



Corporate Policy and Strategy Committee

10am, Tuesday, 11 June 2013

Dean of Guild Courtroom, City Chambers, High Street, Edinburgh

Corporate Policy and Strategy Committee

Convener:	Members:	Contact:
<p>Councillor Andrew Burns</p>  <p>Vice Convener:</p> <p>Councillor Steve Cardownie</p> 	<p>Councillors: Burns (Convener), Cardownie (Deputy Convener), Burgess, Chapman, Child, Nick Cook, Edie, Godzik, Ricky Henderson, Hinds, Lewis, Mowat, Rankin, Rose, Ross</p>	<p>Kirsty-Louise Campbell Governance Manager Tel: 0131 529 3654</p>

Recent news	Background
<p>Pension auto-enrolment</p> <p>Pension auto-enrolment (advertised on TV as Workplace Pensions) was successfully implemented from 1 April 2013. A requirement of the legislation is that the employer writes out to all staff. Over 21,000 letters were posted to employees' home addresses informing them of how the changes affected them. This included how to join a pension scheme for non-members.</p> <p>In preparation for this change, service representatives were identified and acted as a point of contact for staff. Manager and employee briefings were also issued. No</p>	<p>Fraser Rowson, Finance Manager</p>

increase in phone calls was experienced by the HR and Payroll Service Centre during this period, recognising the preparation and support work that was put in place, including information placed on the Orb and a handout prepared for staff, and the earlier decision of the Council to adopt the transitional period.

The use of the transitional period delays auto-enrolling for staff that had previously opted out of the pension scheme. This delay lasts until 30 September 2017. This avoided the upheaval of some staff being put into a pension scheme only to have to opt straight back out again. This does not, however, stop an employee from joining a pension scheme at any time.

At the go-live date no staff were auto-enrolled and after the April pay run only ten employees were newly enrolled into a pension scheme. The ten employees have been written to advising them of this change.

Going forward all non-pension scheme members are to be monitored for eligibility and this work is now being undertaken by the payroll team.

Business Continuity Compliance

The Corporate Resilience Unit prepares for and responds to a range of incidents to ensure we have a safe and secure city. This includes complying with best practice through corporate registration to the British Standard for Business Continuity (BS25999).

The Council was awarded registration of the Standard in May 2011 and retention is dependent on successful continuing assessment visits from the British Standards Institute (BSI) every six months.

The most recent visit took place at the end of April and included a top management interview with Sue Bruce, Chief Executive, Alastair Maclean, Director of Corporate Governance, Kirsty-Louise Campbell, Governance Manager and Mary-Ellen Lang, Resilience Manager, to demonstrate high-level commitment and knowledge of resilience.

To demonstrate that business continuity practices are embedded at all levels of the organisation, the auditor also

[Mary-Ellen Lang,](#)
[Resilience Manager](#)

visited a primary school and a neighbourhood office. This was to check that staff understand the importance of business continuity and have plans in place or are developing them. The auditor commended the enthusiasm, productivity and high-level buy-in he witnessed during his visit.

To support work on resilience the Unit oversees a wide, active network of over 100 resilience co-ordinators, deputies and specialists in business critical areas who identify risks, develop plans and ensure we comply with the Standard.

The Council is due to transition from the British Standard to the International Standard (ISO22301) this autumn.

Liberton/Gilmerton By-election

Several members of the Governance Team are currently focussed on preparations for the forth-coming Liberton/Gilmerton by-election on 20 June. When nominations closed on 17 May 8 candidates were validly nominated and a number of different workstreams are now being taken forward. Poll cards will be posted to the 25,000 electors early next week. Ballot Papers are being prepared by the printers and will be checked and double checked to make sure that the information on them is correct. The 8 polling places are being made ready with staff allocated to each. All polling staff will be trained so that they clearly understand their duties and how they can best help the voters.

Dealing with the 5000 postal votes is a project in its own right, each one being checked electronically to ensure that the voter's identity is genuine. On the day following the poll the votes will be counted in the Council Chamber, by a team of specially trained staff, in a process that is made more complex by the STV voting system. Every electoral event is a demanding project with a number of different layers of work and a by-election is no different. While bringing additional work, with the usual pressured deadlines, the by-election is a valuable opportunity to test new systems, trial new ways of working and keep the team

Chris Highcock, Depute Returning Officer/Corporate Projects Manager – Democratic Projects

up to date and well practised in the specific skills of delivering electoral events.

Elections business process re-engineering

In parallel with preparations for the by-election the Election Team is working with the Corporate Programmes Office on a piece of work to examine all of the varied processes involved in delivering an electoral event for the City of Edinburgh. Each process is being mapped and, where necessary, redesigned to ensure that the different tasks are carried out efficiently. Through a series of workshops and focussed meetings the entire programme of work associated with elections is being rebuilt to offer a more robust, efficient and documented framework, setting the elements in place ready for the coming year which, with European Elections, the Independence Referendum and then a UK Parliamentary General election will be one of the busiest and most challenging group of electoral events that the Council has had to deliver.

Forthcoming activities:
