

Notice of meeting and agenda

Corporate Policy and Strategy Committee

10.00am, Tuesday, 1 October 2013

Dean of Guild Court Room, City Chambers, High Street, Edinburgh

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

Contact

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1. Order of business

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

2. Declaration of interests

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

3. Deputations

- 3.1 If any

4. Minutes

- 4.1 Minute of the Corporate Policy and Strategy Committee of 3 September 2013 (circulated) – submitted for approval as a correct record.

5. Key Decisions forward plan

- 5.1 Corporate Policy and Strategy Committee Key Decisions Forward Plan November 2013 to January 2014 (circulated)

6. Business Bulletin

If any

7. Executive decisions

- 7.1 Welfare Reform - Further Update – report by the Director of Corporate Governance (circulated)
- 7.2 Under-Occupation – Re-designation of Bedrooms
- (a) referral from the Health, Wellbeing and Housing Committee – report by the Head of Legal, Risk and Compliance (circulated)
 - (b) Under-Occupation Regulations – Exploration of Re-designation of Bedrooms in Council homes – report by the Director of Services for Communities (circulated)
- 7.3 Council Grants to Third Parties 2014/15 – report by the Director of Corporate Governance (circulated)

- 7.4 A Framework to Advance a Cooperative Capital 2012/17 – Joining the Cooperative Councils Innovation Network – report by the Director of Corporate Governance (circulated)
- 7.5 Progress Report on the Commissioning Strategy for Care and Support Services 2011-2016 – report by the Director of Health and Social Care (circulated)
- 7.6 Chief Social Work Officer Annual Report 2012/2013 – report by the Chief Social Work Officer (circulated)
- 7.7 Eurocities Annual Meeting and Conference 2013 – report by the Head of Economic Development (circulated)
- 7.8 Investment Engagement Plans – Visit to China – report by the Head of Economic Development (circulated)
- 7.9 Representation at the UNESCO Creative Cities Summit in Beijing – report by the Head of Economic Development (circulated)
- 7.10 Tron Kirk – Short Term Leasing Options – referral from the Finance and Budget Committee – report by the Head of Legal, Risk and Compliance (circulated)
- 7.11 Former Royston Primary School – 123 Boswall Parkway – Proposed Development of New Care Home – referral from the Finance and Budget Committee – report by the Head of Legal, Risk and Compliance (circulated)
- 7.12 Communities and Neighbourhoods Policy Development and Review Sub-Committee: Work Programme – report by the Head of Legal, Risk and Compliance (circulated)

8. Routine decisions

If any

9. Motions

If any

Carol Campbell

Head of Legal, Risk and Compliance

Committee Members

Councillors Burns (Convener), Cardownie (Vice-Convener), Burgess, Chapman, Child, Nick Cook, Edie, Godzik, Ricky Henderson, Hinds, Lewis, Mowat, Rankin, Rose and Ross.

Information about the Corporate Policy and Strategy Committee

The Corporate Policy and Strategy consists of 15 Councillors and is appointed by the City of Edinburgh Council. The Corporate Policy and Strategy Committee usually meets every four weeks.

The Corporate Policy and Strategy Committee usually meets in the Dean of Guild Court Room in the City Chambers on the High Street in Edinburgh. There is a seated public gallery and the meeting is open to all members of the public.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Louise Williamson, Committee Services, City of Edinburgh Council, City Chambers, High Street, Edinburgh EH1 1YJ, Tel 0131 529 4830, e-mail louise.p.williamson@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.

Corporate Policy and Strategy Committee

10.00 am, Tuesday, 3 September 2013

Present

Councillors Burns (Convener), Cardownie (Vice-Convener), Burgess, Chapman, Child, Nick Cook, Day (substituting for Ricky Henderson), Godzik, Lewis, Perry (substituting for Hinds), Rankin, Rose and Ross.

1. 2012 Employee Survey Update

a) Deputation – Unite (Edinburgh Branch)

The deputation expressed concern that the input into the 'People Plans' did not reflect the input by the trade union. They felt that HSE Stress Surveys showed that Council staff did not have much control over the work they did which they felt was an important issue and that these considerations had not featured in the update.

They asked the Council to consider establishing a Joint Trade Union/Management Working Group which they felt would lead to improved industrial relations, better staff health and wellbeing and a more committed and loyal workforce.

b) Report by the Director of Corporate Governance

The Committee had agreed an update on the analysis and actions undertaken since October 2012 to address the development areas identified through the Employee Survey findings.

Details were provided on additional actions taken since May 2013 which provided additional information on how the actions had supported the Healthy Working Lives and interim Investors in People (IiP) assessments.

Decision

- 1) To note the additional actions taken in response to the findings of the 2012 Employee Survey.
- 2) To note the successful retention of the Health Working Lives Silver award and the progress made towards retaining IiP Gold Status in 2014.
- 3) To ask the deputation to forward a copy of their presentation and survey results to the convener, to allow for future consideration at the Partnership at Work Forum.

(References –Corporate Policy and Strategy Committee 14 May 2013 (item 4); report by the Director of Corporate Governance, submitted.)

Declaration of Interests

Councillor Cardownie declared a non-financial interest in the above item as a member of Unite.

2. Minute

Decision

To approve the minute of the Corporate Policy and Strategy Committee of 6 August 2013 as a correct record.

3. Corporate Policy and Strategy Committee Key Decisions Forward Plan October to December 2013

The Corporate Policy and Strategy Committee Key Decisions Forward Plan for October to December 2013 was presented.

Decision

To note the Key Decisions Forward Plan for October to December 2013.

(Reference – Key Decisions Forward Plan October to December 2013, submitted.)

4. Compliance, Risk and Governance Programme – Review of Council Policy

Details were provided on the review of Council policies being carried out to rationalise existing policies, publish them on the Council website and ensure that an appropriate process of update and review was in place

Decision

- 1) To note developments concerning the Council policy register and its publication.
- 2) To approve the policy hierarchy and policy template.
- 3) To refer the report to the Governance, Risk and Best Value Committee in accordance with the agreed work programme.

(Reference – report by the Director of Corporate Governance, submitted.)

5. Compliance, Risk and Governance – Corporate Debt Policy

Details were provided on the proposed Council Corporate Debt Policy which had been prepared following consultation and engagement with elected members and equalities and anti-poverty groups.

Decision

- 1) To approve the Corporate Debt Policy.
- 2) To note the Council's commitment to engage with those in debt, helping them to pay by providing advice and guidance, and involving relevant welfare and debt agencies.

- 3) To note that the Corporate Debt Policy would be reviewed on an annual basis, taking account of changes in legislation, service improvements, regulations and wider policy initiatives.
- 4) To include the outcomes of the Policy's implementation and appropriate case studies in the annual review report.

(References – Act of Council No 9 of 2 May 2013; report by the Director of Corporate Governance, submitted.)

6. Housing Benefit – Risk Based Verification Policy

The Council, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of the following item of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraph 14 of Part 1 of Schedule 7(A) of the Act.

Details were provided on a new scheme by the Department for Works and Pensions for the Council to utilise, based on Risk Based Verification for administering housing benefit claims.

Decision

- 1) To adopt the process of Risk Based Verification for verifying Housing Benefit claims and Council Tax Reduction Scheme applications as outlined in the executive summary of the report by the Director of Corporate Governance.
- 2) To implement Risk Based Verification in accordance with the policy described in paragraphs 2.1 to 2.8 of the report by the Director of Corporate Governance.
- 3) To note, that as required by the Department for Works and Pensions, this policy had been agreed with the Council's Section 95 Officer.
- 4) To refer the report to the Governance, Risk and Best Value for further scrutiny of the policy as recommended as best practice by the Department for Works and Pensions.

Corporate Policy and Strategy Committee

November 2013 to January 2014

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Coalition pledges and Council outcomes
1.	Corporate Resilience: Annual Report	5 November 2013		Director: Alastair Maclean Lead officer: Paul Young, Council Emergency Planning Officer Paul.young@edinburgh.gov.uk	CO24-26
2.	Corporate Governance Senior Management Structure – Progress Report	5 November 2013		Director: Alastair Maclean Lead officer: Alastair Maclean Alastair.maclean@edinburgh.gov.uk	CO24-26
3.	Towards an Edinburgh Autism Strategy: Outcome of the Consultation Process	5 November 2013		Director: Alastair Maclean Lead officer: Helen Morgan Helen.morgan@edinburgh.gov.uk	CO24-26

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Coalition pledges and Council outcomes
4.	Closure of the Independent Living Fund: Response to Consultation	5 November 2013		Director: Peter Gabbitas Lead officer; Michelle Miller, Chief Social Work Officer Michelle.miller@edinburgh.gov.uk	CO24-26
5.	Gaelic Language Plan Progress Report 2012/2013	5 November 2013		Director: Alastair Maclean Lead officer: Brigitte Jones, Policy Officer, Performance Development Brigitte.jones@edinburgh.gov.uk	CO24-26
6.	Membership to Nuclear Free Local Authorities	5 November 2013		Director: Alastair Maclean Lead officer: Kirsty-Louise Campbell, Governance Manager Kirsty-louise.campbell@edinburgh.gov.uk	CO24-26
7.	Events Governance	5 November 2013		Director : Alastair Maclean Lead officer: Karen Kelly, Head of Corporate Programmes Karen.kelly@edinburgh.gov.uk	
8.	Grievance/Discipline	3 December 2013		Director: Alastair Maclean Lead officer: Elaine Wishart, Employee Relations Officer Elaine.wishart@edinburgh.gov.uk	CO24-26

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Coalition pledges and Council outcomes
9.	Welfare Reform Update	3 December 2013		Director: Alastair Maclean Lead officer: Danny Gallacher, Head of Corporate and Transactional Services Danny.gallacher@edinburgh.gov.uk	CO24-26

Corporate Policy and Strategy Committee

10.00am, Tuesday, 1 October 2013

Welfare Reform – further update

Item number	7.1
Report number	
Wards	All

Links

Coalition pledges
Council outcomes
Single Outcome Agreement [SO2](#)

Alastair D Maclean

Director of Corporate Governance

Contact:

Danny Gallacher – Head of Corporate and Transactional Services

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Executive summary

Welfare Reform – further update

Summary

This report continues the series of bi-monthly updates on Welfare Reform and on the progress being made by the Council and partners to develop arrangements to mitigate, where possible, the negative impact of the UK Government's welfare reforms on people in low income jobs and out of work.

In August the Scottish Government published information on the overall spend on Community Care Grants and Crisis Grants for all Local Authorities for July and they will provide information over the next 2 months to confirm the overall spend for the second quarter of the new Scottish Welfare Fund.

The new regulations for people receiving Housing Support who are considered to be "under-occupying" their home were applied from 1 April 2013. Currently 18% of tenants are affected by these changes and the Council continues to engage with the tenants affected. Discretionary Housing Payments (DHP) continue to provide short term emergency funding to tenants receiving Housing Benefit and this fund is being used to support the most vulnerable citizens.

The DHP policy document was approved at the Corporate Policy and Strategy Committee on 14 May 2013.

There continues to be a risk of a significant reduction in Housing Benefit subsidy where it is deemed that there has been inappropriate re-designation of properties. A report on the re-designation of properties was presented to the Health, Wellbeing and Housing Committee on 10 September.

The Welfare Reform Working Group structure has now been established with representatives from elected members, key stakeholders and officer support, the first meeting scheduled to take place on 12 September. The joint working group will monitor the implementation and impact of various changes and contribute to consideration of further measures to support tenants.

Initial discussions with Registered Social Landlords indicate that they are unlikely to follow the Council's initiative on not evicting tenants for non-payment of rent due to the under-occupancy regulations. This will be explored further within the joint working group.

The Welfare Reform Strategic Planning Group now meets bi-monthly and continues to bring together Council and stakeholders from advice services and third sector to provide a co-ordinated response to manage and mitigate the negative effects of Welfare Reform.

Recommendations

It is recommended that the Corporate Policy and Strategy Committee:

1. notes the continuing progress on assessing the impact of welfare reforms and actions for developing partial mitigation strategies;
2. agrees to refer reports on continuing financial pressures and associated risks arising out of implementation of Welfare Reform to the Finance and Budget Committee;
3. agrees to the spending proposals of the £109,594 DWP additional transitional funding as described in Appendix 1;
4. notes the additional DHP funding being provided by the Scottish Government and the need to adjust the council's DHP policy in light of this additional funding; and
5. notes the next progress update report will be 3 December 2013 (with a separate briefing to committee in early November).

Measures of success

The success of the programme to mitigate the effects of Welfare Reform will continue to be measured through:

- reductions in forecast loss of income; and
- customer satisfaction with advice and advocacy services provided relating to benefit changes, including increased benefit take up and minimised losses by ensuring people get their full entitlement under the new arrangements

Financial impact

As reported previously the increasing numbers of people experiencing hardship is expected to lead to increased demand for services in many areas of the Council and partner and advice agencies. There is also a risk to Council income, particularly from rents arrears, changes to subsidy levels for temporary accommodation and service charges. Further work is being undertaken to quantify likely financial impacts and to identify funding sources or budgetary options for the investment required in mitigation measures.

Known risks include:

- Loss of rental income to Housing Revenue Account (HRA) arising from Housing Benefit under-occupation reforms and Direct Payment under Universal Credit.
- Scottish Welfare Funds will be insufficient to meet demands from customers.
- DHP budget is insufficient to meet demands due to changes in welfare reform.
- The spend on Council Tax Reduction Scheme exceeds the available funding.
- Reduced DWP Administration Subsidy due to the abolition of Council Tax Benefit.

- Reduced DWP Administration Subsidy due to the phasing out of Housing Benefit.
- An anticipated reduction of expenditure by 20% on current levels by the replacement of Disability Living Allowance by Personal Independence Payments.
- Increased demand on advice and advocacy both for the Council and Third sector advice agencies.

Equalities impact

The UK Government has prepared Equalities and Human Rights assessments for the welfare reform proposals. The Council will undertake an EHRIA when necessary for any of its proposals.

Sustainability impact

Welfare Reform is expected to have general implications for environmental and sustainability outcomes, for example in relation to fuel poverty and financial exclusion.

Consultation and engagement

Ongoing involvement of Council officials continues to take place with the UK and Scottish Governments, directly and through COSLA, with the DWP, the Third Sector, the NHS and other partners, to prepare for welfare reform changes.

Emphasis continues to be on engagement with citizens, both in and out of work, who rely on benefit income and tax credits. The priority is to continue to provide information, advice and support, directly by the Council and in conjunction with independent advice agencies and major partners.

The Council continues to participate in a number of groups with the DWP looking at the impacts on Welfare reform, namely Local Authority Transition Working Group (LATWG), Practitioners Operational Group (POG), as well as COSLA's Welfare Reform Local Authority Representatives Group

Background reading / external references

Recent reports to committee:

[Welfare Reform – further update – Corporate Policy and Strategy Committee, 6 August 2013](#)

[Welfare Reform – further update – Corporate Policy and Strategy Committee, 11 June 2013](#)

[Welfare Reform – further update - Corporate Policy and Strategy Committee, 16 April 2013](#)

[Welfare Reform - Scottish Welfare Fund arrangements – Finance and Budget Committee, 21 March 2013](#)

[Welfare Reform – further update – Corporate Policy and Strategy Committee, 22 January 2013](#)

[Welfare Reform - update – Corporate Policy and Strategy Committee, 4 December 2012](#)

Estimates on the impact of Welfare Reform on claimants in Scotland, Edinburgh and other local authorities:

Scottish Government: *UK Government cuts to welfare expenditure in Scotland*, March 2013; available at: <http://www.scotland.gov.uk/Resource/0041/00417011.pdf>

Scottish Local Government Forum Against Poverty/ Rights Advice Scotland: *People, Councils and the Economy 2nd Edition: An assessment of the impact of proposed changes to the UK Benefits System on people, councils and the economy in Scotland*, March 2013; available at:

<http://www.scottishpovertyforum.org.uk/PCE2%20March%202013v2.pdf>.

Sheffield Hallam University: *The Impact of Welfare Reform on Scotland*, by Christina Beatty and Steve Fothergill, Centre for Regional Economic and Social Research, April 2013. Report commissioned by the Scottish Parliament Welfare Reform Committee; available at:

http://www.scottish.parliament.uk/S4_Welfare_Reform_Committee/Reports/wrR-13-02w.pdf

The Government Response to the Communities and Local Government Select Committee Report: Implementation of Welfare Reform by Local Authorities

Presented to Parliament by the Secretary of State for Communities and Local Government by Command of Her Majesty June 2013

<https://www.gov.uk/government/publications/government-response-to-the-communities-and-local-government-select-committees-report-implementation-of-welfare-reform-by-local-authorities>

Welfare reform – update

1. Background

- 1.1 The Corporate Policy and Strategy Committee agreed on 22 January 2013 to continue monitoring the Council's actions to mitigate the impact of Welfare Reform and requested further update reports every two months, the last report being made at 6 August 2013 meeting.

2. Main report

- 2.1 The Council continues to actively engage with the Scottish Government and other national and local organisations to develop an effective co-ordinated approach to mitigate the negative impacts of welfare reform. Progress on issues is reviewed below.

Mitigation Actions

- 2.2 Advice Services in Edinburgh – The Scottish Legal Aid Board has been asked by the Scottish Government and the Money Advice Service (MAS) to run a new funding programme. The programme will focus on improving access to advice for people in Scotland with a view to promoting achievement of particular priority outcomes and is in addition to the current grant funding programme. The Scottish Government and MAS have agreed that the Board will focus on specific priorities for funding, and there were three main funding streams under which applications were invited:
- **Stream 1 – community-wide advice.**
 - **Stream 2 – helping tenants of social landlords.**
 - **Stream 3 – thematic stream.**
- 2.3 The Board has approved funding at an upper limit of expenditure of £7.45million by way of grants in the period to the end of March 2015 for this new programme, made up of £5.1million available from Scottish Government and £2.35million available from MAS.
- 2.4 A joint bid for stream 1 was submitted by Port of Leith Housing Association, Dunedin Canmore Housing Association (lead applicant), Hillcrest Housing Association and Citizens Advice Edinburgh. Dunedin Canmore received an offer of £105,437.
- 2.5 The level of this offer was less than the original bid however it was accepted by the group, and the programme has now commenced and expected to run until March 2015.

- 2.6 A joint stream 1 bid was submitted by CHAI, (lead applicant) Granton Information Centre and Cyrenians HPS. CHAI received an offer of £99,804 on 5 September 2013 which covers 18 months of the grant programme.
- 2.7 The original bid was for 3 full-time Welfare Rights Advisers however the funding has only been provided for 2.
- 2.8 A joint stream 1 bid was submitted by CEC Advice Shop, (lead applicant) CEC Community Learning and Development and Citizens Advice Edinburgh. The Advice Shop received an offer of £160,422.79 on 5 September 2013 their original bid was for £199,511.
- 2.9 A joint stream 2 bid was submitted by Prospect Community Housing, (lead applicant) CHAI, CEC South West Neighbourhood Office and Cyrenians Homeless Prevention Project. Prospect received an offer of £59,342 on 5 September 2013, which was less than their original bid for £76,000.
- 2.10 A joint stream 2 bid was submitted by CEC (lead applicant) and Edindex Partner Landlords (this includes 20 partner RSL's). The Access to Housing and Customer Strategy Manager was advised on 26 August 2013 that the bid was unsuccessful, but it was recognised that the bid showed merit and should additional funds become available the application may be revisited.
- 2.11 A joint stream 3 bid was submitted by Edinburgh Macmillan Welfare Rights Partnership, (lead applicant) Macmillan Cancer Support Scotland and CEC Advice Shop. Macmillan Welfare Rights Partnership was informed on 4 September that their bid was unsuccessful.

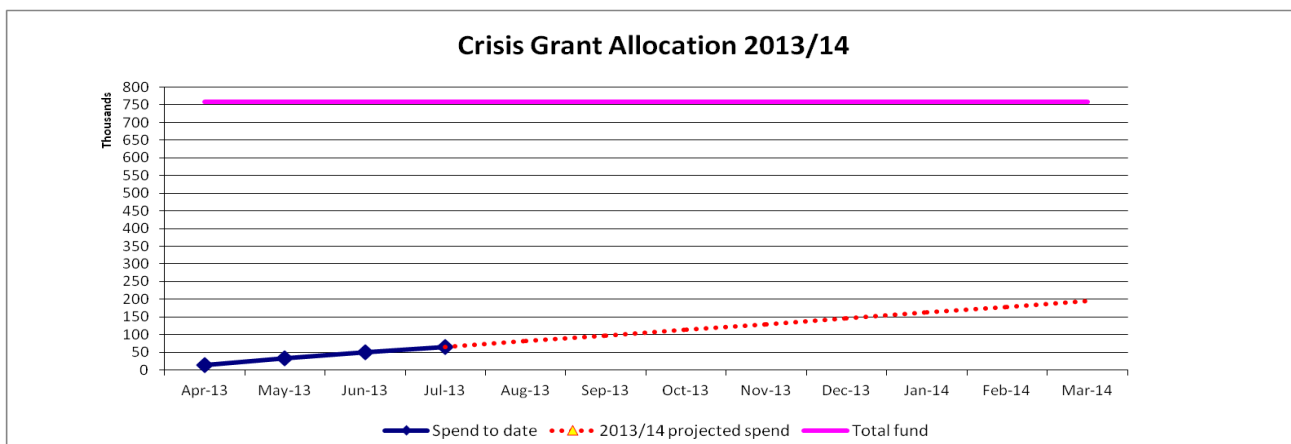
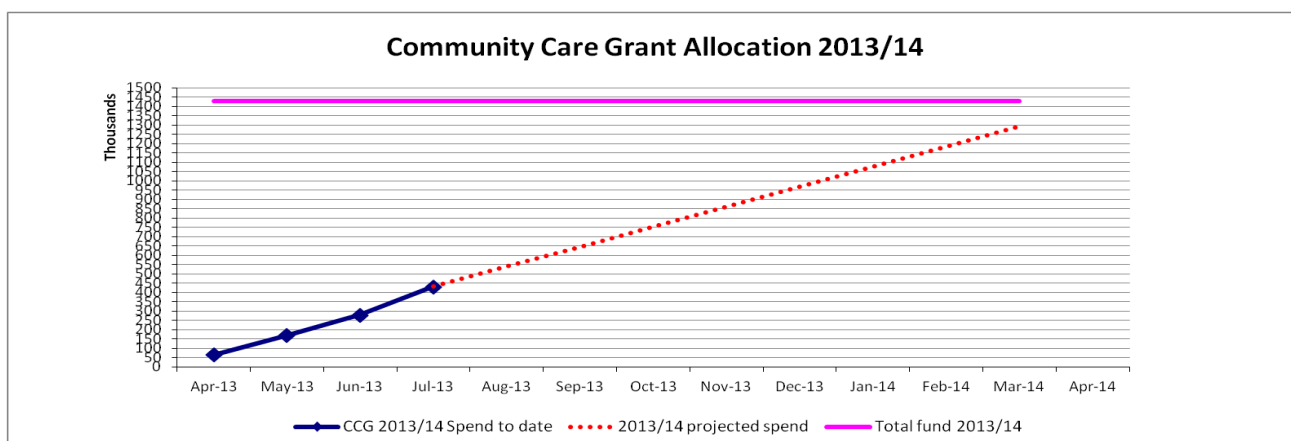
Benefits cap

- 2.12 This is a measure introduced by the Government which places a maximum amount that a claimant can receive in total from State Benefits, Tax Credits and Housing Benefit. The limit is £350 per week for a single person and £500 per week for a married couple or single parent.
- 2.13 The UK Government introduced the cap on a pilot basis in four London Boroughs from 15 April 2013. As reported to Committee on 6 August 2013, the national implementation will now be managed over a 10 week period.
- 2.14 Tranche 2 of the implementation commenced in Edinburgh on 12 August 2013 and the final cases were received 30 September 2013.
- 2.15 As at 06 September 2013 there have been a total of 254 Benefit Cap processes received.
- 2.16 A dedicated team has been set up to deal with these cases during the Benefit Cap roll-out.
- 2.17 A joint working initiative with co-location working has been set up with The Advice Shop Contact Centre, The DWP and Housing Options to provide advice and support to customers affected by the Benefit Cap as follows;

- The Advice Shop Contact Centre will provide debt/budgeting advice, carryout a structured benefit check and arrange appointments with the DWP and/or Housing Options Team
- The DWP will provide details on employment options
- The Housing Options Team will provide rent advice, payment plans and housing options advice

2.18 The purpose of the joint working initiative is to engage with all customers affected by the Benefit Cap to mitigate the risk of rent arrears by early intervention.

2.19 **Scottish Welfare Fund (SWF)** Information on the Scottish Welfare Fund was provided to Committee on 6 August 2013. At the end of August 2013 a total £580,598 has been awarded for Community Care Grants and a total of £79,837.40 has been awarded on Crisis Grants.



2.20 From the 3 June 2013 Crisis Grants are being considered at all 3 priority levels and from 15 July 2013 Community Care Grants are being considered at all 3 priority levels.

2.21 As both Crisis Grants and Community Care Grants remain within budget they will continue to be considered at all 3 priority levels.

2.22 There is to date a considerable under spend in the Crisis Grant funding. Action will be taken to raise awareness of Crisis Grants in collaboration with key

partners in Advice services, additionally consideration will be given to flexing some of this funding into Community Care Grants where demand is considerably stronger. Finally, funding will be used to supply provisions to local food banks to support their efforts to provide relief for those in crisis in the city.

- 2.23 Monitoring procedures are in place to mitigate the risk of overspending.
- 2.24 The target for assessing applications for Community Care Grants is 15 working days. Applications are currently being assessed within 5 and 7 working days.
- 2.25 The target for assessing applications for Crisis Grants is 2 working days. Applications are currently being assessed within this time scale.
- 2.26 As at 6 September there have been 7 Community Care Grant 2nd tier review panel meetings. The Panel made the decision to uphold 2 customer appeals and rejected the remaining five.
- 2.27 As at 6 September 2013 there has been 1 Crisis Grant 2nd tier review panel meeting. The decision was made to reject the claimant's appeal.
- 2.28 The Scottish Government provided details of the awards of Community Care Grants and Crisis Grants for all Scottish Local Authorities up to 31 July 2013. The table below shows City of Edinburgh's performance against the Scottish average:

OVERALL SPEND – Community Care Grant and Crisis Grant from July 2013

Local Authority	CCG & CG total Annual £	CCG & CG total 12 Month Profile £	CCG & CG total July 2013 actual £	CCG & CG YTD SPEND	CCG & CG total Jul-13 Monthly %	CCG & CG total ytd annual spend %
City of Edinburgh	2,187,628	182,303	165,604	495,592	91	26
Scotland Total	32,995,240	2,749,600	1,751,893	5,325,492	64	16

Welfare Reform Issues affecting Council Tenants and Housing Services

- 2.29 **Council Tenants and Housing Services** – Monitoring the impact of Welfare Reform on tenants shows that at the end of June there were 3,500 (18%) Council tenants were affected by the Social Sector Size Criteria or Under Occupation regulations.
- 2.30 This equates to 3,103 tenants (89%) having a 14% reduction and 397 tenants (11%) having a 25% reduction in Housing Benefit.
- 2.31 Prior to the April 2013 changes which was the implementation date for Under Occupation, 969 (27%) of affected tenants were in arrears. By the end of August 2013 the number of affected tenants in rent arrears increased to 2,602 (76%). The remaining 829 (24%) are managing to pay their rent in full, including the under occupancy element.
- 2.32 Neighbourhood staff are working hard to manage the increasing rent arrears and work with the increasing number of tenants who are following into arrears. Staff

- are ensuring that those tenants affected receive advice and information to help them make an informed choice on what is the best option for their household.
- 2.33 The Benefit Cap which was introduced in Edinburgh on 12 August 2013 will also have an impact in a number of council tenancies. Based on current data from the DWP this is estimated to be around 54 council tenants, the exact figure will be confirmed once the stock cases have been received from the DWP. Work is ongoing to check the reported cases and agree a process for new notifications so that advice and assistance can be provided to tenants on rent payments, potential assistance for a period of time through DHP and to encourage them to engage with the DWP for employment and income maximisation advice.
- 2.34 The next step is to focus on preparing for the introduction of Universal Credit and the impact that direct payment of benefit will have for tenants and the Council. Planning for the implementation of Universal Credit will include changes to the rent services and operational systems to manage monthly direct payments that minimise the impact on income collection. Work will also look to achieve a shift in payment culture to move more tenants on to secure payment methods and work to ensure that tenants can access suitable financial products and services.
- 2.35 **Temporary and Supported Accommodation** – Under occupation regulations affects 360 properties within the temporary accommodation estate, 47 homeless households (13%) have had their Housing benefit reduced as a result. All have submitted DHP applications to cover the short fall.
- 2.36 Advance notifications from the DWP of households in temporary accommodation likely to be affected by the Benefit Cap has been inaccurate and out of date as it was taken from March 2013 Single Housing Benefit Extract data.
- 2.37 Based on current rent levels and capping thresholds it is likely the over 200 households in temporary accommodation may be affected, true numbers will not be known until the stock cases have been received from the DWP these will be received during the roll-out period 12 August to 30 September 2013.
- 2.38 The households will be notified on a case by case basis and an action plan is in place to ensure homeless claimants receive information and advice including checking for individual capping exemptions, benefit checking and income maximisation.
- 2.39 Exemption for supported temporary accommodation is inconsistently applied nationally. No Scottish local authorities are exempt from capping however a number of rural and county local authorities in England are exempt as are all non local authority providers. A COSLA appeal for all supported temporary accommodation to be exempt is outstanding.
- 2.40 Work is underway to remodel rent charging across temporary accommodation for 1014/15 to reduce the impact of the Benefit Cap.
- 2.41 **Under-Occupation Regulations** - The Welfare Reform Working Group which includes elected members, representatives from Corporate and Transactional

Services, Services for Communities, RSL's and tenants representatives has been established. The role of the working group is to monitor the implementation and impact of various benefits changes and to contribute to consideration of further measures to support tenants.

- 2.42 The remit for the group has been approved by the members of the coalition and the first meeting took place on 12 September 2013.
- 2.43 RSL's continue to indicate that they are unlikely to adopt policies that would mean they would not evict tenants who have accrued rent arrears purely as a result of under-occupancy regulations. Due to the length of time it will take for arrears to build up as a direct result of the reduced amount of Housing Benefit payable it will be some time before it will be known if this is having any impact on the Council's homeless service.
- 2.44 As previously reported to Committee the letter from Lord Freud dated 20 June 2013, highlights the DWP's concerns about inappropriate redesignation of properties in relation to the under occupancy regulations. The letter makes it clear that Local Authorities could see a significant reduction in the amount of Housing Benefit subsidy paid where it is deemed that there has been inappropriate redesignation of properties. The Corporate Policy and Strategy Committee on 16 April 2013 requested a report on the redesignation of bedrooms. This was presented at the Health, Wellbeing and Housing Committee on 10 September 2013.
- 2.45 RSL's have been approached to seek their agreement to provide current information on their rent arrears for publication in future Committee Reports on Welfare Reform. A positive reaction has been made by 11 RSLs who are willing to share this information. This information will be included in future updates.
- 2.46 As a result of the 18 July 2013 Tripartite Ministerial between SG/COSLA and the UK Government, The President of COSLA wrote a number of letters to Lord Freud and Ian Duncan Smith detailing the level of concern in Scotland about under occupancy and the wider housing policy changes. Supporting evidence for calls for exemptions and other policy changes were provided along with strong political representation
- 2.47 COSLA's President and Vice President met with Lord Freud on 30 July 2013 to discuss his initial findings from the review on under occupancy and to present COSLA's further findings from the Housing Impacts Survey. The President and Vice President described how the measures are impacting across Scotland, emphasising the impact on arrears, demand for DHP and the impact on temporary accommodation and homelessness prevention.
- 2.48 Lord Freud reported that the DWP proposed to allocate a further £35m to local authorities to support claimants with under occupancy. It was also reported that the UK Government are not prepared to make changes to the current under occupancy policy, including the rules surrounding Local Authority temporary accommodation in Scotland.

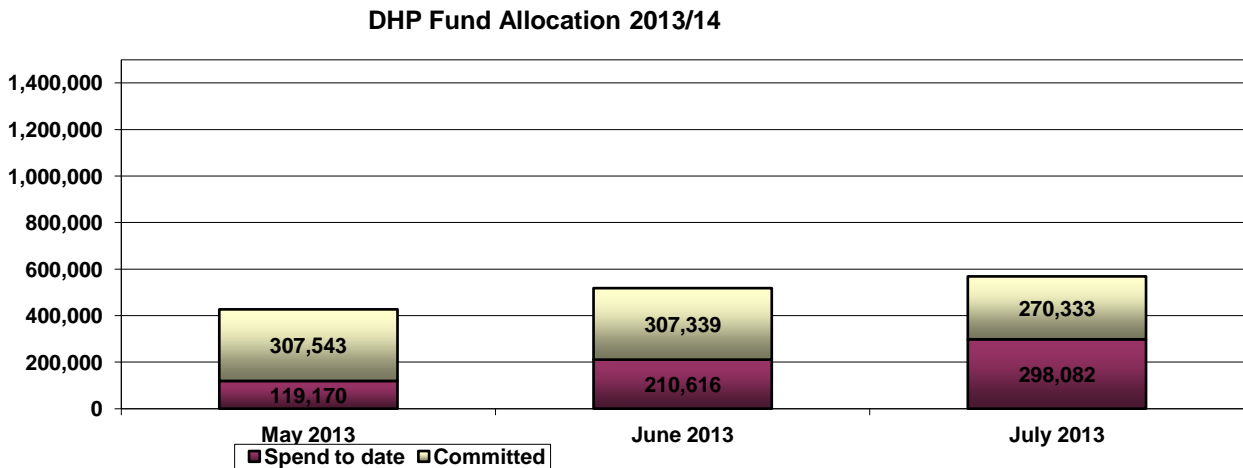
2.49 Lord Freud reported the ability to remove direct payments to claimants who reach rent arrear triggers, and pay directly to landlords will mitigate the risks to rental income.

2.50 The additional £35m will be used as follows;

- £10m is general funding to support claimant transition, of which around £1m will come to Scotland
- Edinburgh’s transition funding allocation is £109,594. This will be paid during August 2013 with an intended use to Target support to meet needs of those affected by HB Reform, for example by preventing homelessness, supporting people who need to move to alternative accommodation and advice services. Appendix 1 details fully how Edinburgh proposes to use this additional funding. Committee is asked to approve this proposal
- £5m is earmarked for remote rural areas of which £3.5m will come to Scotland
- £20m will be open for bidding by local authorities with no restrictions on those who have already received additional monies. Details of bidding criteria due to be announced in late September

2.51 **Discretionary Housing Payments (DHP)** - As at 31 August 2013 there have been a total of 2307 DHP claims considered, 1446 ongoing awards, 45 one off payments and 816 refusals (65% claims approved). Over 90% of awards are related to under occupancy and 95% of refusals are due to the applicant having sufficient income to meet the shortfall in their rent.

2.52 The DHP budget for 2013/14 is £1,430,709. As at 6 September 2013 there has been a total DHP spend of £427,653.31 with a committed spend of £257,207.42 to 31 March 2014. A total DHP of £741,007.01 remains unallocated, therefore the actual spend is 30% and the committed spend is 18% of the budget.



- 2.53 In the draft Budget announcement the Scottish Government has stated it is making £20m additional funding available to Local Authorities to supplement DHP budgets for the financial year 2013/14. As stated in earlier reports, the maximum additional funding to DHP fund by Local Authorities is 1.5 times the funding provided by DWP. COSLA's Settlement & Distribution Group have proposed a distribution of these funds that is likely to take all Local Authorities to their maximum permissible limit for DHP funds.
- 2.54 In light of this significant injection of DHP funding, an urgent review of the current DHP policy will be instigated to ensure fair and appropriate use of this additional funding.
- 2.55 As at 6 September 2013 there were 427 review forms issued where awards are due to end around 30 September 2013. It is anticipated that the majority of the reviews will show no change in the applicants' circumstances and a new award will be made.
- 2.56 To date 110 applicants have requested a reconsideration (appeal)

Welfare Reforms affecting Disabled People

- 2.57 As previously reported there have been two main reforms:
- the ongoing replacement of **Incapacity Benefit** and related benefits by **Employment and Support Allowance (ESA)**, with more stringent medical tests, greater conditionality and time-limiting of non-means tested entitlement for all but the most severely ill or disabled: the DWP intends to complete this process by 2014; and
 - the phased replacement of **Disability Living Allowance (DLA)** by **Personal Independence Payments (PIP)**, including more stringent and frequent medical tests, as the basis for financial support to help offset the additional costs faced by individuals with disabilities.
- 2.58 Since June 2013, the DWP through the Advice Shop has been providing Introduction to PIP presentations and answering related questions.
- 2.59 From 10 June 2013, DWP will no longer accept new claims for DLA from anyone aged 16-64, unless they are making a renewal claim from a fixed term DLA award which is due to expire before the end of February 2014. New claims will be for PIP.
- 2.60 From 7 October 2013, existing recipients of DLA will begin to be transferred to PIP and from October 2015 all the remaining claimants in receipt of a DLA award will be invited to make a claim for PIP. DWP will randomly select those recipients of DLA in receipt of an indefinite award or a fixed term award, and notify them about what they need to do to claim PIP. They will invite claims as early as possible from recipients who have turned 65 after 8 April 2013, when PIP was first introduced. The intention is that this process will be completed by October 2017.
- 2.61 From 7 October 2013, existing recipients of DLA will begin to be transferred to PIP and from October 2015 all the remaining claimants in receipt of a DLA

award will be invited to make a claim for PIP. DWP will randomly select those recipients of DLA in receipt of an indefinite award or a fixed term award, and notify them about what they need to do to claim PIP. They will invite claims as early as possible from recipients who have turned 65 after 8 April 2013, when PIP was first introduced. The intention is that this process will be completed by October 2017.

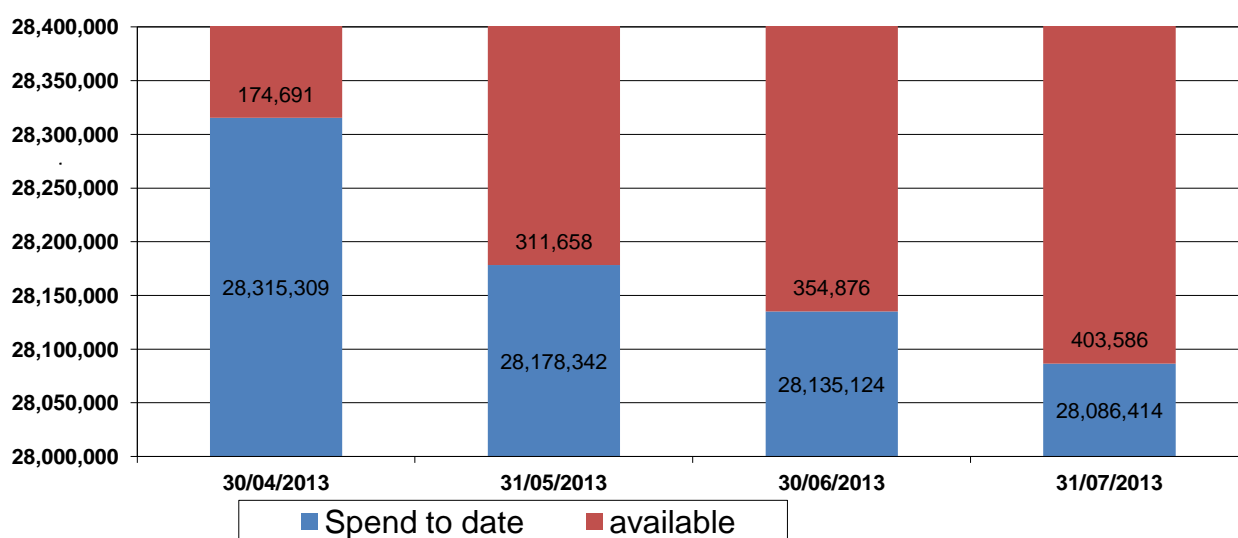
- 2.62 The new benefit is expected to bring an anticipated reduction of expenditure by 20% on current levels.
- 2.63 An anticipated 55% of current DLA recipients will receive reduced benefit or will be refused PIP when the reassessment takes place.
- 2.64 The new benefit has a three stage claim process and a two stage appeal process, compared with the current one stage for each.
- 2.65 There will be no automatic re-assessment for PIP. If people in receipt of DLA are invited to claim PIP and do not do so, their DLA award will be stopped, new claims will have to be lodged and most people will have to go through the new medical assessment before a decision is made.
- 2.66 By May 2018 the reduction in income for disabled people in Edinburgh is estimated at over £19million per annum (based in current 2013/2014 benefit rates).
- 2.67 The replacement of DLA by PIP will place significant additional demands on Advice Services for assistance with
- the initial and subsequent claim processes;
 - advice and support in attending medical assessments;
 - the new mandatory reconsideration process;
 - assistance with lodging appeals, representation at appeals and appeals to the Upper Tribunal; and
 - increased levels of debt.
- 2.68 Social care and housing staff are also likely to face increased demand, and it is likely that General Practitioners and other health Professionals will be asked for additional supporting evidence.
- 2.69 With reduced incomes many people with disabilities will find it increasingly difficult to sustain themselves in the community and may present further demands on services.
- 2.70 There is significant increasing demand for benefits maximisation, advice and advocacy, both for Third Sector agencies and for the Council's advice services and this will likely escalate as Welfare Reform progresses. It is likely that the Council's contact centre will also experience increasing demand from people with benefits queries or without funds, in addition to pressure on social work, housing and homelessness.
- 2.71 There has been considerable funding invested in advice services in Edinburgh.

- 2.72 The Council's Budget meeting agreed on 7 February 2013 to additional funding of £250,000 for welfare benefits advice and advocacy services and £100,000 for income maximisation, to help meet the increasing demand on Third Sector agencies and the Council's own Advice Services due to Welfare Reform.
- 2.73 The Council has re-focussed Social Justice Fund allocations to voluntary organisations in 2013/14 to give greater priority to access to employment and income maximisation within the total funding of £324,635.
- 2.74 The Corporate Policy and Strategy Committee on 26 February 2013 agreed to additional grant funding of £67,000 shared equally between the following three Welfare Rights advice projects
- Citizens Advice Edinburgh
 - CHAI
 - Granton Information Centre
- 2.75 This additional funding has helped Citizens Advice Edinburgh to increase service provisions through extended opening hours and CHAI and Granton Information Centre through additional staff.
- 2.76 The Advice Shop is in the process of recruiting new posts and have planned training for agencies across the city, they also have created links with Community Learning and Development to assist customers complete applications in community locations.

Council Tax Reduction Scheme (CTRS)

- 2.77 Information on the CTRS was provided in the previous report to Committee on 6 August 2013. The total fund for 2013/14 is £29,121,000, with the projected year end spend at £28,081,295.

CTRS Distribution 2013/14



- 2.78 The funding for 2014/15 continues to be part of the Local Government settlement negotiations ahead of the draft Scottish Budget announcement in the early autumn.
- 2.79 The Scottish Government have collated 2013/14 expenditure figures that have been provided by local authorities however not all local authorities were able to provide meaningful information therefore the information gained so far is inconclusive. The information gathered so far indicates there is no significant cause for concern a further analysis will be undertaken in early autumn.
- 2.80 The Scottish Government have been informed by the DWP of their intention to reduce the administration subsidy by 10% over for 2014/15 and 2015/16 to reflect expected efficiencies in administration.
- 2.81 Cost modelling work on HB migration to UC and CTRS is continuing and Scottish local authorities are involved in providing costing information to the DWP.

Universal Credit (UC)

- 2.82 An update was given to committee on 6 August 2013. The pilot in the North West of England, which began on 15 April 2013 in one local authority, is continuing. The other 3 local authorities went live in July 2013.
- 2.83 The national roll-out of UC will begin in October and is limited to Hammersmith, Rugby, Inverness, Bath, North East Somerset, Harrogate and Shotton. Further announcements on the roll-out are expected to be in the autumn but will in all likelihood be of a conservative scale.
- 2.84 The DWP has indicated a continuation of HB administration subsidy for 2014/15 in recognition of the slowdown of UC roll-out
- 2.85 The DWP's new senior manager, Howard Shiplee has been in post for a number of months. He is in the process of delivering a Strategic Intent Document (SID) which takes stock of progress and considers how the DWP will manage delivery of welfare reform through to "steady state" in 2017. COLSA has responded to a draft of the document seeking more clarity and transparency than is currently provided. An update will be provided in the next progress report.
- 2.86 It is worth noting that the DWP sees local Government as a key partner to work with and that this entails being concerned with the breadth of the issues facing Local Government, as a result of welfare reform and not just as a result of UC.

Pension Credit

- 2.87 There remains no update from the Pensions Service about the roll-out of Pension Credit. However, it is likely to start in October 2015.

Direct Payment Demonstration Project (DPDP)

- 2.88 The proposed extension of the DPDP has now been formalised and budgets have been approved. The revised timetable will operate until November 2013 although the project will most likely not conclude until early 2014.

- 2.89 The Council have agreed to continue their involvement in DPDP extension and are open to the learning experience.
- 2.90 Dunedin Canmore and the Council continue to work closely with the DWP to assess the full impact and consequences of the DPDP.

Welfare Reform Strategic Planning Group

- 2.91 The group continues to meet bi-monthly to strategically plan to mitigate the possible negative effects of Welfare Reform.

3. Recommendations

- 3.1 It is recommended that the Corporate Policy and Strategy Committee:
 - 3.1.1 notes the continuing progress on assessing the impact of welfare reforms and actions for developing partial mitigation strategies;
 - 3.1.2 agrees to refer reports on continuing financial pressure and associated risks arising out of implementation of Welfare Reform to the Finance and Budget Committee;
 - 3.1.3 agrees to the spending proposals of the £109,594 DWP additional transitional funding as described in Appendix 1;
 - 3.1.4 notes the additional DHP funding being provided by the Scottish Government and the need to adjust the council’s DHP policy in light of this additional funding; and
 - 3.1.5 notes the next progress update report will be 3 December 2013 (with a separate briefing to committee in early November)

Alastair D Maclean

Director of Corporate Governance

Links

Coalition pledges

Council outcomes

Single Outcome Agreement

SO2 - Edinburgh’s citizens experience improved health and wellbeing, with reduced inequalities in health

Appendices

Appendix 1 – Proposals for DWP Transitional Funding

Proposals for DWP Transitional Funding

Background

City of Edinburgh will receive transitional funding of £109,594 from the DWP which will be paid during August 2013 to fund activities to assist claimants affected by welfare reform over a transitional period. The funding requires to be spent during 2013/14.

The DWP intend the use to:

- Target support to meet needs of those affected by welfare reform – e.g. preventing homelessness, supporting people who need to move to alternative accommodation and advice services
- It can also be used to provide additional DHPs over and above the current allocation

Proposal

It is proposed to establish a short life welfare reform transition group of between 6-8 staff who will provide focused advice and assistance to claimants whose benefit has been most adversely affected by welfare reform, in particular Council tenants and customers who are homeless and in temporary accommodation who are affected by either under occupation or benefit capping. Options for accelerated recruitment into this team are being explored.

The team will provide the following services:

- Housing options and advice
- Benefit checking and income maximisation
- Ensuring customers are receiving appropriate support in relation to employment opportunities
- Support to find longer term solutions for those in receipt of DHP

There are 3,500 Council tenants and approximately 50 homeless households in temporary accommodation affected by under occupation changes. It is anticipated that approximately 50 Council tenants and over 200 homeless households in temporary accommodation will be affected by benefit capping. The work of this team will focus on preventing homelessness.

Corporate Policy and Strategy Committee

10.00 am, Tuesday, 1 October 2013

Under-Occupation – Re-designation of Bedrooms - referral from Health, Wellbeing and Housing Committee

Item number	7.2(a)
Report number	
Wards	City wide

Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report

Carol Campbell

Head of Legal, Risk and Compliance

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Terms of Referral

Under-Occupation – Re-designation of Bedrooms

Terms of referral

On 16 April 2013, the Corporate Policy and Strategy Committee considered a report setting out the implications for tenants and the housing service of the Housing Benefit under occupancy reforms, “Managing Arrears Arising from Housing Benefit Under Occupancy Restrictions”. It outlined a series of possible solutions to the impact of these reforms, one of which was the re-modelling of stock.

In response to that report, Committee requested an update on decisions made by other councils in England and Scotland on the re-designation of bedrooms, including further information on the rationale and impact of these decisions.

The Health, Wellbeing and Housing Committee on 10 September 2013 considered a report in response to the request from the Corporate Policy and Strategy Committee, of 16 April 2013.

The Health, Wellbeing and Housing Committee agreed:

To refer the report to the Corporate, Policy and Strategy Committee without recommendation.

For decision/action

The Health, Wellbeing and Housing Committee has referred the attached report to the Corporate Policy and Strategy Committee for consideration.

Background reading / external references

Health, Wellbeing and Housing Committee 10 September 2013

Links

Coalition pledges See attached report.

Council outcomes See attached report.

Single Outcome Agreement See attached report.

Appendices [Report by the Director of Services for Communities](#)

Health, Wellbeing & Housing Committee

10.00am, Tuesday, 10 September 2013

Under-Occupation - Re-designation of Bedrooms

Item number	7.8
Report number	
Wards	All

Links

Coalition pledges	P8
Council outcomes	CO16
Single Outcome Agreement	SO2 and SO4

Mark Turley

Director of Services for Communities

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Executive summary

Under-Occupation - Re-Designation of Bedrooms

Summary

On 16 April 2013, the Corporate Policy and Strategy Committee requested a report on decisions made by other councils in England and Scotland on the re-designation of bedrooms, providing further information on the rationale and impact of these decisions.

This report responds to that request, outlining the proposals made by four landlords to re-designate stock and suggesting an approach for Edinburgh. The report seeks approval for the introduction of minimum criteria to designate bedrooms in Council properties for the purpose of letting.

The report also provides a summary of the member and stakeholder discussion on under occupation which took place at the Policy, Development and Review Sub-Committee of the Health, Wellbeing and Housing Committee on 23 April 2013.

Recommendations

It is recommended that the Health, Wellbeing and Housing Committee:

1. Agrees that this report discharges the remit from the Corporate Policy and Strategy Committee to provide an update on the landlord approaches to re-designation of bedrooms to reduce the impact of under occupancy regulations.
2. Agrees that rooms below a size of 50 sq feet or have no ventilation or no natural light will not be regarded as bedrooms for the purpose of letting.
3. Notes that a review of 257 pre 1919 tenement properties will be undertaken to identify which, if any, have rooms which do not meet this standard.
4. Notes that in addition tenants can apply for a review of their property size and that property inspections will be carried out to assess whether all rooms meet the standard.
5. Agrees that this report discharges the remit from the Policy, Development and Review Sub-Committee of the Health, Wellbeing and Housing Committee to submit a report based on the feedback received from members and stakeholders.

Financial impact

The impact of re-designation would depend on the number of properties re-designated and the reduction in rent. For instance, if all properties were to convert one bedroom to

a public room and the current rent charging policy remained in place, the HRA would lose an estimated £10 million per annum or 20% of its overall operating income.

The proposed guideline for classifying a room as a bedroom in this report would not result in this level of loss to the HRA. It is anticipated that this will impact on pre 1919 tenements where box rooms have historically been classified as bedrooms, and not on the rest of Council stock which would have been constructed to Housing Act standards at the time of construction.

Even if all pre 1919 properties were to be re-designated, this would result in a relatively modest reduction in HRA rental income (approximately £0.172 million per annum).

Equalities impact

Any approach to re-designation should be consistent and based on property criteria to ensure that there is not an unfair impact on tenants. Tenants could also challenge that the Council's rent policy would not be equitable if changes were not applied across all similar stock.

Sustainability impact

There are no sustainability issues arising from this report.

Consultation and engagement

Consultation was undertaken with ETF on the proposal to reclassify bedrooms based on size, ventilation and natural light criteria.

Background reading / external references

[Managing Arrears Arising from Housing Benefit Under-occupancy Restrictions, Corporate Policy and Strategy Committee, 16 April 2013](#)

Under-Occupation - Re-Designation of Bedrooms

1. Background

- 1.1 From 1 April 2013, local authority and housing association tenants who are below pensionable age (currently 61 years and five months), who are claiming Housing Benefit (HB) and who have more bedrooms than they are deemed to need, have had their HB reduced.
- 1.2 At the end of June 2013, 3,500 (18%) Council tenants were affected by the under occupation regulations. This breaks down as 3,103 tenants (89%) who have seen a 14% reduction in their HB and 397 tenants (11%) who have seen a 25% reduction.
- 1.3 On 16 April 2013, the Corporate Policy and Strategy Committee considered a report setting out the implications for tenants and the housing service of the HB under occupancy reforms, 'Managing Arrears Arising from Housing Benefit Under occupancy Restrictions'. It outlined a series of possible solutions to the impact of these reforms, one of which was the re-modelling of stock.
- 1.4 In response to that report, Committee requested an update on decisions made by other councils in England and Scotland on the re-designation of bedrooms, including further information on the rationale and impact of these decisions.

2. Main report

Landlords Considering the Re-designation of Bedrooms

- 2.1 Only four landlords in England and Scotland have confirmed proposals to reduce the number of bedrooms in some of their homes. These are North Ayrshire Council, Leeds City Council, Knowsley Housing Trust and Nottingham City Council. With the exception of North Ayrshire Council, the re-designation of bedrooms has been taken in response to problems of low demand. This led to a wholesale review of housing stock to identify whether or not properties were configured properly to meet the demand for housing.
- 2.2 A summary of the approaches is set out below:
 - **North Ayrshire Council** has introduced minimum size criteria of 50 sq feet for bedrooms in their stock. Where homes are identified that have bedrooms below this criteria they will no longer be treated as a bedrooms for the purpose of rent setting. North Ayrshire Council has not identified how many properties this would effect.

- **Leeds City Council** is proposing to re-designate 837 properties (approximately 1.5% of stock) based on design, layout and demand. These properties will have the number of bedrooms reduced by one or more for the purpose of rent setting. Leeds estimates that a third of tenants in the properties to be re-designated are currently affected by the under-occupation changes.
- **Knowsley Housing Trust** is proposing to re-designate 566 properties (approximately 4.2% of stock). The re-designation follows a stock review. Again, these properties will have the number of bedrooms reduced by one or more for the purpose of rent setting. Where tenants are under-occupying they will benefit from the number of bedrooms in their property being reduced.
- **Nottingham City Council** is proposing to re-designate 1,019 two bedroom flats in multi-storey blocks to one bedroom flats, to ensure future letting is not negatively affected by a reduction in demand. It is also re-classifying 112 properties based on minimum room size criteria. Together, this represents around 4.0% of housing stock.

2.3 No landlord is proposing to re-designate properties in order to move all households out of the under-occupation restrictions. In each case only a relatively small number of affected tenants will benefit from these changes. Each landlord is expecting a reduction in budgeted rental income as a result of reducing the number of bedrooms assigned to each property. However, where stock reviews have been driven by low demand, this will be offset by reductions in rent lost through empty homes.

2.4 The Welfare Reform Minister has written to all social landlords stating that any wide scale re-designation without reductions in rent levels would be deemed inappropriate and that the Department for Works and Pensions (DWP) would take action against authorities doing so. This includes the consideration of restricting or not paying the HB subsidy.

Options for Edinburgh Council

2.5 Edinburgh does not have a problem with low demand for social rented housing of any size so the approach taken to re-designation by the English social landlords would not be appropriate in Edinburgh. Currently, and like most other social landlords, the Council sets rents by the type of home and the number of bedrooms. The Council could reduce the overall number of bedrooms in all homes and re-designate all stock to have two public rooms, rather than one.

2.6 If one bedroom was re-designated as a public room in all properties with more than one bedroom, all tenants under-occupying by one bedroom would be removed from under-occupation restrictions and those under-occupying by two bedrooms would be charged the one bedroom restriction.

2.7 However, our current rent charging mechanism means that we would suffer an average loss of around £14 per week in rent or £672 per home per year in 15,000 properties. Overall rental income would reduce by around 20% (£10

- million) per annum. This would have a significant impact on the long term viability of the Housing Revenue Account (HRA) Business Plan. It would also mean that many more households may be deemed to be over crowded and would reduce the number of homes available to families with children from 15,000 to 5,000. It is also possible that the DWP would continue to apply the under-occupation charge. This approach is not recommended.
- 2.8 Alternatively, the Council could undertake a wholesale review of its rent structure to examine other ways in which it could set rents that were not related to the number of bedrooms in the property. This could include setting rents based on location and encouraging those under-occupying to move to areas with cheaper rents. This would reduce the level of under-occupation charge they would have to pay. This approach is not recommended.
 - 2.9 The DWP have advised that any attempts to re-classify properties without an overall reduction in rents would be put under scrutiny to ensure that overall housing benefit subsidy is reduced. Any approach that seeks to subvert the under occupation regulations and maintain benefit levels for tenants is likely to be subject to action by the DWP which may pose a significant financial risk to the Council.
 - 2.10 Currently the Council does not have criteria defining the size of a bedroom for the purpose of letting. This is because most post war homes will have rooms of an acceptable size with adequate ventilation and natural light. However, the Council lets a number of pre 1919 tenements where traditionally box rooms may be used as bedrooms. It is proposed that, where these are deemed to be too small (below 50 sq feet) or have no ventilation or no natural light the rooms should no longer be treated as bedrooms for the purpose of letting.
 - 2.11 The guideline for appropriate size is based on space standards set out within the Housing (Scotland) Act 1987 for assessing overcrowding. These standards discount rooms with a floor area of less than 50 sq feet.
 - 2.12 There are currently 257 pre 1919 tenements which have two or more bedrooms. A review of all these properties will be undertaken to identify which, if any, have rooms that do not comply with the minimum guidelines. An inspection will be carried out to undertake an assessment against the agreed criteria.
 - 2.13 The financial impact would be dependent on the number and size of the properties where a decision is taken to re-designate, but the potential maximum loss of income to the HRA would be around £0.172 million annually if all 257 properties were re-designated.
 - 2.14 In addition, it is proposed that where tenants apply for a review of their property size, an inspection will be carried out on the same basis.
 - 2.15 Any decision to re-designate property sizes will be authorised by the Neighbourhood Housing and Regeneration Manager. The future rent charge for the property would be amended as per the date of the initial request for review.

- 2.16 There should be no significant increase in the number of tenants who are overcrowded as the size criteria are based on the same bedroom size criteria used to assess overcrowding.

Policy, Development and Review Sub-Committee of the Health, Wellbeing and Housing Committee, 23 April 2013

- 2.17 The report, 'Managing Arrears Arising from Housing Benefit Under-occupancy Restrictions' was referred to the Policy, Development and Review Sub-Committee for discussion. A number of presentations were made by the Edinburgh Affordable Housing Partnership, Shelter, Edinburgh Tenants Federation (ETF) and Council officers.
- 2.18 Following the presentations, attendees split into groups to discuss these key themes and issues raised. The key issues raised are set out below:
- The need to break down any perceived barriers held by tenants in relation to seeking advice and assistance over concerns with rent payments.
 - Use of incentive schemes to help tenants move to smaller accommodation, although the shortage of one-bedroom flats was acknowledged.
 - Raising awareness when allocating properties of the risks involved in under occupation.
 - The need to look innovatively and identify a full range of measures that could be implemented to mitigate the impact of under occupancy.
 - The need to be mindful of potential future welfare reforms which could re-define what the housing service would be like in the future.
- 2.19 These issues will be taken forward through the re-design of the current rent service for which a project has been established involving ETF on the Board.

3. Recommendations

- 3.1 It is recommended that the Health, Wellbeing and Housing Committee:
1. Agrees that this report discharges the remit from the Corporate Policy and Strategy Committee to provide an update on the landlord approaches to re-designation of bedrooms to reduce the impact of under occupancy regulations.
 2. Agrees that rooms below a guideline of 50 sq feet that have no ventilation or no natural light will not be regarded as bedrooms for the purpose of letting.
 3. Notes that a review of 257 pre 1919 tenement properties will be undertaken to identify which, if any, have rooms which do not comply with the guideline.
 4. Notes that in addition tenants can apply for a review of their property size and that property inspections will be carried out to assess size on an individual basis.

5. Agrees that this report discharges the remit from the Policy, Development and Review Sub-Committee of the Health, Wellbeing and Housing Committee to submit a report based on the feedback received from members and stakeholders.

Mark Turley

Director of Services for Communities

Links

Coalition pledges	P8 Make sure the city's people are well-housed, including encouraging developers to build residential communities, starting with brownfield sites P10 Empty Homes pledge
Council outcomes	CO16 Well-housed – People live in a good quality home that is affordable and meets their needs in a well managed Neighbourhood
Single Outcome Agreement	SO2 Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health SO4 Edinburgh's communities are safer and have improved physical and social fabric
Appendices	None

Corporate Policy and Strategy Committee

10.00am Tuesday, 1 October 2013

Under-Occupation Regulations: Exploration of Re-designation of Bedrooms in Council Homes

Item number	7.2(b)
Report number	
Wards	All

Links

Coalition pledges	P8
Council outcomes	CO16
Single Outcome Agreement	SO2 and SO4

Mark Turley

Director of Services for Communities

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Executive summary

Under-Occupation Regulations: Exploration of Re-designation of Bedrooms in Council Homes

Summary

This report supplements the report on Under-Occupation – Re-designation of Bedrooms, and outlines the consideration given to the re-designation of rooms within Council homes with the objective of removing tenants from the provision of the under-occupation regulations.

Recommendations

Committee are asked to note the report and the consideration given to re-designation of bedrooms as public rooms to take tenants out of under-occupation regulations. Work will continue to support tenants subject to these restrictions.

Measures of success

There are no proposals to change policy within this report so no measures of success are suggested.

Financial impact

There are no financial impacts arising from this report.

Equalities impact

Any approach on re-designation should be consistent and based on property criteria to ensure there is no unfair impact on tenants. Tenants could challenge the Council's rent policy if re-designation were not applied across all similar stock.

Sustainability impact

There are no sustainability issues arising from this report.

Consultation and engagement

Consultation has been undertaken with Edinburgh Tenants Federation on the potential to reclassify bedrooms as public rooms.

Background reading / external references

None

Under-Occupation Regulations: Exploration of Re-designation of Bedrooms in Council Homes

1. Background

- 1.1 This report supplements the report from the Director of Services for Communities on Under-occupation - Re-designation of Bedrooms which is referred to Corporate Policy and Strategy Committee from the Health, Wellbeing and Housing Committee of 10 September 2013.
- 1.2 The report outlines the consideration given to options around this and why they are not recommended.

2. Main report

- 2.1 In considering the re-designation of bedrooms to avoid under-occupation regulations, officers were asked to look at designating one bedroom as a public room where the home was under-occupied.
- 2.2 This is considered impractical for the following reasons:
 - Housing Benefit regulations prevent a rent setting system which distinguishes between those in receipt of benefits and those not. Thus any re-designation of house size would have to be based on the property rather than the tenant's circumstances. We would therefore have to re-designate all two bedroomed homes as one bedroom and one public room.
 - This would create technical "overcrowding" for families in appropriately sized two bedroom accommodation and remove some 10,000 homes from being available to families.
 - Lord Freud has been very clear that, where a social landlord re-designates bedrooms, a reduction in overall income would have to be evidenced. This would impact on housing services and investment.
 - Our rent charges are based on house size and house type (house or flat) so the rent system would require complete remodelling to ensure the Council maintained the same level of income.
 - With any review of rent charges there will be winners and losers. This, coupled with Lord Freud's advice, suggests that people not subject to the under-occupation regulations would be required to pay more. The last review of rent charges has just this year completed transition and tenants have indicated that they are resistant to a further review since the current system

is viewed as transparent and fair. A complete review of rent structure would require significant time and probably take around 12 -24 months to complete, given IT development and statutory consultation with all tenants. This is not therefore a quick solution to the issue of under-occupation.

3. Recommendations

- 3.1 Committee are asked to note the report and the consideration given to re-designation of bedrooms as public rooms to take tenants out of under-occupation regulations. Work will continue to support tenants subject to these restrictions.

Mark Turley

Director of Services for Communities

Links

Coalition pledges	P8 Make sure the city's people are well-housed, including encouraging developers to build residential communities, starting with brownfield sites
Council outcomes	CO16 Well-housed – People live in a good quality home that is affordable and meets their needs in a well managed Neighbourhood
Single Outcome Agreement	SO2 Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health SO4 Edinburgh's communities are safer and have improved physical and social fabric
Appendices	None

Corporate Policy and Strategy Committee

10.00am, Tuesday 1 October 2013

Council Grants to Third Parties 2014/15

Item number	7.3
Report number	
Wards	All

Links

Coalition pledges	P1, P7, P12, P15, P24, P31, P33, P36 and P42
Council outcomes	CO1, CO2, CO3, CO4, CO6, CO8, CO9, CO10, CO11, CO12, CO14, CO20, CO23, CO26 and CO27
Single Outcome Agreement	SO1, SO2, SO3 and SO4

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Executive summary

Council Grants to Third Parties 2014/15

Summary

Third sector leaders have requested that the Council's grants to third parties process be subject to 'roll-over' arrangements for 2014/15, to enable fuller participation in the grants to third parties review. The Communities and Neighbourhoods Committee has considered this matter, and has asked that a report be prepared which provides a basis for a response, and any consequent action required by the Council.

Advice has been gathered from officials, which indicates that whilst no significant policy or legal impediments exist with regard to the proposal, the Council is required to demonstrate good stewardship of public funds, and to ensure best value. The Council is also subject to a range of significant financial pressures, and is currently consulting on a draft budget, which may lead to changes in investments to grants to third parties.

Consequently, it is proposed that the roll-over is not granted. However, the annual process could be modified slightly, to enable fuller participation in the review, by suspending the usual application process for current grant recipients for 2014/15. To ensure best value, grant monitoring officers could undertake performance assessments of currently funded groups, and agree targets for 2014/15. Any new applications, which would not be sought proactively, would be assessed against grant aid priorities. A further report, based on these assessments, would be submitted to this committee on 25 February 2014 seeking approval for all grants to third party settlements for 2014/15.

Recommendations

It is recommended that the Committee:

- i. does not approve the request for roll-over of grants to third parties into 2014/15;
- ii. agrees to suspend the grants to third parties application process for current grant recipients for 2014/15, to enable fuller participation in the grants to third parties review;
- iii. instructs service area grant monitoring officers to undertake robust financial and performance assessments with all currently grant funded third parties, and to set challenging targets for 2014/15; and
- iv. receives a further report seeking approval for all grants to third parties settlements on 25 February 2014, including any new applications.

Measures of success

- 95% of funding agreement reviews occurs within 10 days of the agreed date.
- A minimum of 90% of recipients are satisfied with the support received from their lead service area.
- Recipient performance data around user satisfaction, financial leverage, volunteer activity and levels of proposed target attainment of 90% and above.

Financial impact

The request assumed the roll-over of awards based upon current investment levels of £22.95m. However, the challenging budget situation for 2014/15 and beyond, and the budget engagement programme, requires the Council to consider all grant to third party investments. Consequently, the Council cannot agree to a roll-over of funding at current levels into 2014/15.

Equalities impact

The Council's funding of third parties through grant aid significantly contributes to the delivery of the Equality Act 2000 general duties of eliminating unlawful discrimination, harassment and victimisation, advancing equality and fostering good relations. There is also a significant contribution to human rights articles relating to a fair trial, freedom of expression, private and family life and prohibition of discrimination. Should there be changes in grant to third parties awards an impact assessment will be completed.

Sustainability impact

Grants to third parties contribute to the city's Sustainable Edinburgh 2020 objectives and enable the Council to meet Climate Change (Scotland) Act 2009 Public Bodies Duties.

Consultation and engagement

Leading third sector interests have brought forward this notion on the basis of strengthening engagement in the Council Review of Grants to Third Parties. Sector leaders have also agreed to enable broader third sector engagement as part of the Council's discussion on the draft budget.

Background reading / external references

- Review of Council Grants to Third Parties – Update Report
http://www.edinburgh.gov.uk/download/meetings/id/39773/item_8_2_review_of_grants_to_third_parties_2013_14_update
- Council Grants to Third Parties 2013/14 – Proposals for Expenditure
http://www.edinburgh.gov.uk/download/meetings/id/38228/item_no_7_1-council_grants_to_third_parties_2013-14-proposals_for_expenditure

Council Grants to Third Parties 2014/15

1. Background

- 1.1 As part of ongoing discussions with the Communities and Neighbourhoods Committee on the Grants to Third Parties Review, Edinburgh Third Sector Interface partners have requested that all existing council grants are rolled over into 2014/15 at current levels. This would enable third sector organisations to participate more fully in the grants to third parties review.

2. Main report

- 2.1 On 26 February 2013 this Committee approved £22.95m of grant aid to 220 third parties. The Council also agreed, as part of the budget motion, to initiate a review of grants to third parties that would ensure best value for the Council, and enhance financial and organisational stability in the third sector.
- 2.2 Since this time, discussions have taken place between third sector interests and elected members, council committees and community planning fora (e.g. COMPACT Partnership), about the review.
- 2.3 More recently, third sector interface organisations in the City have made a formal proposal to the Communities and Neighbourhoods Committee to roll-over the current pattern of grant investment into 2014/15.
- 2.4 This proposal has been considered by corporate policy and strategy staff, legal services, finance staff and all affected service areas. Feedback is as follows:
- There is no specific legal impediment to the proposition of the roll-over as described. Internal governance arrangements require decisions on process and grant settlements to be taken by this Committee and not the Communities and Neighbourhoods Committee.
 - There is no financial rule which prohibits the roll-over taking place. However, the draft Council budget for 2014 onwards remains subject to detailed consultation and scrutiny, and other significant financial pressures, which may impact on grant settlements.
 - Whilst recognising the benefits of the proposal with regard to cooperative working, COMPACT principles and engagement in the review process, it

is important that rigorous financial and performance assessments take place to ensure best value and good stewardship of public funds.

- 2.5 It is therefore proposed that the proposal for roll-over is not approved. However, the usual grant application process could be suspended for current grant recipients for 2014/15, enabling fuller participation amongst funded groups to participate in the review. To ensure best value and good stewardship of public funds, in place of the usual application process, council grant monitoring officers could undertake rigorous financial and performance assessments, and set robust objectives and targets for 2014/15, for currently funded groups. If there were any new applications coming forward, which would not be sought proactively, these would be assessed in line with grant aid priorities, alongside all other assessments.
- 2.6 The results of these assessments, and final proposals for grants to third parties, would be the subject of a further report to this Committee on 25 February 2014. The Grants to Third Parties Review will also be concluded by February 2014, with final review recommendations scheduled for approval at the 11 February 2014 Communities and Neighbourhoods Committee.

3. Recommendations

- 3.1 It is recommended that the Committee:
- 3.1.1 does not approve the request for roll-over of grants to third parties into 2014/15;
 - 3.1.2 agrees to suspend the grants to third parties application process for current grant recipients for 2014/15, to enable fuller participation in the grants to third parties review;
 - 3.1.2 instructs service area grant monitoring officers to undertake robust financial and performance assessments with all currently grant funded third parties, and to set challenging targets for 2014/15; and
 - 3.1.3 receives a further report seeking approval for all grants to third parties settlements on 25 February 2014, including any new applications.

Alastair D Maclean

Director of Corporate Governance

Links

Coalition pledges	P1 - Increase support for vulnerable children, including help for families so that fewer go into care P7 – Further develop the Edinburgh Guarantee to improve work prospects for school leavers
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P12 - Work with health, police and third sector agencies to expand existing and effective drug and alcohol treatment programmes

P15 - Work with public organisations, the private sector and social enterprise to promote Edinburgh to investors

P24 – Maintain and embrace support for our world-famous festivals and events

P31 – Maintain our city’s reputation as the cultural capital of the world by continuing to support and invest in our cultural infrastructure

P33 – Strengthen Neighbourhood Partnerships and further involve local people in decisions on how Council resources are used

P36 – Develop improved partnership working across the Capital and with the voluntary sector to build on the “Total Craigroyston” model

P42 – Continue to support and invest in our sporting infrastructure

Council outcomes

CO1 – Our children have the best start in life, are able to make and sustain relationships and are ready to succeed

CO2 - Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities

CO3 – Our children and young people at risk, or with a disability, have improved life chances

CO4 – Our children and young people are physically and emotionally healthy

CO6 – Our children and young people’s outcomes are not undermined by poverty and inequality

CO8 - Edinburgh's economy creates and sustains job opportunities

CO9 – Edinburgh residents are able to access job opportunities

CO10 - Improved health and reduced inequalities

CO11 - Preventative and personalised support in place

CO12 – Edinburgh’s carers are supported

CO14 – Communities have the capacity to help support people

CO20 – Culture, sport and major events – Edinburgh continues to be a leading cultural city where culture and sport play a central role in the lives and future of citizens

CO23 - Well engaged and well informed - communities and individuals are empowered and supported to improve local outcomes and foster a sense of community

CO26 - The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives

CO27 - The Council supports, invests in and develops our people

Single Outcome Agreement

SO1 - Edinburgh's economy delivers increased investment, jobs and opportunities for all

SO2 - Edinburgh's citizens experience improved health and

wellbeing, with reduced inequalities in health

SO3 - Edinburgh's children and young people enjoy their childhood and fulfil their potential

SO4 - Edinburgh's communities are safer and have improved physical and social fabric

Appendix

None

Corporate Policy and Strategy Committee

10.00am, Tuesday 1 October 2013

A Framework to Advance a Cooperative Capital 2012/17 – Joining the Cooperative Councils Innovation Network

Item number	7.4
Report number	
Wards	All

Links

Coalition pledges	P6, P11, P15, P28, P37, P53
Council outcomes	CO7, CO8, CO10, CO11, CO14, CO23, CO26
Single Outcome Agreement	SO1, SO2, SO3, SO4

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Executive summary

A Framework to Advance a Cooperative Capital 2012/17 – Joining the Cooperative Councils Innovation Network

Summary

On 25 October 2012, the Council approved a 'Framework to Advance a Cooperative Capital 2012/17'. The initiative is being led by the Cooperative Development Unit (CDU) within Corporate Governance, in partnership with council service areas and community planning partners.

The Framework consists of six core themes, including; developing cooperatives, cooperative community engagement, cooperative procurement, cooperative education, cooperative service design and cooperative corporate social responsibility. These themes align to Capital Coalition pledges to deliver cooperative energy, housing, child care and social care initiatives.

In order to further develop the Cooperative Capital project, it is proposed that the Council becomes a member of the Cooperative Councils Innovation Network (CCIN) for 2013/14 on a pilot basis. As the CCIN is currently focussed on English local authorities and legislation, the CDU will explore the feasibility of establishing a network of Scottish cooperative councils, linked to the CCIN.

Recommendations

To agree to the Council becoming a member of the CCIN for the remainder of 2013/14 on a pilot basis, and to explore the feasibility of establishing a Scottish network of cooperative councils.

Measures of success

- Delivery of pledge commitments relating to cooperative energy, housing, child care and social care initiatives.
- Number of successful initiatives brought about by the Framework.
- % positive satisfaction ratings of those involved in initiatives connected with the Cooperative Capital Framework, in particular those involved in community engagement, co-production and joint service design.

Financial impact

The Council has negotiated reduced membership of the CCIN for the remainder of 2013/14 at a cost of £5,069. This money has been identified from the CDU. It is intended that membership be on a pilot basis to test the practical benefits.

Equalities impact

Membership of the Network will improve the council's capacity to deliver on the public sector equality duty.

Sustainability impact

Membership of the Network will improve the Council's capacity to deliver sustainability objectives and meet the requirements of climate change legislation.

Consultation and engagement

Membership of the Network has no requirement for consultation or wider engagement efforts.

Background reading / external references

- Council website pages: www.edinburgh.gov.uk/info/20234/cooperative_capital
- Network website - www.coopinnovation.co.uk

A Framework to Advance a Cooperative Capital 2012/17 – Joining the Cooperative Councils Innovation Network

1. Background

- 1.1 The Capital Coalition's vision is to 'To build a cooperative and more prosperous Edinburgh in which every resident and community benefits'.
- 1.2 On 22 October 2012 the Council approved a 'Framework to Advance a Cooperative Capital 2012/17', and the establishment of a Cooperative Development Unit (CDU) within Corporate Governance, to support delivery of this vision, and progress implementation and monitoring of the Framework.
- 1.3 Two full progress reports have been considered by the Communities and Neighbourhoods Committee in November 2012 and May 2013. In addition, there have been specific reports to the Education, Children and Families Committee, and the Health, Wellbeing and Housing Committee, about housing, child-care and social care cooperative initiatives. All reports indicate good progress across Framework objectives.
- 1.4 While good progress is being made, the resources available from the Cooperative Councils Innovation Network provide an opportunity for Edinburgh to improve the pace and quality of delivery on framework objectives.

2. Main report

- 2.1 The CCIN is a growing, active and independent network, currently consisting of 16 English councils, which are under Labour Party control. The CCIN is detached from any party political structures and is registered with the Local Government Association as an independent network. Recently, Councils under different political control are starting to apply to become members. The CCIN aims to enable councils to improve collaboration with citizens and communities, and strengthen cooperative practice. It is currently hosted by Oldham Council, and their Council Leader chairs the network.
- 2.2 It is proposed that the Council becomes the first Scottish Council to join the CCIN. This is in order that the City can begin to benefit from the wide range of opportunities the Network can offer, in particular:

- access to a specialist policy bank;
- improved engagement and learning from other cooperative councils;
- direct support from specialist development officers and expert advisors;
- access to evidence and research;
- a broad events programme;
- access to detailed case studies on cooperative initiatives; and
- free training and development opportunities.

2.3 Membership is subject to a cost of £5,069 for the remainder of 2013/14, and will be secured from the CDU resources in Corporate Governance. It is intended that this be on a pilot basis to test the practical benefits. Thereafter, as the CCIN is largely focussed on English local authorities, and UK Government local authority legislation which does not apply in Scotland, the CDU will explore the feasibility of establishing a Scottish network. This could consist of Scottish councils interested in progressing cooperative approaches, and could be linked to the existing CCIN.

3. Recommendations

3.1 To agree to the Council becoming a member of the CCIN for the remainder of 2013/14 on a pilot basis, and to explore the feasibility of establishing a Scottish network of cooperative councils.

Alastair D Maclean

Director of Corporate Governance

Links

Coalition pledges	<p>P6 - Establish city-wide co-operatives for affordable childcare for working parents</p> <p>P11 - Encourage the development of co-operative housing arrangements</p> <p>P15 - Work with public organisations, the private sector and social enterprise to promote Edinburgh to investors</p> <p>P28 - Further strengthen our links with the business community by developing and implementing strategies to promote and protect the economic well being of the city</p> <p>P37 - Examine ways to bring the Council, care home staff and users together into co-operatives to provide the means to make life better for care home users</p>
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Council outcomes	<p>P53 - Encourage the development of Community Energy Co-operatives</p> <p>CO7 - Edinburgh draws new investment in development and regeneration</p> <p>CO8 - Edinburgh's economy creates and sustains job opportunities</p> <p>CO10 - Improved health and reduced inequalities</p> <p>CO11 - Preventative and personalised support in place</p> <p>CO14 - Communities have the capacity to help support people</p> <p>CO23 - Well engaged and well informed – Communities and individuals are empowered and supported to improve local outcomes and foster a sense of community</p> <p>CO26 – The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives.</p>
Single Outcome Agreement	<p>SO1 - Edinburgh's Economy Delivers increased investment, jobs and opportunities for all</p> <p>SO2 - Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health</p> <p>SO3 - Edinburgh's children and young people enjoy their childhood and fulfil their potential</p> <p>SO4 - Edinburgh's communities are safer and have improved physical and social fabric</p>
Appendices	None

Corporate Policy and Strategy Committee

10am, Tuesday, 1 October 2013

Progress Report on the Commissioning Strategy for Care and Support Services 2011-2016

Item number	7.5
Report number	
Wards	All

Links

Coalition pledges	P1 , P8 , P28 , P33 ,
Council outcomes	CO3 , CO5 , CO10 , CO11 , CO12 , CO13 , CO14 , CO15 , CO16 , CO23 , CO24 , CO25 , CO26 , CO27
Single Outcome Agreement	SO1 , SO2 , SO3 , SO4

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Executive summary

Progress report on the Commissioning Strategy for Care and Support

Summary

The purpose of this report is to:

- i. seek the approval of the Committee for future progress reports to be made in respect of specific commissioning plans to the appropriate Committee of the Council
- ii. inform the Committee of progress in relation to:
 - implementation of the Commissioning Strategy for Care and Support Services 2011-2016; and
 - current and future developments, which may impact upon the delivery of the Strategy
 - improved engagement and communication between the Council, service users and service providers.

Recommendations

1. It is recommended that the Committee approve the proposal that future monitoring of the implementation of the Commissioning Strategy for Care and Support Services takes place through the reporting of progress on individual commissioning plans to the relevant Committee of the Council.
2. It is recommended that the Committee note:
 - a) the progress made to date in implementing the Commissioning Strategy for Care and Support Services
 - b) the future developments likely to impact upon the Commissioning Strategy for Care and Support Services
 - c) that further reports will be submitted to the Committee when the full implications of the integration of health and social care in respect of the Commissioning Strategy for Care and Support Services become clear.

Measures of success

The report details the progress that has been made since August 2011 in implementing the vision, principles, approach and intentions set out in the Commissioning Strategy for Care and Support Services 2011-2016.

Financial impact

There are no direct financial implications arising from this report.

Equalities impact

An Equality Impact Assessment on the Commissioning Strategy for Care and Support Services was undertaken in July 2011. Recommendations arising from this were integrated into the Commissioning Strategy, Care and Support Action Plan. The report details how the action plan is being taken forward.

Sustainability impact

The progress that has taken place in implementing the Commissioning Strategy for Care and Support Services has had a positive impact in terms of sustainability through:

- the commissioning of services to enable people with social care needs to remain living within the community wherever possible
- the use of a range of approaches, such as community benefit clauses, cooperatives and social enterprises to support the active engagement of communities in the planning and delivery of care and support services.

Consultation and engagement

Communication and engagement with people who use care and support services; and supporting and engaging with providers are two of the nine principles, which underpin the Commissioning Strategy for Care and Support Services. The report details the way in which service users, carers and service providers are actively engaged in the commissioning and procurement activity, which is taking place in relation to care and support services.

Background reading / external references

[Commissioning Strategy for Care and Support](#)

[Commissioning Strategy for Care and Support Progress Report August 2012](#)

Progress report on the Commissioning Strategy for Care and Support

1. Background

- 1.1 The Commissioning Strategy for Care and Support Services 2011-2016 was approved by Policy and Strategy Committee on 9 August 2011, with a commitment that progress reports would be submitted to the Committee on an annual basis. This is the second annual progress report. The previous report submitted to the Policy and Strategy Committee on 7 August 2012 detailed progress during the first year of the operation of the Strategy, and identified current and future developments, which may impact on implementation in the longer term.
- 1.2 The Commissioning Strategy for Care and Support sets out the vision, principles, approach and intentions to underpin all future commissioning activity undertaken by the City of Edinburgh Council, in respect of care and support services. These are detailed below:

Vision

The Council wants to support children and adults of all ages to have dignity and choice to live as independently as possible and appropriate. We want to see people exercising as much control over their lives as they want or are able to, through to the end of life.

We are committed to the principles of self directed support, choice, personalisation, equality of opportunity and value for money, which form the building blocks for high quality, responsive services for all of Edinburgh's children and adults.

We will work in partnership with service users, unpaid carers and organisations in the public, voluntary and private sectors to deliver the aims of this strategy.

Principles

- *Services to be personalised and offer choice*
- *Self management, promoting wellbeing and independence through to end of life*

- *Service users and unpaid carers are equal partners*
- *Communication and engagement*
- *Equality of opportunity*
- *Best value for all services*
- *Supporting our providers*
- *Assessment of benefit and risk in service redesign*
- *Promoting sustainable procurement by means of community benefits and social issues*

Approach

The commissioning cycle adopted from the Social Work Inspection Agency's (SWIA) Guide to Strategic Commissioning (2009) has four distinct stages:

- i. Analyse – using available data regarding current service provision and likely future demand, together with information on national and local strategy, policy and priorities to inform decision making.
- ii. Plan – working with partners and stakeholders to create a vision of how services need to be shaped in the future.
- iii. Do – implementing the commissioning plans developed in the previous stage.
- iv. Review – monitoring and reviewing progress using an evidence based approach and making any necessary adjustments in the light of changing circumstances.

Intentions

The action plan, which accompanied the Strategy, set out how it was envisaged that the principles would be embedded in commissioning practice and contained a number of statements of intent to act in a particular way rather than specific actions.

- 1.3 The implementation of the Strategy has been overseen by officers from Children and Families, Health and Social Care, Services for Communities and Corporate Services. The Checkpoint Group established to ensure the engagement of partners in the development of the Strategy has continued to meet and taken an active role in the implementation of the Strategy. The Checkpoint Group is chaired by the Director of Edinburgh Voluntary Organisations Council (EVOC),

with membership drawn from service users and carers and the voluntary and independent sectors.

2. Main report

Progress in implementing the Strategy

- 2.1 The commissioning cycle has been fully embraced by the Council and is applied to the commissioning and procurement of all care and support services, underpinned by the vision and principles from the Commissioning Strategy. The progress made in implementing the Strategy within each of the key services over the last 12 months is detailed below.

Adult Social Care

A range of commissioning and procurement activity has taken place over the last 12 months within the various service areas that comprise adult social care. The examples below illustrate the ways in which the Commissioning Strategy for Care and Support Services is being implemented in practice:

2.2 The Joint Commissioning Plan for Older People 2012-2022

This has been produced in partnership between the Council, NHS Lothian, and the voluntary and independent sectors. A separate checkpoint group was established in respect of the plan with representation from partners, including service users and carers. This group was instrumental in developing the draft vision for the plan along with the engagement tools and materials used during the consultation. Prevention is a strong theme within the plan as is support for carers and; the provision of palliative/end of life care linking to the Lothian Palliative Care Service Redesign Programme. The plan has been subject to a period of 2 months public consultation following which, a report detailing the Council's response to the feedback received has been produced and made publicly available.

2.3 The Reshaping Care for Older People Change Fund

This has been progressed through a partnership involving the Council, NHS Lothian, the voluntary and independent sectors. All planning, decision-making (including option appraisals) and evaluation has been undertaken by the partnership. A rigorous evaluation framework has been jointly developed by the for all Change Fund projects, with a focus on outcomes for individuals. Communication and engagement with provider groups has been a strong focus for the Change Fund. Investment for voluntary sector organisations has been made available through the establishment of an 'innovation fund'. EVOC has provided support to organisations in applying for funding and in evaluating their projects. Evaluation Support Scotland also provided assistance in evaluation.

2.4 The step down service

The specification for the step down service was drafted in partnership with independent care home providers and focused on delivering a flexible service that meets the personal outcomes for service users and carers. Within the procurement process a clear indication was given that the service should be provided by the Independent sector and an information event was formally advertised using the procurement portal. Providers were asked to participate in dialogue sessions where they had the opportunity to discuss and develop proposals for delivery of this service before final submission of a tender. The tender documentation included specific questions about Community Benefit and Equalities. Clarity over the weighting applied to these aspects of the tender response, as well as quality and cost elements, was given in the procurement plan. An Equality Rights Impact Assessment (ERIA) was developed throughout the procurement process and informed the service specification.

2.5 The Commissioning Plan for Social Care Day Services 2012 – 17

This plan, which was approved in June 2012, recognises the importance of the preventative services provided by unregistered day and lunch clubs and sets out how these services will be supported and developed further in each locality of the City. Local older people's forums and local partnerships – 'Keeping you in the Loop – Local Opportunities for Older People' will have a key role to play; increasing the voice of local older people and their carers in the development of their local community services as well as increasing the uptake of local community resources.

2.6 Edinburgh Autism Strategy

This Strategy has been developed jointly across Health and Social Care and Children and Families within the Council, in respect of adults and children with autism who do not have a learning disability. The Strategy focuses on five priority areas:

- development of a care pathway
- better support on housing matters and the right kind of housing
- increased support in finding and sustaining employment
- individual outcomes leading to improvements in people's quality of life
- better training and increased awareness of autism

People with autism were directly involved in the development of the plan and the response to the recent public consultation is currently being analysed. Following this, feedback will be made available to the public.

2.7 Women's Justice Centre

The Commission on Women Offenders, established by the Scottish Government in June 2011 and chaired by Dame Elish Angiolini, recommended that women's community justice centres should be established. Funding has been made available from the Scottish Government to establish three such centres across Scotland, one of which, the Willow Centre, will be in Edinburgh.

The Willow Centre is a joint venture between the City of Edinburgh Council, NHS Lothian and the Scottish Association for the Care and Resettlement of Offenders (SACRO). The remit of the centre will include the coordination of existing services and development of services in other local authority areas. The Willow Centre could be considered as an alternative to remand, perhaps with bail conditions to attend five times per week, for example. Service users are involved in the design of the service which will be in place by 1 April 2014.

2.8 Carer's respite and short breaks for people with mental health problems

After review and consultation with service providers, service outcomes were agreed that support the joint strategy for people with mental health problems, 'A Sense of Belonging'. The service has been refocused from accommodation based services to those that engage with people earlier in their mental health pathway promoting both recovery and independence. This has also allowed the capacity of the service to be increased allowing more people who had been long term patients to have their needs met within the community.

2.9 Carers' Strategy

Following a review of the previous carers strategy, 'Towards 2012', a new joint strategy for adult and young carers is being developed in partnership with NHS Lothian, carers and the voluntary sector. A period of 2 months public consultation will commence at the start of September the responses from which will be used to inform the development of commissioning plans.

Children and Families

2.10 Since the Children and Families overarching Commissioning Plan was agreed in 2011, work has been ongoing to establish specific approaches across 7 service areas, which will form chapters in a final 5 year plan to be produced by the end of March 2014.

2.11 The responses to the consultation have been collated and a Council response is being prepared. The Checkpoint Group for Children and Families, which includes colleagues representing the Children's Partnership, Voluntary Sector and NHS Lothian, has been scrutinising the process of developing service specific approaches and the way they are being taken forward through the consultation period and beyond.

2.12 The development of each of the commissioning approaches reflects the work we will do to redesign our children and families services, so that we:

- shift the balance of resources from high end service provision to high quality, consistent early intervention approaches, so that through time, fewer children and young people need to be accommodated and looked after
- place early intervention* at the centre of these priorities

- ensure we make best use of our resources so that we provide better value and quality and place best value at the heart of the commissioning approach.

**We define early intervention broadly to mean a focus on identifying and addressing issues at the earliest possible stage, as well as at an early age. Our commitment to early intervention is not restricted to early years' provision, but underpins all of our work, as exemplified in each of the commissioning approaches, which highlight the commitment to the Children's Services Delivery Model and GIRFEC.*

- 2.13 The above consultation lasted for 4 months to give people sufficient time to take part (with the agreement of the Children and Families Checkpoint Group). We are using a 'You said, we did' format to publicise the impact of feedback. Responses will be reported to the Education, Children and Families Committee for approval during 2013.
- 2.14 Early Years Change Fund priorities and references to the Capital Coalition Pledges will be emphasised in the final Children and Families Commissioning Plan.
- 2.15 Several of the actions from the Change Fund work have commenced in shifting the balance of care and are being incorporated into the Commissioning Plan. Changes in the area of Looked After and Accommodated Children, in particular, will be reported in due course.
- 2.16 The 5 year Commissioning Plan will then be developed with input from the Children's Partnership, the Checkpoint Group and the Council's Procurement Service during 2013, and presented to the Council for final approval by the end of March 2014.

Homelessness Prevention

- 2.17 The implementation of the Homelessness Prevention Commissioning Plan is overseen by a Checkpoint Group to ensure that communications and engagement meet the needs of stakeholders. Since February 2013, the group has included service user representatives nominated through a reference group process. The consultation during 2013 on the proposals for advice and support services was done on a collaborative basis with stakeholders, particularly service users, being involved from the start. This approach has been highly productive and will be used for the future development of services to prevent people becoming homeless.
- 2.18 Commissioned services will be focused on securing personalised outcomes for individuals to address their particular experience of homelessness. Having a choice of from whom to receive a service and where to access it will also be integral to commissioning proposals for a range of advice and support services. People will be supported towards independent living with greater use being made of befriending and mentoring services.

- 2.19 Commissioning of new services will take a Best Value approach to ensure the Council receives high quality services at reasonable rates. Current and potential providers have been involved in the consultation undertaken to date and this engagement is seen as essential as service proposals are developed. This is particularly relevant as there are risks in redesigning and reshaping services to work in a more preventative way to help ensure people do not become homeless and avoid repeat instances of homelessness.
- 2.20 The homelessness strategy focuses on preventing homelessness wherever possible. Since 2005/06, annual homeless presentations have declined by 13%. However, more than 4,000 people still present as homeless each year and many of them require temporary accommodation. The length of stay in temporary accommodation is increasing. This is partly due to the shortage of affordable housing in the city and is exacerbated by welfare reforms which limit the options for some households.
- 2.21 Temporary accommodation is expensive to provide and is not ideal for many households. Welfare reform and changing subsidy arrangements for temporary accommodation will change the financial model for providing this accommodation. Welfare reforms also mean that more people may need advice and support to help them keep their home or manage a move to a more suitable home.
- 2.22 The best way to deal with these challenges is to direct resources at prevention so that people do not become homeless or experience repeated instances of homelessness.
- 2.23 Current services tend to be reactive and respond once a crisis has happened. Early intervention is required at the first signs of a developing crisis and this will include mediation services both with families to prevent young people having to leave home and with landlords to prevent the breakdown of tenancies. The Council's internal housing support services have been reorganised to help address these requirements and proposals for commissioned advice and support services will be reported to Health, Wellbeing and Housing Committee on 12 November 2013.

Checkpoint Group Review

- 2.24 A review of progress on the implementation of the Commissioning Strategy for Care and Support Services and the role of the Checkpoint Group was undertaken by the Checkpoint Group for the Strategy in May 2013. The Group felt that good progress had been made and that there had been a significant improvement in the engagement between the Council, service users and providers of care and support services.
- 2.25 In terms of the role of the Checkpoint Group itself, it was agreed that the group had fulfilled the original remit with the only outstanding item being the ongoing independent evaluation of the Strategy. It was also recognised that the Strategy itself is now being delivered through individual commissioning plans which have separate checkpoint groups in place. However, there is a reluctance to lose the

expertise built up within the group and it has therefore been agreed that the future role of the Checkpoint Group itself be reconsidered with a view to it continuing with a revised remit.

Developments which may impact on the Commissioning Strategy

- 2.26 The progress report submitted to members in August 2010 identified three developments, which may impact on the Commissioning Strategy for Care and Support Services:
- personalisation and self-directed support
 - joint strategic commissioning
 - integration of health and social care
- 2.27 A significant amount of work has taken place over the last year in order to identify the implications of personalisation and self-directed support in terms of commissioning and procurement. In respect of the Commissioning Strategy for Care and Support Services there is a clear synergy with the drive to deliver increased independence, choice and control for people and the focus on personal outcomes rather than outputs. Whilst the emphasis of commissioning may move towards market facilitation and co-production the principles within the Strategy are forward looking and remain relevant and appropriate. The 'commissioning cycle' adopted in the Strategy will continue to be used although it may need to be further developed to encompass the increased involvement of service users and providers in commissioning and procurement activities.
- 2.28 The first step in moving towards this new way of working has been the production of the draft Market Shaping Strategy, which was approved for consultation by the Health, Wellbeing and Housing Committee on 18 June 2013 and launched on 5 July 2013. The Market Shaping Strategy sets out how, based on a good understanding of need and demand, the Council plans to work with providers, service users, carers and other stakeholders to ensure there is a diverse, appropriate and affordable variety of support available to meet health and social care needs in Edinburgh, and help people achieve the outcomes they want for themselves, now and in the future.
- 2.29 The drive towards joint strategic commissioning across health and social care is a key part of the Scottish Government's proposals for the integration of health and social care. The Public Bodies (Joint Working) (Scotland) Bill places a requirement on the 'integration authority' for each local authority area to prepare a strategic plan covering a three year period and reviewed annually. The plans will set out the arrangements for carrying out integration functions and detail how these arrangements will contribute to the achievement of the national health and wellbeing outcomes over the three year period. The implications of this

requirement are not yet clear and will be the subject of a future report once further guidance is available.

Future progress reporting

- 2.30 In the two years since the Commissioning Strategy for Care and Support Services was approved, the vision, principles, approach and intentions set out within the Strategy have become embedded in commissioning and procurement practice. The implementation of the Strategy is now being driven forward through a number of separate commissioning plans with separate checkpoint groups in place to ensure adherence to the overarching strategy. Progress against these plans and indeed future commissioning and procurement activity are reported to the relevant Committee of the Council as a matter of course.
- 2.31 It is therefore proposed that the annual report to Corporate Policy and Strategy Committee on the on the implementation of the Commissioning Strategy for Care and Support Services should be replaced by the following arrangements:
- assurance regarding the ongoing implementation of the Strategy in day-to-day commissioning practice within each service area should be provided through the existing reporting arrangements, i.e.
 - reports regarding commissioning for homelessness prevention for care and support services in relation to adult social care will be submitted to the Health, Wellbeing and Housing Committee
 - reports regarding children and families commissioning plans will be submitted to the Education, Children and Families Committee
 - reports regarding the commissioning of care and support services, which fall within the remit of more than one committee will be submitted to Corporate Policy and Strategy Committee
 - any developments which impact on the overall implementation of the Commissioning Strategy for Care and Support Services, for example personalisation and health and social care integration will be reported to the Corporate Policy and Strategy Committee.

3. Recommendations

- 3.1 It is recommended that the Committee approve the proposal that future monitoring of the implementation of the Commissioning Strategy for Care and Support Services takes place through the reporting of progress on individual commissioning plans to the relevant Committee of the Council.
- 3.2 It is recommended that the Committee note:
- a) the progress made to date in implementing the Commissioning Strategy for Care and Support Services

- b) the future developments likely to impact upon the Commissioning Strategy for Care and Support Services
- c) that further reports will be submitted to the Committee when the full implications of the integration of health and social care in respect of the Commissioning Strategy for Care and Support Services become clear.

Peter Gabbittas

Director of Health and Social Care

Links

Coalition pledges	<p>P1 - Increase support for vulnerable children, including help for families so that fewer go into care</p> <p>P8 - Make sure the city's people are well-housed, including encouraging developers to build residential communities, starting with brown field sites</p> <p>P28 - Further strengthen our links with the business community by developing and implementing strategies to promote and protect the economic well being of the city</p> <p>P33 - Strengthen Neighbourhood Partnerships and further involve local people in decisions on how Council resources are used</p>
Council outcomes	<p>CO3 - Our children and young people at risk, or with a disability, have improved life chances</p> <p>CO5 - Our children and young people are safe from harm or fear of harm, and do not harm others within their communities</p> <p>CO10 - Improved health and reduced inequalities</p> <p>CO11 - Preventative and personalised support in place</p> <p>CO12 - Edinburgh's carers are supported</p> <p>CO13 - People are supported to live at home</p> <p>CO14 - Communities have the capacity to help support people</p> <p>CO15 - The public is protected</p> <p>CO16 - Well-housed – People live in a good quality home that is affordable and meets their needs in a well managed Neighbourhood</p> <p>CO23 - Well engaged and well informed – Communities and individuals are empowered and supported to improve local outcomes and foster a sense of community</p> <p>CO24 - The Council communicates effectively internally and externally and has an excellent reputation for customer care</p>

CO25 - The Council has efficient and effective services that deliver on objectives

CO26 - The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives

CO27 - The Council supports, invests in and develops our people

Single Outcome Agreement

SO1 - Edinburgh's Economy Delivers increased investment, jobs and opportunities for all

SO2 - Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health

SO3 - Edinburgh's children and young people enjoy their childhood and fulfil their potential

SO4 - Edinburgh's communities are safer and have improved physical and social fabric

Appendices

Corporate Policy and Strategy Committee

10.00, Tuesday, 1 October 2013

Chief Social Work Officer Annual Report: 2012/2013

Item number	7.6
Report number	
Wards	All

Links

Coalition pledges	P1 , P12 , P38 , P33 , P34 , P36 , P43
Council outcomes	CO1 , CO2 , CO3 , CO4 , CO5 , CO6 , CO10 , CO11 , CO15
Single Outcome Agreement	SO2 , SO3 , SO4

Michelle Miller

Chief Social Work Officer

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Executive summary

Chief Social Work Officer Annual Report: 2012/2013

Summary

This report presents to Members the Chief Social Work Officer's annual report for 2012/2013. The report is attached at Appendix 1. It is presented in a different format from previous years. The main report focuses on a descriptor of social work-related issues, which affect individuals and communities, with examples in the form of case studies. Performance data on some of the key social work indicators are set out in the appendix to the main report. This information does not replicate, but complements the detailed performance and budget information on all social work and social care services, which is reported to members and the public in a variety of other ways. The report covers the key aspects of the role of the Council's Chief Social Work Officer, broken down as follows:

- social work aims and objectives
- protection and risk management
- staffing
- quality
- complaints
- key challenges for 2013/14

The report also acts as the required annual report to Members on the operation of the statutory social work complaints process (Annex 1 of the appendix to the annual report).

Recommendations

1. It is recommended that Corporate Policy and Strategy Committee notes the Chief Social Work Officer's annual report for 2012/13 attached at Appendix 1.

Measures of success

Success is monitored regularly through performance reports to the Corporate Management Team and the Chief Officers' Group for Public Protection. The Care Inspectorate carries out regular assessments of registered social work services. The reports and action plans generated as a result of inspection are analysed and reported to appropriate Council meetings and committees.

Financial impact

There are no financial implications arising from this report.

Equalities impact

There is no direct equalities impact arising from this report.

Sustainability impact

There are no sustainability implications arising from this report.

Consultation and engagement

Social work services routinely involve service users and carers in service design and implementation. Examples include the Edinburgh Mental Health Planning Forum, which ensures that service design is informed by the views and lived experience of people who use mental health services or care for someone who does. Looked after children have the opportunity to discuss their thoughts about service development through the Young People in Care Council. As part of the personalisation programme, an engagement and development network has been established, through which interested members of the public, including carers and people who use health and social care services can contribute directly to influencing, shaping and evaluating Edinburgh's services. In addition, various check point groups, which include service users and which scrutinise service planning and commissioning, have been established. Edinburgh Secure Services for young people have developed the 'Count Me In' strategy, which encourages young people and their parents and carers to participate in reviews and to comment on the quality of care they receive.

Background reading / external references

None

Links

Coalition pledges	P1 - Increase support for vulnerable children, including help for families so that fewer go into care P12 - Work with health, police and third sector agencies to expand existing and effective drug and alcohol treatment programmes P38 - Promote direct payments in health and social care P33 - Strengthen Neighbourhood Partnerships and further involve local people in decisions on how Council resources are used
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P34 - Work with police on an anti-social behaviour unit to target persistent offenders

P36 - Develop improved partnership working across the Capital and with the voluntary sector to build on the "Total Craigroyston" model

P43 – Invest in healthy living and fitness advice for those most in need

Council outcomes

CO1- Our children have the best start in life, are able to make and sustain relationships and are ready to succeed

CO2 - Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities

CO3 - Our children and young people at risk, or with a disability, have improved life chances

CO4 - Our children and young people are physically and emotionally healthy

CO5 - Our children and young people are safe from harm or fear of harm, and do not harm others within their communities

CO6 - Our children's and young people's outcomes are not undermined by poverty and inequality

CO10 - Improved health and reduced inequalities

CO11 - Preventative and personalised support in place

CO15 - The public is protected

Single Outcome Agreement

SO2 - Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health

SO3 - Edinburgh's children and young people enjoy their childhood and fulfil their potential

SO4 - Edinburgh's communities are safer and have improved physical and social fabric

Supports National Indicator 15: Our public services are high quality, continually improving, efficient and responsive to local people's needs.

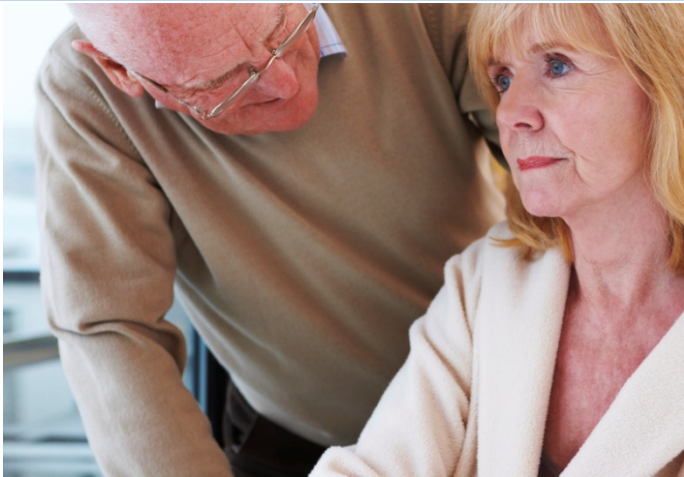
Appendices

1 Chief Social Work Officer Annual Report 2012/2013



2012-
2013

Chief Social Work Officer Annual Report



Michelle Miller

The City of Edinburgh Council

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 - foster care and adoption
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 - adult protection
 - offenders in the community
 - women offenders
4. Staffing our services
5. How we promote quality
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7. Key challenges for 2013-14

Appendix 1: Detailed information 2012-13

1 Introduction

This is the sixth annual report from the City of Edinburgh Council's Chief Social Work Officer. The format for this year has been updated to include real examples of the day to day work and challenges within the services we provide.

The requirement that every local authority should have a professionally qualified Chief Social Work Officer is set out in Section 45 of the Local Government etc. (Scotland) Act 1994. The particular qualifications are set down in regulations. This is one of a number of officers, roles or duties with which local authorities are required to comply.

The responsibility of social work services is to promote people's safety, dignity and independence, and to protect communities by reducing offending and managing the risk posed by known offenders. This is done within a framework of statutory duties and powers imposed on the Council. Services are required to meet national standards and to provide best value. They are delivered in partnership with a range of stakeholders, including, most importantly, people who use them.

The role of the Chief Social Work Officer relates to all social work services, whether these be provided by the local authority or purchased from the voluntary or private sector, and irrespective of which department of the Council has the lead role in providing or procuring them.

In addition, there is a small number of duties and decisions, which relate primarily to the curtailment of individual freedom and the protection of both individuals and the public, which must, by law, be made either by the Chief Social Work Officer or by a professionally qualified social worker to whom the responsibility has been delegated by the Chief Social Work Officer and for which the latter remains accountable.

Data regarding the Council's performance in relation to its statutory social work duties and decisions are outlined in Appendix 1. The text in the following sections gives a flavour of the work done on behalf of the Council in relation to the key areas of social work responsibility.

2 Social work aims and objectives

Research shows that outcomes for people in terms of their health and wellbeing are worse in countries where inequalities are more pronounced. More unequal societies have an increased incidence of general ill-health, mental illness, infant mortality, drug use, obesity, imprisonment rates, teenage pregnancies and homicides.

Poor outcomes are a response to deprivation and social injustice, which erode human resources. Relatively small differences in levels of inequality can have very significant effects on physical, emotional and mental health of individuals and on the general wellbeing of communities.

Social work plays an essential role in society, promoting social justice, supporting vulnerable people, advocating for their rights and independence, protecting children, adults at risk and communities, and safeguarding people's well being. Social work aspires tackle the multiple disadvantages and inequalities, which people experience throughout their life, which are both caused by and result from a complex interaction of unemployment and poverty, alcohol and drugs, mental health problems, housing and parenting difficulties, violence, isolation, discrimination and chronic ill-health.

In addition to this supportive and protective role, social work also has a primary responsibility to assess and manage the risk posed by individuals to others, including making decisions about the need for curtailment of individual freedom, where the person is unsafe (e.g. a vulnerable child) or represents a risk to themselves or others.

Social work values:

- respecting the right to self-determination
- promoting social justice and the right to participation
- treating each person as a unique individual and considering their needs and circumstances holistically
- identifying and developing strengths
- managing professionally the critical interface between individual liberty and the state

3 Protection and risk management

The assessment and management of risk posed to individual children, vulnerable adults and the wider community are part of the core functions of social work and a priority for the Council and its partners in police and health, as articulated in the multi-agency Public Protection Strategy agreed by the Council in June 2010. The effective management of risk depends on a number of factors, including:

- qualified, trained and supported staff, with effective professional supervision
- clarity of policies and procedures, and use of agreed or accredited assessment tools and processes
- consistency of standards and thresholds across team, service and organisational boundaries
- effective recording and information sharing
- good quality performance management data to inform resource allocation and service improvement
- multi-disciplinary and inter-agency trust and collaboration

Risk management for the key service user groups in Edinburgh is located in three service areas: Health and Social Care for vulnerable adults and convicted offenders; Children and Families for children and young people; and Services for Communities for services to some vulnerable adults.

In addition, the following multi-agency mechanisms are well established in Edinburgh, reflecting the importance of joint working and highlighting the complexity of the landscape:

- Edinburgh Chief Officers Group (chaired by the Council's Chief Executive)
- Edinburgh Child Protection Committee
- Edinburgh Adult Protection Committee
- Edinburgh Offender Management Committee
- Edinburgh Drug and Alcohol Partnership
- Edinburgh Violence Against Women Partnership

The Chief Social Work Officer is a member of each of these groups – chairing the Offender Management Committee and the Quality Assurance Sub-group of the Child Protection Committee.

Child protection



Every child and young person has a right to the best possible start in life. To achieve this, some children and their families will need additional information, advice and support from social work services to deal with difficult situations at various stages in their life. These situations include: fractured family relationships, parental substance misuse, problems at school, illness or disability, abuse and neglect, and offending – complex situations requiring complex responses.

[Standards of care](#) have been established for children and young people needing social work services, aimed at keeping Edinburgh's children safe and healthy.

Notwithstanding the policy intention that all services – both universal and specialist – share responsibility for the care and protection of children, social work supports children and families who tend to be most in need and at risk. The primary focus is on children who need protection from neglect or abuse and therefore whose healthy development is compromised, and who may need compulsory measures of supervision through the Children's Hearing system or the courts. Our multi-agency child protection procedures set out what will happen when children or young people are at risk.

Amy's story

Amy is 18 months old. She lived alone with her mother, Susan and has no contact with her father. A neighbour contacted the police late on a Tuesday evening, with concerns that Amy had been left at home unattended. Loud cries could be heard from inside the house.

The police attended and when there was no response to the door, entry was forced. Amy was in her cot, sitting in a heavily soiled nappy. The home was unhygienic and in general disarray; with no evidence of food in the kitchen and empty bottles of alcohol on the living room floor. Susan was lying on the sofa in a comatose state. When roused, she was largely incoherent, but indicated that she had been drinking alcohol all day. She admitted to drinking upwards of 2 litres of vodka per day. Susan identified a relative who could care for Amy.

An Inter-agency Referral Discussion was held between staff from police, social work and health, and all relevant background information was shared and considered. Amy was taken to hospital for a check-up and treated for severe nappy rash. She was discharged the following day and, with Susan's agreement, went to stay with a relative on a 'kinship care' basis. It emerged that Susan had become depressed following the death of her mother and had distanced herself from wider family members. She had given up her part-time job, started drinking heavily and begun to struggle with day-to-day life.

A social worker was allocated and Susan was supported in getting help from her GP regarding her mental health and alcohol misuse. A placement at an early years centre was provided for both Susan and Amy, which helped Susan focus more on her

parenting and daily living skills. After a few weeks, Amy returned home to Susan's care, with more family support, continued outreach from the early years centre and increased health visitor contact. A multi-agency child's plan, setting out what each agency will do to support Amy and Susan, remains in place and is reviewed on a regular basis.

Foster care and adoption



Social work aims first and foremost to support children to remain in their own family, school and community. However, there are times when children and young people cannot live at home, or need extra help to do so. Some children will need care for only a few days or weeks, others will need months, and some will need care throughout the whole of their childhood. Some will be adopted and become part of their new family for life.

Securing early, permanent alternative family-based care for children who need it is one of the most important factors in their healthy development and remains one of the highest priorities for social work.

In 2012-13, the number of children registered as in need of an adoptive placement increased significantly from the previous year. The Council's social work service undertakes the critical functions of recruiting new adoptive parents, tracking children registered for adoption until a family is identified, and providing post adoption support to adopters with children in placement.

A foster carer can have a huge impact on a child's life, improving their confidence and their long-term life chances. Carers look after children of all ages, from babies to 18 year olds. Carers may also look after children for regular short periods to support parents who need a break from the pressures of looking after a child who has particular needs, for example a physical or learning disability.

Vaughn's story

Vaughn was three years old when allegations of sexual behaviour towards him were first made regarding a family member. In addition, there were various incidents of anti-social behaviour among family members and parental alcohol abuse reported to police. There were allegations that Vaughn and his siblings were witnessing inappropriate sexual activity at home. At a summer play scheme, Vaughn was seen simulating sexual acts, and there were similar behaviours observed involving his sister. The children were interviewed by police and social work, and Vaughn's parents were asked to prevent the children from observing any sexual activity in the house. The parents agreed to this.

Vaughn started primary school but the concerns about him and his family continued. Information-sharing between agencies identified that he often failed to return from school and that the children may be witnessing sex parties in the family home.

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Vaughn's head teacher reported to social work that he was walking in front of cars, shouting, swearing, soiling himself and appearing at school very dirty and unkempt. The children were described as fearful and guarded. Referrals included information about alcohol abuse and unknown adult males being present in the family home. There were complaints about noise and anti-social behaviour; and on-going concerns about the children's safety. The children's names were placed on the Child Protection Register and on social work's recommendation, they were made subject of supervision requirements by a Children's Hearing. Court decisions kept Vaughn at home, despite deteriorating conditions and escalating concerns.

Vaughn's parents did not engage with services and Vaughn demonstrated aggressive and harmful behaviour, both to himself and others. He was excluded permanently from high school and unsuccessful attempts were made to get him to attend a day unit. He was found to be associating with a family friend who was a Schedule 1 offender (offender against children). As concerns escalated, Vaughn was placed in residential accommodation and was provided with additional, specialist services.

In due course, a Children's Hearing supported social work's recommendation for Vaughn to be placed in secure accommodation. His siblings were accommodated in foster care at the same time, due to the risk of sexual abuse.

An assessment of Vaughn's parents concluded that their capacity was impaired to such an extent that it was not safe for them to look after children. Vaughn's two siblings were recommended for permanence planning with no rehabilitation anticipated.

At age 17, Vaughn is now back at home by choice. Although supported by social work staff, he is still very vulnerable. It also seems likely that he is continuing to have contact with Schedule 1 offenders.

The case study above demonstrates the rationale for a fundamental change in the approach of public services to the challenges of supporting extremely chaotic and disadvantaged families to provide better long-term outcomes for their children. There was no shortage of input to Vaughn and his family, however, the impact of this on him and on his life chances was poor. The reasons for this are a complex interaction of factors; and changing our approach to tackling these is a priority for service developments in Edinburgh.

Secure accommodation of children

As a last resort and in very limited circumstances, when children are considered to present a serious risk of harm, either to themselves or to others, the Chief Social Work Officer may authorise their detention in secure accommodation. Such decisions then require to be confirmed by a Children's Hearing or a Sheriff. The impact, responsibility and decision to secure a young person are extremely serious, and robust, fair, open and transparent systems must be in place to do this. Edinburgh has a higher rate of securing children and young people than the national average, and a recent audit of secure accommodation by the Chief Social Work Officer supports the Council's strategy to reduce the use of this type of service, to be replaced with alternative, less restrictive provision for our most vulnerable young people.

Domestic abuse



Domestic abuse is understood within the wider context of gender based violence – of women’s and girl’s subordinate status in society. The number of domestic incidents recorded by the police in Edinburgh over the last four years increased steadily. In around 45% of incidents, children were identified as present or resident in the home.

Witnessing or experiencing domestic abuse represents one of the most serious risks to children in society, not just as children, but also because of the impact on their longer term development and on their wellbeing, attitudes and beliefs as adults.

The ripple effects of domestic abuse are long-term and far reaching; not just for the individual survivor and their children, but for the wider community. Domestic abuse features heavily in the lives of children on the Child Protection Register, looked after children, young offenders and in those displaying bullying and disruptive classroom behaviour. Domestic abuse is also a feature in the lives of many adults with mental health problems, people who misuse alcohol and drugs and women offenders. It is a significant factor in violent crime figures, including murder; a substantial number of homeless applications; and disputed child contact cases, which reach the family courts.

A jointly funded domestic abuse lead officer has been in post since December 2012. This post complements the work of the already established lead officers for child protection and adult protection. All three posts are based together under the auspices of the Council’s Chief Social Work Officer. The lead officer supports the development of a strategic plan to address domestic abuse in Edinburgh and advises practitioners, managers and agencies in all aspects of best practice in relation to domestic abuse. The role includes coordinating a multi-agency and multi-sector policy statement and leading a review of service provision.

Alan’s story

Alan is in his mid twenties. He lives with his partner and their two children. Alan was convicted of assaulting his partner. The children were present during the assault of their mother. Having been assessed for the Caledonian men’s programme during the Court process, Alan was sentenced to a 2 year Community Payback Order with a condition to complete this programme. Alan was brought up experiencing domestic abuse and he and his siblings were encouraged by their father to be violent towards each other and in the community. His ability to parent is seriously impaired by his own experiences. He had difficulty regulating his emotions and being empathetic towards others. He was impatient, aggressive and unpredictable towards his partner and the children.

Through the structured individual and group sessions of the Caledonian programme, Alan has worked hard to develop strategies to recognise and manage his feelings, and has made progress in addressing some of the negative attitudes, which

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underpinned his abusive behaviour.

This work has taken 16 months to date, and is on-going. During this time, there have been no further incidents of domestic abuse, but Alan has been charged with a new offence of violence towards a family member, indicating some continued risks and challenges.

The long-term intention of the structured programme is to assist Alan to become a father who can not only care for his children, but help them heal from the harm he has caused.

Emma's story

Emma is in her early forties and lives with her partner who has been abusing her mentally and physically for years. He has kept her from working, from having contact with family and friends, and has assaulted her numerous times so that she had to be hospitalised. As a result of her isolation, Emma has developed a deep relationship with her pet dog. Her partner threatens to hurt the dog to control Emma.

Following her admission to hospital, Emma was allocated a social worker who secured a place for her in Council emergency accommodation. Emma was all set to leave the abusive relationship, until she realised she could not take her dog with her, and it was too dangerous to leave it with her partner. She is still with her partner. The abuse continues.

Mental Health



Good mental health and well-being are an important feature of a healthy community. Mental health problems are often linked to alcohol and substance misuse issues, homelessness, neglect, violence and abuse, family relationship problems, as well as issues of social exclusion and isolation. Positive mental well-being can lead to improvement in physical health and higher educational attainment, as well as improved outcomes for employment, parenting, relationships, quality of life and prevention of crime.

Every year, one in four people will experience a mental health problem. In line with the national trend, the number of people in Edinburgh who require a mental health service is rising¹. This increase has resulted in a significant pressure both on the statutory Mental Health Officer service and on community practice teams and residential review teams.

¹ 40% increase in Mental Health Officer assessment requests compared to the previous year; significant rise in the number of private welfare guardianships

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The Council provides or commissions a range of services for people with mental health problems, along a continuum of care ranging from Mental Health Officer services to crisis centres, suicide prevention, accommodation services, care at home, day services, counselling, breaks and support for carers, independent advocacy and employment opportunities.

An [online directory of mental health services](#), including fact sheets and information on a wide range of topics relating to mental health, is also available.

John's story

John is 43 years old. He lives alone in a flat in Edinburgh. John has a long history of mental health problems; he has a diagnosis of Schizophrenia. When he becomes unwell he tends to make inappropriate contact with young children, his self-care deteriorates and he becomes vulnerable to the financial demands of "friends". There have been many attempts throughout the years to engage him in structured social activities, but these have been generally unsuccessful.

John does not believe that he suffers from a mental illness or that he requires to take any form of prescribed medication. This leads to rapid deterioration in his condition and leaves both him and others at significant risk. The severity of John's illness led first to his compulsory detention against his will for treatment in hospital. He is now subject to a community based Compulsory Treatment Order, with which he must comply or risk being returned to hospital. His care, treatment and risk management are supervised by a team, which includes a Mental Health Officer from the Council, and a psychiatrist and a Community Psychiatric Nurse from NHS Lothian.

In January of this year, concerns came to light that John had become involved in Edinburgh's drug sub-culture, which resulted in his being exploited financially and at risk of harm through physical assault. In addition to the measures in place to supervise and treat John, there is now a multi-agency adult protection plan in place to support him; to try to end the financial exploitation John is experiencing; to minimise his risk of physical harm; and to ensure that he is aware of how to access police assistance in an emergency.

Adult protection



Adult protection aims to safeguard adults (defined in legislation as anyone over the age of 16) who are unable to protect themselves from harm as a result of a mental illness, physical or learning disability, medical condition or other vulnerability. The adult protection process is guided by the Edinburgh's Adult Protection Procedures. The overall volume of recorded adult protection contacts has decreased from peak levels in 2010-2011. A significant challenge for social work and partner agencies in the protection of adults at risk is the complex

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interaction between vulnerability, self-determination and capacity.

Many adults and older people will be vulnerable to harm, neglect and abuse, however, if they have capacity, they remain in control of whether to seek and/or accept help. This can present difficult dilemmas for social workers who may identify harm, but may remain limited in the actions they can take to reduce or prevent it.

Mrs Baker's story

Mrs Baker is a widow in her late 70s. She has poor physical health, with a number of medical conditions, which affect mobility. She is at times anxious and depressed. Her son Sean, aged 50, lives with her. Mrs Baker has made numerous reports of verbal and physical abuse by Sean, in particular, but not exclusively, when he has been drinking. Mrs Baker spends much of her time in her room to avoid Sean, but will not ask him to leave the house. Mrs Baker has reported many incidents to the police, but refuses to pursue charges against her son.

As a result of these concerns, an adult protection case conference considered Mrs Baker's circumstances. The allocated social worker's report indicated that Mrs Baker had become used to a pattern of domestic violence and felt unable to press charges against her son; she was torn between being afraid for her safety, embarrassed to admit that her son was assaulting her and wanting to protect him.

Attempts to provide support to Mrs Baker were unsuccessful. Mrs Baker resented strangers, in the form of police and social work, interfering in her private life. Sean kept assaulting Mrs Baker and his sister Anne.

Sean was arrested and made subject to bail conditions not to go near the home of his sister or his mother. However, it was suspected that Mrs Baker was harbouring him with her.

One evening, Mrs Baker telephoned the social worker from her bedroom to say that her son had attacked her, and that she had had enough and wanted help. The police attended and arrested the son for breach of bail conditions. He was later released.

Mrs Baker was supported to attend the case conference for the first time and explained that her son had forbidden her involvement with public agencies. She acknowledged that she could no longer manage without help. She agreed for the support team to explore alternative, sheltered accommodation.

There is a police marker on her home and Mrs Baker has been provided with emergency contacts for social work and with information about available support services. She is in regular contact with the social worker. The GP continues to explore health options for her son.

Offenders in the community

The management of offenders who pose a serious risk of harm to others is the highest priority for criminal justice social work, working in partnership with the police, children and families, community care, health, housing services and other partners. Over the last year, the number of offenders living in the community assessed as posing a high or very high risk of violence or sexual

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violence has remained almost the same, with a slight increase in the number of sexual offenders assessed at these levels and a slight decrease in those who pose a high or very high risk of violence.

There are significant numbers of prisoners who will be subject to statutory supervision on release who pose a high or very high risk of sexual offending, and all of these offenders have allocated criminal justice social workers who are involved in sentence planning, the multi-agency Integrated Case Management process, and pre-release planning.

Stan's story

Stan is 30 years old. He has been convicted more than 30 times and has served 10 periods of imprisonment. He has four children and a new partner who is pregnant. The Court referred Stan to the Drug Treatment and Testing Order Team and he agreed to take part in a treatment programme. The service aims to break the link between addiction and crime by eliminating drug misuse, encouraging community re-engagement and a return to education and employment. Stan is given an 18 month contract and allocated a dedicated staff team.

The multi-disciplinary, integrated team is made up of staff from the Council and NHS Lothian and consists of social workers, resource workers, nursing assistants, a doctor and a team manager. Through his contract and the work with his dedicated team, as well as the opportunity to take part in group work, Stan avoids further imprisonment. He reports back to the Court on a tapering basis. The Court decides the length of his order and oversees the progress that Stan makes monthly. Through the Drug Treatment and Testing Order, Stan's re-offending is reduced, he obtains permanent employment and he is supported to re-engage with the community.

Risk assessment is a dynamic process. An individual's risk level is reviewed regularly and is determined by a range of factors, one of which is the management strategy put in place. The strategy can range from the highest level of restriction, by placement in the Council's residential unit for high risk offenders, with options including curfews, the use of statutory conditions of orders or licences relating to accommodation, employment, restrictions on access to children or named individuals, or positive obligations such as complying with alcohol or drugs services. While restriction is an important strategy in the management of high risk offenders, it will always be accompanied by work, which aims to change behaviour and lifestyle to reduce the risk posed by the individual on a long-term basis.



The Criminal Justice and Licensing (Scotland) Act 2010 replaced probation and community service with a single new court disposal, the community payback order. Community payback orders provide courts with the option of imposing up to a total of nine requirements, including unpaid work. In the year to 31 March 2012, approximately 75% of payback orders included the requirement to complete unpaid work.

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To 31 March 2013, the number of community payback orders with a requirement to complete unpaid work was 62%. This reflects the work done to encourage sentencers to consider other requirements that can be attached to orders relating to the modification of behaviours and lifestyle, changes to which have a significant impact on reoffending rates. The total number of offenders supervised in the community at 31 March 2013 has remained almost the same when compared with the previous year, having fallen by 7% between 2011 and 2012.

Unpaid Work Example: 'Brake the Cycle'

'Brake the Cycle' is a community payback project involving offenders repairing old or unwanted bicycles, which have been donated or left at one of the Council's community recycling centres. They are renovated and given away for free to schools, community organisations, youth groups and individual children. Bicycles that cannot be repaired are stripped for parts and scrap metal. The project represents a benefit to the environment and an opportunity for offenders to learn new skills and confidence in being able to build a bicycle. Those who receive the bicycles have opportunities for exercise and a healthier lifestyle.

Women offenders

Janet's story

Janet has been convicted of a violent offence. Her family background suggests a pattern of family problems and experiences of abuse. Janet had been referred to the Children's Hearing System when she was 11 years old for non-school attendance, exacerbated by a lack of parental control and her offending behaviour. She reported that she had been sexually abused as a child by a family member. She had witnessed regular incidents of serious physical violence between her parents, as well as between and against her siblings involving the use of weapons, such as bricks or belts. Janet reported some illicit drug use and self-harmed repeatedly. She has no formal qualification. She will rely on welfare benefits after her discharge from prison.

The female prison population in Scotland has doubled in the past 10 years. Women in the criminal justice system are particularly vulnerable; at higher risk of imprisonment; and disproportionately affected by substance misuse, mental health problems, violence, and poor outcomes generally. UK-wide data released from the Ministry of Justice show that over half the women in prison report having suffered domestic violence, and one in three have experienced sexual abuse. Many women in the criminal justice system are frequent reoffenders with complex needs that relate to their social circumstances, previous histories of abuse, and mental health and addiction problems. It has been widely recognised that there is an urgent need for action to reduce the number of women reoffending and going to prison.



A Community Justice Centre for women is being established in Edinburgh, aimed at: reducing reoffending and drug and alcohol dependency among women; increasing

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employment and training opportunities; improving the quality of child care; and reducing child protection activity and the number of children needing to be accommodated away from home.

This will be achieved through building on the Willow Service, which has developed as a centre of best practice. Key elements of the new centre include a key worker approach, services tailored to individual needs and co-delivery of services with which service users may not otherwise engage, such as employability, sexual health services and women's aid.

4 Staffing our services

Demand for social work and social care services is increasing. The number of older people who will require intensive levels of support is expected to increase by 61% over the next 20 years. The anticipated increase is particularly marked for those aged over 85. The number of people in this age group is expected to almost double by 2032, from 11,040 in 2012 to 19,294. In contrast, the traditional working age population will remain comparatively steady, increasing by only about 15%. The impact of this will be felt in terms of funding available through income tax and the size of the potential workforce.

With increasing age, there is also an increase in the number of people living with long-term conditions, disabilities and complex needs. One in three people over the age of 75 will have two or more long-term conditions. The number of people living dementia is also projected to increase in line with demographic change.

The percentage of older people with high level needs who are cared for at home has increased from 14% in 2002 to 30% in 2012. The target for 2018 is for 40% of older people to be cared for at home. The implication of more people being supported at home is that those who do require to be resident in a care home will have higher and more complex needs than has been the case to date.

In addition, there is an increase in children and young people surviving into adulthood and then older age with highly complex physical and learning disabilities. The impact of poverty, deprivation and inequality, and of increase drug and alcohol misuse is continuing the rising trend of children needing to be looked after away from home and in adults suffering from mental health problems, homelessness and other forms of extreme disadvantage.

To meet current and projected increased demand for social care services, sufficient capacity is required in the workforce across the city. This also affects the social care workforce in the private and voluntary sector (75% of care at home services for older people are delivered through contracts with external providers). With increasing levels of need, it continues to be important to attract the right number of staff with the right attributes and skills and who are caring, committed and resilient.

The following case studies demonstrate some of the work undertaken to help improve recruitment in the care sector in Edinburgh and to respond to the Public Bodies (Joint Working) (Scotland) Bill by beginning to integrate the health and social care workforces.

Council/NHS Joint SVQ Assessment Programme

Each year, social care and health employees from Health and Social Care in the Council and NHS Lothian come together for a series of workshops designed to prepare the participants for vocational assessment by focusing on the skills, knowledge and values they need to carry out the core parts of their roles effectively.

Feedback from those taking part tells us that the workshops give them a chance to learn more about the person's journey through the care services – and to think about how our two organisations can work together to improve this journey.



Our regular evaluation indicates that participants really enjoy sharing their learning and having the opportunity to shadow one another in practice. This style of learning provides a positive experience and those who take part tell us that they feel more confident and better equipped to do their job on completion of the programme.

This is evidenced in some quotes from those who have taken part.



"I found it interesting to find out the similarities between our job roles....we do similar tasks but in different environments"

"Given us more confidence to question our and others' practice."

The Senior Phase Health and Social Care Academy

A Career in Care

To respond to the top priorities of attracting enthusiastic and committed people into social care and of working more closely with colleagues in health, the Senior Phase Health and Social Care Academy has been developed, in conjunction with the Edinburgh College, to help both the Council and NHS Lothian to connect with school age pupils who might be thinking about a career in care. The Academy will offer senior pupils a chance to learn more about health and social care through formal study in a college environment, coupled with a weekly work experience placement in either a social care or a health care setting.

In May of this year, interviews were held in the five Edinburgh High Schools taking

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part in the pilot, and forty S4, S5 and S6 pupils have been accepted to start the course this September. The interviews highlighted the enthusiasm of the pupils to take part in a course that offers real work experience.

So far, Health and Social Care has responded with over 15 placement offers in a variety of settings. This willingness to respond to the needs of young people is exactly what is called for to enable us to attract and prepare the workforce of the future.

The Modern Apprentice

Stephanie Pow is a Modern Apprentice at Inchview Care Home. Stephanie decided to apply for the apprenticeship because she had personal experience of caring for her grandmother and she wanted to learn more about caring for others.



Stephanie attended the 9 day Health and Social Care induction before taking up her post, and this helped her prepare for the challenges of the role. Stephanie promotes the independence and wellbeing of the residents who live in Inchview by supporting them with everyday living.

She says: "I have enjoyed being an apprentice because I have been supported and not just thrown in at the deep end, I have also gained a qualification, I enjoy the work and it's great seeing someone you work with laugh".

Stephanie has now finished her SVQ Level 2 and is delighted to have been given a permanent job in the care home. She says she would definitely recommend being a Modern Apprentice to others thinking about a career in care services.

The Local Practitioner Forum

The Chief Social Work Officer-sponsored Edinburgh Local Practitioner Forum (ELPF) continues to meet a minimum of four times per year, with additional events such as a presence at the Scottish Social Services Expo and Conference. The ELPF offers opportunities for front line practitioners to explore their practice and contribute to improved service provision in Edinburgh and beyond. Three co-chairs – who represent the 3 main social work service areas of children, criminal justice and community care – develop the agenda for the quarterly meetings to reflect national or local policy and practice issues. They host the meetings and maintain an online service, as well as encouraging participation from voluntary sector workers and social work students. The ELPF has also fostered links with the Children's Practice Panel and plan to stage a joint event in May 2013. As practice panels develop in criminal justice and community care, these links will be extended.

Users of the website are growing slowly but steadily (www.elponline.org.uk), and Twitter (@ELPFonline) is used to maintain engagement with practitioners and professionals.

In the past twelve months, the ELPF has encouraged reflection on current

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practice and introduced suggestions for change through a number of meetings focusing on social work themes. Steve Goodman of Morning Lane Associates hosted a session focusing on Reclaiming Social Work, using his work in Hackney as a basis for introducing the Whole System Approach. Meetings have also been hosted focusing on social media, Self-Directed Support and Welfare Reform. Topics for 2013 include working with families, gender-based violence, and the impact of changes in service delivery. The ELPF also contributes to consultation responses by asking for the views of front line practitioners.

The Chief Social Work Officer and the Association of Directors of Social Work continue to support the Edinburgh Local Practitioner Forum.

Despite the excellent work taking place to address the development of our workforce, we are still faced with some significant challenges. These include:

- many care staff across all sectors receive relatively low pay – around minimum wage levels – and competition from other sectors (such as retail) cause problems in both recruiting and retaining staff
- low pay combined with demanding and sensitive personal care tasks make social care a difficult career choice and contribute to higher than average sickness absence levels
- different agencies and services all recruit from the same, finite pool of people.

Challenges such as these create pressures across the whole care sector. In order to continue to improve recruitment and retention in Edinburgh, a detailed recruitment and retention strategy has been developed. Detailed reports on workforce development are reported regularly to the Senior Management Team.

5 How we promote quality

There is a wide range of quality assurance activity taking place within the Council's social work service. This ranges from day-to-day quality assurance by managers at a local level to broader self evaluation activity, involving practitioners and service users. In addition, our services are inspected by the Care Inspectorate and many of our staff are required to be registered with the Scottish Social Services Council. Detailed information on our inspections and registration of the workforce, along with all quality assurance developments can be found in Appendix 1.

Three examples of how we implement quality assurance can be seen in the following case studies. They detail our Practice Evaluation Model, our Care Service Feedback tool and a model of engagement of children and young people. These form only a part of the Council's quality assurance framework for social work services.

Practice Evaluation Model

Practice evaluation is a model of self-assessment and reflection. By posing questions to the social worker, it encourages reflection on practice, on the effectiveness of intervention and on the quality of the relationship with the service user.

The exercise is a meeting between non supervising managers, the practitioner and their immediate line manager to discuss the practitioner's self evaluation, allowing them to explore the issues and themes that have emerged.

The meeting is informal and is set within the Council's quality assurance framework for social work activity. The learning from practice evaluations is qualitative in its nature, and allows scope for professional development and critical reflection out with the formal decision making process, which can otherwise tend to dominate case management.

Example

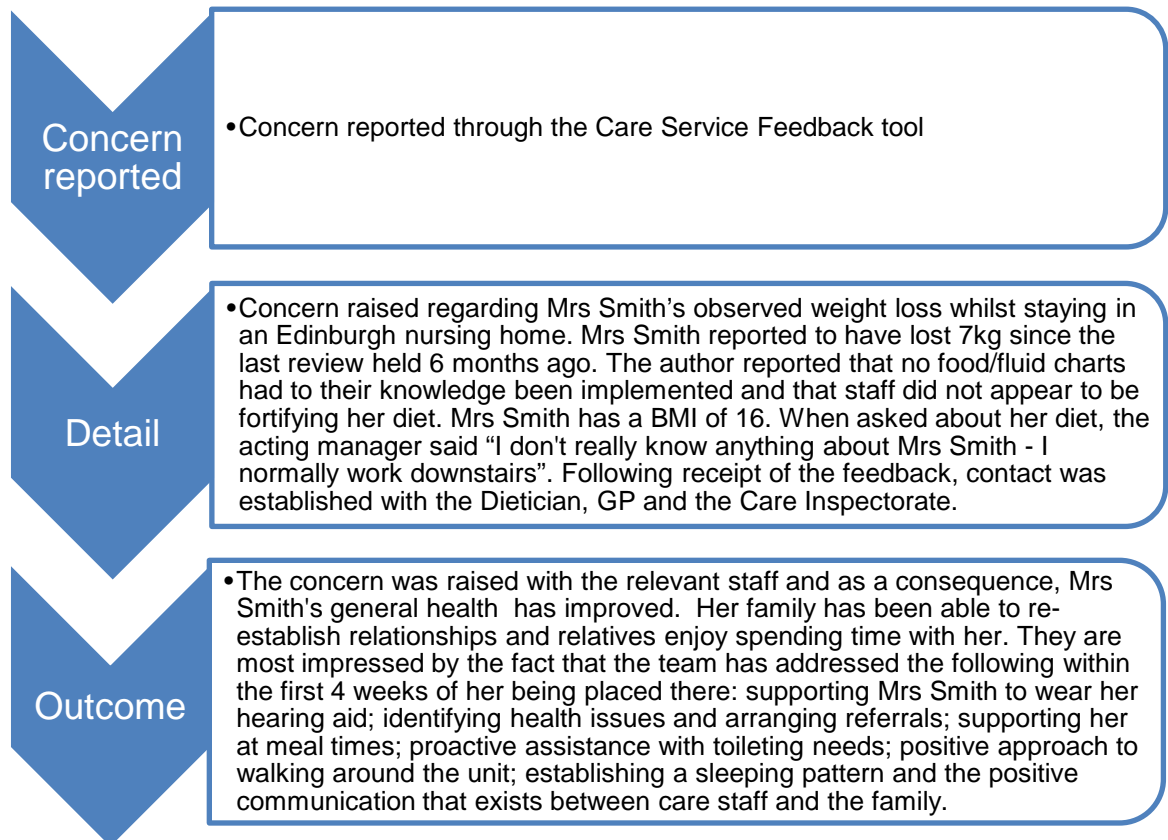
John is a 15 year old boy who has had a difficult childhood. His father died recently and his mother is unable to care for him very well; she is admitted frequently to psychiatric hospital, due to regular bouts of depression. John copes reasonably well, and has a whole range of professionals working with him at school and in the community. He sometimes feels that these adults make decisions about him and for him, without really listening to what he wants. John would really like two things – he would like to belong to a family and he would like people to listen to his views and respect what he wants.

John is placed with a family he likes and he feels much safer and happier. He now has to attend fewer meetings about his care. He likes and trusts his social worker whom he has known now for a long time. She made an agreement that she would listen to him and let him make decisions about his future, as much as possible. John feels more in control of his life, his life is better than it was a few months ago and he feels positive about the future.

John's case was considered by a Practice Evaluation group, which aims to support social workers and allow them to reflect on how they approach problems and how they might resolve them. This new approach has shown that, as with John's case it can be useful for other professionals not directly involved in the case to talk through some of the issues with the social worker without having to be directly involved in the formal decision making process. This is a more responsive and qualitative approach than an audit of case files, which tends to have a more procedural focus.

Care Service Feedback

The care service feedback procedure, which is available to all Council staff provides a mechanism for collecting, collating and reporting on either concerns or positive comments regarding in-house and purchased care services, both registered and unregistered, for all age groups. The information gathered is then used to assist targeting improvement across Council services. Concerns and compliments may be about an incident or situation, or a more general observation regarding the quality of the service.



Young People in Care Council (YPiCC)

The YPiCC is made up of looked after children who meet one evening per month to consider and suggest improvements to the services provided by the Council. The YPiCC continued to grow and develop in 2012-13, when it contributed significantly to the inspection of children's services, to the Council's Bullying Policy, to discussions regarding the new Young People's Centre, as well as producing a DVD charting young people's involvement in the development of the Council's Corporate Parenting Action Plan. In November 2012, the YPiCC received a highly commended award at the Children and Families Achievement Awards under the category: 'Making a Difference'.

6 We take complaints seriously

The Council's social work services are required by statute to report annually on complaints received from service users, would-be service users, their carers and representatives. This report meets that requirement. Appendix 1 includes performance data and commentary.

Examples of complaints relating to adult services, which have concluded in favour of complainants and which have resulted in service improvements are: the updating of recording procedure in care homes for older people, followed by staff receiving training to ensure best practice; the updating of criminal justice materials regarding missed appointments for offenders on Community Service Orders; the review of the Reablement Team's procedures to improve response times; and the improvement of communication between day centres and service users and families in relation expected waiting times.

The following are some examples of similar improvements, which were made as a result of complaints relating to children's services. A senior manager review of visual recording of joint interviews resulted in an established quality assurance system, increased training and improved performance. In addition, a practitioner forum was set up to consider how to improve the Video Recorded Interview process.

Night staffing at a particular Young People's Centre was increased to deal with resident behaviour and late night noise problems.

Risks were identified in relation to the confidentiality of looked after and accommodated children and the use of photographs on social media sites by carers and their families. Group facilitators ensured this was discussed with carers and children's confidentiality protected.

Improvements have been made in secure services in terms of compliance with the requirements when dealing with single separation incidents.

7 Key Challenges for 2013-14

Previous Chief Social Worker Officer annual reports highlighted the significant challenges facing the Council with regards to rising demand and reductions in funding, resulting from changing economic conditions and demographics.

These pressures remain and will continue to increase over the next year as demand escalates, resources remain limited and expectations regarding quality and self direction rise.

Integration

The Public Bodies (Joint Working) (Scotland) Bill requires the integration of local authority and health board community health and social care services. The policy intention is to improve the quality of outcomes for people who need services, now and in the future. Enactment of the legislation is anticipated in 2015.

Edinburgh is one of the few existing Community Health Partnerships in Scotland with a jointly appointed Director of Health and Social Care already in place. A number of joint services have been developed over the years, for example, the intermediate care service, the Drug Treatment and Testing Order service and the substance misuse hubs.

Integration of services is complex, and can mean different things to different people. The first challenge therefore will be to achieve a common understanding of the purpose and objectives of integrated services. The Scottish Government will set national outcomes for which both the NHS and local authorities will be jointly accountable. These will be complemented at a local level by outcomes agreed in partnership between agencies and service users.

These challenges will require a leadership approach, which is collaborative and facilitative, to reflect and respect the distinct contributions of different specialisms and professional backgrounds, and of voluntary organisations, community groups and individuals.

Personalisation

The Council has adopted a strategic, whole systems approach to delivering the significant change required to ensure that social care is personalised, reflecting national best practice and new legislative requirements. Whilst there are good examples of innovative person-centred services and practice in Edinburgh, the pace of change needs to be accelerated to ensure that this is reflected in the experience of every person, every time.

The vision of social care that the Edinburgh Personalisation Programme is seeking to deliver is one where:

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- people are supported to be as independent as possible, for as long as possible, with an increased emphasis on prevention and early intervention to support people to maintain or regain their health and wellbeing and avoid, delay or reduce their dependence upon formal support services
- people who do require ongoing social care support are assisted to identify the outcomes that are important to them and exercise as much choice and control as they wish, over the way in which their needs are met in order to achieve these outcomes
- a positive approach to risk is embedded, focusing on the identification and management of risk to enable people to live their life in ways that they choose, rather than risk being a barrier to independence and choice.

New self-directed support legislation will place some very specific and challenging obligations on the Council, and this complex change agenda will require a great deal of support, education and training for the workforce to ensure that employees are confident and competent to work in a more personalised way. Training needs to support a change in organisational culture that will sustain a personalised, outcome focused approach to everything we do. This change applies equally to children's and adult services.

Commissioning and procurement

The shift away from systems in which individuals are fitted into a standard range of services towards the development of flexible support that is personalised to meet individual needs and outcomes is central to the ethos of personalisation and requires a very different approach to commissioning and procurement.

The introduction of personal budgets mandated through the self-directed support legislation will lead to a shift in the basis on which budgets are allocated – away from services and towards individuals. People who use social care services will become commissioners in their own right and providers will need to develop strategies for marketing their services and entering into a customer/supplier relationship with individuals.

There will also be opportunity to explore new models of service provision, social enterprises and cooperatives, for example. There are clear synergies between the personalisation agenda and the City of Edinburgh Council's Cooperative Capital initiative:

- empowering people take more control over the way the services they use are provided
- developing more flexible responses to local need
- the creation of more innovative solutions, which deliver value to whole communities, as well as to individuals.

This change in relationship between the Council, service users and service providers brought about by the introduction of personalisation and self-directed

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support requires a different approach to strategic commissioning. The role of the Council will become one of market facilitation, seeking to ensure that there is a diverse market for health and social care support in Edinburgh, with a range of providers offering a wide range of services. This new role will require the Council to:

- capture and share market intelligence, such as demographic information, information about current and future demand for services and the anticipated shape of future services
- determine future funding arrangements and service user requirements, such as accessibility, flexibility and geographical availability
- intervene, where necessary, to shape the development of the market, stimulating growth in order to fill gaps in provision.

As a first step in developing this new approach the Council has launched a draft Market Shaping Strategy, providing the information suppliers require to shape their business plans and setting out the Council's future approach to commissioning and procurement for care and support services, and the timescales for implementation.

Welfare Reform

Welfare Reform continues to be a major cross-cutting challenge for the Council and its partners. The most recent research, commissioned by the Scottish Government from Sheffield Hallam University) indicates that Edinburgh households will lose nearly £135m per year in benefit or tax credit income by the time the Welfare Reform changes have full effect.

Inevitably, reductions on this scale will lead to greater poverty for adults and children; to increased demand on local authority and third sector housing, social work and advice services; and on GP and other NHS services. Several of the reforms will also impact negatively on carers, reducing the income they need to continue in their caring role.

The impact on people with disabilities is of particular concern, with more stringent medical tests, greater conditionality, and time-limiting of non-means tested entitlement for all but the most severely ill or disabled people. The Sheffield Hallam University researchers noted that individuals adversely affected by the incapacity benefit reforms could expect to lose an average of £3,500 a year, and those losing out as a result of other changes by an average of £3,000 a year. Often these will be the same individuals, who may also find that they encounter reductions in Housing Benefit entitlement.

Responding to and preventing domestic abuse

Domestic abuse is a major cross-cutting issue for the Council. Edinburgh benefits from highly skilled professionals who are passionate in this field and are already at the forefront of innovation. However, without coordination across all stakeholders, responses can often be fractured and less effective in ensuring positive outcomes for victims and their children. The challenge for partner agencies is to progress towards a consistent and better integrated

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approach to domestic abuse based on a coordinated community response model.

A shared policy statement is being developed across health, police, the local authority and the voluntary sector, highlighting domestic abuse as a priority and agreeing to the need for a coordinated response across all agencies to ensure better outcomes for all individuals.

Reducing reoffending

Effective reduction in reoffending depends on a complex, multi-agency and multi-sector approach to the delivery of a wide range of both universal and specialist services. The crowded landscape of initiatives, policy developments, funding opportunities and pilots for the re-design of traditional services presents a number of opportunities and requires a coordinated, well-informed and well-communicated approach to strategic planning and commissioning.

The ownership at senior and strategic level across Edinburgh's partnerships of the responsibility to tackle reoffending is critical to our success. This agenda is now a formal priority for the Edinburgh Partnership and a multi-agency, strategic planning forum has been established, reporting to the Partnership, to take the work forward.

The forum has established sub-groups to support its work programme, with a focus on the current agreed priorities of: women offenders, prolific offenders, families with complex needs, and young people.

