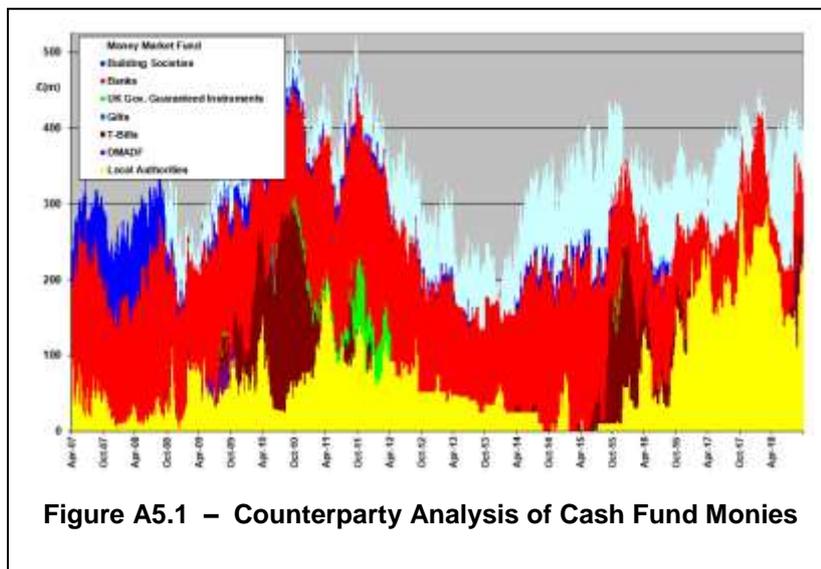
Appendix 5

Treasury Management – Annual Investment Strategy

In line with CIPFA's Code of Practice, the overall objectives of the Council's Strategy for Investment Management are to:

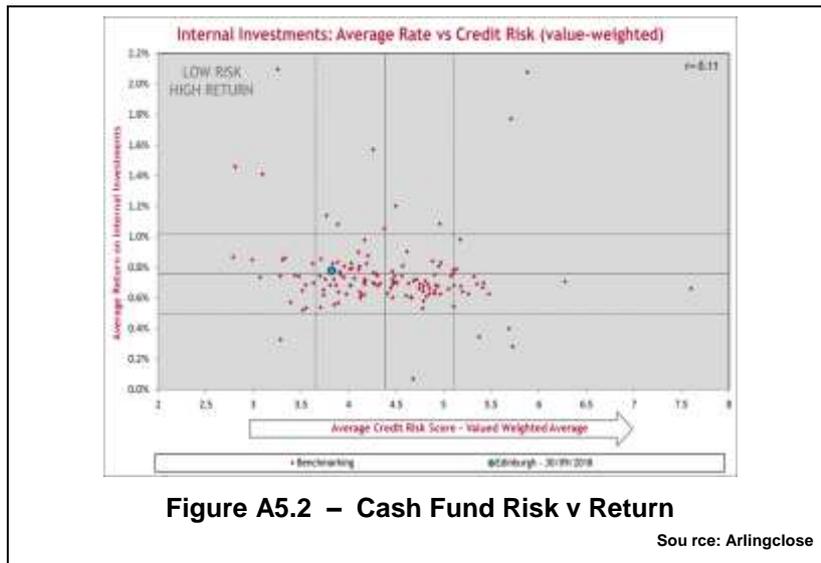
- ensure the security of funds invested;
- ensure that the Council has sufficient liquid funds to cover its expenditure commitments; and
- pursue optimum investment return within the above two objectives.

The Council's cash balances are pooled and invested via the Treasury Cash Fund subject to the limits set out in the Cash Fund Treasury Management Policy Statement. The Cash Fund's Investment Strategy continues to be based around the security of the investments. Figure A5.1 below shows the distribution of Cash Fund deposits since inception.



As can be seen in Figure A5.1 above the bulk of investments within the Cash Fund is currently invested in Local Authority deposits.

In considering cash fund investment, consideration has to be given to the level of risk that is being taken on to generate the investment return. Figure A5.2 below is taken from a presentation by the Council's Treasury Advisors and shows the Council's position amongst their client on Credit Risk v. return at the end of the quarter. It shows that the Cash Fund had slightly above average return but with almost a full standard deviation less credit risk. It also indicates more generally that taking additional credit risk doesn't in itself necessarily generate additional return.



It is intended to continue the current investment strategy centred around the security of the investments, taking advantage of longer rates where liquidity allows. Investment will continue to be made via the Cash Fund arrangement.

Treasury Policy Statement - Investments with other Local Authorities

As noted above, the Council has placed a significant level of investments as loans to other local authorities. The Council has generally taken the view that investment with another local authority represents pseudo-sovereign investment, and in any case the loans are secured against all the revenues of the borrowing authority. This has helped significantly in delivering the relative outperformance in risk / return chart in Figure A5.2.

We continue to believe that it is extremely unlikely that a local authority would be allowed to fail. However, given the significant financial pressure on authorities and the substantial speculative commercial purchases funded by borrowing made by some authorities, some additional Operational Investment Restrictions in relation to investment with other local authorities have been introduced under the Council’s Treasury Management Practices. One of these restrictions was to limit the amount lent to any individual authority. It is now considered appropriate to formalise this as a limit in the Cash Fund Treasury Management Policy Statement.

It is therefore proposed to remove the no limit criteria on placing deposits with local authorities in the Policy Statement and replace it with a monetary limit of £50 million with a single authority.

Appendix 6

Debt Maturity Profile as at January 2019

Market Debt (non LOBO)

Start Date	Loan Type	Maturity Date	Principal Outstanding £	Interest Rate %	Annual Interest £
30/06/2005	M	30/06/2065	5,000,000.00	4.4	220,000.00
07/07/2005	M	07/07/2065	5,000,000.00	4.4	220,000.00
21/12/2005	M	21/12/2065	5,000,000.00	4.99	249,500.00
28/12/2005	M	24/12/2065	12,500,000.00	4.99	623,750.00
14/03/2006	M	15/03/2066	15,000,000.00	5	750,000.00
18/08/2006	M	18/08/2066	10,000,000.00	5.25	525,000.00
01/02/2008	M	01/02/2078	10,000,000.00	3.95	395,000.00
			62,500,000.00		

Market Debt (LOBO)

Start Date	Loan Type	Maturity Date	Principal Outstanding £	Interest Rate %	Annual Interest £
12/11/1998	M	13/11/2028	3,000,000.00	4.75	142,500.00
15/12/2003	M	15/12/2053	10,000,000.00	5.25	525,000.00
18/02/2004	M	18/02/2054	10,000,000.00	4.54	454,000.00
28/04/2005	M	28/04/2055	12,900,000.00	4.75	612,750.00
25/02/2011	M	25/02/2060	15,000,000.00	7.373	562,228.77
25/02/2011	M	25/02/2060	10,000,000.00	7.373	374,819.18
26/02/2010	M	26/02/2060	5,000,000.00	7.343	183,930.82
26/02/2010	M	26/02/2060	10,000,000.00	7.343	367,861.64
01/07/2005	M	01/07/2065	10,000,000.00	3.86	386,000.00
24/08/2005	M	24/08/2065	5,000,000.00	4.4	220,000.00
07/09/2005	M	07/09/2065	10,000,000.00	4.99	499,000.00
13/09/2005	M	14/09/2065	5,000,000.00	3.95	197,500.00
03/10/2005	M	05/10/2065	5,000,000.00	4.375	218,750.00
23/12/2005	M	23/12/2065	10,000,000.00	4.75	475,000.00
06/03/2006	M	04/03/2066	5,000,000.00	4.625	231,250.00
17/03/2006	M	17/03/2066	10,000,000.00	5.25	525,000.00
03/04/2006	M	01/04/2066	10,000,000.00	4.875	487,500.00
03/04/2006	M	01/04/2066	10,000,000.00	4.875	487,500.00
03/04/2006	M	01/04/2066	10,000,000.00	4.875	487,500.00
07/04/2006	M	07/04/2066	10,000,000.00	4.75	475,000.00
05/06/2006	M	07/06/2066	20,000,000.00	5.25	1,050,000.00
05/06/2006	M	07/06/2066	16,500,000.00	5.25	866,250.00
			212,400,000.00		

PWLB

Start Date	Loan Type	Maturity Date	Principal Outstanding £	Interest Rate %	Annual Interest £
14/03/1994	M	11/03/2019	2,997,451.21	7.625	228,555.65
18/10/1993	M	25/03/2019	5,000,000.00	7.875	393,750.00
30/03/2009	M	30/03/2019	5,000,000.00	3.46	173,000.00
21/04/2009	M	21/04/2019	10,000,000.00	3.4	340,000.00
23/04/2009	M	23/04/2019	5,000,000.00	3.38	169,000.00
12/11/2008	A	12/11/2019	548,774.19	3.96	37,454.51
23/03/1994	M	15/11/2019	5,000,000.00	8	400,000.00
07/12/1994	M	15/11/2019	10,000,000.00	8.625	862,500.00
01/12/2008	A	01/12/2019	541,108.45	3.65	34,080.14
01/12/2009	M	01/12/2019	5,000,000.00	3.77	188,500.00
14/12/2009	M	14/12/2019	10,000,000.00	3.91	391,000.00
15/02/1995	M	25/03/2020	5,000,000.00	8.625	431,250.00
21/04/2009	M	21/04/2020	10,000,000.00	3.54	354,000.00
12/05/2009	M	12/05/2020	10,000,000.00	3.96	396,000.00
21/10/1994	M	15/05/2020	5,000,000.00	8.625	431,250.00
07/12/1994	M	15/05/2020	5,000,000.00	8.625	431,250.00
21/11/2011	M	21/05/2020	15,000,000.00	2.94	441,000.00
16/08/1995	M	03/08/2020	2,997,451.21	8.375	251,036.54
09/12/1994	M	15/11/2020	5,000,000.00	8.625	431,250.00
10/05/2010	A	10/05/2021	1,288,737.50	3.09	51,171.00
21/10/1994	M	15/05/2021	10,000,000.00	8.625	862,500.00
10/03/1995	M	15/05/2021	11,900,000.00	8.75	1,041,250.00
12/06/1995	M	15/05/2021	10,000,000.00	8	800,000.00
02/06/2010	M	02/06/2021	5,000,000.00	3.89	194,500.00
16/08/1994	M	03/08/2021	2,997,451.21	8.5	254,783.35
28/04/1994	M	25/09/2021	5,000,000.00	8.125	406,250.00
23/04/2009	M	23/04/2022	5,000,000.00	3.76	188,000.00
12/06/1995	M	15/05/2022	10,200,000.00	8	816,000.00
14/06/2010	M	14/06/2022	10,000,000.00	3.95	395,000.00
31/03/1995	M	25/09/2022	6,206,000.00	8.625	535,267.50
16/02/1995	M	03/02/2023	2,997,451.21	8.625	258,530.17
24/04/1995	M	25/03/2023	10,000,000.00	8.5	850,000.00
05/12/1995	M	15/05/2023	5,200,000.00	8	416,000.00
20/09/1993	M	14/09/2023	2,997,451.21	7.875	236,049.28
20/09/1993	M	14/09/2023	584,502.98	7.875	46,029.61
08/05/1996	M	25/09/2023	10,000,000.00	8.375	837,500.00
13/10/2009	M	13/10/2023	5,000,000.00	3.87	193,500.00
05/12/1995	M	15/11/2023	10,000,000.00	8	800,000.00
10/05/2010	M	10/05/2024	10,000,000.00	4.32	432,000.00
28/09/1995	M	28/09/2024	2,895,506.10	8.25	238,879.25
14/05/2012	M	14/11/2024	10,000,000.00	3.36	336,000.00
14/12/2009	A	14/12/2024	4,660,747.41	3.66	189,384.93
17/10/1996	M	25/03/2025	10,000,000.00	7.875	787,500.00
10/05/2010	M	10/05/2025	5,000,000.00	4.37	218,500.00
16/11/2012	M	16/05/2025	20,000,000.00	2.88	576,000.00
13/02/1997	M	18/05/2025	10,000,000.00	7.375	737,500.00

20/02/1997	M	15/11/2025	20,000,000.00	7.375	1,475,000.00
01/12/2009	A	01/12/2025	7,633,241.52	3.64	303,629.98
21/12/1995	M	21/12/2025	2,397,960.97	7.875	188,839.43
21/05/1997	M	15/05/2026	10,000,000.00	7.125	712,500.00
28/05/1997	M	15/05/2026	10,000,000.00	7.25	725,000.00
29/08/1997	M	15/11/2026	5,000,000.00	7	350,000.00
24/06/1997	M	15/11/2026	5,328,077.00	7.125	379,625.49
07/08/1997	M	15/11/2026	15,000,000.00	6.875	1,031,250.00
13/10/1997	M	25/03/2027	10,000,000.00	6.375	637,500.00
22/10/1997	M	25/03/2027	5,000,000.00	6.5	325,000.00
13/11/1997	M	15/05/2027	3,649,966.00	6.5	237,247.79
17/11/1997	M	15/05/2027	5,000,000.00	6.5	325,000.00
13/12/2012	M	13/06/2027	20,000,000.00	3.18	636,000.00
12/03/1998	M	15/11/2027	8,677,693.00	5.875	509,814.46
06/09/2010	M	06/09/2028	10,000,000.00	3.85	385,000.00
14/07/2011	M	14/07/2029	10,000,000.00	4.9	490,000.00
14/07/1950	E	03/03/2030	2,906.90	3	92.90
14/07/2011	M	14/07/2030	10,000,000.00	4.93	493,000.00
15/06/1951	E	15/05/2031	2,929.45	3	93.16
06/09/2010	M	06/09/2031	20,000,000.00	3.95	790,000.00
15/12/2011	M	15/06/2032	10,000,000.00	3.98	398,000.00
15/09/2011	M	15/09/2036	10,000,000.00	4.47	447,000.00
22/09/2011	M	22/09/2036	10,000,000.00	4.49	449,000.00
10/12/2007	M	10/12/2037	10,000,000.00	4.49	449,000.00
08/09/2011	M	08/09/2038	10,000,000.00	4.67	467,000.00
15/09/2011	M	15/09/2039	10,000,000.00	4.52	452,000.00
06/10/2011	M	06/10/2043	20,000,000.00	4.35	870,000.00
09/08/2011	M	09/02/2046	20,000,000.00	4.8	960,000.00
23/01/2006	M	23/07/2046	10,000,000.00	3.7	370,000.00
23/01/2006	M	23/07/2046	10,000,000.00	3.7	370,000.00
19/05/2006	M	19/11/2046	10,000,000.00	4.25	425,000.00
07/01/2008	M	07/01/2048	5,000,000.00	4.4	220,000.00
27/01/2006	M	27/07/2051	1,250,000.00	3.7	46,250.00
16/01/2007	M	16/07/2052	40,000,000.00	4.25	1,700,000.00
30/01/2007	M	30/07/2052	10,000,000.00	4.35	435,000.00
13/02/2007	M	13/08/2052	20,000,000.00	4.35	870,000.00
20/02/2007	M	20/08/2052	70,000,000.00	4.35	3,045,000.00
22/02/2007	M	22/08/2052	50,000,000.00	4.35	2,175,000.00
08/03/2007	M	08/09/2052	5,000,000.00	4.25	212,500.00
30/05/2007	M	30/11/2052	10,000,000.00	4.6	460,000.00
11/06/2007	M	11/12/2052	15,000,000.00	4.7	705,000.00
12/06/2007	M	12/12/2052	25,000,000.00	4.75	1,187,500.00
05/07/2007	M	05/01/2053	12,000,000.00	4.8	576,000.00
25/07/2007	M	25/01/2053	5,000,000.00	4.65	232,500.00
10/08/2007	M	10/02/2053	5,000,000.00	4.55	227,500.00
24/08/2007	M	24/02/2053	7,500,000.00	4.5	337,500.00
13/09/2007	M	13/03/2053	5,000,000.00	4.5	225,000.00
12/10/2007	M	12/04/2053	5,000,000.00	4.6	230,000.00
05/11/2007	M	05/05/2057	5,000,000.00	4.6	230,000.00
15/08/2008	M	15/02/2058	5,000,000.00	4.39	219,500.00

25/01/2019	A	25/01/2059	2,734,495.00	2.65	72,206.89
02/12/2011	M	02/12/2061	5,000,000.00	3.98	199,000.00
			930,189,902.52		

SALIX

Start Date	Loan Type	Maturity Date	Principal Outstanding £	Interest Rate %	Annual Interest £
07/01/2015	E	01/09/2021	236,871.42	0	0.00
31/03/2015	E	01/04/2023	811,303.83	0	0.00
22/09/2015	E	01/10/2023	219,799.70	0	0.00
			1,267,974.95		

**Appendix 7
PRUDENTIAL INDICATORS**

Indicator 1 - Estimate of Capital Expenditure

The actual capital expenditure that was incurred in 2017/18 and the estimates of capital expenditure to be incurred for the current and future years that are recommended for approval are:

	Capital Expenditure - General Services						
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000	£000
Rolled Forward Capital Investment Programme							
Council Wide / Corporate Projects	364	0	0	0	0	0	0
Estimated slippage / acceleration in total programme	0	-5,789	0	0	0	0	0
Lending	6,470	41,365	18,118	75,424	55,104	76,692	22,266
Communities and Families	35,989	31,778	86,757	37,667	1,707	165	165
Edinburgh Integrated Joint Board	496	182	4,239	5,000	5,000	0	0
Place	85,267	113,044	141,766	103,314	29,963	31,785	19,835
Resources							
General	3,503	3,965	11,706	0	0	0	0
Asset Management Works	10,990	16,081	31,498	30,000	25,516	20,450	14,000
Contingency - Meadowbank Stadium	0	0	0	0	0	0	7,000
Budget Motion Recommendations							
Local Development Plan (LDP) - allocations							
Rising School Rolls	0	0	6,000	0	0	0	0
New LDP Primary Schools - design and enabling works	0	0	525	0	0	0	0
Contingency - Darroch	0	0	6,000	0	0	0	0
New / Amended Projects							
Reduction in Care Home budget	0	0	-4,000	0	0	0	0
St Catherine's PS replacement	0	0	12,802	0	0	0	0
Rising School Rolls	0	0	609	0	0	0	0
New LDP Primary Schools - design and enabling works	0	0	3,500	0	0	0	0
Total General Services Capital Expenditure	<u>143,079</u>	<u>200,626</u>	<u>319,520</u>	<u>251,405</u>	<u>117,290</u>	<u>129,092</u>	<u>63,266</u>

Note that the 2019-2024 Capital Investment Programme includes slippage / acceleration brought forward based on projected capital expenditure reported at the nine month stage.

Capital Expenditure - Housing Revenue Account (HRA)

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000	£000	£000
Housing Revenue Account	72,816	80,199	108,954	142,251	177,531	171,392	273,984

Indicator 2 - Ratio of Financing Costs to Net Revenue Stream

Estimates of the ratio of financing costs to net revenue stream for the current and future years and the actual figures for 2017/18 are:

	Ratio of Financing Costs to Net Revenue Stream						
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	Forecast	Estimate	Estimate	Estimate	Estimate	Estimate
	%	%	%	%	%	%	%
General Services	11.63	11.44	10.44	10.28	9.76	9.60	n/a
Housing Revenue Account (HRA)	37.88	40.48	42.08	44.64	46.96	49.41	n/a

Note: Figures for 2020/2 onwards as the Council has not set a General Services or HRA budget for these years. The figures for General Services are based on the current long term financial plan. HRA figures are based on the business plan which was reported to Finance and Resources Committee on 1 February 2019.

The estimates of financing costs include current commitments and the proposals in this budget.

Indicator 3 - Capital Financing Requirement

Estimates of the end of year capital financing requirement for the authority for the current and future years and the actual capital financing requirement at 31 March 2019 are:

	Capital Financing Requirement						
	2017/18 Actual £m	2018/19 Forecast £m	2019/20 Estimate £m	2020/21 Estimate £m	2021/22 Estimate £m	2022/23 Estimate £m	2023/24 Estimate £m
General Services	1,128	1,209	1,347	1,403	1,351	1,287	1,211
Housing Revenue Account (HRA)	381	378	415	415	478	522	669
NHT LLPs	67	99	104	108	108	108	108
Edinburgh Living LLPs	-	9	22	93	147	222	241

The capital financing requirement measures the authority's underlying need to borrow for a capital purpose. In accordance with best professional practice, the Council does not associate borrowing with particular items or types of expenditure. The authority has an integrated treasury management strategy and has adopted the CIPFA Code of Practice for Treasury Management in the Public Services. The Council has, at any point in time, a number of cashflows both positive and negative, and manages its treasury position in terms of its borrowings and investments in accordance with its approved treasury management strategy and practices. In day to day cash management, no distinction can be made between revenue cash and capital cash. External borrowing arises as a consequence of all of the financial transactions of the authority and not simply those arising from capital spending. In contrast, the capital financing requirement reflects the authority's underlying need to borrow for a capital purpose.

CIPFA's Prudential Code for Capital Finance in Local Authorities includes the following as a key indicator of prudence.

In order to ensure that over the medium term debt will only be for a capital purpose, the local authority should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

	Gross Debt and the Capital Financing Requirement						
	2017/18 Actual £m	2018/19 Forecast £m	2019/20 Estimate £m	2020/21 Estimate £m	2021/22 Estimate £m	2022/23 Estimate £m	2023/24 Estimate £m
Gross Debt	1,439	1,523	1,516	1,583	1,580	1,600	1,577
Capital Financing Requirements	<u>1,576</u>	<u>1,695</u>	<u>1,888</u>	<u>2,019</u>	<u>2,084</u>	<u>2,139</u>	<u>2,229</u>
(Over) / under limit by:	<u>137</u>	<u>172</u>	<u>372</u>	<u>436</u>	<u>504</u>	<u>539</u>	<u>652</u>

The authority does not currently envisage borrowing in excess of its capital financing requirement over the next few years. This takes into account current commitments, existing plans and assumptions around cash balances and the proposals in this budget. The figures do not include any expenditure and associated funding requirements, other than projects specifically approved by Council, for the Local Development Plan (LDP) or City Deal.

Indicator 4 - Authorised Limit for External Debt

The authorised limit should reflect a level of borrowing which, while not desired, could be afforded, but may not be sustainable. "Credit Arrangements" as defined by Financial Regulations, has been used to calculate the authorised and operational limits requiring both the short and long term liabilities relating to finance leases and PFI assets to be considered. In respect of its external debt, it is recommended that Council approves the following authorised limits for its total external debt gross of investments for the next five financial years. These limits separately identify borrowing under credit arrangements including finance leases and PFI assets. Council is asked to approve these limits and to delegate authority to the Head of Finance, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and credit arrangements, in accordance with option appraisal and best value for money for the authority. Any such changes made will be reported to the Council at its meeting following the change.

	Authorised Limit for External Debt				
	2019/20	2020/21	2021/22	2022/23	2023/24
	£m	£m	£m	£m	£m
Borrowing	1,843	1,935	1,979	1,966	2,039
Credit Arrangements	362	349	335	322	308
	<u>2,205</u>	<u>2,284</u>	<u>2,314</u>	<u>2,288</u>	<u>2,347</u>

These authorised limits are consistent with the authority's current commitment, existing plans and the proposals in this budget for capital expenditure and financing, and with its approved treasury management policy statement and practices. They are based on the estimate of most likely, prudent but not worst case scenario, with in addition sufficient headroom over and above this to allow for operational management, for example unusual cash movements. Risk analysis and risk management strategies have been taken into account, as have plans for capital expenditure, estimates of the capital financing requirement and estimates of cashflow requirements for all purposes.

Indicator 5 - Operational Boundary for External Debt

The Council is also asked to approve the following operational boundary for external debt for the same period. The proposed operational boundary equates to the estimated maximum of external debt. It is based on the same estimates as the authorised limit but reflects directly the estimate of the most likely, prudent but not worst case scenario, without the additional headroom included within the authorised limit to allow for example for unusual cash movements. The operational boundary represents a key management tool for in year monitoring. Within the operational boundary, figures for borrowing and credit arrangements are separately identified. The Council is also asked to delegate authority to the Head of Finance, within the total operational boundary for any individual year, to effect movement between the separately agreed figures for borrowing and credit arrangements, in a similar fashion to the authorised limit. Any such changes will be reported to the Council at its next meeting following the change.

	Operational Boundary for External Debt				
	2019/20	2020/21	2021/22	2022/23	2023/24
	£m	£m	£m	£m	£m
Borrowing	1,557	1,703	1,780	1,844	1,939
Credit Arrangements	<u>362</u>	<u>349</u>	<u>335</u>	<u>322</u>	<u>308</u>
	<u><u>1,919</u></u>	<u><u>2,052</u></u>	<u><u>2,115</u></u>	<u><u>2,166</u></u>	<u><u>2,247</u></u>

The Council's actual external debt at 31 March 2018 was £1,476.439m, comprising borrowing (including sums repayable within 12 months). Of this sum, £12.759m relates to borrowing carried out by the Council on behalf of the former Police and Fire Joint Boards.

In taking its decisions on this budget, the Council is asked to note that the estimate of capital expenditure determined for 2019/20 (see paragraph 1 above) will be the statutory limit determined under section 35(1) of the Local Government (Scotland) Act 2003.

Indicator 6 - Loans Charges Associated with net Capital Investment expenditure plans

Under the changes to the Prudential Code which came into force in December 2017, the requirement to measure and report on the incremental impact on the Council Tax / rents was removed from the Code. The authority can set its own local indicators to measure the affordability of its capital investment plans. The Head of Finance considers that Council should be advised of the loans charges cost implications which will result from the spending plans being considered for approval. These cost implications have been included in the Council's Revenue and HRA budgets for 2018/19 and in the longer term financial frameworks.

	Loans Charges Liability				
	2019/20	2020/21	2021/22	2022/23	2023/24
	Estimate	Estimate	Estimate	Estimate	Estimate
	£000	£000	£000	£000	£000
Loans Fund Interest Rate 5.05%					
General Services					
Loans Fund Advances in year	159,005	124,981	116,444	33,258	11,400
Year 1 - interest only	4,019	3,159	2,972	849	291
Year 2 - principal and interest	12,812	10,071	9,422	2,691	922
Housing Revenue Account (HRA)					
Loans Fund Advances in year (excluding borrowing for LLP programme **)	59,511	24,289	90,200	77,152	182,883
Year 1 - interest only	1,504	614	2,280	1,950	4,623
Year 2 - principal and interest	4,312	2,137	6,306	5,463	12,387

* From 2021/22 loans charges will not automatically be calculated on an annuity basis. The Year 2 figures show are the maximum loans charge implications in any financial year.

** The loans charges associated with the borrowing required for the house building programme for onward transferred to the LLPs will be met from the LLPs and does therefore not have a net impact on the HRA revenue budget.

Consideration of options for the capital programme

In considering its programme for capital investment, Council is required within the Prudential Code to have regard to:

- affordability, e.g. implications for Council Tax or house rents;
- prudence and sustainability, e.g. implications for external borrowing;
- value for money, e.g. option appraisal;
- stewardship of assets, e.g. asset management planning;
- service objectives, e.g. strategic planning for the authority;
- practicality, e.g. achievability of the forward plan.

Appendix 8

The City of Edinburgh Council

Treasury Management Policy Statement

Summary

The Council has adopted the CIPFA Code of Practice on Treasury Management in the Public Services. As part of the adoption of that code, the Council agreed to create and maintain, as the cornerstones for effective treasury management:

- a Treasury Management Policy Statement (TMPS), stating the policies and objectives of its treasury management activities; and
- suitable Treasury Management Practices (TMPs), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

This document outlines the Council's Treasury Management Policy Statement which provides a framework for the Council's treasury management activities. Any reference in the Treasury Policy Statement to the Chief Financial Officer should be taken to be any other officer to whom the Chief Financial Officer has delegated his powers.

Approved Activities

The Council defines its treasury management activities as:

"The management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks".

Subject to any legal restrictions, this definition covers the following activities:

- arranging, administering and managing all capital financing transactions
- approving, arranging and administering all borrowing on behalf of the Council
- cash flow management
- investment of surplus funds
- ensuring adequate banking facilities are in place, negotiating bank charges, and ensuring the optimal use by the Council of banking and associated facilities and services

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Council.

The Council also acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.

Treasury Management Strategy

The treasury management strategy for the cash fund is to:

- Secure both capital and revenue funding at the lowest cost in the medium term; and
- 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

Approved Sources of Finance

Finance will only be raised in accordance with legislation and within this limit the Council has a number of approved methods and sources of raising capital finance. No other instrument other than those listed below may be used

- Bank Overdraft
- Temporary Loans
- Loans from the Public Works Loan Board
- Loans from the European Community institutions
- Long-Term Market Loans
- Bonds
- Stock Issues
- Negotiable Bonds
- Internal (Capital Receipts and Revenue Balances)
- Commercial Paper
- Medium Term Notes
- Finance and Operating Leases
- Deferred Purchase Covenant Agreements
- Government and European Community Capital Grants
- Lottery Monies
- Public and Private Partnership funding initiatives

Permitted Instruments

Where possible the Head of Finance, the Council's Statutory Section 95 Chief Financial Officer, will manage all of the Council's temporary surplus funds together and invest them using the Council's Treasury Cash Fund. The investment restrictions contained in the Treasury Cash Fund Policy Statement therefore apply to the City of Edinburgh Council's monies.

However small operational balances will need to be retained with the Council's bankers, and in other cases – such as devolved schools – relatively small investment balances may be operated locally. Some allowance for temporary deposits has therefore been made.

In addition, the Council has some non-cash investment types and these are also included in the Policy Statement.

The Head of Finance, as the Council's Statutory Chief Financial Officer, may invest monies in accordance with the Council's requirements only by using the following instruments:

- (a) Temporary deposit with an approved institution of the Bank of England or with any other approved organisation for investment (see below)
- (b) Money Market Funds
- (c) Debt Management Office's Debt Management Agency Deposit Facility
- (d) Investment Properties
- (e) Loans to Other Organisations
- (f) Investment in share capital of Council Companies and Joint Ventures
- (g) Loans to / investment in the Loan Stock of Council Companies
- (h) Investment in Shared Equity Housing Schemes
- (i) Investment in the Subordinated Debt of projects delivered via the "HubCo" model

Approved Organisations for Investment

The approved counterparty limits are as follows:

- (a) *The Council's bankers with no limit.*

- (b) *DMO's DMADF with no limit.*
- (c) *AAA Money Market Funds with no limit.*
- (d) *financial institutions on the Bank of England's authorised list where the lowest of their long term rating from the three main Credit ratings agencies, S&P, Moody's and Fitch, equivalent to A- or above up to a maximum of £10 million per institution.*
- (e) *building societies where the lowest of their long term rating from the three main Credit ratings agencies, S&P, Moody's and Fitch, equivalent to A- or above up to a maximum of £5 million per institution.*
- (f) *Subordinated debt of projects delivered via "HubCo" model up to a maximum of £1 million.*

In addition, there is no explicit limit at present for the non-cash investment types. However, it is anticipated that each specific investment of these types would be reported individually to Council and a full list of them will be contained in the Treasury Annual Report.

The investment risks and controls to mitigate those risks are outlined to the end of this document.

Policy on Delegation

Responsibility for the implementation and regular monitoring of the Council's treasury management policies and practices is retained by the Council.

The Council delegates responsibility for the execution and administration of Treasury Management decisions to the Head of Finance, as the Statutory Section 95 Chief Financial Officer, who will act in accordance with the organisation's policy statement and TMPs and, if he/she is a CIPFA member, CIPFA's Standard of Professional Practice on Treasury Management.

The Council nominates the Governance, Risk and Best Value Committee to be responsible for the ensuring effective scrutiny of the treasury management strategy and policies.

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. Money Market Funds (MMFs) (low/medium risk)	Pooled cash investment vehicle which provides short term liquidity. It is difficult to effectively monitor the underlying counterparty exposure, so will be sparingly used.	Funds will only be used where the MMFs are Constant Net Asset Value (CNAV), and the fund has a “AAA” rated status from either Fitch, Moody’s or Standard & Poors.
c. Call account deposit accounts with financial institutions (banks and building societies) (Risk is dependent on credit rating)	<p>These tend to be moderately low risk investments, but will exhibit higher risks than the category (a) above. Whilst there is no risk to value with these types of investments, liquidity is high and investments can be returned at short notice.</p> <p>These will be used to provide the primary liquidity source for Cash Management</p>	<p>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.</p> <p>On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence</p>
d. Term deposits with financial institutions (banks and building societies) (Low to medium risk depending on period & credit rating)	The risk on these is determined, but will exhibit higher risks than category (a) above. Whilst there is no risk to value with these types of investments, liquidity is low and term deposits can only be broken with the agreement of the counterparty, and penalties may apply	<p>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</p> <p>On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.</p>
e. Investment properties	These are non-service properties which are being held solely for a longer term rental income stream or capital appreciation. These are highly illiquid assets with high risk to value (the potential for property prices to fall).	Property holding will be re-valued regularly and reported annually with gross and net rental streams.
f. Loans to third parties, including soft loans	These are service investments either at market rates of interest or below market rates (soft loans). These types of investments may exhibit substantial credit risk and are likely to be highly illiquid.	Each third party loan requires Member approval and each application is supported by the service rational behind the loan and the likelihood of partial or full default.
g. Loans to a local authority company	These are service investments either at market rates of interest or below market rates (soft loans). These types of investments may exhibit significant credit risk and are likely to be highly illiquid.	Each loan to a local authority company requires Member approval and each application is supported by the service rational behind the loan and the likelihood of partial or full default.

h. Shareholdings in a local authority company	These are service investments which may exhibit market risk and are likely to be highly illiquid.	Each equity investment in a local authority company requires Member approval and each application will be supported by the service rational behind the investment and the likelihood of loss.
i. Investment in Shared Equity Schemes	These are service investments which exhibit property market risk and are likely to be highly illiquid, with funds tied up for many years.	Each scheme investment requires Member approval and each decision will be supported by the service rational behind the investment and the likelihood of loss.
j. Investment in the Subordinated Debt of projects delivered via the “Hubco” model	These are investments which are exposed to the success or failure of individual projects and are highly illiquid	The Council and Scottish Government (via the SFT) are participants in and party to the governance and controls within the project structure. As such they are well placed to influence and ensure the successful completion of the project’s term

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 Head of Finance, as the Council's Statutory Section 95 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 up to a maximum of £50 million per authority.
- (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, Moodys 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, as the statutory Section 95 Chief Financial Officer, 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

<p>depending on period & credit rating)</p>	<p>investments, liquidity is low and term deposits can only be broken with the agreement of the counterparty, and penalties may apply.</p>	<p>primarily by credit ratings from Fitch, Moody's and Standard and Pools</p> <p>On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.</p>
<p>i. Certificates of deposits with financial institutions (risk dependent on credit rating)</p>	<p>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.</p>	<p>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 Pools.</p> <p>On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.</p>
<p>j. Structured deposit facilities with banks and building societies (escalating rates, de-escalating rates etc.) (Low to medium risk depending on period & credit rating)</p>	<p>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).</p>	<p>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 Pools.</p> <p>On day to day investment dealing with this criteria will be further strengthened by the use of additional market intelligence.</p>
<p>k. Bonds (Low to medium risk depending on period & credit rating)</p>	<p>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.</p>	<p>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.</p>
<p>l. Floating Rate Notes (Low to medium risk depending on credit rating)</p>	<p>These are Bonds on which the rate of interest is established periodically with reference to short term interest rates.</p>	<p>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 Pools.</p> <p>Will be used in an increasing interest rate environment but only for a limited proportion of the portfolio.</p>
<p>m. Commercial Paper (Low to medium risk depending on credit rating)</p>	<p>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.</p>	<p>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>

<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>
---	---	--

The City of Edinburgh Council

10:00am, Thursday 14 March 2019

Capital Strategy 2019-2024 - referral from the Finance and Resources Committee

Item number 8.5
Executive/routine
Wards
Council Commitments

1. For Decision/Action

- 1.1 The City of Edinburgh Council is requested to approve the Capital Strategy 2019-2024.

Laurence Rockey

Head of Strategy and Communications

Contact: Stuart Johnston, Committee Services

E-mail: stuart.johnston@edinburgh.gov.uk | 0131 529

Referral Report

Capital Strategy 2019-2024 – referral from the Finance and Resources Committee

- 1.1 On 7 March 2019, the Finance and Resources Committee considered a report by the Executive Director of Resources setting out the capital strategy for 2019-2024. The strategy provided a high level overview of how capital expenditure, capital financing and treasury management activity contributed to the provision of council services.
- 1.2 The strategy also provided an overview of how associated risk was managed and the implications for future financial sustainability.
- 1.3 The Finance and Resources Committee agreed:
 - 1.3.1 To note the Capital Strategy 2019-2024.
 - 1.3.2 To refer the Strategy to The City of Edinburgh Council for approval.

2. Background Reading/ External References

- 2.1 [Webcast of Finance and Resources Committee – 7 March 2019](#)

3. Appendix

Capital Strategy 2019-2024 - report by the Executive Director of Resources

Finance and Resources Committee

10am, Thursday, 7 March 2019

Capital Strategy 2019-24

Item number	7.3
Executive/routine	
Wards	
Council Commitments	

1. Recommendations

- 1.1 To note the Capital Strategy, as set out in Appendix 1, and refer to full Council for approval

Stephen Moir

Executive Director of Resources

Contact: Rebecca Andrew, Principal Accountant

E-mail: rebecca.andrew@edinburgh.gov.uk | Tel: 0131 469 3211

Capital Strategy 2019-24

2. Executive Summary

- 2.1 This report sets out the proposed capital strategy, which provides a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of Council services.

3. Background

- 3.1 Local authorities are required by regulation to have regard to the Prudential Code when carrying out their duties under Part 7 of the Local Government in Scotland Act 2003. The Prudential Code was revised by CIPFA in 2017. A key element of the revised code is that local authorities should have a long-term capital strategy in place that sets out the long-term context in which capital and revenue decisions are made.
- 3.2 This report sets out the Council's capital strategy.

4. Main report

- 4.1 In order to deliver Council priorities and for the city to grow in a sustainable way, the Council needs to invest in its existing assets as well as creating new ones. The capital strategy gives a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services. It also provides an overview of how associated risk is managed and the implications for future financial sustainability.
- 4.2 The capital strategy is a high-level document, which brings together a number of other key Council strategies. It should be read in conjunction with the following plans and policies
- [Edinburgh 2050 Vision](#)
 - [Local Development Plan Action Programme](#)
 - [Capital Investment Programme 2009-19](#), which provided a framework for the allocation of available capital funding which has been rolled forward annually

- [Capital Investment Programme 2019-24](#), as amended by the Council's budget meeting of 21 February 2019
- Treasury management strategy 2019-20
- [Corporate Asset Strategy](#)
- [Property and Asset Management Strategy](#)
- [Transport Asset Management Plan](#)
- [Housing Revenue Account Budget Strategy 2019-24](#)

4.3 The capital strategy covers the following areas

- Capital Expenditure and Financing (the Council's capital expenditure plans, and the corresponding financing requirement)
- Treasury Management (how the Council keeps sufficient but not excessive cash to meet the Council's spending needs, while managing risks involved)
- Other investments and long-term liabilities (the Council's non-treasury investments and other liabilities)
- Knowledge and Skills (the professional skills and knowledge contained within the Council's accounting, treasury and property teams, as supplemented by external advisers)

4.4 The full capital strategy is included in Appendix 1.

5. Next Steps

5.1 This report will be referred to full Council for approval of the capital strategy. The strategy will be updated on an annual basis.