Women offenders

Improving responses to the particular challenges faced by women offenders is a key priority, both local and nationally. Edinburgh's Willow service was highlighted as an example of best practice in the 2012 Angiolini Report on Women Offenders.

Edinburgh was successful in securing Scottish Government funding to expand the work of Willow into a community justice centre for women. The centre will offer services to an increased number of women, particularly those women with lower risk and need at the early stage of their involvement with the criminal justice system. It will develop new responses to address unmet need. The centre will also have a key role in developing the response to women offenders in East Lothian, Midlothian, West Lothian and Scottish Borders, depending on the service requirements of each area.

Research shows that over half the women in prison report having suffered domestic violence, and 1 in 3 has experienced sexual abuse. The long-term impact of abuse makes women vulnerable to mental health problems, substance misuse and self-harm. The work of the new centre will be coordinated with the developments in domestic abuse and other related support services.

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Government funding for the centre is available for a maximum of 2 years, which presents a very real sustainability challenge for partners in Edinburgh if the added value of the centre is not to be undermined by its short-term resourcing.

These are a few examples of the current and future challenges faced by the Council and its partners, tasked with providing care and protection services for the people of Edinburgh, together with the developments underway to address them as effectively as possible.

**CHIEF SOCIAL WORK OFFICER ANNUAL REPORT
PERFORMANCE DATA AND DETAILED INFORMATION
2012 - 2013**

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- Annex 2: Social Services Workforce Registration with the Scottish Social Services Council**

1 Statutory Duties and Decisions

Mental Health Officer Service

1.1 The specific duties of Mental Health Officers under relevant legislation include:

- provision of independent assessments regarding detention against people's will
- consideration of alternatives to detention in hospital
- preparation of social circumstances reports for courts and tribunals
- making applications for Compulsory Treatment Orders
- ensuring people's rights are protected

1.2 During the reporting period 2012-13, there has been an increase of 40% completed assessments compared with those recorded in the reporting period 2011-12.

Contact and assessment activity

	2010-11		2011-12		2012-2013	
	Number	Service user	Number	Service user	Number	Service user
Contacts	1251	812	1124	773	1761	948
Assessments completed	1000	609	1025	610	968	779

Mental Health (Care and Treatment) (Scotland) Act 2003

1.3 The table below shows the number and type of orders commenced in Edinburgh over the last three reporting years.

	Commenced April 10 – Mar 2011	Commenced April 2011 – March 2012	Commenced April 2012 – March 2013
Emergency detention in hospital (up to 72 hours)	113	103	87
Short-term detention in hospital (up to 28 days)	341	349	364
Compulsory Treatment Orders	128	116	111

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(up to 6 months, reviewed annually thereafter) – these orders may be community or hospital based			
Interim Compulsory Treatment Orders (up to 28 days)	67	59	65

Criminal Procedures (Scotland) Act 1995

- 1.4 If an individual has been involved in a criminal offence, but was suffering from a mental disorder (mental illness, learning disability, or personality disorder) at the time, the court has the power to ensure the person receives care and treatment under the Mental Health Act. The table below shows the total number of orders under the Criminal Procedures (Scotland) Act open to the Mental Health Officer service

	2010-11	2011-12	2012-13
Total legal orders started	17	22	17
Total legal orders open at period end	75	65	64
Compulsion Orders with Restriction Order open at end of period	29	28	26

Adults with Incapacity (Scotland) Act 2000

- 1.5 When someone over the age of 16 is deemed unable to make decisions to safeguard his/her welfare and/or property or finances, the local authority has a duty to carry out an assessment of the needs of that individual, and must make a decision as to whether someone else should be given the legal authority to make decisions on behalf of the person. Inability to make such decisions is usually the result of a learning disability, acquired brain injury or dementia.
- 1.6 As in the previous three years the figures continue to show a significant rise in the number of private welfare guardianships. The figures for Edinburgh are in line with the national trend. This increase has resulted in a significant pressure both on the Mental Health Officer service which has to provide reports to accompany applications to court and in the community practice teams and residential review team which have the responsibility for supervising private welfare guardians.

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	At 31 March 2010	At 31 March 2011	At 31 March 2012	At 31 March 2013
CSWO welfare guardianships	72	73	77	86
CSWO welfare and financial guardianships (guardian for financial element must be non-Council)	10	21	15	18
Private welfare guardianships	55	63	93	106
Private welfare and financial guardianships	127	153	173	196
Total guardianship orders requiring CSWO supervision	264	310	358	406

Adoption

- 1.7 59 children were registered as requiring permanence with the legal route of adoption through a Permanence Order with Authority to Adopt. A further five children were registered with the legal route of adoption through Direct Petition.
- 1.8 20 sets of new adopters were approved in 2012-13 following a process of recruitment, preparation and home study assessment. Additional adoptive families are sourced through long standing Service Level Agreements with Scottish Adoption and St Andrews Children's Society and through spot purchase arrangements for families identified through the Scottish Adoption Register.
- 1.9 A total of 41 children were placed with adoptive parents during 2012-13.
- 1.10 42 children ceased to be looked after following the granting of an Adoption Order in 2012-13.
- 1.11 Performance monitoring of adherence to local practice that an Adoption and Permanence Panel is held within 12 weeks of a Looked After Children's Review referral has been implemented. During 2012-13 performance against this objective was 74% within timescales.

	2009-10	2010-11	2011-12	2012-13
Adopters approved	14	13	19	20
Children registered for Adoption (Permanence Order with Authority to Adopt)	37	37	31	59
Children registered for Permanence	65	66	74	62

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(Permanence Order)				
Children placed for adoption	29	45	42	41

Foster Care

- 1.12 In 2012-13, 24 new Foster Carers were approved. During that period nine carer families were de-registered, leaving a net increase of 15 new carers. The 24 include 14 short-term carers, four carers for children with a disability, four carers for children with complex social, emotional and behavioural difficulties and two respite carers.
- 1.13 There are a further 22 carer assessments underway for completion by the end of 2013, including six respite foster carers.

	2009-10	2010-11	2011-12	2012-13
Foster carers approved	24	11	28	24
Foster carers de-registered	12	21	15	9

Secure accommodation of children

	Total		By Chief Social Work Officer and Children's Hearing		By Courts		Average length of stay	
	2011-12	2012-13	2011-12	2012-13	2011-12	2012-13	2011-12	2012-13
Children and young people detained in secure accommodation in Edinburgh	41	32	36	29	5	3	98	101
Children and young people transferred back to secure accommodation in Edinburgh	7	2	5	2	2	0		

Children and young people detained in	By Chief Social Work Officer and	By Courts on remand	By Courts on sentence	Average length of stay
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Appendix 1

secure accommodati on out with Edinburgh	Children's Hearing							
	2011 -12	2012 -13	2011 -12	2012 -13	2011 -12	2012 -13	2011 -12	2012 -13
By Chief Social Work Officer and Children's Hearing	7	3					47 days	78 days
By Courts on remand			5	1			54 days	30 days
By Courts on sentence					3*	0	366 days	

* These three young people were sentenced and placed for the whole year.

- 1.14 Five additional children/young people from outwith Edinburgh were detained in Edinburgh secure accommodation.

Emergency placement of children subject to statutory provision

- 1.15 Children's Hearings may impose conditions of residence on children subject to supervision requirements. Only a Children's Hearing may vary such conditions. The local authority must ensure that these conditions are implemented. If a child who is required to reside at a specified place must be moved in an emergency, the Chief Social Work Officer may authorise the move, following which the case must be referred to a Children's Hearing.
- 1.16 During the period under review, 34 children and young people subject to a Supervision Requirement were moved to an alternative placement under Section 72 of the Children (Scotland) Act 1995. One of these children had three emergency moves and two of these children each had two emergency moves.
- 1.17 The reasons for these emergency transfers were:

- six children moved due to a breakdown of placement with foster carers whom were approved and supported by the City of Edinburgh Council
- 14 children moved due to a breakdown of placement with foster carers whom were approved and supported by other fostering agencies
- six children moved due to the breakdown of kinship care placements
- three children moved due to the breakdown of residential unit placements

Appendix 1

1.18 The most common cause of placement breakdown was carers being no longer prepared or able to continue caring for a child/young person in placement despite support provided to maintain it.

1.19 Other placements broke down due to:

- allegations against carer – four children
- ill health of carer – three children
- de-registration of the City of Edinburgh Council carer contrary to recommendation of Family Based Care – one child
- kinship carer allowing birth parents to have unsupervised contact – one child

Warrant to keep a child where the Children's Hearing is unable to dispose of the case

1.20 On occasion, when a Children's Hearing is unable to dispose of a case, a Place of Safety Warrant may be issued. During the period under review, 601 Place of Safety warrants were issued for 537 children. 531 children were placed on the same day. During the previous year 2011-12, 467 Place of Safety warrants were issued for 445 children, of which 437 were placed on the same day.

1.21 A total of 6 warrants were not implemented on the day of the Hearing, compared to 9 warrants in the previous year. Non-compliance with Hearing decisions is monitored by senior managers and the Chief Social Work Officer.

2 Protection and Risk Management

2.1 The following tables provide a summary of the volume of protection-related activity during the year:

Children

2.2 The number of children looked after away from home is at the highest level seen to date. This reflects the national picture.

	2008-2009	2009-2010	2010-2011	2011-2012	2012-13
Child protection referrals	1439	1702	2200	1811	1492
Child protection case conferences	407	345	1005*	1149*	1160*
Children on Child Protection Register	287	256	242	266	259
Children looked after at home	442	412	410	370	383
Children looked after away from home	902	894	932	1028	1044

Appendix 1

*Prior to the reporting year 2010-2011, figures excluded review case conferences.

- 2.3 The number of children and young people coming to a child protection case conference in the reporting period is noted below by type:

	2011-12	2012-13
Pre-birth	100	107
Initial	331	352
Review	701	687
Transfer	17	14
Total	1149	1160

Domestic abuse

	2010-11	2011-12	2012-13
Incidents	5252	5344	5335
Children present/resident	45.5%	45.4%	44.4%

- 2.4 The domestic abuse concern was for the first time included as part of the Child Protection return provided to the Scottish Government for the period August 2011 to July 2012. Of the 371 cases added to the Child Protection Register in the period, 150 had a domestic abuse concern identified. As multiple concerns can be recorded for a child, the domestic abuse concern represents around 13% of all concerns identified and represents 40% of all registrations. They correlate significantly with other child protection concerns. Where domestic abuse is an identified concern, it is also correlated with emotional abuse in just over half of cases, parental alcohol misuse and drug misuse in over a third, neglect and physical abuse in just under a quarter, and sexual abuse in just under a tenth.

Adults at risk

	2010-11	2011-12	2012-13
Adult protection referrals	1008	743	422
Large scale adult protection contacts			78
Inter-agency referral discussions (IRD)	485	378	215
IRD as a percentage of referrals	48%	51%	51%

Appendix 1

	2010-11	2011-12	2012-13
Adult protection initial case conferences	117	74	60
Initial case conferences as a percentage of IRD	24%	20%	28%
Adult protection case conference reviews	162	126	98
Incidents between service users			493

2.5 The figures indicate that the overall volume of recorded adult protection contacts has decreased from peak levels in 2010-2011. Members of the (Adult Protection) Quality Assurance Sub-group have considered the reasons for the apparent reduction in referral activity and have identified the following:

- in 2012, there were changes made to recording practice. Incidents between service users, which do not meet the threshold for adult support and protection are now recorded separately and not included in the count of contacts. Adult protection referrals added to the figure for incidents between service users amounted to 935 for 2012-2013
- Customer Service Advisors at Social Care Direct record preliminary enquiries within case notes and it is the responsibility of professional staff to identify and log an adult protection contact. There is a work stream seeking to make this recording process more robust and reliable.

Offenders in the community subject to statutory supervision

	31 March 2010 Total	31 March 2011 Total	31 March 2012 Total	31 March 2013 Total
Assessed as 'very high' or 'high' risk (sexual violence)	44	37	29	35
Assessed as 'very high' or 'high' risk (violence)	140	117	94	89
Probation orders	654	569	314	112
Community service orders	473	418	242	82
Community payback orders	N/A	4	362	721
Drug treatment and testing orders	185	131	123	128
Drug treatment and testing orders (II)	41	61	49	55
Bail supervision	N/A	21	21	17
Statutory supervision of released prisoners, e.g. life	181	172	155	152

Appendix 1

licence, parole, extended sentences, supervised release orders, etc.				
--	--	--	--	--

Offenders currently in prison who will be subject to statutory supervision on release

	31 March 2010 Total	31 March 2011 Total	31 March 2012 Total	31 March 2013 Total
Assessed as 'very high' or 'high' risk (sexual violence)	61	76	60	64
Assessed as 'very high' or 'high' risk (violence)	157	148	162	169

3 Regulation, Inspection and Improvement Activity

Inspection of registered care services

- 3.1 The Care Inspectorate led a pilot joint inspection of Children and Young People's services in Edinburgh between November 2012 and January 2013.
- 3.2 The inspection covered the range of services working in the city that have a role in providing services to benefit children, young people and families. The positive outcome of this inspection has been reported in detail elsewhere.
- 3.3 The Adoption Agency function of the Permanence Team was inspected in July 2012 by the Care Inspectorate. The quality of service was assessed as Very Good across all quality statements, resulting in the service's best ever inspection grading.

The residential unit for high risk adult offenders received an unannounced visit from the Care Inspectorate in November 2012 and was graded as Very Good (grade 5) on all five areas of assessment. The report found that the unit: *"plays an important role in providing support and monitoring for people within the Criminal Justice System. The service has continued to work collaboratively with other professional colleagues to ensure that high risk is carefully, yet robustly, managed. Alongside this, the service works hard to prepare service users for a more independent life style. The service is well managed and staffed"*.

- 3.4 The table below sets out the levels of inspection of the Council's registered care services during 2012-13. These levels reflect a change to the statutory minimum frequency of inspection.

Levels of Inspection – 2012-13		
Adult Services (Health and Social Care and Services for Communities)	Services	Inspections
Adult Placement	2	2
Care Homes	18	24
Care at Home	4	4
Combined	12	11
Housing Support	8	3
Offender Accommodation	1	1
Support Services (Day Care)	8	3
Children's Services		
Adoption	1	1
Fostering	1	1
Care Homes	11	16
Care at Home	2	2
Day Care of Children (Early Years)	102	47 (of which 5 were joint inspections by the Care Inspectorate and Education Scotland)
Secure Accommodation	1	2
School Care Accommodation	1	1

Registration of the workforce with the Scottish Social Services Council (SSSC)

- 3.5 Registration of the social care workforce is an important factor in skill development and professionalisation of the service, and a key contributor to overall quality assurance. Over time, registration of all categories of social work and social care staff will be a statutory requirement. The table at Annex 2 sets out the number of workers in the Council who are currently employed in the social services workforce and eligible to register with the SSSC.
- 3.6 Dates for required registration are set by Scottish Government and current dates are set up to 2020. However, there are still sections of the workforce for whom dates have yet to be announced. These include workers in adult day care and offender accommodation services.

Quality assurance of purchased services

- 3.7 The Council has 580 contracts with 281 suppliers. Of these, 419 are for the supply of regulated services, ranging from residential care to care at

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home. The remaining 161 contracts are for unregulated services, such as lunch clubs and advice centres.

- 3.8 Contracts are monitored by regular visits to providers. The frequency of visits is related to service performance.
- 3.9 At May 2013, 76% of regulated contracted services were assessed by the Care Inspectorate as providing good, very good or excellent services (grades 4,5 and 6), 18% as providing adequate services (grade 3) and 6% as providing weak or unsatisfactory services (grades 1 and 2). A multi-agency review team seeks to support improvements in weak or unsatisfactory services. Further information on quality assurance framework and developments is set out below.

Quality assurance developments

- 3.10 There is a wide range of quality assurance activity taking place within the service. This varies from day-to-day quality assurance by managers at a local level to broader self-evaluation activity, involving practitioners and service users.
- 3.11 Considerable efforts have been made to supplement existing quality assurance arrangements in 2012-13, for both internal and purchased services. Key developments include:
- the introduction of Practice Evaluation; this was piloted in children and families during 2012, and is being rolled out across the service during 2013; a further pilot of the model has been undertaken in criminal justice and will be rolled out across Health and Social Care in 2014
 - the implementation of the model for complaints handling by the Scottish Public Services Ombudsman; development and implementation of a web based form for reporting frontline resolutions; a training programme for complaints investigating officers to be delivered throughout 2013
 - a revised case file audit programme in social work services was implemented in 2012-13 (100 files across Children and Families and 180 files across Health and Social Care); and audits were undertaken in both services throughout 2012
 - a bespoke case file audit was completed in October 2012 for Section 56 children referred to the Children's Reporter
 - a bespoke practice evaluation was completed in relation to looked after children and young people aged 15 to 17 years deemed at risk or vulnerable
 - a comprehensive review of secure accommodation and pathway planning was completed in 2012

Appendix 1

- the Social Work Quality Assurance services coordinated the pilot integrated inspection of children and young people's services in Edinburgh on behalf of the Edinburgh Children's Partnership
- a comprehensive child protection self-evaluation programme was completed in September/October 2012
- in conjunction with key partners, a comprehensive adult support and protection self-evaluation programme was completed in 2012
- work programmes were completed for the Adult Protection Committee, Child Protection Committee, Criminal Justice, Homelessness, Substance Misuse Quality Assurance Group and Mental Health and Well Being Quality Assurance Sub Groups
- the multi-agency quality assurance sub groups for care homes and care at home monitored services causing concern throughout the year and put in place the necessary safeguards.

3.12 Planned quality assurance developments for 2013-14 include:

- extension of the Practice Evaluation model to criminal justice and community care
- implementation of a public protection self-evaluation programme
- development and implementation of an integrated quality assurance framework for the Edinburgh Health and Social Care Partnership
- development and implementation of an integrated self-evaluation programme for the Edinburgh Children's Partnership
- development and implementation of a quality assurance framework for the Council's care homes and home care services
- implementation of electronic monitoring for the Council's home care service

3.14 Training and development opportunities are a major contributor to the quality of services. They provide staff with the skills required to carry out often complex and challenging tasks. They also support career development and staff morale. The Council provides or purchases a vast array of training for staff across the whole spectrum of specialisation in social work and social care, on both a single and multi-agency basis. The detail of this provision is reported elsewhere.

4 Complaints

Appendix 1

- 4.1 The Council's social work services are required by statute to report annually on complaints received from service users, would-be service users, their carers and representatives. This report meets that requirement. Annex 1 sets out performance data and commentary.
- 4.2 The Chief Social Work Officer signs all responses to formal complaints regarding social work services and produces reports on complaints received, trends and targets achieved to Health and Social Care and Children and Families on a quarterly basis. Performance against statutory timescales is reported to the Chief Executive on a bi-monthly basis, as part of the overall performance scorecard. The findings of Complaints Review Committees are reported to elected members by Committee Services. Where the Complaints Review Committee has upheld – or partially upheld – a complaint, the Chief Social Work Officer provides a report to elected members on any improvement action that has been initiated as a result of the complaint.
- 4.3 The office of the Scottish Public Services Ombudsman has developed a standardised approach to complaints handling across Scotland, and expected all local authorities to implement the new procedure by April 2013 at the latest. The Council has adopted this Complaints Handling Procedure.

STATUTORY SOCIAL WORK COMPLAINTS PROCEDURE – ANNUAL REPORT 2012-13

Summary

The Council is committed to improving social work services for the people of Edinburgh, and recognises that complaints are an important source of customer feedback. The following table sets out the number of social work complaints received during the last three years, which required formal investigation; the number of complaints dealt with as frontline resolutions; the number of complaints escalated to Stage Two of the process, (figures for the latter are available from 2011-12 only, as this stage of the complaints process started in 2010); and the number of complaints referred to a Complaints Review Committee. The reference to Stage Two Complaints relates to the complaints procedure that was in place prior to the new one adopted by the Council from 1 April 2013. The previous Stage Two complaints, which referred to complainant meetings with senior managers to try to resolve complaints, stopped in December 2012.

Formal Complaints	2010-11	2011-12	2012-13
Health and Social Care	243	231	201
Children and Families	90	94	79
Total	333	325	280
Frontline Resolutions	2010-11	2011-12	2012-13
Health and Social Care	252	256	225
Children and Families	73	81	104
Total	325	337	329
Stage Two Complaints		2011-12	2012-13
Health and Social Care		48	28
Children and Families		12	11
Total		60	39
Complaints Review Committees	2010-11	2011-12	2012-13
Health and Social	8	10	11
Children and Families	1	4	1
Total	9	14	12
Scottish Public Services Ombudsman		2011-12	2012-13
Health and Social		3	3
Children and Families		0	0
Total		3	3

In addition to the 280 complaints formally investigated during 2012-13, a further 329 complaints or enquiries were resolved at the frontline. Taking a lead from the Scottish Public Services Ombudsman, the service continues to seek frontline resolution to complaints; to deliver improvements using analysis of outcomes to support service delivery; and to drive service quality improvements. Of the 329 frontline resolutions dealt with, nine were compliments received relating to Health and Social Care services.

HEALTH AND SOCIAL CARE

Summary information:

During 2012-13, Health and Social Care received 201 complaints requiring formal investigation. This represents a decrease of 13% on the previous year. 225 enquiries were dealt with as frontline resolutions, representing a decrease of 12%. Nine frontline resolutions related to compliments about the service received. The level of complaints received is set against a background of service provision volume in the following key areas:

Social Care Direct:

- approximately 70,346 contacts were received by Social Care Direct (this is an increase from 59,355 contacts in 2011-12); this figure includes contact made with the out-of-hours service, representing an increase of 16%

Practice Team, Sector Based Social Work Services:

- approximately 7,373 assessments were carried out by practice teams (Sector Teams, Hospital Teams, Short-Term Assessment and Review Team and Funding Independence Team), which is a 17% decrease from last year; 5,588 reviews were carried out, representing a 4% increase on last year, giving a total figure of 12,961

Home Care Service:

- 4,203 people received 51,225 hours home care service each week, either from the Council's Home Care and Support Service, or purchased by the Council from the independent sector; this represents a 6% increase on last year

Residential Care Homes:

- 400 adults aged under 65 years were supported in permanent care home places (all service user groups) representing a 25% increase since last year
- 3,580 people over the age of 65 were supported in care homes, 565 of whom were in Council-run care homes; this represents a 22% increase from last year

Criminal Justice Services:

- 1,534 people were supervised on probation or community service and community payback orders (1,836 orders in total); this represented a 27% increase in the total number of orders from last year, but a decrease of 30% in the number of people being supported
- criminal justice staff completed 1,781 social work reports to support the courts, representing a 3% decrease from last year

Direct payments

- 948 adults received a direct payment, which represents a 15% increase in this service; this figure includes 32 people aged under 18

Support to carers

- 13,864 weeks of respite were provided to adults aged 18 years and over, which is a reduction of 1%; the overall volume of respite weeks provided to adults aged under 65 increased from 5,602 to 5,622, but there was a decrease in the volume provided to people aged over 65 from 8,403 to 8,242; the latter reflects a reduction in capacity of care homes in 2012-13

Occupational Therapy

- 2,051 assessments were carried out to identify support needs, including adaptations, equipment and services required; this represents a decrease of 30% since last year

Timescales:

The Advice and Complaints Service continued to work to reduce the number of extensions to investigations and sought to reduce the time permitted for extending investigations to 14 days. In 2012-13, Health and Social Care responded to 91% of formal complaints within 28 days or an agreed extension, in accordance with the statutory regulations – 62% were reported within 28 days; 29% were reported with an extension agreed by the complainant. 9% of complaints were not completed within the targeted timescale.

Outcomes:

Of the complaints received, 45 (22%) were upheld, 47 (23%) were partially upheld and 108 (55%) were not upheld.

Complaint trends:

Practice Teams

There were 56 complaints regarding practice teams. This represents a 20 % increase from the previous year. 14 complaints related to service provision; 17 to assessments; 1 to a delay in making an assessment. Six were about staff or professional practice issues; six about consultation or communication; two about the contents of a report; three about charges for services; two about professional practices issues; one about a breach of confidentiality. The remainder related to decisions taken by staff.

Home Care

During 2012/13, there were 36 complaints regarding the Council's home care service. This represents a decrease of 5%. There were 16 complaints regarding care at home, the service purchased from external providers. This represents a decrease of 56%. Complainants may choose to contact the Care Inspectorate directly to report their concerns relating to purchased services.

Respite Care

During 2012/13, 17 complaints were received regarding residential respite care services. One was about services for people with a disability and 16 were about older people's residential services. There were three complaints regarding other respite care services. This represents an overall decrease of 6%.

Occupational Therapy Services

During 2012/13, there were nine complaints regarding occupational therapy, representing a decrease of 57%.

Residential Care

During 2012/13, there was one complaint regarding residential care services for people with a disability; and 12 for older people's residential care services. This was similar to the previous year's complaints.

Service Improvements:

During 2012/13, Health and Social Care recorded and discussed 24 service improvements for managers to implement as a result of complaints made. This represents a 12% increase on last year. These were in the following service areas: Funding Independence Team; Community Equipment Store; Residential Care Homes for Older People; Day Services for Older People; Social Work Practice Teams; Financial Assessment Services Team; Care at Home; Home Care; Overnight Home Care; Income Maximisation; Care Booking Service; Service Matching Unit; and the Contracts Unit. Examples include:

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- home care (and the overnight service) agreed to review service user personal plans regularly and to update these, as required
- a Reablement Team reviewed its internal procedures for dealing with referrals to improve response times
- the Contracts Unit agreed to advise staff in other sections of Health and Social Care when rates are re-negotiated with contracted providers to ensure that all staff are using the current rates
- an issue regarding lack of staff in the Service Matching Unit over the Easter holiday causing delays in care packages was addressed
- the Care Booking Service updated its publicity material to improve communication
- the Financial Assessment Services Team updated its publicity material on what happens following the death of residents in the Council's residential care homes for older people to ensure transparency and to avoid misunderstanding at a sensitive time
- recording procedures in the Council's residential care homes for older people were updated and staff received training on the new procedure to ensure best practice
- the Mental Health Accommodation Panel agreed to communicate more effectively with a service users about a decision taken
- the Referral and Resource Group for day care places updated its procedures, to improve communication about referrals and waiting times
- a review of Adult Support and Protection procedures in the Council's residential care homes for older people was undertaken, and immediate training was provided by senior staff to ensure best practice
- it was agreed that staff in the Council's residential care homes for older people should wear name badges to assist both residents and their relatives
- the criminal justice service updated its material regarding missed appointments for offenders on Community Service Orders to ensure clarity
- the Income Maximisation Team updated its procedure to ensure that service users with corporate appointees have an income maximisation check.

CHILDREN AND FAMILIES

Summary information:

During 2012/13, Children and Families social work received 79 complaints, which required formal investigation. This represents a decrease of 16% on the previous year. The overall level of complaints is set against a background of service provision levels in the following key areas:

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Practice Teams:

- around 3,000 children and family cases managed by practice teams as at 31 March 2013
- approximately 1,500 child protection referrals
- approximately 75 reports per month submitted to the Authority Reporter and approximately 247 reports completed for Children's Hearings

Accommodated Children and Young People:

Snapshot figures, as at 31 March 2013

- 1,427 children and young people 'looked after' by the Council
- 1004 children and young people subject to supervision requirements from a Children's Hearing (382 at home, 622 away from home)
- 606 children in foster care
- 83 children in residential care
- 13 children in secure accommodation
- 298 children placed with kinship carers
- 39 children with prospective adopters
- 5 children in 'other' settings (e.g. prison or hospital)

Children with Additional Support Needs and their Families:

Residential respite nights for children – 6,466

Day respite – 85,954

Youth Offending Service:

517 young people discussed at pre-referral screening (early intervention)

354 referrals, of which 59% were requests for criminal justice reports

286 risk assessments undertaken

84 risk management case conferences

Timescales:

Children and Families responded to 84% of formal complaints within 28 days

or an agreed extension, in accordance with the statutory regulations – 32

(41%) were reported within 28 days; 34 (43%) were reported with an extension

agreed by the complainant; 12 (15%) of complaints were not completed within

the targeted timescale and one complex case remains under investigation,

with an agreed extension.

Outcomes:

Of the complaints received, 49 were not upheld (62%), 17 were partially upheld (22%) and 12 were upheld (15%). In one case, the outcome is not yet known.

Complaint trends:

There were 51 complaints regarding social work practice teams. This represents 65% of the total, and the same level as the previous year. 21 complaints related to staff or professional practice issues; 15 to consultation or communication; and 5 to service provision.

16 complaints were received from accommodated young people who were either in residential or secure services, or foster care. This represents 20% of the total complaints investigated formally. Common themes from young people include staff practice and decision making, quality of communication, standard of amenities and behaviour of other residents.

2 complaints were investigated regarding disability services; this represents 3% of the total. The matters related to funding issues and quality of communication.

Service improvements:

During 2012/13, Children and Families recorded and discussed 10 service improvements for managers to implement as a result of complaints. As in Health and Social Care, the relationship between complaints received and the continuous improvement of services provides a mechanism for service users to contribute to the development of provision.

Examples of improvements include:

- senior manager review of visual recording of joint interviews – social workers now co-located with the police at Vega building; and a practitioner forum set up to consult on ways to improve the Video Recorded Interview (VRI) process
- night staffing increased as a measure at a Young People's Centre to deal with resident behaviour and late night noise problems
- risks identified regarding confidentiality of looked after and accommodated children and the use of photographs on social media sites by carers and their families; group facilitators will ensure this subject is discussed with carers
- social workers to ensure 'out of authority' placements are not discussed with young people prior to funding approval
- work undertaken with secure staff regarding the correct policies, procedures and protocols to be followed when dealing with separation incidents
- focus on the recruitment of respite foster carers who can provide sibling placements and care to boys aged 7-10

Complaints Review Committees

If a complainant is not satisfied with the Council's response, s/he may request that the case be heard by a Complaints Review Committee. The Complaints Review Committee is made up of three independent lay members, drawn from a wider panel.