6. Financial impact

6.1 There are no direct financial implications arising from this report. The implications of the expenditure and investment plans contained in the strategy were considered at the Council's budget setting meeting on 21 February 2019.

7. Stakeholder/Community Impact

7.1 The capital strategy is a high-level document which brings together a number of other Council strategies, each of which is the result of appropriate community engagement.

7.2 Approval of the capital strategy, ensures the Council continues to have regard to the Prudential Code when carrying out their duties under Part 7 of the Local Government in Scotland Act 2003.

7.3 There are no sustainability impacts directly arising from this report.

8. Background reading/external references

- 8.1 [Local Development Plan Action Programme - January 2019](#)
- 8.2 [Capital Investment Programme 2009-19 – Policy and Strategy Committee – November 2008](#)
- 8.3 [Capital Investment Programme 2019-24 – Finance and Resources Committee – February 2019](#), as amended by the Council's budget meeting of 21 February 2019
- 8.4 Treasury management strategy 2019-20 – Finance and Resources Committee – March 2019
- 8.5 [Corporate Asset Strategy – Policy and Strategy Committee – May 2015](#)
- 8.6 [Property and Asset Management Strategy – Finance and Resources Committee – September 2015](#)
- 8.7 [Transport Asset Management Plan – Transport and Environment Committee – December 2018](#)
- 8.8 [Housing Revenue Account Budget Strategy 2019-24 – Finance and Resource Committee – February 2019](#)

Appendices

Appendix 1: Capital Strategy 2019-24

Appendix 1: Capital Strategy 2019-24

1. Vision

- 1.1 In the autumn of 2016 the City of Edinburgh Council launched a major conversation about the future of a city and a society, inviting Edinburgh to talk about its aspirations, plans, and concerns, for the first time in a generation: Edinburgh's City Vision for 2050.
- 1.2 During the first year of stakeholder and public engagement on the development of a long-term vision for Edinburgh, the Council engaged with thousands of people of all ages and identified four important themes that were obviously relevant to participants. These themes are
 - *An Inspired City* - Edinburgh is a city that inspires the world and we will continue to treasure, and grow, our unique culture and heritage. The Edinburgh of 2050 will be a city renowned for its creativity and ingenuity, building on its reputation as a premier destination for culture, education and innovation.
 - *A Thriving City* - The skills of our people and our global industries have been the driver of our success over the past thirty years. In 2050, Edinburgh will be a place of opportunity and ambition, where innovators and entrepreneurs can achieve prosperity and success.
 - *A Connected City* - Connections are at the core of how a city is lived in and how its people interact with each other. In 2050, Edinburgh will be a city built around shared spaces which create opportunities for understanding, for friendship, and for the exchange of ideas.
 - *A Fair City* - A great city commits to sharing success and improving the wellbeing and life experience of all its citizens. In 2050, Edinburgh will be a city without barriers to achievement and where a good quality of life is a basic requirement enjoyed by all.
- 1.3 As the city works towards these objectives, it is also predicted to grow. Its plans for development are set out in its [Local Development Plan](#). The [Local Development Plan Action Programme](#) sets out the new infrastructure that is required to accommodate this growth.
- 1.4 In order to deliver the 2050 vision and for the city to grow in a sustainable way, the Council needs to invest in its existing assets as well as creating new ones. This capital strategy gives a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services. It also provides an overview of how associated risk is managed and the implications for future financial sustainability.

- 1.5 The capital strategy should be read in conjunction with the following plans and policies
- [Edinburgh 2050 Vision](#)
 - [Programme for the Capital | Council Business Plan 2017-22 | The City of Edinburgh Council](#)
 - [Local Development Plan Action Programme](#)
 - [Capital Investment Programme 2009-19](#), which provided a framework for the allocation of available capital funding which has been rolled forward annually
 - [Capital Investment Programme 2019-24](#), as amended by the Council's budget meeting of 21 February 2019
 - Treasury management strategy 2019-20
 - [Corporate Asset Strategy](#)
 - [Property and Asset Management Strategy](#)
 - [Transport Asset Management Plan](#)
 - [Housing Revenue Account Budget Strategy 2019-24](#)

2. Statutory Considerations

- 2.1 Local authorities are required by regulation to have regard to the Prudential Code when carrying out their duties under Part 7 of the Local Government in Scotland Act 2003. The Prudential Code was revised by CIPFA in 2017. A key element of the revised code is that local authorities should have a long-term capital strategy in place that sets out the long-term context in which capital and revenue decisions are made.

3. Capital Expenditure and Financing

- 3.1 Capital expenditure is where the Council spends money on assets, such as property or vehicles, that will be used for more than one year. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets. The Council has some limited discretion on what counts as capital expenditure, for example assets costing below £6,000 are not capitalised and are charged to revenue in year.
- 3.2 The Council's policy on capitalisation complies with the accounting requirements for local authorities and is set out in its annual [audited accounts](#).
- 3.3 In the period 2019/24, the Council is planning capital expenditure of £1,754.685m as summarised below:

Table 1: Prudential Indicator: Estimates of Capital Expenditure in £ millions

	2017/18 actual	2018/19 forecast	2019/20 budget	2020/21 budget	2021/22 budget	2022/23 budget	2023/24 budget
General Fund services	138.992	155.813	301.402	175.981	62.186	52.400	41.000
Council housing (HRA)	72.816	80.199	108.954	142.251	177.531	171.392	273.984
On-lending (Housing)	6.470	41.365	18.118	75.424	55.104	76.692	22.266
Capital Investments	0	3.448	0	0	0	0	0
TOTAL	218.278	280.825	428.474	393.656	294.821	300.484	337.250
PPP and Similar Assets	0	140.000	41.500	0	0	0	0
TOTAL Capital Assets	218.278	420.825	469.974	393.656	294.821	300.484	337.250

3.4 Significant General Fund capital projects include¹:

- Asset Management Works - £121.464m
- Investment in Roads and Pavements - £101.720m
- North Bridge Structural Works - £15.804m
- New Schools and Extensions - £105.431m
- New Early Years Centres and Extensions - £35.797m
- Meadowbank Stadium Redevelopment - £4.923m
- St James Infrastructure Assets - £61.400m
- Millerhill Waste Facility - £28.000m

This analysis does not include provision for the proposed tram line to Newhaven or unfunded projects within the Council's Wave 4 schools programme. Should these projects be approved, this strategy will be amended to reflect Council decisions.

3.5 The Housing Revenue Account (HRA) is a ring-fenced account which ensures that council housing does not subsidise, or is itself subsidised, by other local services. HRA capital expenditure is therefore recorded separately. The [Housing Revenue Account Budget Strategy 2019-24](#) sets out planned capital investment of £874 million over the next five years, rising to £2,233 million over 10 years to

¹ Values are those included in the Council's Capital Investment Programme and do not recognise any external funding which has not yet been received, including funding from the Edinburgh and South East Scotland City Deal.

deliver tenant priorities, including building new homes, modernising existing homes and help tenants reduce their cost of living.

- 3.6 The Council also uses general fund resources to increase the provision of affordable housing in the city, through lending to arms' length limited liability partnerships under the New Housing Trust and Edinburgh Living initiatives.
- 3.7 The capital programme is based on the ten-year capital plan originally set out in 2008 ([Capital Investment Programme 2009-19](#)), which has subsequently been rolled forward on an indicative basis on broadly similar terms.
- 3.8 In order for new projects to be added to the Council's capital programme. Asset Investment Groups, within each directorate identify their investment priorities and develop business cases supporting those priorities. These priorities are then scored against a set series of prioritisation criteria agreed by the Council's Asset Management Board. The Asset Management Board, which is an officer group chaired by the Executive Director of Resources, appraises all business cases and recommends investment priorities to the Corporate Leadership Team of the Council and then to the Finance and Resources Committee, ahead of the full Council budget setting meeting each year. Smaller ad-hoc projects may be added through the year following appropriate approval of project business cases, including those through executive committees or via the full Council itself.
- 3.9 For full details of the Council's capital programme were reported to Finance and Resources Committee on 1 February 2019 ([Capital Investment Programme 2019-24](#)) and amended by the Council's budget meeting of 21 February 2019.
- 3.10 All capital expenditure must be financed, either from external sources (government grants and other contributions), the Council's own resources (revenue, reserves and capital receipts) or debt (borrowing, leasing and Public Private Partnerships and similar instruments). The planned financing of the above expenditure is as follows:

Table 2: Capital financing in £ millions

	2017/18 actual	2018/19 forecast	2019/20 budget	2020/21 budget	2021/22 budget	2022/23 budget	2023/24 budget
Grants	107.283	128.279	116.412	78.660	58.187	46.848	77.751
Asset Sales	17.197	32.608	34.235	83.102	67.944	86.192	52.150
Earmarked Reserves	0	0	0	0	0	0	0
Capital Fund	0	14.782	6.311	0	0	0	0
CFCR	22.200	33.162	23.000	7.200	2.200	2.200	2.200
Other External Income	22.004	0.659	11.882	0	0	0	0
PPP and similar arrangements	0	140.000	41.500	0	0	0	0
Loans Fund Advances/ Use of Cash Reserves	49.594	71.335	236.634	224.694	166.490	165.244	205.149
TOTAL	218.278	420.825	469.974	393.656	294.821	300.484	337.250

- 3.11 The Local Authority (Capital Finance and Accounting) (Scotland) Regulations 2016 require the statutory loans fund to be administered in accordance with the 2016 Regulations, proper accounting practices and prudent financial management. The Council operates a consolidated loans fund under the terms of these Regulations. Capital payments made by services are financed by capital advances from the loans fund.
- 3.12 With the exception of advances in relation to Edinburgh Living LLPs, all advances from the loans fund in the current year have a repayment profile set out using Option 1, the statutory method. All capital advances from the loans fund are repaid using the previous hybrid annuity structure with fixed principal repayments. The Council operates the loans fund to manage historic debt and the balance therefore represents historic borrowing for capital spend.
- 3.13 For capital advances for loans to Edinburgh Living LLPs, all advances from the loans fund in the current year have a repayment profile set out using Option 4 – the funding/income method and these capital advances will be repaid using an annuity structure with fixed interest rate and principal repayments. The business cases brought forward for other projects involving major capital expenditure funded by borrowing will consider the appropriate repayment method depending on the structure of the business case.

3.14 The Council's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with loans fund repayments and capital receipts used to replace debt. The CFR is expected to increase by £193m during 2019/20. Based on the above figures for expenditure and financing, the Council's estimated CFR is as follows:

Table 3: Prudential Indicator: Estimates of Capital Financing Requirement in £ millions

	31.3.18 actual	31.3.2019 forecast	31.3.2020 budget	31.3.2021 budget	31.3.2022 budget	31.3.2023 budget	31.3.2024 budget
General Fund services	1,128	1,209	1,347	1,403	1,351	1,287	1,211
Council housing (HRA)	381	378	415	415	478	522	669
NHT LLPs	67	99	104	108	108	108	108
Edinburgh Living LLP	0	9	22	93	147	222	241
TOTAL CFR	1,576	1,695	1,888	2,019	2,084	2,139	2,229

Asset management

3.15 To ensure that capital assets continue to be of long-term use, the Council has asset management strategy in place. This was set out in 2015 with two documents; the [Corporate Asset Strategy](#) approved by Corporate Policy and Strategy Committee in May 2015, and the subsequent [Property and Asset Management Strategy](#) reported to Finance and Resources Committee in September 2015. The Asset Management Strategy sets out the objective to create a credible, focused and sustainable delivery organisation for property and facilities management; provide a fit for purpose, right-sized and safe estate; provide an appropriate level of service at an acceptable and efficient cost; and act in a commercial manner in pursuit of maximising value for the Council.

Asset disposals

3.16 When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. Repayments of capital grants also generate capital receipts. The Council plans to receive £34.235m of capital receipts in the coming financial year as follows:

Table 4: Capital receipts in £ millions

	2017/18 actual	2018/19 forecast	2019/20 budget	2020/21 budget	2021/22 budget	2022/23 budget	2023/24 budget
Asset sales	17,197	32,608	34,235	83,102	67,944	86,192	52,150

4. Treasury Management

- 4.1 Treasury management is concerned with keeping sufficient but not excessive cash available to meet the Council's spending needs, while managing the risks involved. Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account. The Council is typically cash rich in the short-term as revenue income is received before it is spent and holds cash reserves, at least in the short-term. The revenue cash surpluses are offset against capital cash shortfalls to reduce overall borrowing.
- 4.2 Due to decisions taken in the past, at January 2019 the Council currently had £1,206m borrowing at an average interest rate of 5.07% and £214m treasury investments at an average rate of 0.84%.

Borrowing strategy

- 4.3 The Council's main objectives when borrowing are to achieve a low but certain cost of finance while, where possible, managing the Council's future interest rate risk. The current strategy is to balance reducing investments to fund capital expenditure in the short term while managing the Council's longer term interest rate risk by securing borrowing for future capital expenditure as the delivery becomes more certain.
- 4.4 Projected levels of the Council's total outstanding debt (which comprises borrowing, PFI liabilities, leases are shown below, compared with the capital financing requirement (see above)

Table 5: Prudential Indicator: Gross Debt and the Capital Financing Requirement in £ millions

	31.3.2018 actual	31.3.2019 forecast	31.3.2020 budget	31.3.2021 budget	31.3.2022 budget	31.3.2023 budget	31.3.2024 budget
Debt (inc. PPP & Leases)	1,439	1,523	1,516	1,583	1,580	1,600	1,577
Capital Financing Requirement	1,576	1,695	1,888	2,019	2,084	2,139	2,229

4.5 Statutory guidance is that debt should remain below the capital financing requirement, except in the short-term. As can be seen from table 6, the Council expects to comply with this in the medium term

Liability benchmark

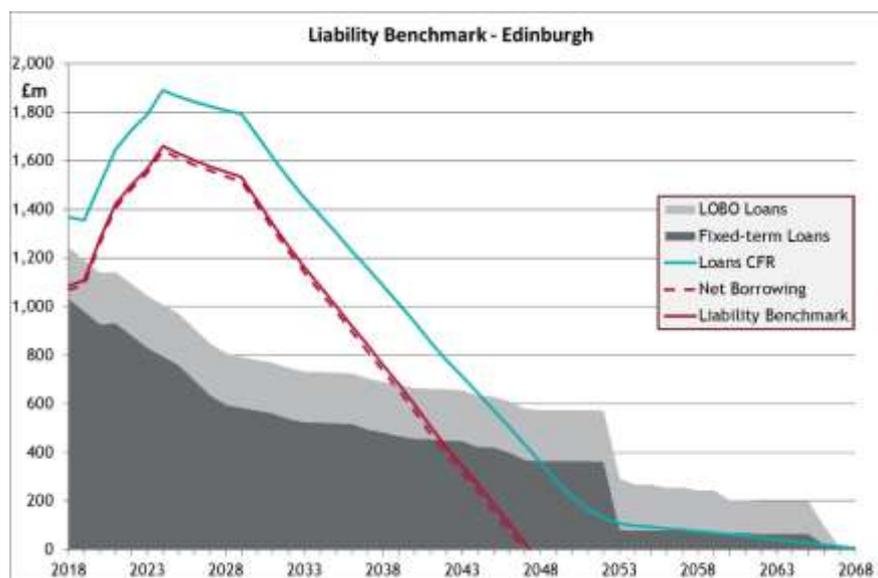
4.6 To compare the Councils actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This benchmark is currently £1,086m and is forecast to rise to £1,503m by March 2022, taking into account existing borrowing requirements.

Table 6: Borrowing and the Liability Benchmark in £ millions

	31.3.2018 actual	31.3.2019 forecast	31.3.2020 forecast	31.3.2021 forecast	31.3.2022 forecast
Outstanding borrowing	1,246	1,200	1,160	1,235	1,242
Liability benchmark	1,086.1	1,106.7	1,278.6	1,423.5	1,502.8

4.7 The table shows that, even allowing for the £60m committed market borrowing in 2020/21, the Council is projected to be significantly under its liability benchmark over the period. The Council will require to undertake additional borrowing in the latter years to fund this.