Appendix 1

16 Complaints Review Committees were requested during 2012/13 and 8 were held. 4 requests are still under investigation; 1 was withdrawn by the complainant; 3 did not go to Complaints Review Committee because there were other avenues for the complainant to explore.

Of the 8 Complaints Review Committees held, 7 related to Health and Social Care and 1 to Children and Families. In 4 cases, the Council's position was upheld; in 3, the complainant's position was partially upheld; and in 1 the complainant's position was fully upheld.

The following actions were taken, following the upheld Complaints Review Committees:

- The Council's Home Care and Reablement Service consulted with service users and carers regarding the style and lay out of the Personal Plan. The senior manager for the service took steps to ensure that service user engagement is now part of the Team Plan and Performance Review and Development framework.
- Home Care service managers agreed to meet with local community groups, given their representative role for service users with complex needs, to ensure their participation in the planning and application of new systems.
- An assessment was translated into Mandarin Chinese and issued to the complainant.
- Improvements were made to service delivery in a residential care home for older people offering respite, which included – writing a new care plan, allowing more detail of individual care needs; respite users now informed that their room has to be vacated by 10.00, with entry at 14.00, to allow preparation of the room for the next resident; and staff agreed to consider a wider variety of activities for residents.

The recommendations of the Complaints Review Committees were acted upon, and where appropriate, changes were made to practice and procedures. Reports detailing how the recommendations would be addressed were presented to elected members.

The 1 Children and Families Complaints Review Committee held during 2012/13 was not upheld. One further Complaints Review Committee was requested and the case is ongoing with no outcome, as yet.

Scottish Public Services Ombudsman

If a complainant is not satisfied with the Complaints Review Committee's response, s/he may request that the case be heard by the Scottish Public Services Ombudsman.

In 2012/13, three complaints were referred to the Ombudsman. All related to Health and Social Care issues; 2 were not upheld and 1 is still in progress. The same number was referred to the Ombudsman last year.

Social Services Workforce Registration with the Scottish Social Services Council

Section of Register	Numbers in Workforce	Workers currently registered	Comments	Date of Required Registration	Renewal Period
Social workers	898	908	Additional registered workers are eligible to register, but are not currently in a social work post.	1 September 2005	3 years
Managers of residential child care	11	11		30 September 2009	3 years
Residential child care workers with supervisory responsibility	33	33		30 September 2009	3 years
Residential child care workers	295	295		30 September 2009	3 years
Managers of care homes for adults	17	16	1 manager is registered with the Nursing and Midwifery Council.	30 November 2009	3 years
Managers of adult day care services	8	8		30 November 2009	3 years
Managers of day care of children services	102	27	Remaining managers are Head Teachers and registered with the General Teaching Council Scotland.	30 November 2010	5 years
Practitioners in day care of children	727	727		30 September 2011	5 years
Workers with supervisory responsibilities in care	39	38	1 supervisor is registered with the Nursing and Midwifery Council.	30 March 2012	5 years

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Section of Register	Numbers in Workforce	Workers currently registered	Comments	Date of Required Registration	Renewal Period
homes for adults					
Support workers in day care of children services	51	18	Registration of these workers is currently being rolled out.	30 June 2014	5 years
Practitioners in care homes for adults	213	191	Outstanding number represents newly recruited staff who have 6 months to register.	29 March 2013	5 years
Support workers in care homes for adults	183	7	Registration of these workers will be rolled out in 2014.	30 September 2015	5 years
Managers of housing support services and care at home services	22	7	Registration of these workers is currently being rolled out.	31 January 2014	3 years
Supervisors in housing support and care at home services	120	0	Register opens in 2014.	2017	To be confirmed
Workers in housing support and care at home services	1329	0	Register opens in 2017.	2020	To be confirmed

Corporate Policy & Strategy Committee

10.00am, Tuesday, 1 October 2013

Eurocities Annual Meeting and Conference 2013

Item number	7.7
Report number	
Wards	City Wide

Links

Coalition pledges	P31 and P35
Council outcomes	CO23 , CO25 and CO26
Single Outcome Agreement	SO1 and SO4

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Executive summary

Eurocities Annual Meeting and Conference 2013

Summary

This report proposes Council representation at the Eurocities annual meeting and conference in Ghent, Belgium on 27-29 November 2013. The theme of the Eurocities 2013 conference is 'Smart Cities', exploring how innovation and new technology can be used to empower citizens and build more inclusive, more sustainable societies. Two Edinburgh projects have been shortlisted for the Eurocities 2013 Awards. It is proposed that up to two elected members attend this year's annual meeting, conference and Eurocities Awards ceremony.

Recommendations

- 1 To approve attendance at the Eurocities annual meeting and conference in Ghent in November 2013 as outlined in paragraph 2.7.

Measures of success

- Raise city's international profile
- Promote Edinburgh's expertise
- Learn from European good practice
- Strengthen links with European cities and find new partners

Financial impact

The costs of attendance depend on the time of booking. Travel options have been considered and the recommendation is air travel with a connecting train. It is estimated that travel and accommodation per person will be in the region of £300. As a nominated city for the Eurocities Awards the Council is entitled to two free registration places (£240 each) at the conference. Costs for elected members' attendance will be met from the Economic Development budget 2013/14.

Equalities impact

There are no equalities impacts arising from attendance at this conference.

Sustainability impact

Travel arrangements will be made in accordance with the Council's Sustainable Travel Plan.

Consultation and engagement

Membership of Eurocities provides the Council with a channel for engaging in consultations on EU policy, legislative and funding proposals.

Background reading / external references

Eurocities AGM website: www.eurocities2013.eu

Eurocities website: www.eurocities.eu

- Papers held by External Relations Unit

Eurocities Annual Meeting and Conference 2013

1. Background

- 1.1 This report proposes Council representation at the Eurocities Annual Meeting and Conference in Ghent, Belgium on 27-29 November 2013.
- 1.2 Eurocities is the network of major European cities, bringing together the local governments of 170 cities that between them govern 130 million citizens across 35 European countries. Edinburgh has been a member since 1991 and a number of Edinburgh's twin and partner cities are also members.

2. Main report

- 2.1 The Eurocities AGM is the key annual decision making meeting of the association. It provides a forum for debate and the formation of future priorities and strategy, as well as electing the President, Vice-President and Executive Committee members of the association. This year's Annual Meeting and conference is taking place in Ghent from 27-29 November.
- 2.2 Eurocities provides member cities with a platform to exchange knowledge, experiences and compare different approaches through a variety of policy forums, working groups, projects and events. The network provides a strong voice for cities, allowing dialogue with the European institutions on EU legislation, policies and programmes that impact on their citizens, services and territories. The network is active across a wide range of urban policy issues and challenges including: economic development, provision of public services, environment, knowledge society, transport, employment, education, social affairs and culture.
- 2.3 Membership of Eurocities offers the following benefits:
 - a channel for influencing policies, legislation and funding programmes;
 - intelligence on funding opportunities and policy development from the European Commission, particularly on urban policy;
 - an efficient partner search forum for transnational EU funding bids and the design of successful joint projects;
 - opportunities to exchange good practice and improve benchmarking for city government;
 - opportunities to raise the international profile of the city.
- 2.4 The theme of the Eurocities 2013 conference is 'Smart Cities', exploring how innovation and new technology can be used to empower citizens and build more

- inclusive, more sustainable societies. It will include a private session for Eurocities political representatives on 29 November, providing an opportunity for city leaders to exchange views on key challenges faced by city administrations.
- 2.5 The winners of the Eurocities Awards 2013 will be announced at an awards ceremony on 27 November during the annual meeting. Two Edinburgh entries submitted by the Council - the 'Your Library' and 'Edinburgh Outdoors' interactive websites and mobile apps - have been successful in reaching the shortlist. Both projects will be showcased in films screened at the awards ceremony. Representatives of shortlisted projects are also invited to lead speed-networking sessions aimed at promoting best practice and knowledge exchange, city-to-city contacts and collaborative project development.
- 2.6 Council representation at the AGM / conference will provide opportunities to:
- influence Eurocities' future priorities and work programme;
 - share experience and good practice with other European cities;
 - promote the city and the expertise available in Edinburgh;
 - strengthen links with other European cities for future EU bid development and joint activities.
- 2.7 It is proposed that up to two elected members attend this year's annual meeting supported by an officer from the External Relations team.
- 2.8 A cost estimate was taken for comparative purposes considering options for a direct train journey from Edinburgh to Ghent, for air and train travel from Edinburgh to Brussels and to Ghent and the minimum required overnight accommodation for the Annual Meeting and Conference on 27 – 29th November.
- 2.9 A direct flight to Brussels and return train travel from Brussels to Ghent offers best value, has no additional requirement for overnight accommodation above the minimum requirement, and is the most time effective. The recommended option is therefore a direct flight from Edinburgh to Brussels and onward train travel from Brussels to Ghent.

3. Recommendations

- 3.1 It is recommended that the Committee approves attendance at the Eurocities annual meeting and conference in Ghent in November 2013 as outlined in paragraph 2.7.

Greg Ward

Head of Economic Development

Links

Coalition pledges	P31 - Maintain our City's reputation as the cultural capital of the world by continuing to support and invest in our cultural infrastructure P35 - Continue to develop the diversity of services provided by our libraries
Council outcomes	CO23 - Well engaged and well informed – Communities and individuals are empowered and supported to improve local outcomes and foster a sense of community CO25 - The Council has efficient and effective services that deliver on objectives CO26 - The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives
Single Outcome Agreement	SO1 - Edinburgh's Economy Delivers increased investment, jobs and opportunities for all SO4 - Edinburgh's communities are safer and have improved physical and social fabric
Appendices	None

Corporate Policy and Strategy Committee

10.00am, Tuesday, 1 October 2013

Investment Engagement Plans – Visit to China

Item number	7.8
Report number	
Wards	All

Links

Coalition pledges [P15, P24, P28, P31](#)

Council outcomes [C07, C08, C09](#)

Single Outcome Agreement [S01](#)

Greg Ward

Head of Economic Development

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Executive summary

Investment Engagement Plans – Visit to China

Summary

This report summarises the Lord Provost's visit to Guangzhou and Shenzhen, Southern China at the end of June. The Lord Provost joined the Scottish Government's visit programme to launch the 'Edinburgh and Shenzhen – Partners in Creative Industry' programme and signed a Memorandum of Understanding (MOU) on establishing joint International Creative Business Incubation Centres.

Recommendations

Due to the need to confirm urgent travel plans, the Chief Executive of the Council and Council Leader approved the visit under the urgency provisions set out at paragraph 3.1 of the Committee Terms of Reference. The Committee is asked to note the action taken.

Measures of success

- MOU signed between Edinburgh and Shenzhen
- Raising Edinburgh's profile in China
- Boosting incubator space for Edinburgh companies in China
- Attracting new Chinese investors
- Maximising opportunities for Edinburgh businesses in China

Financial impact

The final total cost for three people travelling was approximately £8,500, including return flights to China, internal travel and accommodation costs. Costs were met by the Investor Support budget.

Equalities impact

As part of the process of delivering the Economic Strategy, a full [Equality Impact Assessment](#) has been undertaken.

Sustainability impact

There may be adverse impacts arising from this report in relation to the carbon emissions associated with air travel. The Economic Development Service [operational plan](#) commits to sustainable development and has set out a number of principles for achieving these.

Consultation and engagement

A Team Scotland approach – working with Scottish Government and Scottish Development International to maximise the benefits from international projects for both Edinburgh and Scotland - has been taken to this visit and the MOU signing.

Background reading / external references

The Lord Provost's Visit to China

1. Background

- 1.1 A proposal for developing trade and investment collaboration in the cultural creative sectors between Edinburgh and Shenzhen was presented to Shenzhen, China's first UNESCO City of Design last month. The proposal received positive feedback from our Chinese counterparts and both Shenzhen Municipal Government and the Scottish Government are supportive of the project.

2. Main report

- 2.1 The Scottish Government visited China at the end of June, led by Humza Yousaf, Minister for External Affairs and International Development. A Memorandum of Understanding on the project was signed between the City of Edinburgh Council and Shenzhen Municipal Government during this visit, witnessed by the Minister. Appendix 1 is a copy of the MoU.
- 2.2 The Lord Provost travelled out on Sunday 24 June and returned to Edinburgh in the evening of 27 June. The Shenzhen meetings and signing ceremony took place on Wednesday 26 June.
- 2.3 The Lord Provost was accompanied by the City Officer and a member of staff from the Investor Support team.
- 2.4 Key meetings during the visit included the following:
- The Lord Provost briefed the Consulate General on Edinburgh. The Consulate is based in Guangzhou, and its jurisdiction covers all of southern China. The meeting was extended as there were many areas of collaboration identified. A detailed introduction was given to the Lord Provost on investment from the region to the UK and R&D collaboration between Edinburgh and the region.
 - The Lord Provost conducted a 1-2-1 press interview with Shenzhen Special Zone Daily, a major local newspaper in Shenzhen. The newspaper produces a full-page weekly feature of major foreign cities. The Edinburgh feature (Appendix 2) was published on 16 July, covering the history, culture, economic development and quality of life of Edinburgh. This has greatly increased the awareness of Edinburgh amongst the 10 million population in Shenzhen.
 - Meeting with Mme Wu, Vice Mayor of Shenzhen, and MoU signing. The Lord Provost gave an introduction to Edinburgh and extended an invitation to Mme Wu and her colleagues to visit Edinburgh. The MoU signing ceremony took

place after the meeting. Minister Yousaf and Anne MacColl, CEO of Scottish Development International witnessed the signing.

- Visit to Shenzhen Library and Shenzhen Concert Hall to discuss culture and community development for cities.
- Meeting with Richard Zhong, Director of Europe & Africa Department, Shenzhen Foreign Affairs Office, to discuss a variety of options for showcasing Edinburgh businesses in Shenzhen.

2.5 Follow up actions:

- Economic Development Service to arrange for a civic and business delegation from Shenzhen to visit Edinburgh by the end of the year. Programmes to showcase Edinburgh's culture and creative sector and activities to connect Edinburgh and Shenzhen businesses will be incorporated..
- Invite TV journalists from Shenzhen to produce featured TV programme on Edinburgh during the Shenzhen inward delegation's visit.
- Support an Edinburgh based performance group to attend the Shenzhen International Sister-City Culture and Art week in December 2013.
- Economic Development Service to organise an outward civic and business delegation to China in autumn 2014.

3. Recommendations

- 3.1 The Chief Executive of the Council and Council Leader approved the visit under the urgency provisions set out at paragraph 3.1 of the Committee Terms of Reference. The Committee is asked to note the action taken.

Greg Ward

Head of Economic Development

4. Links

Coalition pledges

- P15** - Work with public organisations, the private sector and social enterprise to promote Edinburgh to investors
- P24** - Maintain and embrace support for our world-famous festivals and events
- P28** - Further strengthen our links with the business community by developing and implementing strategies to promote and protect the economic well being of the city

	P31 - Maintain our City's reputation as the cultural capital of the world by continuing to support and invest in our cultural infrastructure
Council outcomes	CO7 - Edinburgh draws new investment in development and regeneration CO8 - Edinburgh's economy creates and sustains job opportunities CO9 - Edinburgh residents are able to access job opportunities
Single Outcome Agreement	SO1 - Edinburgh's Economy Delivers increased investment, jobs and opportunities for all
Appendices	Appendix 1 – Signed Memorandum of Understanding Appendix 2 - Screen shot of Edinburgh's feature in Shenzhen Special Zone Daily

Memorandum of Understanding
on
the Establishment of the Edinburgh - Shenzhen International
Creative Industry Incubation Centre

On June 26 2013, the Scottish Minister for External Affairs and International Development, Humza Yousaf and the Lord Provost of the City of Edinburgh Council visited Shenzhen and met with Vice Mayor Madam Wu Yihuan. Both parties exchanged proposals on the establishment of joint International Creative Industry Incubation Centres in Edinburgh and Shenzhen.

In order to enhance the relationship and to promote the collaboration between the cities of Edinburgh and Shenzhen, the City of Edinburgh Council and the City of Shenzhen agreed to sign a "Memorandum of Understanding on Establishing the Edinburgh - Shenzhen International Creative Industry Incubation Centres" and agreed on the following matters of cooperation:

- 1) Based on the principle of mutual benefit, the cities of Edinburgh and Shenzhen will endeavour to strengthen commercial and R & D cooperation in the creative and cultural industry to achieve shared prosperity and development.
- 2) The Heads of the relevant Departments in each city will maintain regular contact in order to promote Edinburgh and Shenzhen as two leading international creative centres.
- 3) Edinburgh and Shenzhen will encourage bilateral business ties and support the internationalisation of local creative businesses by establishing the cultural and creative industries incubator centres.
- 4) Edinburgh and Shenzhen parties will endeavour to increase the trade and investment in the cultural and creative industries and to promote their sustainable development.
- 5) Bilateral cultural and creative industries visits will be carried out between Edinburgh and Shenzhen on the basis of mutual agreement.
- 6) Edinburgh and Shenzhen shall endeavour to establish the "Edinburgh - Shenzhen International Creative Industry Incubator Centre," in both cities and

the first tranche of companies will be encouraged to set up in the incubation centres within 3 years.

7) The above actions will be coordinated by the relevant Department in each city.

This Memorandum of Understanding is written in Chinese and English, each in duplicate, and both texts being equally authentic. This Memorandum of Understanding is signed on 26 June 2013 in Shenzhen with effect from the date of signing.



Mr Xinliang Chen
Deputy Director General
Shenzhen Municipal Bureau of
Culture, Sports and Tourism
People's Republic of China



The Rt Hon Donald Wilson
Lord Provost of the City of
Edinburgh



Corporate Policy and Strategy Committee

10.00am, Tuesday, 1 October 2013

Representation at the UNESCO Creative Cities Summit in Beijing

Item number	7.9
Report number	
Wards	All

Links

Coalition pledges [P24, P31](#)

Council outcomes [CO20](#)

Single Outcome Agreement [SO1](#)

Greg Ward

Head of Economic Development

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Executive summary

Representation at the UNESCO Creative Cities Summit in Beijing

Summary

This report seeks approval for the Council to be represented at the Global Creative Cities Summit in Beijing from 21 to 23 October following an invitation from UNESCO. The Summit is organised by UNESCO and the Municipality of Beijing. This international meeting will agree the future strategies of the Creative Cities Network, which is expected to experience a rapid growth in the coming years.

Edinburgh is the world's first UNESCO City of Literature and the founder city of the UNESCO Creative Cities Network (CCN).

Edinburgh takes an active role in CCN via the City of Literature team, by leading the working group and chairing the working group meetings.

Recommendations

- 1 To recommend that the Committee approves acceptance of the invitation by an elected member to attend the UNESCO Creative Cities Summit in Beijing.

Measures of success

- Maintain Edinburgh's leading role in the UNESCO Creative Cities Network
- Maintain Edinburgh's profile as a world leading creative city
- Contribute and influence the direction of future strategies of the Creative Cities Network
- Forge links with Beijing / China

Financial impact

The costs of a return economy flight ticket and 4 nights' accommodation for the Council's representative will be covered by the organisers. In addition, the cost of 4 nights' accommodation will be covered for an accompanying officer. Remaining costs

for an elected member will be met by the City of Edinburgh Council's Members' Services budget, with officer costs being met from the relevant Departmental budget.

Equalities impact

There are no equalities impacts arising from attendance at this event.

Sustainability impact

Travel arrangements will be made in accordance with The Council's Sustainable Travel Plan.

Consultation and engagement

As Edinburgh is a founder member of the UNESCO Creative Cities Network because it received the first ever such title (UNESCO City of Literature), consultation has taken place with the City of Literature team. The team will not attend the summit as they have committed to the CCN annual meeting in September, but support the opportunity for Edinburgh to be represented and profiled at the Summit.

Background reading / external references

Visit to UNESCO Creative Cities Summit in Beijing

1. Background

- 1.1 An invitation has been received from the UNESCO Museums and Creativity Section (Culture Sector) to attend the Global Creative Cities Summit in Beijing from 21 to 23 October. The Summit is organised by UNESCO and the Municipality of Beijing. This international meeting will orient the future strategies of the Creative Cities Network, which is expected to experience a rapid growth in the coming years.
- 1.2 Edinburgh is the world's first UNESCO City of Literature and the founder city of the UNESCO Creative Cities Network (CCN). The City of Literature team takes an active role in CCN by leading the working group and chairing the working group meetings.

2. Main report

- 2.1 The dates of the visit would be 19-23 October 2013. A draft programme has been provided. However, a detailed programme will be provided by the organisers closer to the date.
- 2.2 As part of the transportation and accommodation cost will be covered by the organisers, the estimated cost for an elected member and a member of staff attending the summit will be £1500 to cover international travel and accommodation in Beijing.

3. Recommendations

- 3.1 To recommend that the Committee approves acceptance of the invitation by an elected member to attend the UNESCO Creative Cities Summit in Beijing

Greg Ward

Head of Economic Development

Links

Coalition pledges P24 - Maintain and embrace support for our world-famous festivals and events

Council outcomes	P31 – Maintain our City’s reputation as the cultural capital of the world by continuing to support and invest in our cultural infrastructure
Single Outcome Agreement	CO20 – Culture, sport and major events – Edinburgh continues to be a leading cultural city where culture and sport play a central part in the lives and futures of citizens
Appendices	SO1 – Edinburgh’s Economy delivers increased investment, jobs and opportunities for all Appendix 1: Letter of Invitation held with the External Relations Unit



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Объединенных Наций по
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منظمة الأمم المتحدة
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联合国教育、
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Culture Sector
The Assistant Director-General

Councillor Donald Wilson
Lord Provost of the City of Edinburgh
City Chambers
253 High Street
Edinburgh - EH1 1YJ Scotland
United Kingdom of Great Britain and
Northern Ireland

Ref. : CLT/DDD/MAC/13/4825

19 July 2013

Dear Councillor,

On behalf of the Director-General of UNESCO, Mrs. Irina Bokova and the Mayor of the People's Government of Beijing Municipality, Mr. Wang Anshun, it is my great pleasure to invite you to attend the "UNESCO Creative Cities Beijing Summit" from 20 to 23 October 2013. UNESCO's Creative Cities Network is one of the potentially most dynamic and impactful initiatives of UNESCO in this age of creativity and ascendancy of the creative economy. Your city is a member of this network, and we trust that you also consider it a very valuable tool for international cooperation and engagement.

The Beijing Summit will include the opening ceremony, Mayors' roundtable meeting, forum and exhibition. On the second day, 21 October, participants are invited to attend the opening of a separate Forum on Learning Cities, which will be opened by a State Leader. The provisional agenda of the Summit is enclosed (attachment 1) and an up-to-date schedule will be provided in due time. Thanks to the generosity of Beijing your economy class roundtrip travel to Beijing, hotel up to four nights – from 19 to 22 or from 20 to 23 October 2013 and some meal costs – will be paid for by the organizers. Of course, you may stay additional days in Beijing if you so wish, but this would be at your own expense. In addition, if you yourself will attend the Summit you may be accompanied by one resource person from your city, whose hotel up to four nights – from 19 to 22 or from 20 to 23 October 2013 and some meal costs will also be borne by the organizers. Should you yourself however not be able to attend and will need to be represented by an official of your city, the organizers will cover the costs of travel and accommodation for one person only. Nevertheless, you may include in your delegation if you so wish other persons, however at your own cost.

By gathering the representatives of the Creative Cities Network and culture policy experts, the Summit will offer a platform for exchange, sharing of experience and multi-cultural dialogue among various stakeholders, who will be able to discuss and explore actual and possible responses to the challenges of sustainable development and to determine specific initiatives and endeavors to be implemented jointly by the members of the Network's seven categories.

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www.unesco.org

Cities are both hubs of creativity, which foster socio-economic growth through creative industry development, and socio-cultural clusters, connecting diverse communities into an intercultural inclusive urban environment. In a few decades cities will host 70% of the world population. This rapid growth can be regarded as a motor of sustainable development, conceived at the same time as an inclusive process, respectful of the diversity of all cultures and citizens.

We sincerely hope that you will be able to accept this invitation, together with the Creative City resource person for your city. Meanwhile we sincerely invite your city to join the exhibition of creative cities complementing the Summit, and Beijing will be in charge of organizing the exhibition (data is in attachment 3). We would also be grateful if you could carry one or two objects by yourself– emblematic of the spirit of creativity and the achievements of your city in this field – that can be displayed in the exhibition.

As you will see in the provisional programme, if you were to plan your departure late on 23 or early on 24 October, you would also be able to attend a concert by famous composer and conductor Tan Dun, UNESCO Goodwill Ambassador, at the National Center for the Performing Arts. As this ticket would need to be obtained for this event, I would be very grateful if you can let us know if you wish to attend this concert. A dedicated website is under construction for the Beijing Summit which soon will provide you with regular information about the preparations for the Summit.

To formalize your participation, please fill in the registration form (attachment 2) with your planned arrival and departure dates. Kindly return this form to the Committee of the Beijing Summit (designbj@bidcchina.com; tel: +86 10 82004254) and the UNESCO Secretariat (Mr. Mauro Rosi, m.rosi@unesco.org; tel.: +33 1 45 68 46 33 and Ms. Cristina Stanca-Mustea c.stanca-mustea@unesco.org, tel.: +33 1 45 68 12 69) before 1 August 2013.

Should you have any questions or require further information, please do not hesitate to contact us at the above coordinates.

Looking forward to meeting you in Beijing, I remain,

Yours sincerely,



Francesco Bandarin

Enc.: 3 documents

Corporate Policy and Strategy Committee

10.00am, Tuesday 1 October 2013

Tron Kirk – short term leasing options – referral from the Finance and Budget Committee

Item number	7.10
Report number	
Wards	11 – City Centre

Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report

Carol Campbell

Head of Legal, Risk and Compliance

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Terms of Referral

Tron Kirk – short term leasing options

Terms of referral

On 17 September 2013 the Economy Committee considered a report which provided two options for letting the Tron Kirk for the next two years prior to Edinburgh World Heritage Trust (EWHT) taking on a long term lease of the building. The following vote took place:

Motion - moved by Councillor Ross, seconded by Councillor Bridgman

- 1) To approve the lease extension of the Tron Kirk to the existing tenant on the terms and conditions outlined in paragraph 2.3 of the Director's report and on such other terms and conditions to be agreed by the Director of Services for Communities and Head of Legal, Risk and Compliance; and
- 2) To refer the report to the Finance and Budget Committee for ratification of the Economy Committee decision.

Amendment - moved by Councillor Corbett, seconded by Councillor Edie

- 1) To place the Tron Kirk on the Open Market as being available to let until 30 September 2015
- 2) To refer the report to the Finance and Budget Committee for ratification of the Economy Committee decision.

Decision

The motion by Councillor Ross was approved by 13 votes to 1.

On 19 September 2013 the Finance and Budget Committee were asked to ratify the decision made by the Economy Committee. Instead, the Finance and Budget Committee agreed to refer to report to the Corporate Policy and Strategy Committee for a final decision.

For decision/action

The Finance and Budget Committee has referred the attached report to the Corporate Policy and Strategy Committee for a final decision.

Background reading / external references

[Economy Committee 17 September 2013](#)

[Finance and Budget Committee 19 September 2013.](#)

Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report
Appendices	Appendix 1 Tron Kirk - Short Term Leasing Options – report by the Director of Services for Communities

Economy Committee

10.00 a.m., Tuesday, 17 September 2013

Tron Kirk – short term leasing options

Item number	8.1.2
Report number	
Wards	11 – City Centre

Links

Coalition pledges	P23, P31
Council outcomes	CO8, CO20
Single Outcome Agreement	SO1

Mark Turley

Director of Services for Communities

Richard Willson, Estates Surveyor

E-mail: Richard.willson@edinburgh.gov.uk | Tel: 0131 529 4624

Executive summary

Tron Kirk – short term leasing options

Summary

The purpose of this report is to provide the Committee with two options for letting the Tron Kirk for the next two years prior to Edinburgh World Heritage Trust (EWHT) taking on a long term lease of the building. The two options are summarised as follows:-

1. Grant an extension of the existing lease for a further term until 30 September 2015 at an increased rent of £20,000 per annum. The use of the Tron Kirk as a licensed premises to be restricted to 6 weeks during the Jazz, Old Town and Fringe Festivals and a maximum of 5 days at Hogmanay.
2. To advertise the Tron Kirk as being available To Let for a period of two years on the open market.

Recommendations

That Committee:-

- 1) Approves either the lease extension of the Tron Kirk to the existing tenant on the terms and conditions outlined in paragraph 2.2 and on such terms and conditions to be agreed by the Director of Services for Communities and the Head of Legal, Risk and Compliance **or** that the Tron Kirk is placed on the Open Market as being available To Let until 30 September 2015
- 2) Refers this report to the Finance and Budget Committee for ratification.

Measures of success

A prominent Grade “A” listed building on the Royal Mile will continue to be open for visitors during the Summer & Hogmanay Festivals whilst Edinburgh World Heritage Trust who will be taking a long lease of the Tron Kirk secure funding for the conservation and fit out of the building.

Financial impact

The prospective lessee has offered to pay an annual rent of £20,000 for use of the Tron Kirk for four days each Hogmanay and a maximum period of six weeks each summer to cover the Jazz and Fringe Festivals.

An offer to let on the open market would incur one off costs of £100,000+ in securing the capital works from the existing tenant.

Equalities impact

This report has been assessed in terms of equalities and human rights. If the recommendations are approved this will help with the Rights of Physical Security and Education and Learning. The long term Rights of an inclusive society can only be achieved as part of the long term proposals Edinburgh World Heritage Trust have to conserve and fit out the Tron Kirk.