4.8 Figure 1 below show the projection of the Council’s benchmark produced by the Council’s Treasury Advisors.



Affordable borrowing limit

- 4.9 The Council sets an affordable borrowing limit (also termed the authorised limit for external debt) each year. A lower “operational boundary” is also set as a warning level should debt approach the limit.

Table 7: Prudential Indicators: Authorised limit and operational boundary for external debt in £m

	2018/19 limit	2019/20 limit	2020/21 limit	2021/22 limit	2022/23 limit	2023/24 limit
Authorised limit – borrowing	1,955	1,843	1,935	1,979	1,966	2,039
Authorised limit – PFI and leases	196	362	349	335	322	308
Authorised limit – total external debt	2,151	2,205	2,284	2,314	2,288	2,347
Operational boundary – borrowing	1,475	1,557	1,703	1,780	1,844	1,939
Operational boundary – PFI and leases	196	362	349	335	322	308
Operational boundary – total external debt	1,671	1,919	2,052	2,115	2,166	2,247

Investment strategy

- 4.10 Treasury investments arise from receiving cash before it is paid out again and through reserves and other fund balances. While the Council has been reducing its investments over recent years, it still has around £200m in temporary investments, although this will reduce further before the end of 2018/19 and further still in the new financial year. Investments made for service reasons or for pure financial gain are not generally considered to be part of treasury management.
- 4.11 The Council’s cash investments are pooled with the sterling cash of Lothian Pension Fund and other associated organisations and invested together. The investment policy for treasury investments is to prioritise security and liquidity over yield, that is to focus on minimising risk rather than maximising returns. Cash is invested securely, for example with the government, other local authorities or selected high-quality banks, to minimise the risk of loss. Additional liquidity is provided using Money Market Funds.
- 4.12 Table 6 suggests that without undertaking additional borrowing, the Council will have applied all its temporary investment balances to fund its borrowing requirement by 2019/20. This along with the Cash Fund mandate from Lothian Pension Fund means that the duration of any investments will be limited.

- 4.13 Further details on treasury investments are in Appendix 5 of the Annual Treasury Management Strategy report
- 4.14 Decisions on treasury management investment and borrowing are made daily and are therefore delegated by the Council to the Head of Finance and relevant staff, who must act in line with the Treasury Management Policy Statement approved by the Council on the recommendations of the Finance and Resources Committee. Semi-annual reports on treasury management activity are presented to Council. The Governance, Risk and Best Value Committee is responsible for scrutinising treasury management decisions.

5. Other Investments and Long-term Liabilities

- 5.1 The Council makes investments to assist local public services, including making loans to and buying share in Council's subsidiaries that assist in the delivery of Council priorities. Examples include investments in the Edinburgh International Conference Centre, the EDI Group, Edinburgh Living LLP and Energy for Edinburgh. In light of the public service objective, the Council is willing to take more risk than with treasury investments, however it still plans for such investments to break even after all costs.
- 5.2 Decisions on service investments are made by the relevant Executive Director or Head of Service, in accordance with the scheme of delegation, in consultation with the Head of Finance and are approved by the relevant executive committee of the Council. Most loans and share purchases are capital expenditure and purchases will therefore also be approved as part of the capital programme.

Commercial Activities

- 5.3 The Council retains a commercial property investment portfolio for city development purposes, but also derives financial gain from this activity. The investment portfolio consists of over 1,130 assets and is forecast to produce a rental income of circa £15m for the current financial year. The portfolio is estimated to have a value of circa £230m.
- 5.4 With economic development being the main objective, the Council accepts higher risk on commercial investment than with treasury investments. The principal risk exposures include voids and falls in capital value. In order to minimise the liability to the Council the portfolio is actively managed on a commercial basis.
- 5.5 Decisions on commercial investments are made by the Executive Director of Resources in line with the criteria and limits set by the Council as part of the Scheme of Delegation and Financial Regulations, and directly through the Finance and Resources Committee, where appropriate. Property and most other commercial investments are also capital expenditure and purchases will therefore also be approved as part of the capital programme.

- 5.6 The council also has commercial activities in Edinburgh International Conference Centre and the EDI group. The commercial activities in the EDI group are in the process of being wound down in accordance [EDI transition strategy](#) approved by Council on 31 May 2018.

Integration with Wider Financial Strategy

- 5.7 This capital strategy commits the Council to significant financial expenditure over the medium to long-term. The Council therefore, considers its existing expenditure commitments exposure to other financial risks and pressures prior to setting its capital and revenue budgets.

Risks and reserves

- 5.8 The Council undertakes an annual review of its risks and reserves in the context of setting the revenue and capital budgets. [The most recent such review](#) was reported to the Finance and Resources Committee on 1 February 2019 and set out a number of risks (and associated mitigating actions), including potential cost pressures around demographic-led demand, pay awards and the impacts of other legislative changes, as well as the level of future funding settlements and delivery of approved savings.
- 5.9 The Council has a reserves strategy aligned to the risks it faces. In addition to maintaining unallocated reserves at a level equal to 1% of gross revenue expenditure, a number of specific statutory and other reserves are maintained. The external auditor's 2017/18 annual report noted that overall reserve levels, taking into account both sums earmarked for specific purposes and the unallocated General Fund balance, were assessed to be adequate based upon the risks the Council faces.

Revenue Budget Implications of Capital Strategy

- 5.10 Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and loans fund repayments are charged to revenue, offset by any investment income receivable. The net annual charge as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general grants.

Table 8: Prudential Indicator: Proportion of financing costs to net revenue stream

	2017/18 actual	2018/19 forecast	2019/20 budget	2020/21 budget	2021/22 budget	2022/23 budget	2023/24 budget
Financing costs (£m) – General Fund Services	112.118	112.597	107.794	102.499	97.947	96.860	n/a
Proportion of net revenue stream	11.63%	11.44%	10.44%	10.28%	9.76%	9.60%	n/a
Financing costs (£m) – Housing Revenue Account	37.918	39.882	42.358	46.370	50.586	55.308	n/a
Proportion of net revenue stream	37.88%	40.48%	42.08%	44.64%	46.96%	49.41%	n/a

In addition to financing costs, the Council makes provision for all running costs and lifecycle maintenance of assets in its revenue budget planning process. Before inclusion in the capital programme, a business case is created for every new project which sets out the revenue implications and how they will be funded.

Due to the very long-term nature of capital expenditure and financing, the revenue budget implications of expenditure incurred in the next few years will extend for up to 50 years into the future. The implications of capital expenditure have been built into the Council’s long-term financial planning assumptions to ensure that the proposed capital programme is prudent, affordable and sustainable.

6. Knowledge and Skills

- 6.1 The council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions.
- 6.2 The Finance function, within the Council’s Resources Directorate, has qualified accountants working throughout the Division. The accountancy function is an accredited employer with regard to CPD Continuing Professional Development with the following accountancy bodies: CIPFA, CIMA, and ACCA. This accreditation is assessed externally every 3 years. The accounting function has been externally assessed as being a Best Practice Employer with regard to training by CIPFA in recognition of the continuing development opportunities provided to staff. Benchmarking information (2018) shows that the Councils has an above average number of qualified staff compared with other local authorities across the UK with over 66% of staff being qualified or part-qualified. Support is provided for those engaged in study for accounting, treasury and insurance qualifications. The CPD assessment undertaken by CIMA examines the provision of training and guidance available to staff on ethical issues including and whistleblowing and money laundering legislation.

- 6.3 As well as finance qualifications, the Treasury Team hold a range of Treasury, Investment and Banking qualifications including the CIPFA/ACT Certificate in International Treasury Management – Public Finance and the Investment Management Certificate. The team also has a wide range of knowledge and experience in investment instruments as well as debt and other funding structures.
- 6.4 The Property function, within the Council's Resources Directorate, through which the property investment portfolio is managed, has RICS qualified surveyors working across the Division, the majority of which are also members of the Registered Valuers scheme.
- 6.5 In addition, use is made of external advisers and consultants that are specialists in their field, when specialist technical advice is required. This approach is more cost effective than employing such staff directly, and ensures that the Council has access to knowledge and skills commensurate with its risk appetite.