Sustainability impact

There are no sustainability issues arising from this report.

Consultation and engagement

The proposed end user of the Tron Kirk, Edinburgh World Heritage Trust would prefer to see the Tron Kirk open during festival periods whilst the current operation has been closely scrutinised by elected members and officers of the Council during its two years of operation.

Background reading / external references

Report to Finance and Budget Committee 6 June 2013 relating to long term use for the Tron Kirk.

Tron Kirk – short term leasing options

1. Background

- 1.1 The Tron Kirk is a Grade “A” listed building, which was acquired by the Council in 1972. In the mid 1970’s the roof of the Tron was replaced by the Council, but the building was not used until 2000 when it was leased to a local tour company who operated it as an Information Centre until 2007.
- 1.2 In 2007, approval was granted by the Council to proceed with a scheme that would have seen the Tron Kirk conserved and the building used as a Visitor Centre with catering facilities. This did not proceed due to the impact of the economic downturn on the financial viability of the project.
- 1.3 The property was offered, by competitive tender in May 2012, as a venue for the Fringe Festival and otherwise a venue for live performances and as an ancillary bar/café with access during the day by the public to view the Tron Kirk. The existing tenant has operated the venue since that time for two Summer Festivals (2012 & 2013) and the Christmas and Hogmanay Festival (2012) in return for a total rental payment of £20,000.
- 1.4 The property was let as a shell with no floor or services. There was also an additional complication due extensive archaeological remains of medieval Edinburgh that required to be protected. This involved the tenant providing a self supporting floor (cost approx. £100,000) that did not damage the archaeology and that could not be tied into the Tron Kirk walls. The tenant also completed other capital works of approx. £80,000 to provide heating, lighting, stage and bar. During both summers, the Tron has operated as a “free” venue for the Fringe including the Jazz and Old Town Festivals who were not charged for use of the venue.
- 1.5 In June 2013, the Finance & Budget Committee approved the grant of a long lease to Edinburgh World Heritage Trust (EWHT) to conserve the Tron Kirk and fit it out as a Heritage Centre. EWHT will not be in a position to commence work to the Tron Kirk before Autumn 2015. They have stated, in principle, support for the opening of the Tron Kirk during the intervening period as it is helping to promote the building.

- 1.6 Given that the conservation work is unlikely to commence for at least another two years, the Council needs to consider the options for temporary use in the interim.

2. Main report

- 2.1 There are three options moving forward:-

1. Leave the property vacant until EWHT are ready to take possession.
2. Extend the agreement to the existing tenant.
3. Advertise for a new occupier

2.2 **Leave the property vacant until EWHT are ready to take possession**

There is no financial, economic or objective rationale to leave the property vacant for the next two years. Further, Capital Coalition pledge 23 states "Identify unused Council premises to offer on short low cost lets to small businesses, community groups and other interested parties". This option is therefore discounted.

2.3 **Extend the agreement to the existing tenant**

Normal Council procedure is to offer an extension of leased premises to the existing tenant. This is on the basis that they have fulfilled all their obligations under the existing agreement and that the Council does not require the property for any other purpose.

Concern has been expressed by local Councillors that the venue causes disruption and noise nuisance to local residents and businesses. During the duration of the lease in Summer 2013, one complaint for noise was logged with the Neighbourhood Team.

Of additional concern is the use of Hunter Square public toilets for private use. However, the lease of the property has always been predicated on any user securing the consent of using the toilets via a separate agreement.

As is normal practice, the existing tenant has requested to extend the lease for the two year period based on the following heads of terms:-

1. The lease would be for the period of the Summer festivals (Jazz, Old Town and Fringe) in 2014 and 2015 plus the Christmas and New Year Festival in 2013 and 2014.
2. The property will be available for use by the Council or their nominated party during other periods.

3. The rent will be £20,000 per annum representing an uplift of 100% on the current arrangement.
4. The tenant will install a disabled ramp access and disabled toilet at their own cost, subject to all statutory consents.
5. At the end of the lease period the tenant will leave all capital works in situ if required.
6. The lease will be subject to the tenant securing an additional agreement to utilise the toilets, licensing and other statutory consents.
7. The tenant has offered to work with the Council to make the venue available all year round for events that will showcase the Tron's interior, i.e., local groups, charities etc.
8. The tenant and also indicated a desire to engage with EWHT to bring forward proposals to replace the existing floor with glass so that the archaeological remains are visible to the public.
9. The tenant will be responsible for the Council's legal and property costs in concluding the lease.

2.3 Advertise for a new occupier

There is a direct relationship between the financial return the Council could achieve and the use the building can be put to. It is clear that the majority of interest, with the highest return, will be for the same use as the existing tenant

In pursuing this option there will be an additional problem in addressing the cost of the existing tenant's capital works. The tenant would be at liberty to remove the floor or negotiate a one off premium from the Council and/or a new tenant of £100,000+. Given the temporary nature of the lease that is available, this may make proposals for alternative uses financially unviable.

3. Recommendations

3.1 That Committee

- 1) Approves either the lease extension of the Tron Kirk to existing tenant on the terms and conditions outlined in paragraph 2.2 and on such terms and conditions to be agreed by the Director of Services for Communities and the Head of Legal, Risk and Compliance **or** that the Tron Kirk is placed on the Open Market as being available To Let until 30 September 2015; and
- 2) Refers this report to the Finance and Budget Committee for ratification.

Mark Turley

Director of Services for Communities

Links

Coalition pledges

P23 – Identify unused Council premises to offer on short low-cost lets to small businesses, community groups and other interested parties.

P31 – Maintain our City's reputation as the cultural capital of the world by continuing to support and invest in our cultural infrastructure.

Council outcomes

CO8 – Edinburgh's economy creates and sustains job opportunities.

CO20 – Culture, sport and major events – Edinburgh continues to be a leading cultural city where culture and sport play a central part in the lives and future of citizens.

Single Outcome Agreement

SO1 – Edinburgh's Economy Delivers increased investment, jobs and opportunities for all.

Appendices



LOCATION PLAN

SCALE 1:1250

SITE PLAN

SCALE 1:500

• EDINBURGH • THE CITY OF EDINBURGH COUNCIL	
SERVICES FOR COMMUNITIES EDINBURGH	
Tron Kirk 120 High Street Edinburgh	
DATE	02/09/2013
SURVEYED BY	
DRAWN BY	F McDonald
SCALE	Plan to Scale at A3
NEG. NO.	NT2573/A3/1356 A

AREA OF LEASE SHOWN DELINEATED BLACK

Corporate Policy and Strategy Committee

10.00am, Tuesday 1 October 2013

Former Royston Primary School – 123 Boswall Parkway – Proposed Development of New Care Home - referral from the Finance and Budget Committee

Item number	7.11
Report number	
Wards	11 – City Centre

Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report

Carol Campbell

Head of Legal, Risk and Compliance

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Terms of Referral

Former Royston Primary School – 123 Boswall Parkway – Proposed Development of New Care Home

Terms of referral

On 17 September 2013 the Economy Committee considered a report which proposed the transfer of half of the former Royston Primary School site to the Health and Social Care account for the development of a new care home. The new care home would replace the existing Silverlea Care Home on Muirhouse Parkway. The Economy Committee agreed:

- 1) To authorise the Director of Services for Communities to agree to the transfer of half of the former Royston Primary School site to the Health and Social Care account for the development of a new care home.
- 2) To refer the report to the Finance and Budget Committee for ratification of the Economy Committee decision.

On 19 September 2013 the Finance and Budget Committee was asked to ratify the decision made by the Economy Committee. Instead, the Finance and Budget Committee agreed:

To refer to report to the Corporate Policy and Strategy Committee for a final decision.

For decision/action

The Finance and Budget Committee has referred the attached report to the Corporate Policy and Strategy Committee for a final decision.

Background reading / external references

[Economy Committee 17 September 2013](#)

[Finance and Budget Committee 19 September 2013](#)

Links

Coalition pledges	See attached report
Council outcomes	See attached report
Single Outcome Agreement	See attached report
Appendices	Appendix 1 Tron Kirk - Short Term Leasing Options – report by the Director of Services for Communities

Economy Committee

10.00 am, Tuesday 17 September 2013

Former Royston Primary School, 123 Boswall Parkway- Proposed Development of New Care Home

Item number	8.1.1
Report number	
Wards	4- Forth

Links

Coalition pledges	P17,P42
Council outcomes	CO7 , CO8 , CO10
Single Outcome Agreement	SO1 , SO2

Mark Turley

Director of Services for Communities

Graeme McGartland, Senior Estates Surveyor

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Executive summary

Former Royston Primary School, 123 Boswall Parkway- Proposed Development of New Care Home

Summary

Royston Primary School was closed a number of years ago with the former school buildings demolished in Autumn 2010. The marketing of the site has been delayed due to prevailing economic conditions.

The Accommodation Strategy for Older People was agreed in 2008. To date 5 new care homes have been opened and funding for a sixth home has been agreed. This home will replace the existing Silverlea Care Home on Muirhouse Parkway.

A search has been undertaken to identify suitable sites in close proximity to the existing home.

It is proposed that a new care home is developed on half of the former Royston school site as it best satisfies the criteria for a new home in terms of size, location and proximity to Silverlea. After the new home has been developed the existing Silverlea facility will be brought to the market in conjunction with adjoining surplus land within Council ownership.

Recommendations

That Committee:-

- (1) Authorises the Director of Services for Communities to agree to the transfer of half of former Royston Primary School site to the Health and Social Care account for the development of a new care home ; and
- (2) Refers this report to the Finance and Budget Committee for ratification.

Measures of success

- A site which has been vacant for 3 years will be brought back into economic use and will deliver part of the Accommodation Strategy for Older People.
- A higher capital receipt will be obtained from the sale of Silverlea, in conjunction with neighbouring Council owned land, than would be achieved from a sale of the Royston Primary site.
- The development of a replacement care home will provide health and well being benefits. There will be less emotional distress to the longer term of residents who will move directly to the new home when completed.

Financial impact

Children and Families will receive a transfer of funds of £500,000 from Health and Social Care representing half the market share of the Royston site. This sum will be paid in financial year 2013/2014. The remainder of the site can be marketed to produce a further capital receipt in financial year 2014/2015.

A capital receipt from the sale of the Silverlea site of approximately £3.0 million can be expected from financial year 2016/17 onwards.

In summary, the following financial savings will be achieved:-

	Option 1 Replace on existing Silverlea	Option 2 Rebuild on Royston site
Royston	£1m	£500,000
Silverlea	-	£3m
Total	£1m	£3,500,000

Equalities impact

The development of part of Royston school site will allow a long standing vacant site to be brought into economic use. This will enhance the feeling of security for neighbouring residents and promote health and well being.

Sustainability impact

The proposed new care home will be developed in line with the environmental policies of the Council and the Carbon Reduction Commitment. The recently completed care homes have achieved a BREEAM rating of “very good”.

Consultation and engagement

Any development of the Royston School site will require planning permission. Consequently the proposal for a new care home on the site will go through the normal consultation process.

Health and Social care are currently undertaking engagement with residents, relatives and staff regarding the provision of the Silverlea Care Home.

Background reading / external references

City of Edinburgh Council – 17 December 2009 – [Outcome of the consultation process for the proposal to close Royston Primary School – affecting Granton and Forthview Primary Schools and Broughton and Craigroyston High Schools.](#)

Health Wellbeing and Housing Committee – 10 September 2013 – [Update on Accommodation Strategy for Older People](#)

Former Royston Primary School, 123 Boswall Parkway- Proposed Development of New Care Home

1. Background

- 1.1 The Council has an accommodation strategy in place for care homes for older people, which was agreed by the Health, Social Care and Housing Committee in 2008.
- 1.2 The accommodation strategy concluded that the 17 care homes for older people needed to be replaced as they were no longer fit for purpose. The Council has developed 5 new homes to date with the most recent Drumbrae, opening in May 2013. Each new home accommodates 60 rooms.
- 1.3 Royston Primary School was closed in 2010 with the buildings demolished the same year. The site has lain vacant since this time and has occasionally attracted instances of fly tipping.
- 1.4 The Royston site has not been marketed since closure due to prevailing market conditions. The site extends to 3.47 acres.

2. Main report

- 2.1 Funding is in place for a sixth new care home to be developed. This home will replace the existing facility at Silverlea located on Muirhouse Parkway. Silverlea is the oldest remaining care home.
- 2.2 For the replacement home an alternative site has been considered as preferred option. This will release the market value of the existing Silverlea site and alleviate the need to decant existing long term residents therefore reducing emotional stress.
- 2.3 A number of sites were considered in the north of the city in both CEC and private sector ownership. The criteria for the preferred site was close proximity to the existing Silverlea facility and transport routes as well as being of a size to accommodate a 60 bed home.
- 2.4 A number of sites at Granton and Granton Harbour were considered but rejected due to planning restrictions, size and distance from Silverlea.

- 2.5 The Royston Primary site has been identified as a suitable alternative to Silverlea and satisfied the search criteria. It is located just 1.04 miles from the existing care home as shown on the attached plan.
- 2.6 It is proposed that the new care home be developed on half of the site of the former Royston Primary School site, approximately 1.74 acres. This will allow a 60 bed unit to be developed on a similar model to the new homes already delivered.
- 2.7 If marketed at the present time, the Royston school site would attract interest from housing developers, with a strong possibility that any proposal for the site would concentrate on affordable housing provision.
- 2.8 The development of part of the site for a care home would leave approximately half of the site, 1.735 acres, available for marketing. Such a site would still be of a size to attract interest from residential developers.
- 2.9 The site of the existing Silverlea home can be marketed for sale in conjunction with adjoining Council owned land which will provide a larger development site than Royston primary. This will allow a larger capital receipt to be achieved. Any proposed development of the Silverlea site will be required to deliver affordable housing in accordance with planning guidelines.
- 2.10 The capital receipt from the sale of the former Royston Primary School site has been ring fenced for investment back into the school estate as per the decision of the Council on 17 December 2009. Consequently Health and Social Care will compensate Children and Families for half of the value of the Royston site at approximately £500,000. This will release a potentially much larger receipt through the future sale of the Silverlea site together with the other Council assets of approximately £3.0 million.

3. Recommendations

That Committee:-

- 3.1 Authorises the Director of Services for Communities to agree to the transfer of half of former Royston Primary School site to the Health and Social Care account for the development of a new care home ; and
- 3.2 Refers this report to the Finance and Budget Committee for ratification.

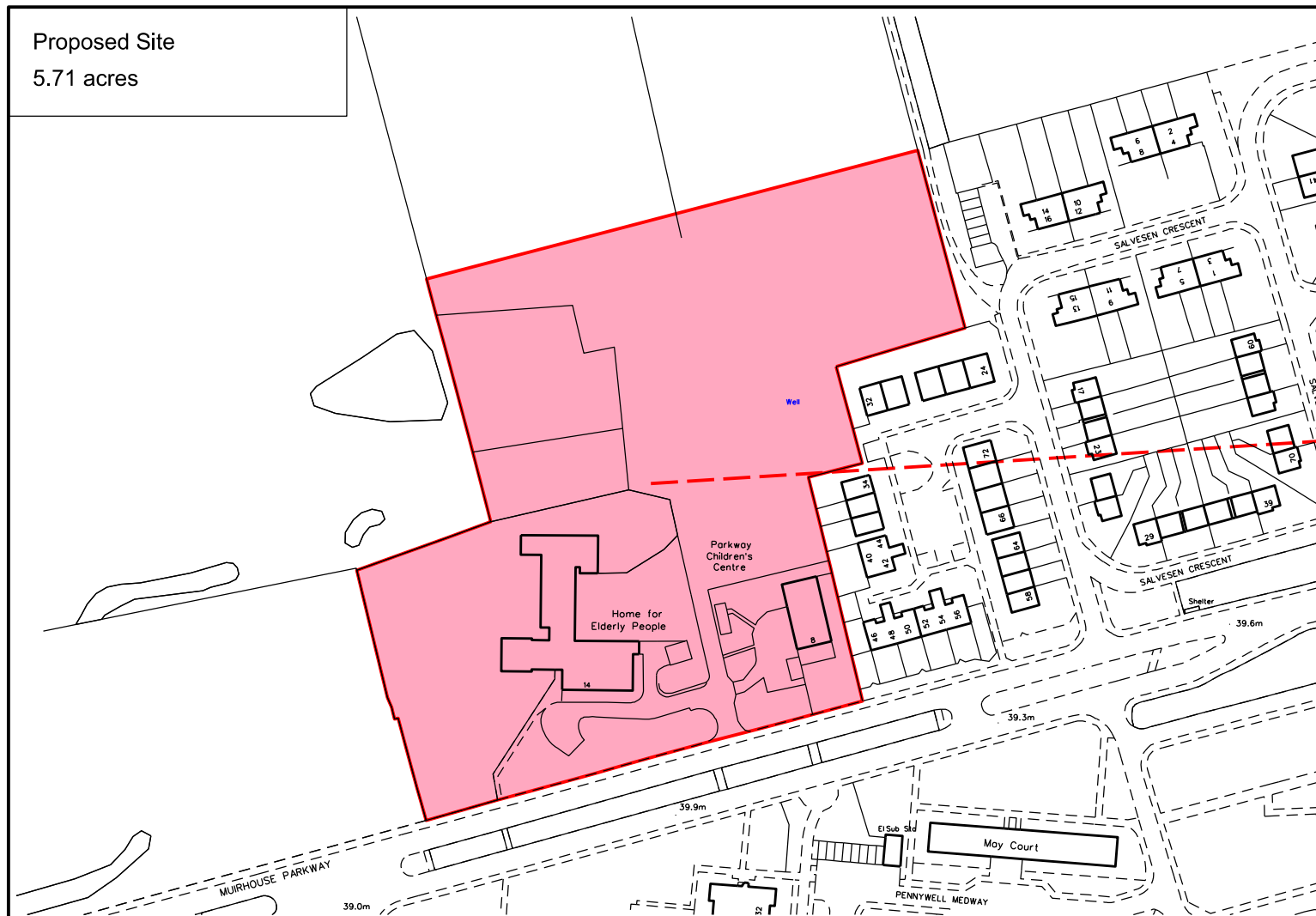
Mark Turley

Director of Services for Communities

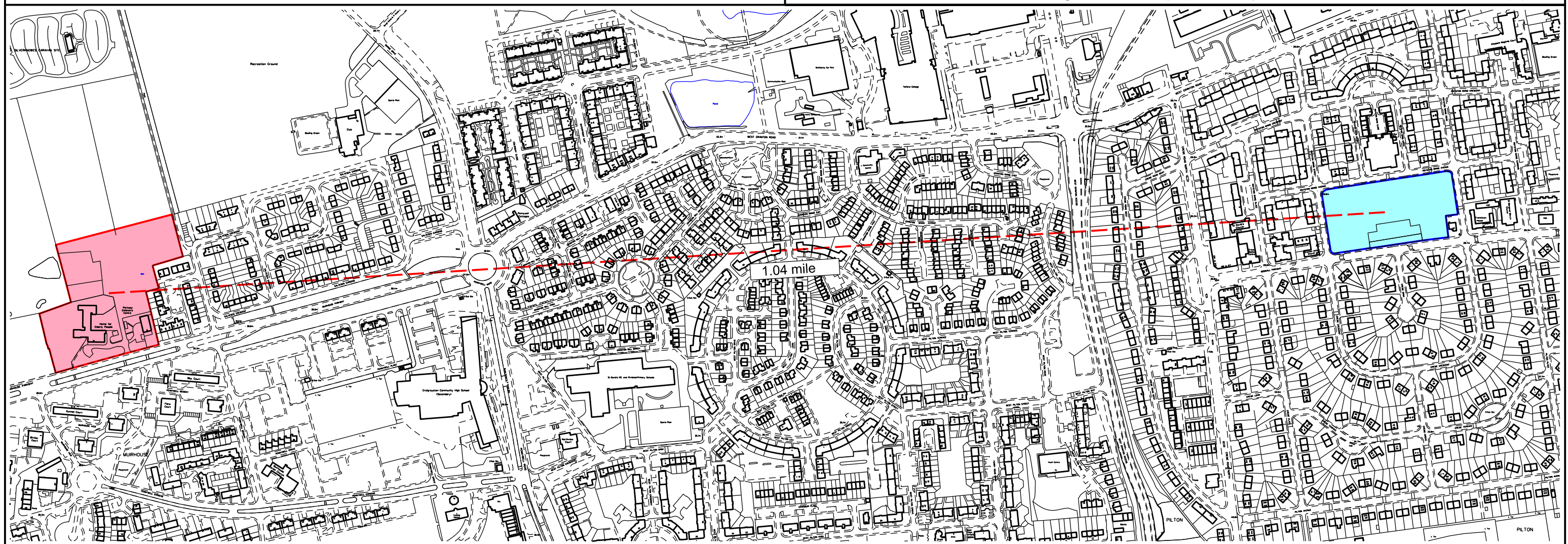
Links

Coalition pledges	P17 - Continue efforts to develop the city's gap sites and encourage regeneration P42- Continue to support and invest in our supporting infrastructure
Council outcomes	CO7 – Edinburgh draws new investment in development and regeneration CO8 – Edinburgh's economy creates and sustains job opportunities CO10- Improved health and reduced inequalities
Single Outcome Agreement	SO1 – Edinburgh's economy delivers increased investment, jobs and opportunities for all SO2- Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health
Appendices	Location and Layout plan

Proposed Site
5.71 acres



Former Craigroyston PS site
3.47 acres



Corporate Policy and Strategy Committee

10am, Tuesday, 1 October 2013

Communities and Neighbourhoods Policy Development and Review Sub-Committee: Work Programme

Item number	7.12
Report number	
Wards	ALL

Links

Coalition pledges	
Council outcomes	CO26
Single Outcome Agreement	

Carol Campbell

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Terms of Referral

Communities and Neighbourhoods Committee Policy Development and Review Work Programme 2013-2014

Terms of referral

Each Executive Committee is required to agree an annual work programme for its Policy Development and Review Sub-Committee. The work programme is linked to key priorities and outcomes, capital coalition pledges, strategic plan and five year business plan.

On 24 September 2013, the Communities and Neighbourhoods Committee agreed:

- 1) To note the attached work programme for the Communities and Neighbourhoods Committee 2013-14.
- 2) That with effect from November 2013, meetings of the Communities and Neighbourhoods Policy Development and Review Sub-Committee be held immediately after each Executive Committee.
- 3) That the Communities and Neighbourhoods work programme be referred to the Corporate Policy and Strategy Committee for approval.

The work programme for the Communities and Neighbourhoods Committee is attached for information and feedback.

For decision/action

The Communities and Neighbourhoods work programme 2013-14 is referred to the Corporate Policy and Strategy Committee for approval.

Measures of success

Each individual area of policy development and review work programmes will have measures of success attributed to individual areas of policy.

Financial Impact

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

Equalities Impact

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

Sustainability Impact

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

Consultation and Engagement

Not applicable.

Background reading / external references

[City of Edinburgh Council minute 20 September 2012](#)

[Communities and Neighbourhoods Policy Development & Review Sub-Committee 4 June 2013](#)

Links

Coalition pledges

Council outcomes

CO26 - The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives.

Single Outcome Agreement

Appendices

Communities and Neighbourhoods work programme

Communities and Neighbourhoods Committee Policy Development and Review Sub-Committee

[From June 2013]

No	Title / description	Sub section	Category or type	Lead officer	Starting point	Stakeholders	Progress updates	Start date	Due date
1	Develop Community Asset Transfer Framework and Concessionary Rentals Policy for Council-owned property and estate - develop and approve a new Council policy in light of pledge commitments and proposed legislative duties through the Community Empowerment and Renewal Bill	Key connections with strengthening relations with the Third Sector and culture/sports community and to the Review of Grants to Third Parties Develop to reflect Bill timeline	Indirect link to Pledge 23 that requires the Council to explore better use of underused premises	Mark Steed and Peter Watton Nick Croft and Graeme McKechnie	Discussions with key stakeholder interests at an early stage Theme to be incorporated within the developing Edinburgh Social Enterprise Strategy	Third Parties Recipients of concessionary rentals Groups aspiring to take on management and ownership of Council properties Neighbourhood Partners	As required	Rentals Policy from September 2013 Asset Transfer Framework from May 2014	May 2014 December 2014

No	Title / description	Sub section	Category or type	Lead officer	Starting point	Stakeholders	Progress updates	Start date	Due date
2	Poverty and inequality data in the city - presentation of up to date information and analysis, with a specific focus on matters relating to tackling child poverty and/or poverty amongst older people.	Area deprivation and City ranking re SIMD -Updated poverty analysis for PITG -Child poverty action through Children's Partnership -A city for all ages and Live Well in Later Life re older people	Direct pledges and SOA vision and high level outcomes	Paul Hambleton Andy Gray (re Child Poverty) Louise Wright (PITG data analysis) Tricia Campbell, Glenda Watt (re older people)	PITG undertaking review of poverty and deprivation in Edinburgh for report to an Edinburgh Partnership in Conference event in September	All city partners Third sector providers	PITG meetings review progress. Main EPIC report September 2013	PITG work under way	PD&R Sub-Committee February 2014
3	Advancing Enterprise and Citizenship in Education – report to establish baseline data on current activity across Curriculum for Excellence in order to strengthen engagement			Gillian Tee	Strong connections with the Edinburgh Volunteering and Social Enterprise and Economy Strategies	Third sector Business Community Compact and Business Partnerships Schools and Neighbourhood Partnerships	To be confirmed	To be identified	To be identified

No	Title / description	Sub section	Category or type	Lead officer	Starting point	Stakeholders	Progress updates	Start date	Due date
	going forward								
4	Strengthening relationships with the Third Sector including the Grants to Third Parties review.	Examine opportunities to maximise the impact and benefit of Council Grant Funds in communities across Edinburgh Connections with rentals, other Council financial support and asset transfer	Direct link to a number of Pledges concerning third sector, cultural and sporting sector engagement	Nick Croft and Graeme McKechnie	Member/Officer Working Group established Corporate Review Group installed Council Grants Reference Group established for co-production Discussions with elected members, third party leaders	Compact Partners and Third Parties Recipients of grants and those aspiring to receive Council investment and grow their organisation Groups aspiring to take on management and ownership of Council properties Neighbourhood Partnerships and related localised arrangements	Grants Review and Implementation Progress Update every two cycles	June 2013	PD&R Sub-Committee February 2014
5	Update on the new Edinburgh Partnership Community Plan 2013/16 and wider Edinburgh Partnership developments.	Strategic outcomes agreement structured around 4 key high level priorities for the city. New focus on prevention and the shifting of resources upstream.	Underpins formal relationship between the Edinburgh Partnership and the Scottish Government.	Nick Croft and Norma Cuthbertson	Formulation of new Community Plan 2013-16 and related SOA 4 Consultation currently ongoing	Edinburgh Partnership Strategic Partnerships Neighbourhood Partnerships	Draft considered by the Edinburgh Partnership Executive on 21 May. To be submitted to the EP Board on 6 June for further consideration.	Ongoing	Considered by the PD&R Sub-Committee: August 2013

No	Title / description	Sub section	Category or type	Lead officer	Starting point	Stakeholders	Progress updates	Start date	Due date
	Update on the new Edinburgh Partnership Community Plan 2013/16 and wider Edinburgh Partnership developments (contd)	Needs to drive investment partner resource allocation and investment decisions over the plan period.	Current guidelines incorporate findings from the National Review of Community Planning and the Statement of Ambition. CPPs are to drive the national public service reform agenda and must be able to demonstrate capacity to do so.				Final version to be signed off with the Scottish Government by end June		
6	Review of the			Nick Croft	Equality and	Corporate Equality and	Meeting with	Ongoing	PD&R

No	Title / description	Sub section	Category or type	Lead officer	Starting point	Stakeholders	Progress updates	Start date	Due date
	Council pilot to develop improved approaches to equality and human rights impact assessment and approval for a council approach 2013-2017.				<p>Rights (ERIA) training and awareness</p> <p>CEC ERIA Staff Guidance document and record</p> <p>ERIA registers to oversee the ERIA process for each service areas</p> <p>Joint evaluation approach with Scottish Human Rights Commission</p> <p>Publication of completed ERAs for each service area</p> <p>ERIA approach to budget options</p>	<p>Rights Management Team – responsible for providing ERIA support and advice.</p> <p>Heads of Service – responsible for ensuring staff in their service area carry out ERAs on their policies/ service reviews.</p> <p>- responsible for signing off ERAs</p> <p>Staff in each service area - responsible for analysing evidence, identifying impacts/ recommendations, producing and publishing the ERIA record</p> <p>Scottish Human Rights Commission</p> <p>Equality and Human rights Commission</p> <p>Scotland's Commissioner for Children and Young people (SCCYP)</p>	<p>SHRC in June 2013</p> <p>Meeting with SCCYP in July 2013</p>		Sub-Committee February 2014

No	Title / description	Sub section	Category or type	Lead officer	Starting point	Stakeholders	Progress updates	Start date	Due date
	Review of the Council pilot to develop improved approaches to equality and human rights impact assessment and approval for a council approach 2013–2017 (contd).				Ongoing discussions with key stakeholders	Leadership & Development training team, Organisational Development			
7	Update report on improving access to information, services and buildings for Edinburgh's diverse communities.	To be confirmed		Bill O'Fee	To be confirmed		To be confirmed		PD&R Sub-Committee November 2013
8	Analysis of migration impacts on Edinburgh communities and neighbourhoods	Dependent upon the full release of Census Data		Nick Croft	To be confirmed		To be confirmed		PD&R Sub-Committee November 2013
9	Total Place			Christine Mackay (C+F) and Jim Hunter (SfC)			Progress report to be submitted		PD&R Sub-Committee November 2013